



How to Run CAR Reports in EdInsight

Step 1: Clear browser history

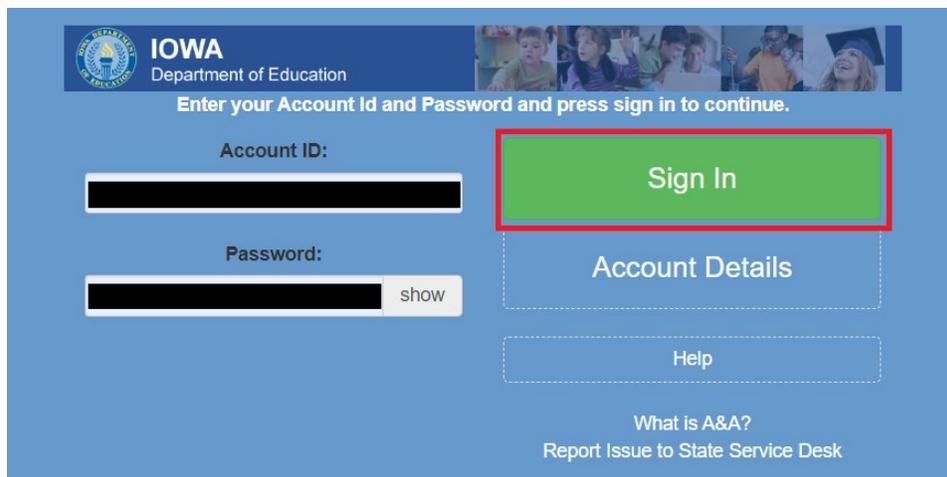
- For first-time EdInsight users, please clear the browser history.
- Directions to clear the browser history for popular browsers are provided below.
 - [Chrome](#)
 - [Firefox](#)
 - [Safari](#)

Step 2: Sign in to EdInsight

- Sign in to the Education Portal ([EdPortal](#)).
- Screen 1 –



- Screen 2 –



- Click the **EdInsight** tab.

Iowa Department of Education

Home **EdInsight** EdInfo ▶ CASA

Iowa Department of Education

A&A Account Sign-In

Important Reminders

Annual Notices and Deadlines for Public and Nonpublic Schools

Email: Keep the email address associated with your A&A account up to date. Failure to do so may result in an inability to access your applications within the portal.

- Click on the "Sign In" tab found under the "A&A Account".
- Enter your Account ID and password, click on "Account Details" (Do not press sign in).
- Enter the email and confirm email, verify both emails match.
- Save and continue on to the Portal.

- If a user only has access to the Finance reports in EdInsight, the user will be taken directly to the CAR report menu, proceed to Step 3.

IBM Cognos Analytics with Watson

HTML

EDInsight

Select the desired Year, then select the report you need from the list to the right.

Select a Year

Year

- Revenues by Fund, By Source
- Balance Sheet by Fund
- Expenditures by Fund, Facility, Function & Object
- Treasurer Report by Fund
- Transportation Report
- Miscellaneous Income and Actual Expenditures (GAAP Basis)
- Budget Crosswalk
- Long-Term Assets and Long-Term Liabilities for Governmental Activities
- Create Your Own Report

- If a user has access to other reports in EdInsight as well as Finance reports, the user will be taken to the EdInsight main page.

The screenshot shows the EdInsight main page. At the top, there is a navigation bar with 'IBM Cognos Analytics with Watson' and a user profile 'welcome user'. The EdInsight logo is on the left. A 'Welcome back!' message is displayed, followed by a table of updates.

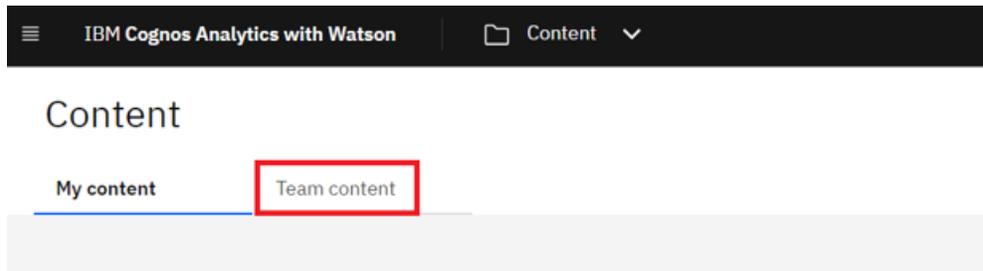
Date	Description	Report(s) impacted
09/26/2023	ISASP data for 2022-2023 updated	ASMT 1.1.8 APR 4.1 and APR 4.2 Search by Student ISASP cubes *
09/26/2023	Alternate Assessment data for 2022-2023	ASMT 1.1.5, ASMT 1.1.6, ASMT 1.1.7 ASMT 1.1.8 ASMT 1.3.2 Search by Student
09/26/2023	Student Growth Percentile 2022-2023 updated	ASMT 1.6.4
09/26/2023	FLBA21 Scores data for 2022-2023 updated	ASMT 1.1.8 ASMT 1.5.6

- From the drop-down box in the left top corner, select the **Content** folder.

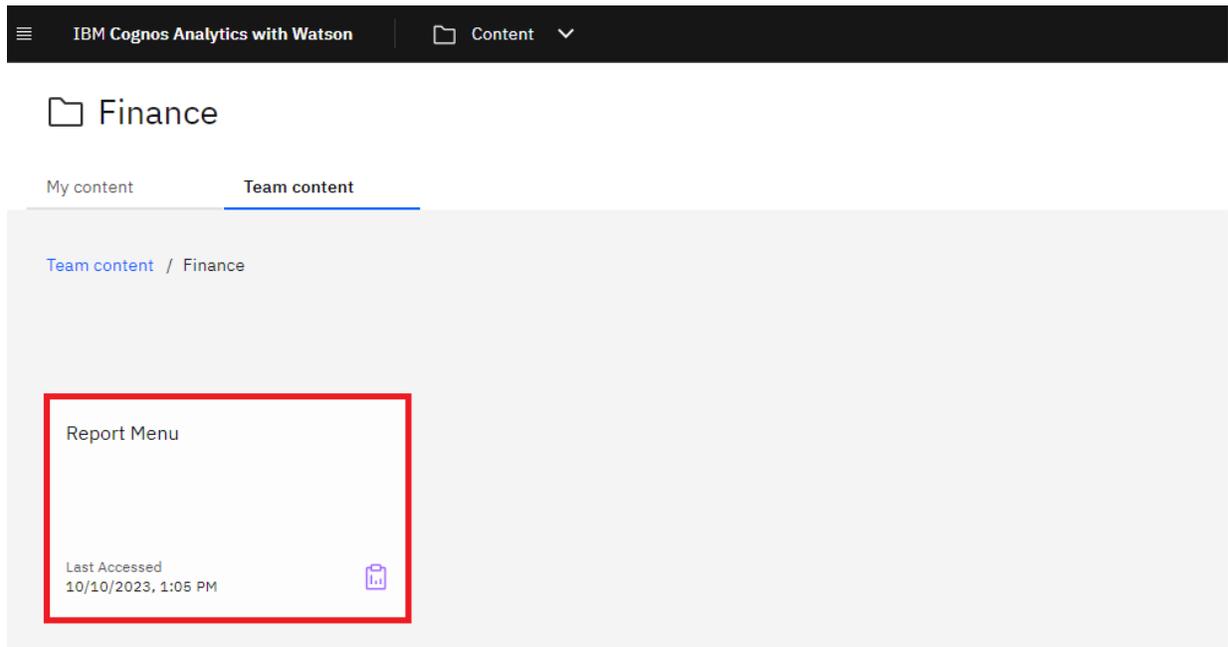
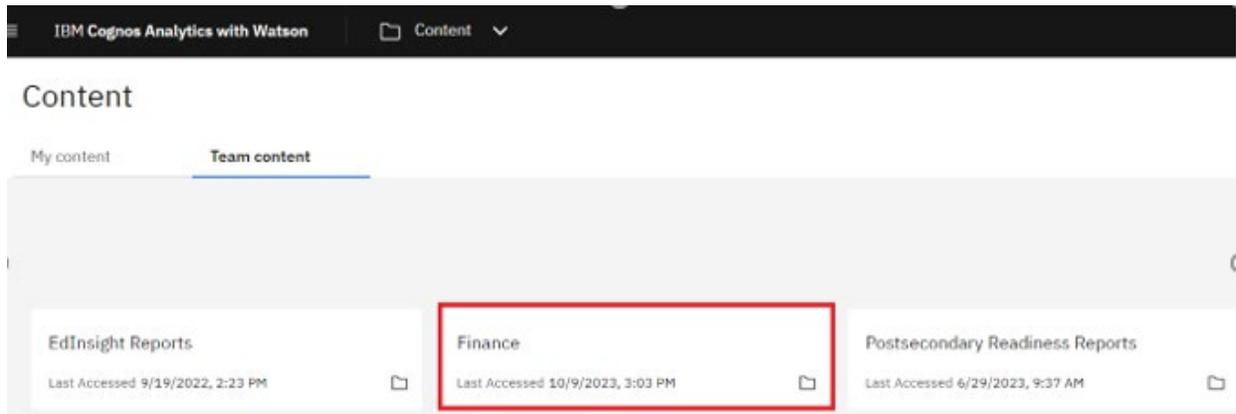
The screenshot shows the EdInsight main page with the navigation menu open. The 'Content' folder is highlighted with a red box. The table of updates is partially visible on the right.

Date	Description
09/26/2023	ISASP data for 2022-2023 updated
09/26/2023	Alternate Assessment data for 2022-2023
09/26/2023	Student Growth Percentile 2022-2023 updated

- Select the **Team content** tab



- Click the **Finance** folder, **Report Menu** folder to arrive at the CAR report menu page.





Select the desired Year, then select the report you need from the list to the right.

Des Moines Independent Comm School District (1737)

Select a Year
Year

- Revenues by Fund, By Source
- Balance Sheet by Fund
- Expenditures by Fund, Facility, Function & Object
- Treasurer Report by Fund
- Transportation Report
- Miscellaneous Income and Actual Expenditures (GAAP Basis)
- Budget Crosswalk
- Long-Term Assets and Long-Term Liabilities for Governmental Activities
- Create Your Own Report

Step 3: Running CAR reports

- Select the year from the drop-down box and click on a report link to run.



Select the desired Year, then select the report you need from the list to the right.

Des Moines Independent Comm School District (1737)

Select a Year
2023

- [Revenues by Fund, By Source](#)
- [Balance Sheet by Fund](#)
- [Expenditures by Fund, Facility, Function & Object](#)
- [Treasurer Report by Fund](#)
- [Transportation Report](#)
- [Miscellaneous Income and Actual Expenditures \(GAAP Basis\)](#)
- [Budget Crosswalk](#)
- [Long-Term Assets and Long-Term Liabilities for Governmental Activities](#)
- [Create Your Own Report](#)

- Click any blue amount drill into the details.

IBM Cognos Analytics with Watson | Revenues by Fund, By Source

EDInsight | Certified Annual Report | FY 2023 - Revenues by Fund, By Source

Line #	Source	General Fund	Non-Fiduciary Scholarship Fund	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA, RH Inst Fund	Support Travel Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Treast Funds	Custodial Funds	Total
REVENUES FROM LOCAL SERVICES																						
1	Property Taxes	6,649,914.00			2,460,000.00		1,020,000.00							420,000.00								10,549,914.00
2	Income tax distributions																					1,184,400.00
3	Penalties and interest on taxes																					134,711.11
4	Excise taxes	1,400,000.00			2,400,000.00		1,100,000.00															5,900,000.00
5	Other taxes	1,400,000.00			2,400,000.00		1,100,000.00															5,900,000.00
6	Tuition	2,200,000.00		7,700,000.00			1,100,000.00															11,000,000.00
7	Transportation fees	2,000,000.00																				2,000,000.00
8	Earnings on investments	1,000,000.00		2,000,000.00						1,000,000.00												4,000,000.00
9	Fuel service																					200,000.00
10	Student Activities	1,000,000.00		7,000,000.00																		8,000,000.00
11	Community Service Activities	1,000,000.00																				1,000,000.00
12	Rentals	2,000,000.00																				2,000,000.00
13	Contributions & donations from private sources	2,000,000.00		2,000,000.00						1,000,000.00				2,000,000.00								7,000,000.00
14	Gains on the sale of capital assets																					200,000.00
15	Textbook sales and rentals	2,000,000.00																				2,000,000.00
16	Miscellaneous revenues from other LEASABLES	1,000,000.00																				1,000,000.00
17	Miscellaneous revenues from sales of services to other local governmental units																					1,000,000.00
18	Sale of Services to Other Funds																					1,000,000.00
19	Refund of Prior Years Expenditures	7,000,000.00		7,000,000.00						1,000,000.00												15,000,000.00
20	Other Local Revenue	1,000,000.00		2,000,000.00	2,000,000.00		1,000,000.00		1,000,000.00													7,000,000.00
21	TOTAL REVENUE FROM LOCAL SOURCES	18,000,000.00		20,000,000.00	20,000,000.00		10,000,000.00		4,000,000.00				10,000,000.00	4,000,000.00								57,000,000.00
REVENUES FROM STATE SOURCES																						
23	State foundation aid	2,000,000.00																				2,000,000.00
24	Institutional support state aid	1,000,000.00																				1,000,000.00
25	General Education Public																					1,000,000.00

IBM Cognos Analytics with Watson | Detail Report

EDInsight | FY 2023 - Revenues By Fund By Source Detail Report

Tuition - General Fund

Category ID	Level	Priority	Programs	Program	Enroll	Enroll	Enroll	Enroll	Enroll	
0	0000	0001	100	0000	1025				170,227,463	
0	0000	0000	70	0000	1025				7,400,000,000	
0	0000	0001	80	0000	1025				50,000,000	
0	0000	0001	100	0000	1025				2,000,000,000	
0	0000	0000	70	0000	1025				180,000,000	
0	0000	0000	100	0000	1025				1,000,000	
0	0000	0001	100	0000	1025				1,000,000,000	
									Total	1,000,000,000

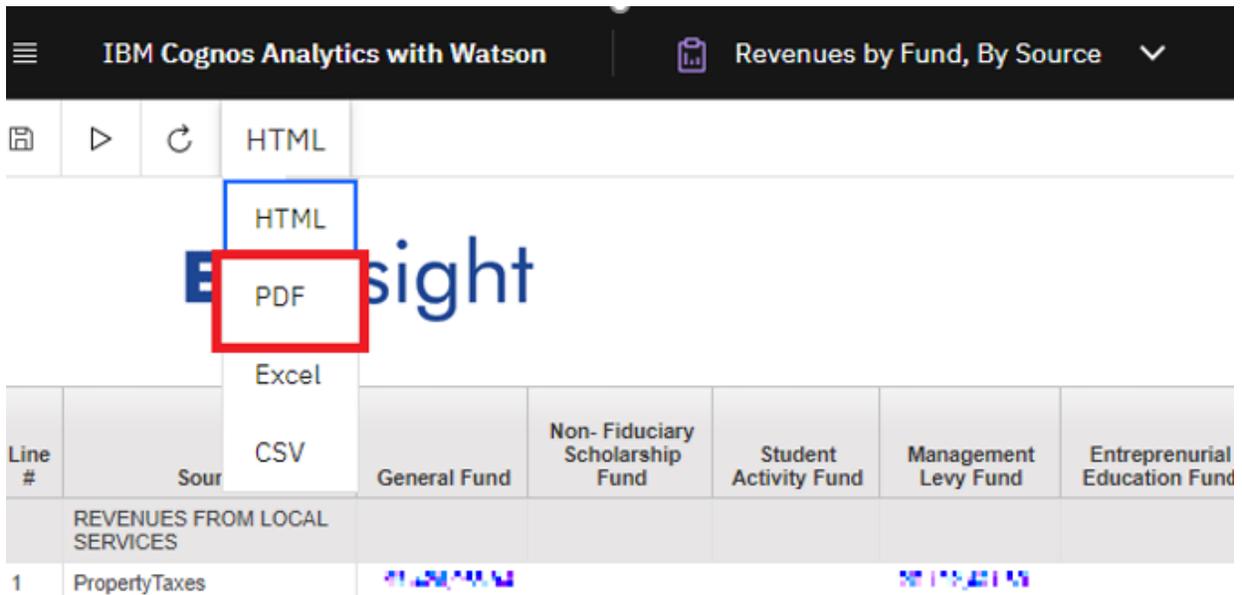
- If you see this message on the bottom left corner of the page, click the **Page down/Bottom** button to view the remainder of the report.



⌂ Top ⌆ Page up ⚡ Page down ⌇ Bottom

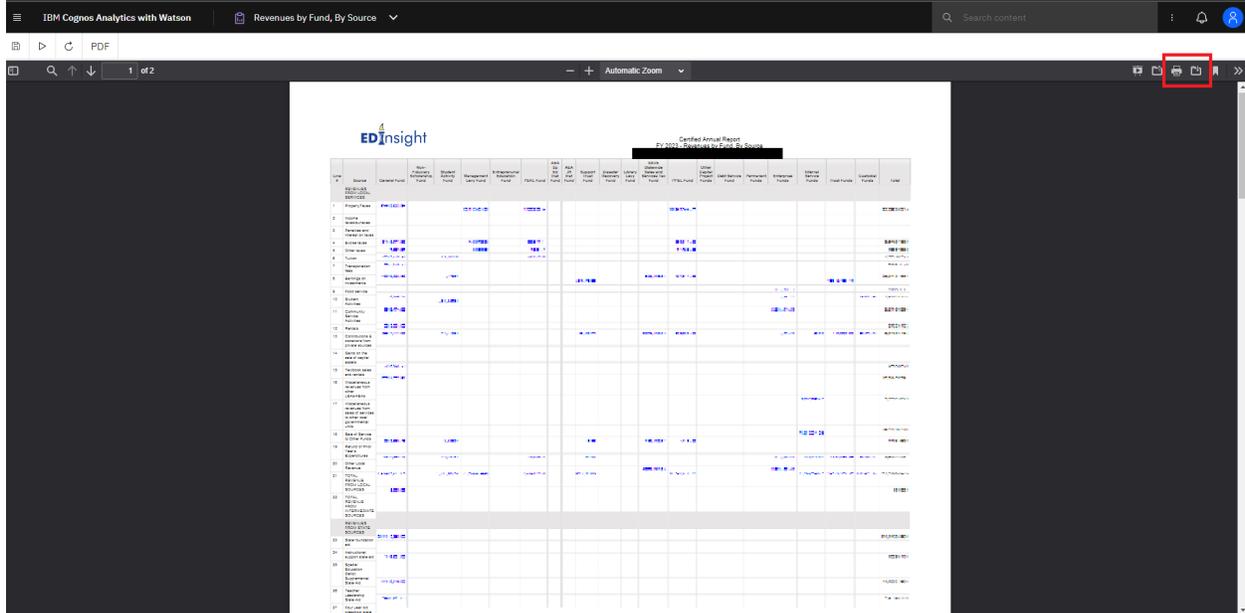
Step 4: Exporting CAR reports

- Click the HTML box in the top left corner to view reports in other formats.



The screenshot shows the IBM Cognos Analytics interface. The top navigation bar includes the title "IBM Cognos Analytics with Watson" and the report name "Revenues by Fund, By Source". Below the navigation bar, there is a toolbar with icons for file operations and a dropdown menu for report formats. The dropdown menu is open, showing options for "HTML", "PDF", "Excel", and "CSV". The "HTML" option is highlighted with a blue box, and the "PDF" option is highlighted with a red box. Below the menu, a table is visible with columns for "Line #", "Source", "General Fund", "Non-Fiduciary Scholarship Fund", "Student Activity Fund", "Management Levy Fund", and "Entrepreneurial Education Fund". The first row of data is "REVENUES FROM LOCAL SERVICES" with a value of 1 for "PropertyTaxes".

- Print and download report options are available in the top right corner of the screen.



The screenshot shows the full report view in IBM Cognos Analytics. The report title is "Certified Annual Report - 2020-2021 Revenues by Fund, By Source". The report is displayed as a table with multiple columns and rows. In the top right corner of the report area, there are icons for "Print" and "Download", which are highlighted with a red box. The report content includes a detailed breakdown of revenues by fund and source, with various numerical values and percentages.