



# IN 26 - Commodity Catalog Search quick reference guide

## Instructions

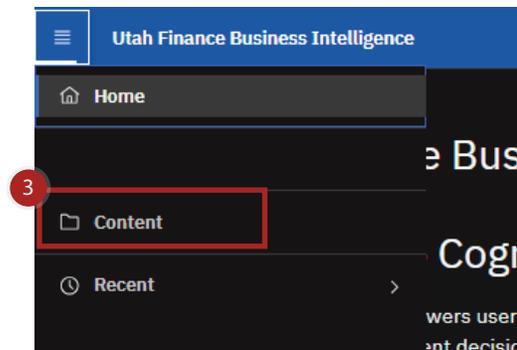
1. Open Cognos
  - Go to the **Data Warehouse** link on the [finance.utah.gov](http://finance.utah.gov) site.
  - Click **COGNOS Finet reports**.



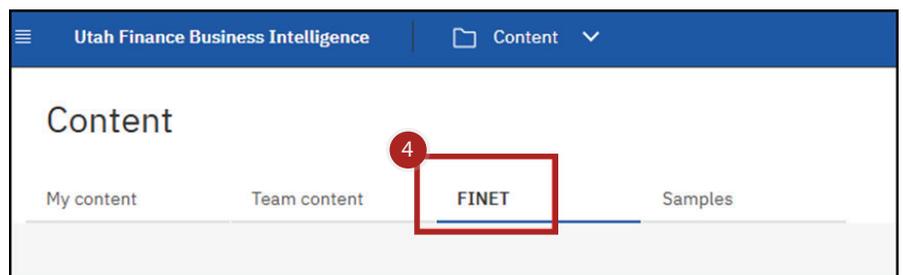
2. Click on the hamburger navigation (three bars top left)



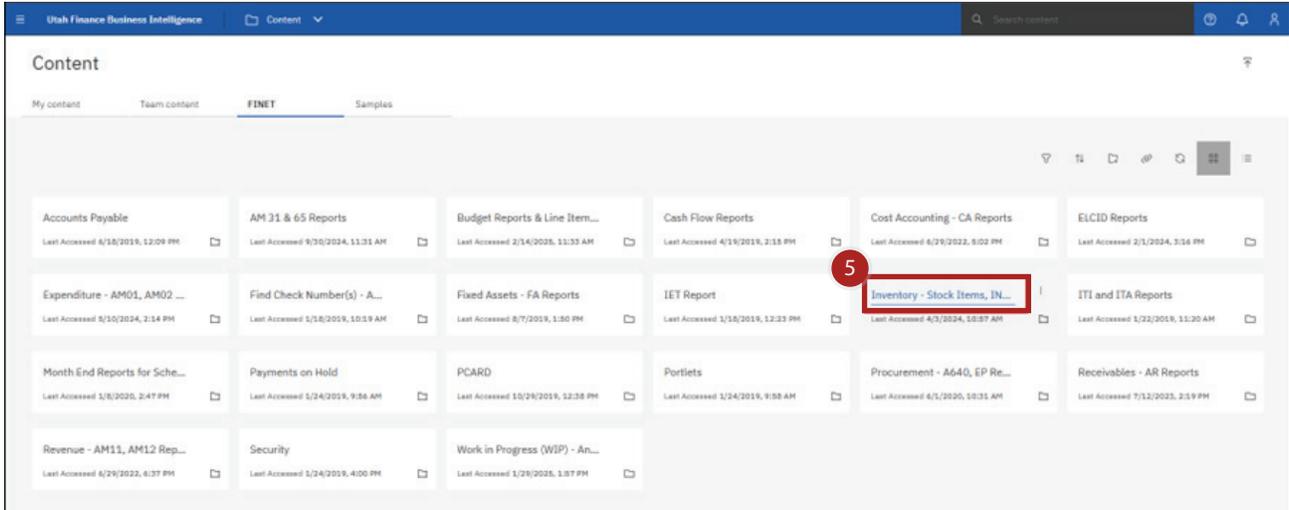
3. Click **Content**.



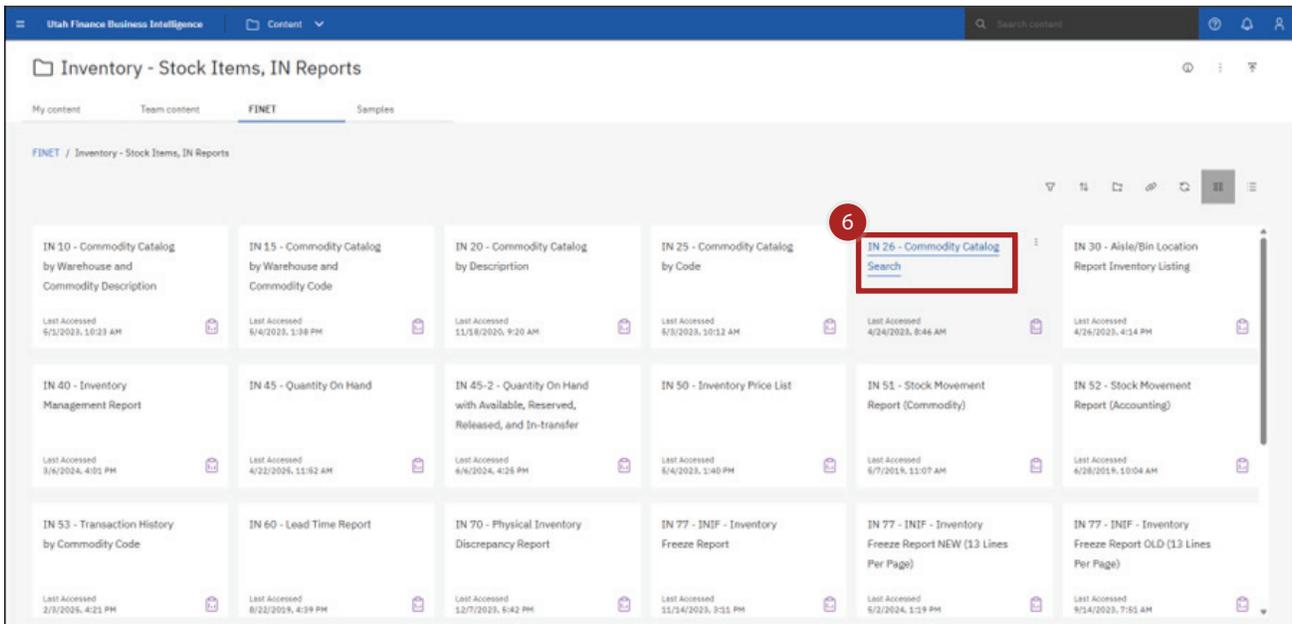
4. Click on **FINET**.



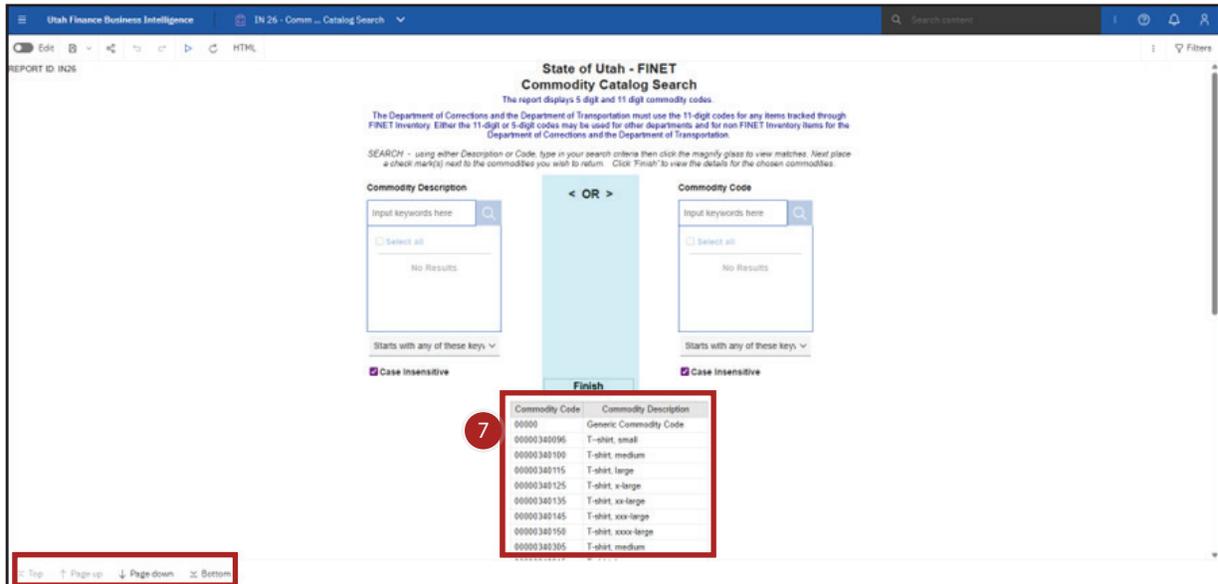
5. Select the folder **Inventory - Stock Item, IN Reports** by clicking on the folder name.



6. Select the report **IN 26 - Commodity Catalog Search** by clicking on the report name.

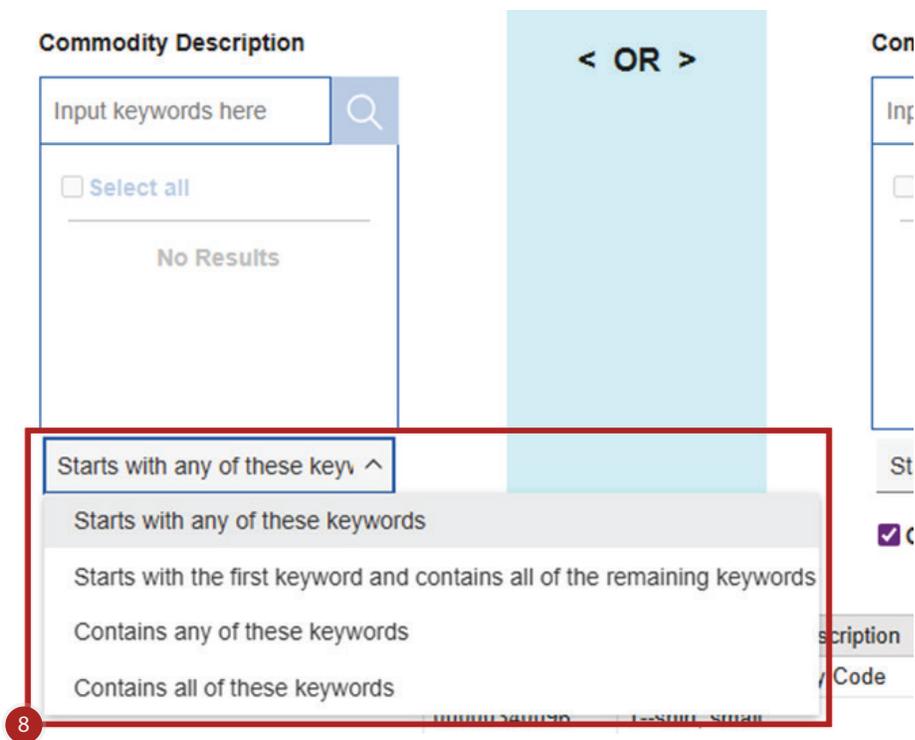


7. The Catalog Items are listed on the screen. You can navigate to additional pages using the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen. However, there are 362 pages of data.

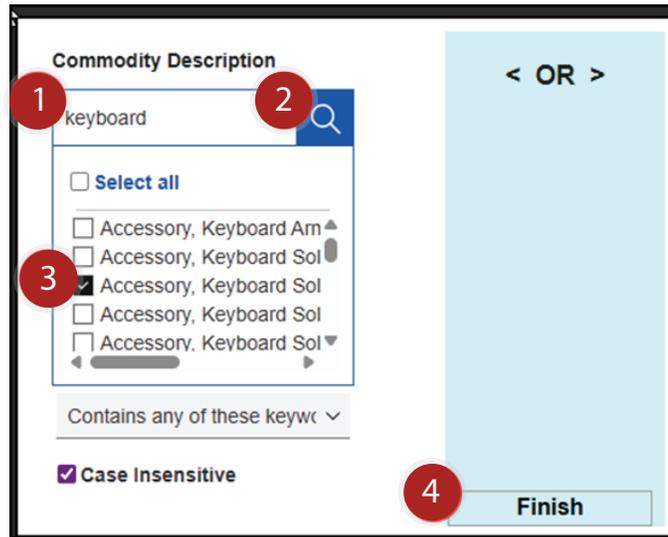


8. Search by **Commodity Description**.

a. Use the drop-down menu to select the type of search you would like to complete.



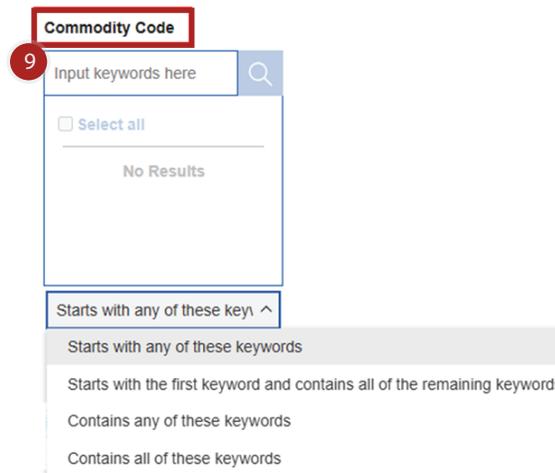
b. Enter keywords, click the magnifying glass, check the box of the relevant item(s), click **Finish**.



c. The Commodity Code and Commodity Description will be displayed in a table on the screen.

Commodity Code	Commodity Description
54005000008	Accessory, Keyboard Solution 2 - ESI Solution 2

9. Following the same instructions as in step 8, you could search by **Commodity Code**.



10. You can:

- a. View the report in this screen
  - Click the **Top**, **Page up**, **Page down**, or **Bottom** buttons at the bottom of the screen.
- b. Return to the previous screen
  - Click the Run link (  )
- c. Download the report
  - Click the Select a format link (  )