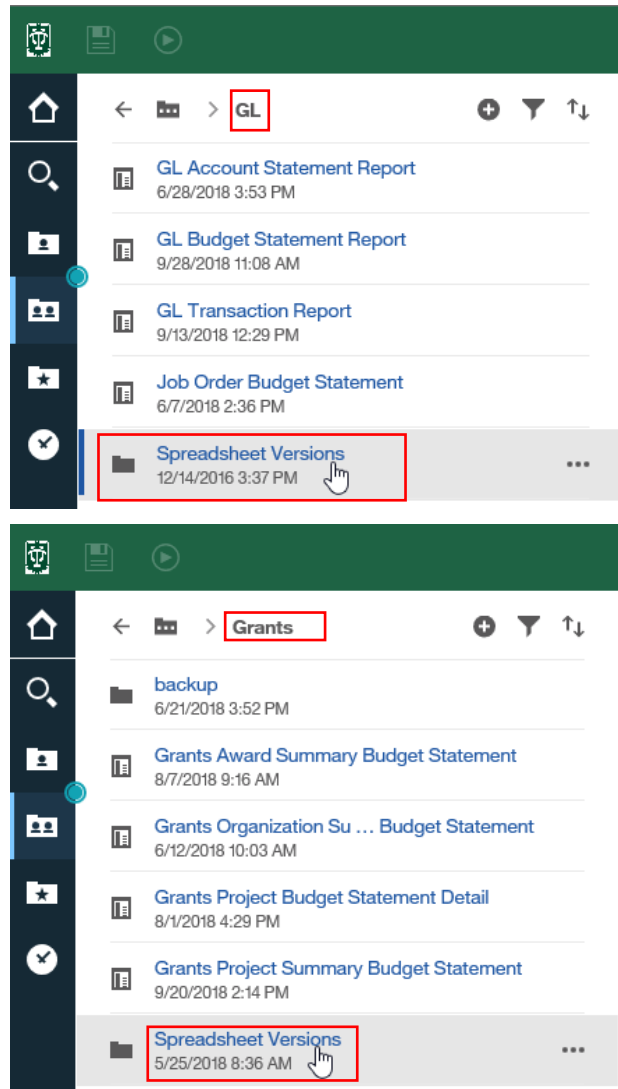


## Cognos Monthly TAMS Reports – Spreadsheet Versions



- 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

**Prompts**

**Please Select a Value for Period:**  
\*  
 FEB-16  
 JAN-16  
 DEC-15  
 NOV-15  
 OCT-15  
 SEP-15  
 AUG-15  
 JUL-15  
[Select all](#) [Deselect all](#)

**Please Select a Value for Actual Flag:**  
\* A - Actual

**Please Select Organization Number:**  
Keywords:  
Type one or more keywords separated by spaces.  
13122 Search   
[Options](#) ▾  
Results:  
13122-ACCOUNTING OFFICE [Insert](#) →  
← [Remove](#)  
Choice:  
13122-ACCOUNTING OFFICE  
[Select all](#) [Deselect all](#)

**NAT Acct From:** 6212  
**NAT Acct To:** 6212

**DEPT Use:**  
[Insert](#) →  
← [Remove](#)  
Choices:  
[Select all](#) [Deselect all](#)

**Please Select Account Number:**  
Keywords:  
Type one or more keywords separated by spaces.  
Search   
[Options](#) ▾  
Results:  
[Insert](#) →  
← [Remove](#)  
Choice:  
[Select all](#) [Deselect all](#)

If you would like to query on an account or multiple accounts, search the accounts in this field then insert them from the Results box into the Choice box

Cancel < Back Next > **Finish**

- 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

The screenshot shows a web application interface for a GL Transaction Report. At the top, there is a green header bar with the title "GL Transaction Report Monthl ... accounts Excel Version". Below the header is a table with columns: RIPTION, ACCOUNT, ACCT\_DESCRIPTION, NATURAL\_ACCT, NAT\_ACCT\_DESC, DEPTUSE\_CODE, DEPTUSE\_DESC, PARENT\_FLEX\_VALUE, PARENT\_FLEX\_DESC, and RES. The table contains several rows of data, all showing "ACCOUNTING OFFICE ACCOUNT" for account 221017. On the left side, there is a sidebar with icons and labels for "Run HTML", "Run PDF", "Run Excel", "Run Excel data", and "Run CSV". A red arrow points to a play button icon in the top left, and another red arrow points to the "Run Excel data" option in the sidebar.

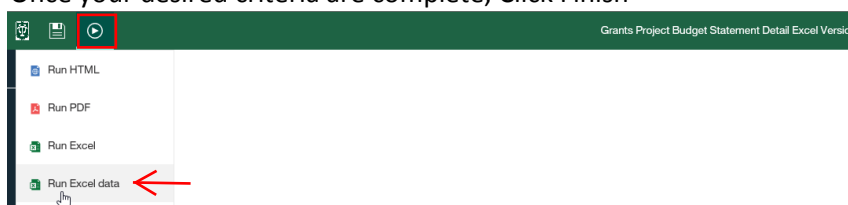
- When the report opens, click the View options icon, choose View in Excel Options, then choose *Run in Excel Data*

The screenshot shows a dialog box with a yellow background. The text inside the dialog box reads: "Do you want to open or save GL Transaction Report Excel Version.xlsx (5.78 KB) from financials.tulane.edu?". Below the text are three buttons: "Open", "Save", and "Cancel". The "Open" button is highlighted, indicating it is the selected option.

- 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