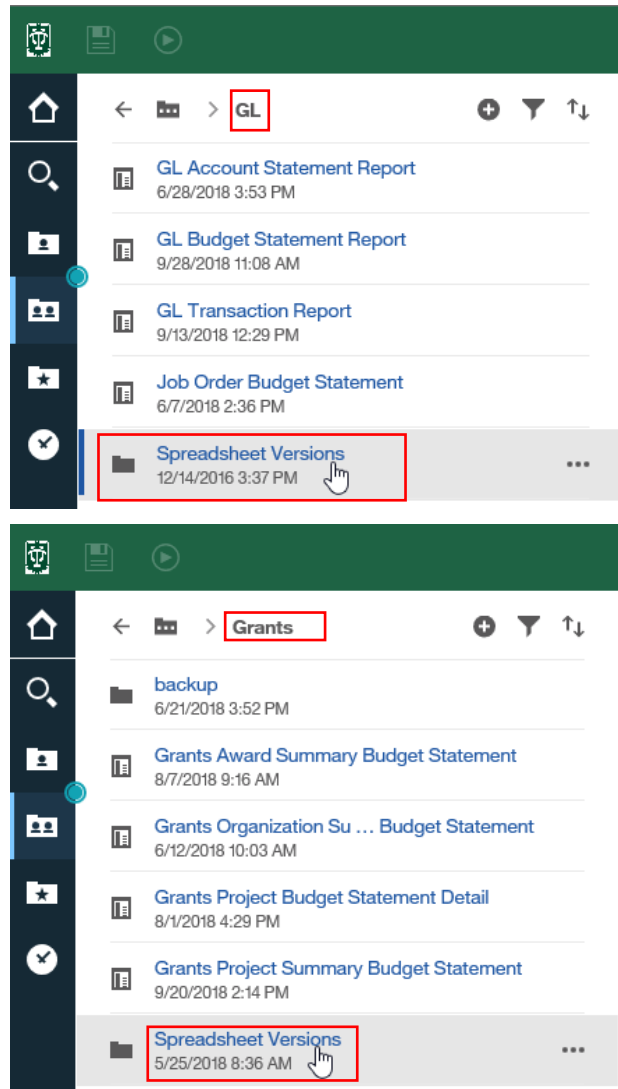# Cognos Monthly TAMS Reports – Spreadsheet Versions

- Excel versions of select monthly TAMS Cognos reports are available in the Spreadsheet Versions folder of the GL and Grants report groups in Cognos
- The following three reports are available in Excel versions:
  - GL Transaction Report
  - Grants Award Summary Budget Statement
  - Grants Project Budget Statement Detail
- The Excel versions of the reports are specifically designed to open easily in a spreadsheet format with columns and rows already set to allow easy manipulation of data
- You can search on one period or a range of periods for one account or an entire org if your security allows
  - You can also search on what was charged to a specific natural account (or range of natural accounts) and/or department use codes (if applicable) for all GL accounts in your org for one period or a range of periods (i.e. a fiscal year)

GL Transaction Report – Spreadsheet Version

- The criteria available from which to choose are Period, Organization or Account, Natural Account and Department Use Code
  - In the example above, you are searching for all expenses charged to office supplies (nat acct 6212) for their entire org (13122 – Accounting Office) for the periods of DEC-15, JAN-16 and FEB-16
  - If the you want to search on one account or multiple accounts, keep the *Please Select Organization Number* field blank, do a search on the account(s) you would like to query in the *Please Select Account Number* field and insert each account from the Results box into the Choice box
- Once the criteria are selected, click Finish

GL Transaction Report – Spreadsheet Version
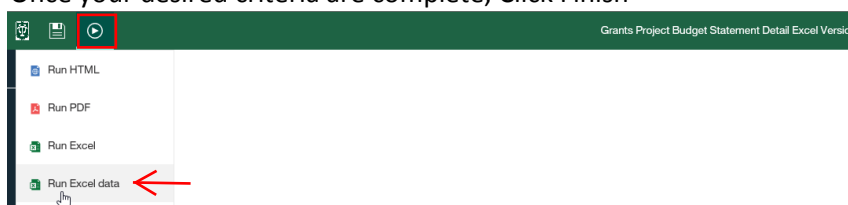

- When the report opens, click the View options icon, choose View in Excel Options, then choose *Run in Excel Data*

- When the dialogue box shown above opens, choose Open to open the report in a formatted Excel version
- The following columns will be available for you to sort on:
  - Organization
  - Org Description
  - Account
  - Acct Description
  - Natural Account
  - Natural Account Description
  - Department Use Code
  - Dept Use Description
  - Responsible Person (Owner of the account)
  - Journal Category (Shows the source of the transaction)
  - Journal Name (Includes IT numbers)
  - Journal Line Description (Includes important reference information)
  - Posted Period
  - Effective Date
  - Amount
  - NACUBO Code

Grants Project Budget Statement Detail – Spreadsheet Version

- In this example, you are searching for detail on project 541568 only for periods OCT-15 and JAN-16
  - If you would like to search on all projects to which you have access in your organization, include the org number in the Org search field, then insert the valid org number from the Results box into the Choice box
- Once your desired criteria are complete, Click Finish

- When the report opens, click the View options icon in the toolbar and choose *Run Excel data*
- A dialogue box will appear asking if you'd like to Open or Save the report, choose Open to open the report in a formatted Excel version