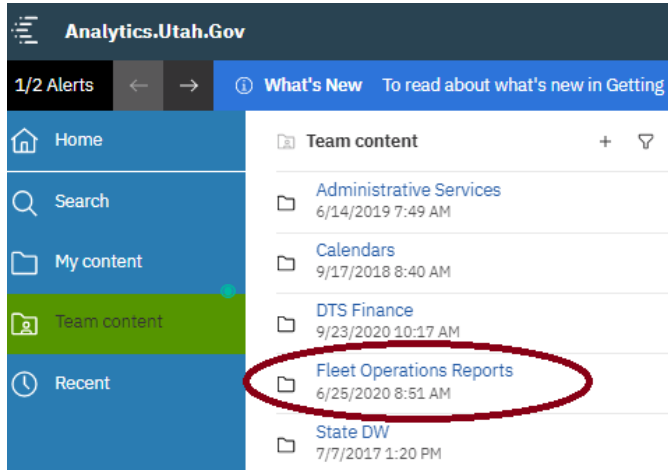


Cognos Fuel Billing Instructions

Access the Cognos reporting environment by going to <https://analytics.utah.gov/ibmcognos/bi/?perspective=home>
Please note Cognos is only compatible with Google Chrome and IE11.

Log on with your Utah ID.

Once you're logged on click on Team Content on the left menu. Then click on Fleet Operations Reports.



The reports available are:

Billing Statement – this is your current billing statement. It will list the current amount due along with any overdue charges.

Fuel Bill Detail for Excel – this is the list of transactions you were billed for in excel format. . If you click on the name of the report it will run in excel format after you choose your parameters.

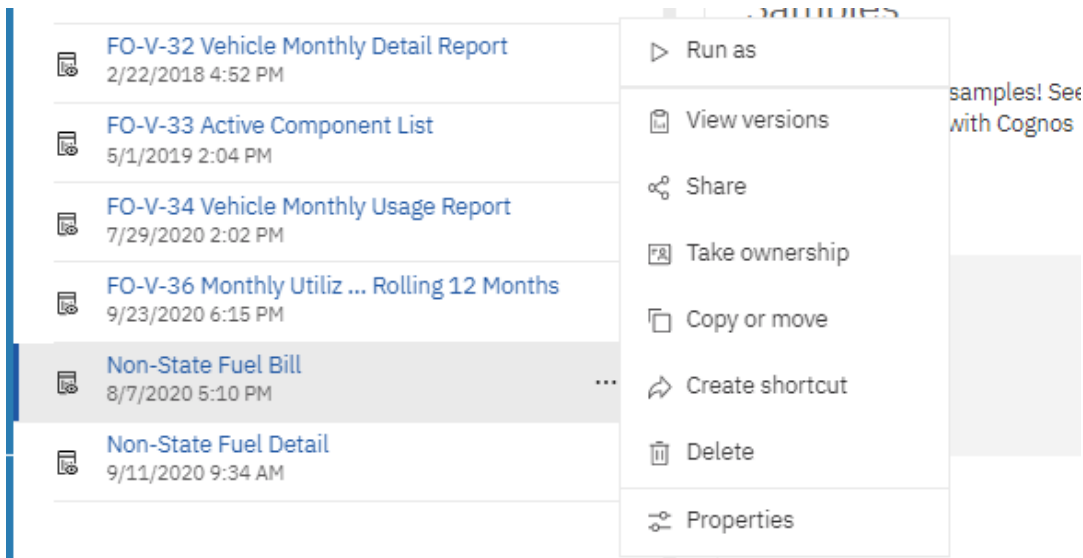
Fuel Bill Detail for PDF – this the list of transactions you were billed for in PDF format. If you click on the name of the report it will run in PDF format after you choose your parameters.

Fuel Bill Invoice – this is your invoice and shows the total due for the month along with the totals from any divisions you may have.

Fuel Totals by Card – this shows the total for the card by purchase type and displays the quantity, spend, service fee, and the total charge.

To run a report click on ellipsis. Then click 'Run as'





Choose the either PDF or Excel Data. Then click Run.

Run as

Run in background

Prompt me

You will be prompted for input before the report runs.

Q Find

Format

HTML
 PDF
 Excel

Excel Data
 CSV
 XML

Enter the parameters for the report

Non-State Fuel Billing

The State’s fiscal year starts July 1st. This bill is pulled by fiscal year and calendar month. If you’re pulling July through December the year will be the next calendar year. If you’re pulling January through June it is the current calendar year.

Choose your department from the list.

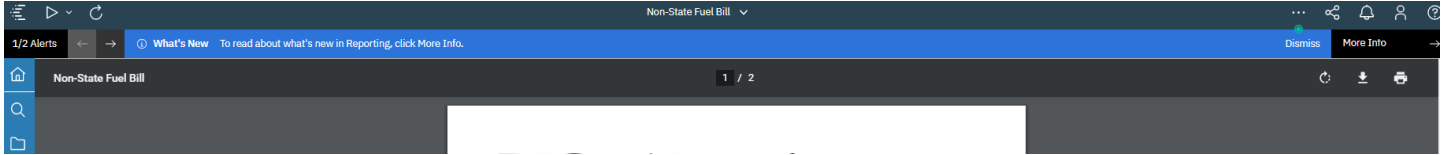
You are able to pull each of your division bills separately if you want. Once you choose your department the list of available divisions will show. You can then run for each division if you choose.

Unless you have an actual invoice number 'FFYFM####' leave the Invoice number field blank.

Once you have finished choosing the parameters click finish at the bottom of the page.

If you chose the Excel Data version it will download to the downloads folder on your computer. If you're using Google Chrome it will show the excel file on the bottom left corner of your browser window when it is done downloading.

If you pulled the PDF version to print or download the file move your cursor and the PDF bar will appear at the top of your screen. Click on the printer to print or the download arrow to download it as a PDF to your computer.



If you have any questions please contact fuelrequests@utah.gov