

Cognos Analytics – Financials Reporting

Before trying to access the new cognos analytics environment for the first time, please follow the below links to clear the cache on your browser and set up the IE settings :

<https://tulane.app.box.com/s/wu9ju7nmgl676dlv3yhrc4hx8o93acvn>

IE Browser settings:

<https://tulane.app.box.com/s/dcmtof0sw4umpsqm5iiuzn3ujimhrkrk>

The new Cognos Analytics Homepage appears as shown below.

The screenshot displays the IBM Cognos Analytics homepage. At the top, a blue header bar contains the IBM Cognos Analytics logo on the left and a 'Welcome' dropdown menu on the right. Below the header is a left-hand navigation pane with a light gray background, featuring icons and labels for 'Home', 'Search', 'My content', 'Team content', 'TAMS Monthly Statements', 'Recent', and 'New'. The main content area has a white background and features a 'Welcome to IBM Cognos Analytics' message with a sub-message: 'Get started by opening a dashboard, report or story!'. Below this is a 'Recent' section containing a report card for 'HR Summary Scorecard by Employee Group with Prompt Selection', dated '10/25/2017 11:50 AM'. At the bottom of the main area is a dashed box with an upload icon and the text 'Drag and drop your files or browse'. On the right side, there is a 'Quick reference' section with a list of links: 'Get started', 'Overview', 'Get started vid', 'Sample data', and 'Support'.

Team Content available on the Left Panel contains all the Reporting Folders. You may click on Team content and drilldown further to Budget, HR, Med School, TAMS Monthly Statements reports accordingly.

The screenshot displays a web application interface. On the left, a navigation menu is visible with three items: 'Team content' (selected), 'TAMS Monthly Statements', and 'Recent'. A red callout bubble with white text says 'Click on Team content to see all the available Report folders'. The main content area shows a breadcrumb 'Team content > TU Groups' and a list of report folders with their respective dates and times:

- BlackBoard Reports (1/23/2013 11:39 AM)
- Budget (4/13/2017 9:17 AM)
- Controllers (4/24/2017 4:14 PM)
- GradMED (8/20/2012 4:40 PM)
- HRAdmin (3/8/2016 11:26 AM)
- POC Dashboard Reporting (10/24/2017 3:47 PM)
- School of Medicine (12/13/2016 10:59 AM)
- Sponsored Projects (4/21/2017 3:15 PM)
- TAMS Monthly Statements (7/23/2015 10:42 AM)
- TMA (4/14/2016 10:56 AM)

On the right side, there is a 'Recent' section with a 'REPORT' card titled 'HR Summary Employee Grc Selection' dated '10/25/2017 11:50 A'. The 'Wel' logo and 'Get st' text are also visible in the top right corner.

Alternatively, TAMS Monthly Statements can be directly accessed from the folder “TAMS Monthly Statements”.

Home Search My content Team content TAMS Monthly Statements Recent

Archive 7/23/2015 10:41 AM
GL 12/15/2015 12:44 PM
Grants 11/3/2015 11:09 AM
Portal Pages 7/23/2015 10:42 AM
Primate Center 11/14/2014 3:07 PM
Security Reports 7/23/2015 10:41 AM

Wel
Get st

Recent

REPORT
HR Summary
Employee Grc
Selection
10/25/2017 11:50 A

Home Search My content Team content TAMS Monthly Statements Recent

< ... > GL

Backup 3/1/2016 11:10 AM
GL Account Statement Report 1/3/2018 10:54 AM
GL Budget Statement Report 8/1/2017 10:43 AM
GL Transaction Report 11/29/2017 10:28 AM
Job Order Budget Statement 11/29/2017 10:32 AM
Spreadsheet Versions 12/14/2016 3:37 PM
TAMS - Open Encu ... Report 9/25/2017 9:43 AM
Test 3/1/2016 11:10 AM

Report

Folder

Hover on the report you wish to run. You will notice console (3 dots). Click on the console to get to see the Report options.

The screenshot displays a user interface for managing reports. On the left, there is a navigation sidebar with sections: Search, My content, Team content, TAMS Monthly Statements, and Recent. The main area shows a list of reports with their names and timestamps. A red arrow points to the three-dot menu icon next to the 'GL Account Statement Report' entry. A context menu is open, listing several actions: Run as, Create report view, View versions, Copy or move, Create shortcut, Embed, and Share. A red callout box with white text points to the 'Run as' option, stating: 'Click Run as option to choose different output formats for report run.'

Report Name	Timestamp
Backup	3/1/2016 11:10 AM
GL Account Statement Report	1/3/2018 10:54 AM
GL Budget Statement Report	5/1/2017 10:43 AM
GL Transaction Report	11/29/2017 10:28 AM
Job Order Budget Statement	11/29/2017 10:32 AM
Spreadsheet Versions	12/14/2016 3:37 PM
TAMS - Open Encu ... Report	9/25/2017 9:43 AM
Test	3/1/2016 11:10 AM

- Run as
- Create report view
- View versions
- Copy or move
- Create shortcut
- Embed
- Share

← GL

- Backup
3/15/2018 10:36 AM
- GL Account Statement Report
3/15/2018 10:36 AM
- GL Budget Statement Report
4/18/2018 5:23 PM
- GL Transaction Report
3/15/2018 10:36 AM
- Job Order Budget Statement
3/15/2018 10:36 AM
- Spreadsheet Versions
3/15/2018 10:36 AM
- TAMS Open Job Order Report
3/15/2018 10:37 AM
- Test
3/15/2018 10:36 AM

Run as

Choose the format you prefer and hit run button below.

- Excel
- Excel Data
- PDF
- HTML
- CSV
- XML
- Prompt me

Run

GL Account Statement Report

Prompts

Please Select a Value for Period:
MAR-18

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

Please Select Account Number:
Keywords:
Type one or more keywords separated by spaces.
Search

Options

Results:

Choice:

Select all Deselect all

Cancel < Back Next > Finish

Select the required Org number and hit Insert button

Click Finish once Org or Account number is selected

The report runs with the selections you provide and give you the result in PDF format as below.

DATE Apr 19, 2018
 TIME 09:58:46

TULANE UNIVERSITY
 TULANE ACCOUNTING MANAGEMENT SYSTEM
 ACCOUNT STATEMENT
 PERIOD ENDING: MAR-18
 ACCOUNTING OFFICE
 HIBERNIA ACCOUNTS PAYABLE ZBA ACCO

ORGANIZATION 13122
 ACCOUNT 000002
 RESPONSIBLE PERSON J WANDLING

NAT ACCT	NAT_ACCT_DESC	BEGIN_BUDGET	PERIOD_TO_DATE
1151	CASH IN BANK	0.00	0.00
S100	SUBTOTAL ASSETS	0.00	0.00
000002 - Total		0.00	0.00

From the Left Top menu bar Run options, you may choose to run the report in different formats.

DATE Apr 19, 2018
TIME 09:58:46

ORGANIZATION 13122
ACCOUNT 000002
RESPONSIBLE PERSON J WANDLING

NAT ACCT	NAT_ACCT_DESC
1151	CASH IN BANK
S100	SUBTOTAL ASSETS
000002	- Total

Run HTML
Run PDF
Run Excel
Run Excel data
Run CSV
Run XML
Reset prompts and run

Click Reset prompts here to run the report for a new Org or Account.

Excel output is available for you to open and analyze or save it to your folders.

Do you want to open or save **GL Account Statement Report.xlsx** from **tucogfin1p01.tcs.tulane.edu**?

If you would like to run the report in the background, you may do so as shown below:

The screenshot shows a web interface for configuring a report. On the left is a file explorer showing a list of reports, with 'GL Account Statement Report' selected. On the right is the 'Run as' configuration panel. A red callout box points to the 'Run in background' toggle switch, which is currently turned on. Another red callout box points to the 'Advanced' section, which contains radio buttons for 'Now' (selected) and 'Later', and expandable sections for 'PDF' and 'Languages'. A 'Run' button is located at the bottom right of the configuration panel.

Turn on Run in background button here

Click on Advanced to set the report to run now or at a later date and time

Run as

Excel Data

PDF

HTML

CSV

XML

Prompt me

Advanced ^

Now Later

2018-04-04

PDF >

Languages >

Delivery >

Click on Delivery options to print or email the report

Delivery

Send report by email

Attach the report

To: >

Subject: **Enter the email id here**

A new version of GL Account Statement Report i

cc: bcc:

Print report

Printer name Other... ▾

Done

All the reports you have run recently are stored under Recent folder. You may run the reports from here directly in future without having to traverse through any of the reporting folders.

- Home
- Search
- My content
- Team content
- TAMS Monthly Statements
- Recent**

Welcome to IBM Cognos

Reports you run are stored under recent folder

Recent

REPORT
GL Account Statement Report
4/5/2018 11:01 AM

Recent

The screenshot shows a 'Recent' section with two report cards. The first report is titled 'GL Account Statement Report' and was last accessed on 4/5/2018 at 11:22 AM. The second report is titled 'HR Summary Score Employee Group wit Selection' and was last accessed on 10/25/2017 at 11:50 AM. A context menu is open over the first report, listing several actions: 'Run as', 'Create report view', 'Create shortcut', 'Embed', 'Share', and 'Remove from recent'. A red callout box with a white border and a red arrow pointing to the 'Run as' option contains the text: 'From here you can run the report directly in future without having to traverse to TAMS folder'. Below the report cards, there is a 'Drag and Drop' icon and the text 'Drag and Drop'.

REPORT	REPORT
GL Account Statement Report	HR Summary Score Employee Group wit Selection
4/5/2018 11:22 AM	10/25/2017 11:50 AM

- Run as
- Create report view
- Create shortcut
- Embed
- Share
- Remove from recent

From here you can run the report directly in future without having to traverse to TAMS folder

Home

Search

My content

Team content

TAMS Monthly Statements

Recent

Search

GL Account

- GL Account Statement Report with JS for Default Period_old
- GL Account Statement Report with JS for Default Period
- GL Account Statement Report
- GL Budget Statement Report_20151125
- GL Budget Statement Report_20150716

Search for any report here by entering the relevant text and all the corresponding reports show up below.