

GL Budget Statement Report

- This training document will give you step-by-step instructions to reports in Cognos.
- We recommend only using IE Internet Explorer
- Step 1: Go to: <https://financials.tulane.edu/>

GL Budget Statement Report

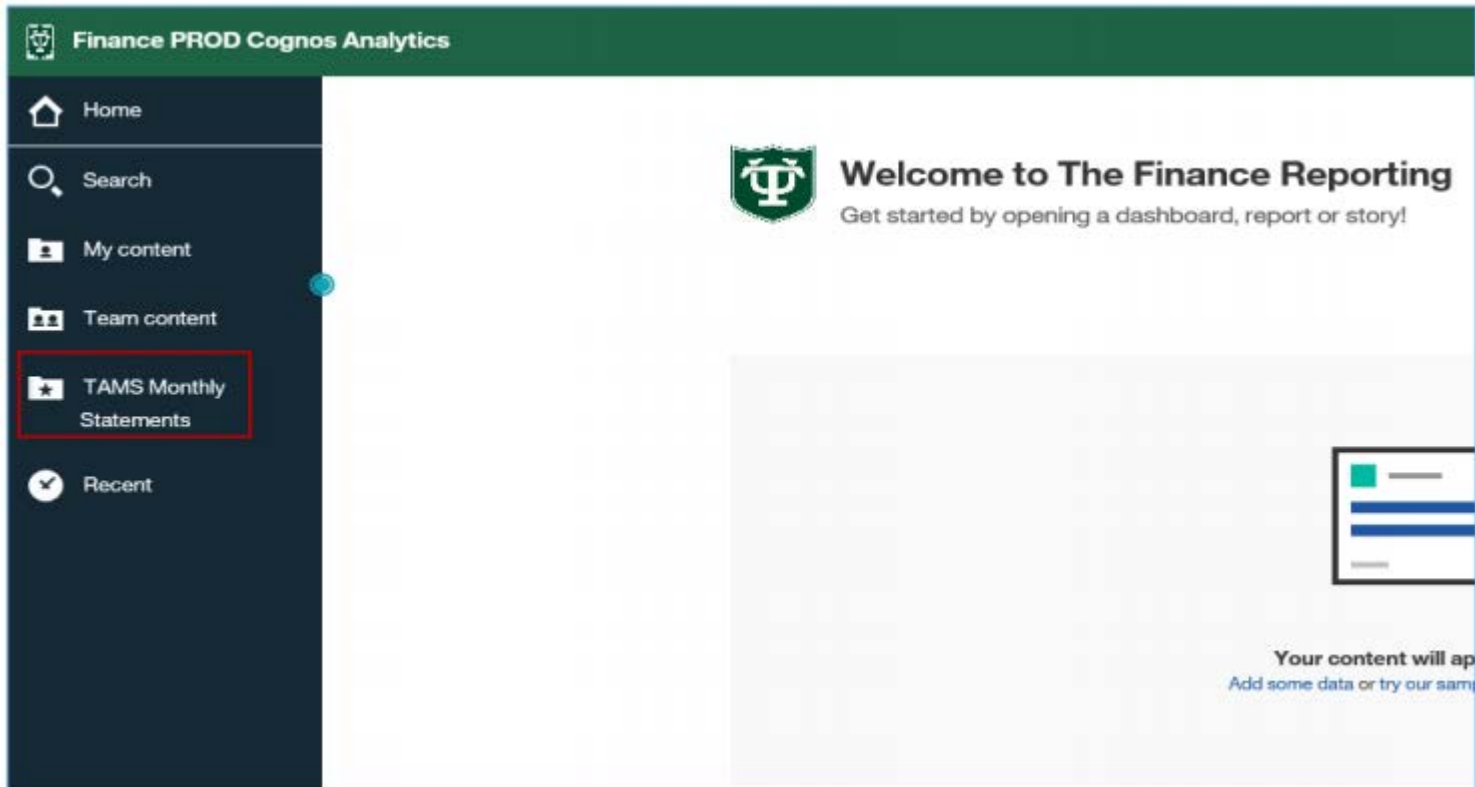
- Step 2: Enter your Tulane ID and Password and click Sign In

The Finance Reporting

Sign in with your Tulane ID


GL Budget Statement Report

- Step 3: Click on TAMS Monthly Statements folder



Finance PROD Cognos Analytics

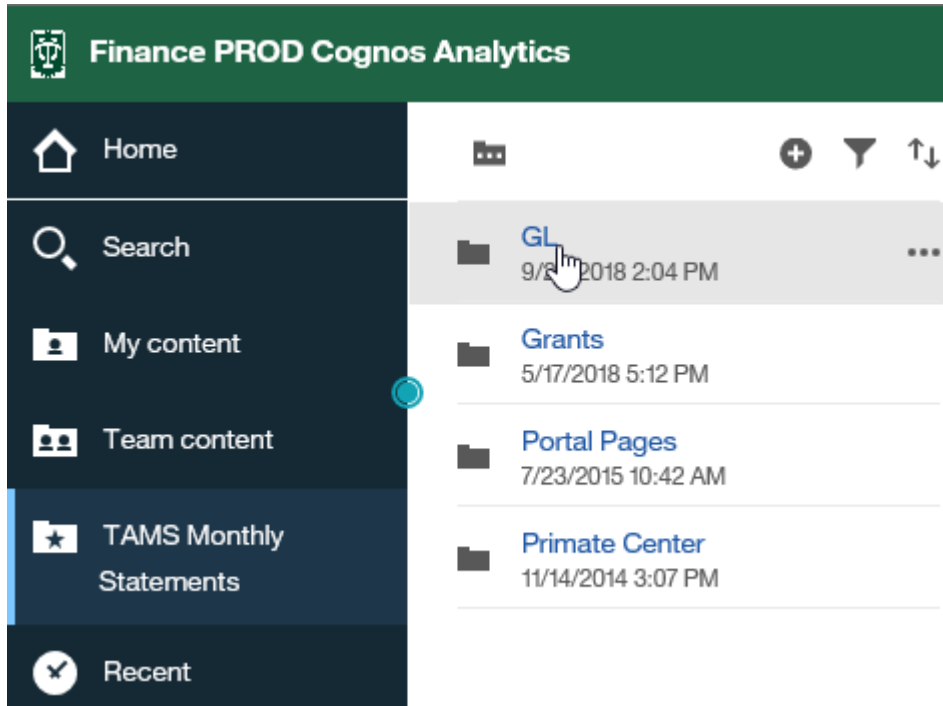
- Home
- Search
- My content
- Team content
- TAMS Monthly Statements**
- Recent

 **Welcome to The Finance Reporting**
Get started by opening a dashboard, report or story!

Your content will appear here. Add some data or try our sample content.

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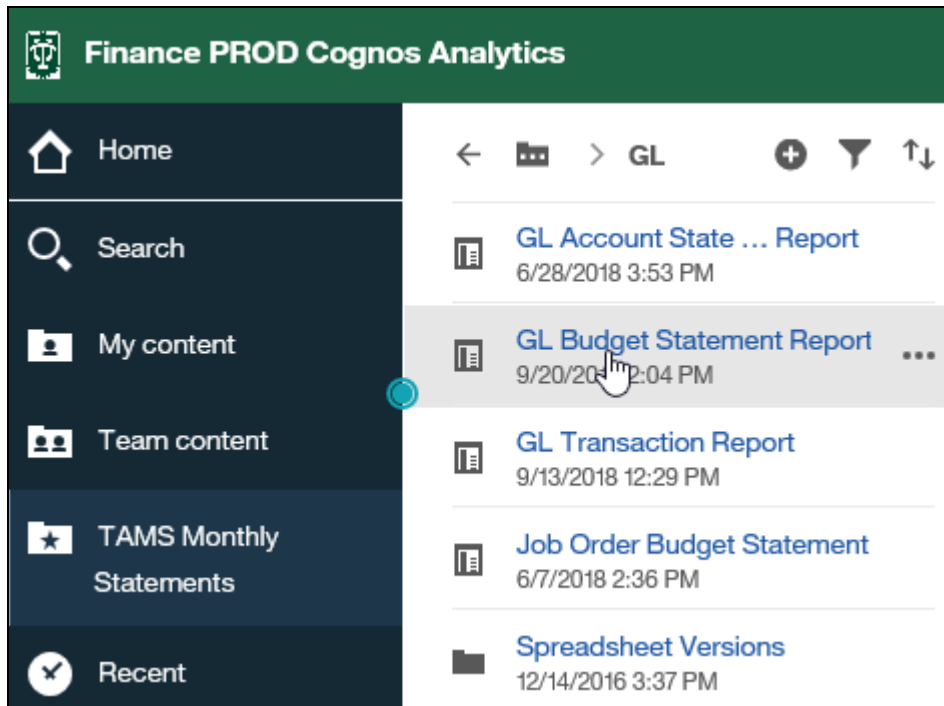
- Step 5: Click on GL folder



The screenshot displays the 'Finance PROD Cognos Analytics' interface. On the left is a dark navigation sidebar with icons and labels for 'Home', 'Search', 'My content', 'Team content', 'TAMS Monthly Statements', and 'Recent'. The main content area on the right shows a list of folders: 'GL' (dated 9/5/2018 2:04 PM), 'Grants' (dated 5/17/2018 5:12 PM), 'Portal Pages' (dated 7/23/2015 10:42 AM), and 'Primate Center' (dated 11/14/2014 3:07 PM). The 'GL' folder is highlighted in grey, and a mouse cursor is pointing at it. At the top of the main area, there are icons for a menu, a plus sign, a filter, and a refresh arrow.

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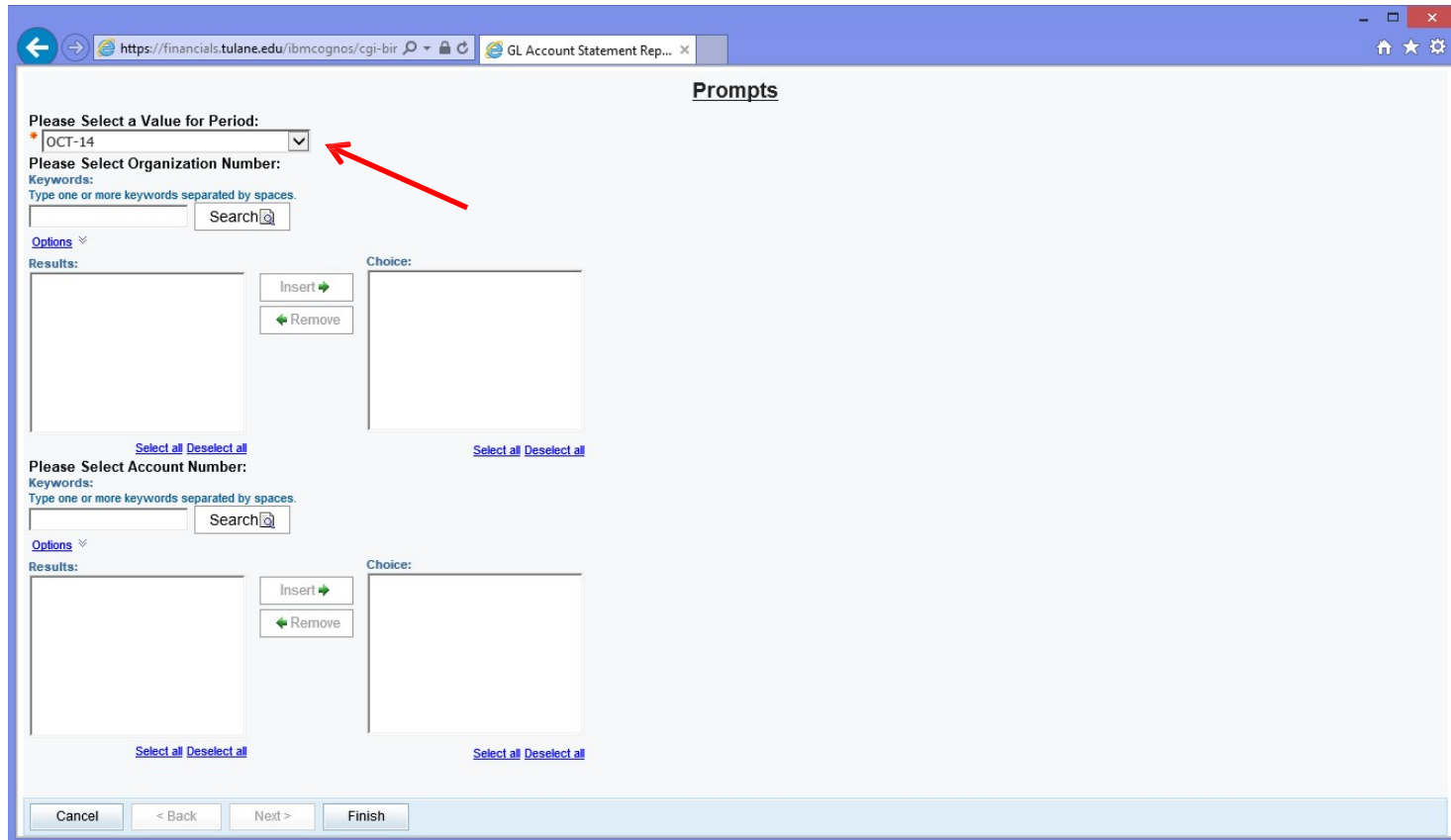
- Step 6: Select the Report you would like to run. For this training document, we will be using GL Budget Statement Report



The screenshot displays the 'Finance PROD Cognos Analytics' application interface. On the left is a dark navigation sidebar with icons and labels for 'Home', 'Search', 'My content', 'Team content', 'TAMS Monthly Statements', and 'Recent'. The main content area shows a list of reports under the 'GL' category. The reports listed are: 'GL Account State ... Report' (dated 6/28/2018 3:53 PM), 'GL Budget Statement Report' (dated 9/20/2018 2:04 PM, highlighted with a mouse cursor), 'GL Transaction Report' (dated 9/13/2018 12:29 PM), 'Job Order Budget Statement' (dated 6/7/2018 2:36 PM), and 'Spreadsheet Versions' (dated 12/14/2016 3:37 PM). The interface includes navigation arrows, a search icon, and a filter icon at the top of the report list.

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- Step 7: You must select a value for Period



The screenshot displays the 'Prompts' section of the Cognos GL Budget Statement Report interface. The browser address bar shows the URL: <https://financials.tulane.edu/ibmcognos/cgi-bir>. The page title is 'GL Account Statement Rep...'. The main content area is titled 'Prompts' and contains two sections for selecting values.

Section 1: Please Select a Value for Period:
A dropdown menu is currently set to 'OCT-14'. A red arrow points to this dropdown. Below it is a search box for 'Please Select Organization Number:' with a 'Search' button.

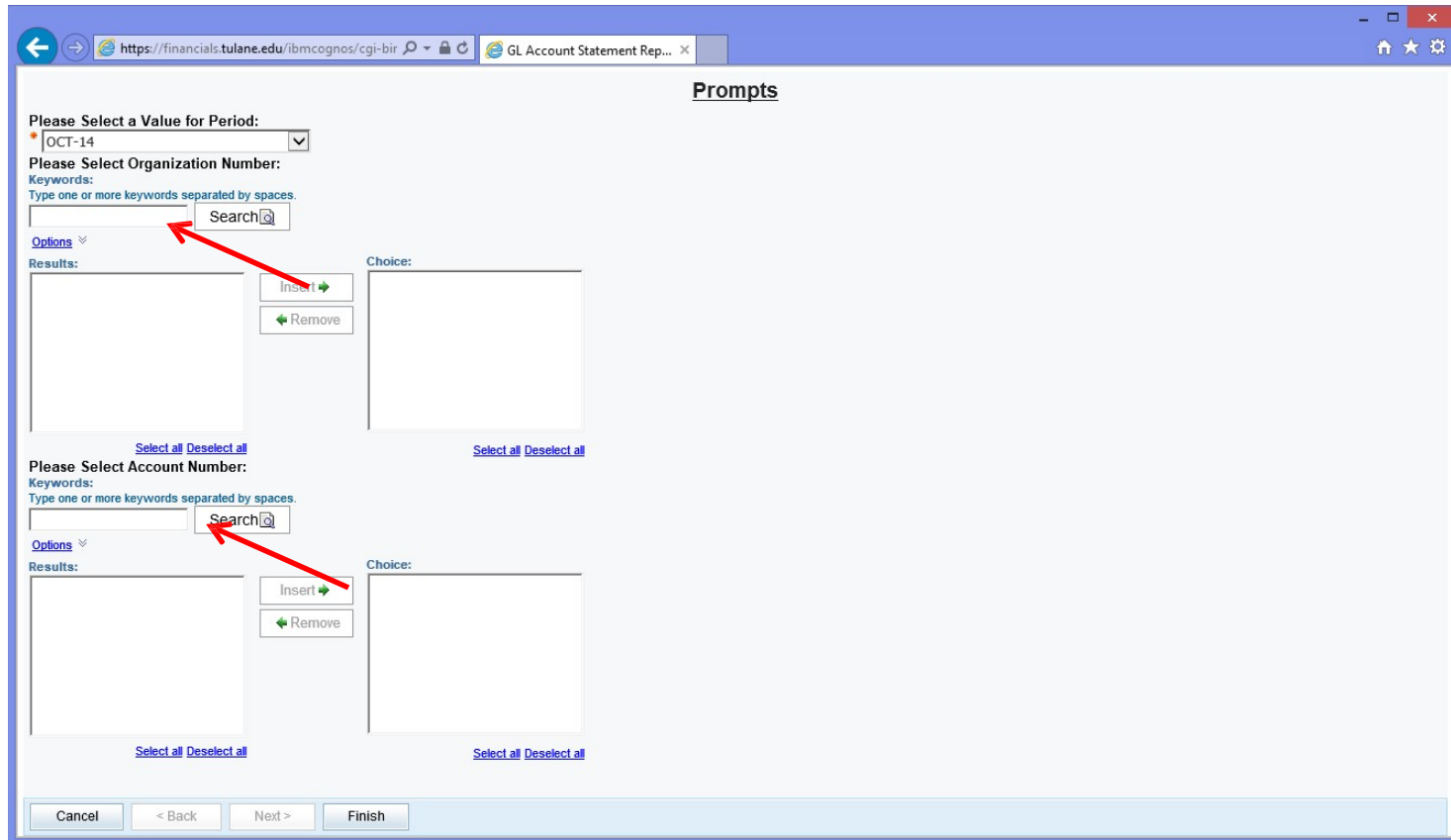
Section 2: Please Select Account Number:
This section also includes a search box and a 'Search' button.

Each section has a 'Results' area on the left and a 'Choice' area on the right. Between these areas are 'Insert' and 'Remove' buttons. Below the 'Results' and 'Choice' areas are links for 'Select all' and 'Deselect all'.

At the bottom of the interface, there are navigation buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

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- Step 8: Enter a value for Organization Number or Account Number and click search.



The screenshot displays a web browser window with the URL <https://financials.tulane.edu/ibmcognos/cgi-bir> and a tab titled "GL Account Statement Rep...". The main content area is titled "Prompts" and contains two search sections.

Section 1: Please Select a Value for Period:
A dropdown menu is set to "OCT-14".

Section 2: Please Select Organization Number:
Keywords: Type one or more keywords separated by spaces.
A search input field is empty, and a red arrow points to the "Search" button.

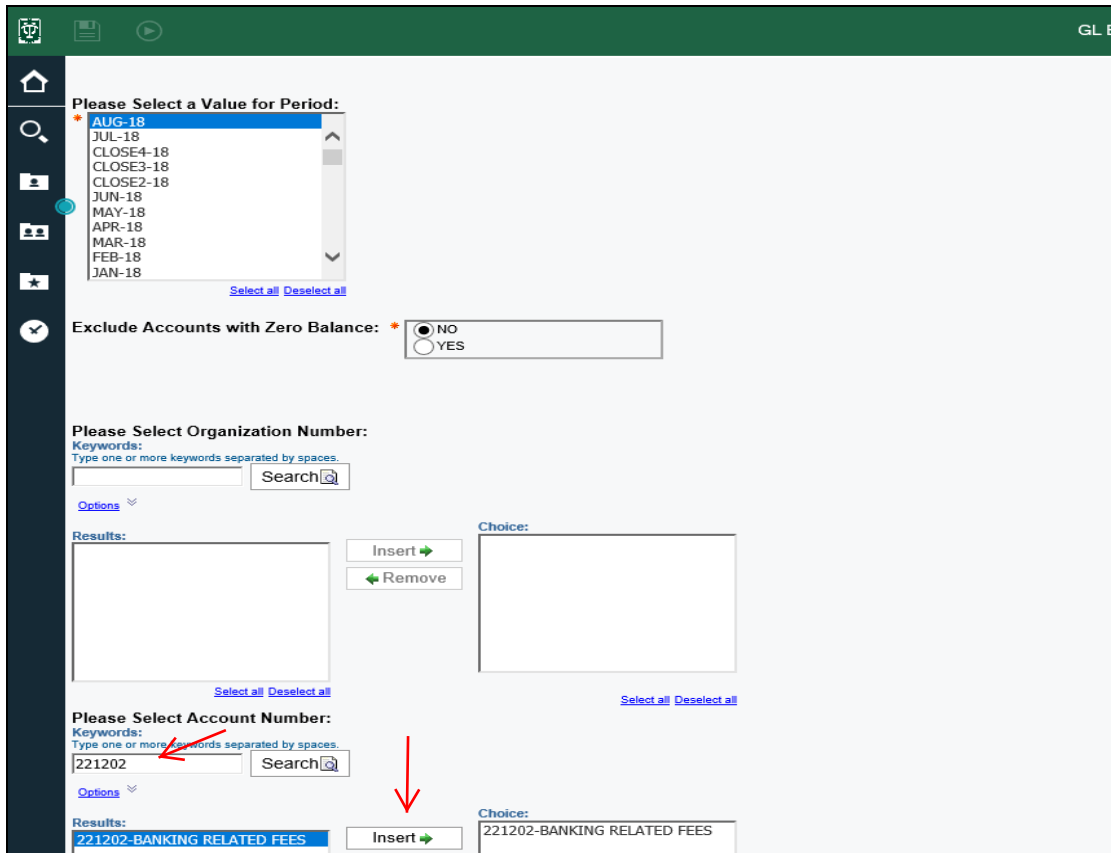
Section 3: Please Select Account Number:
Keywords: Type one or more keywords separated by spaces.
A search input field is empty, and a red arrow points to the "Search" button.

Each search section includes an "Options" dropdown, a "Results" area with "Select all" and "Deselect all" links, and a "Choice" area with "Insert" and "Remove" buttons.

At the bottom of the interface are buttons for "Cancel", "< Back", "Next >", and "Finish".

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- Step 9: Highlight the Account or Organization you would like to see and click insert. Then click Finish.






The screenshot displays the Cognos interface for the GL Budget Statement Report. The interface is divided into several sections for user input and selection:

- Period Selection:** A dropdown menu titled "Please Select a Value for Period:" is open, showing a list of months from JAN-18 to AUG-18. "AUG-18" is currently selected.
- Exclude Accounts with Zero Balance:** A radio button selection with "NO" selected and "YES" unselected.
- Organization Selection:** A section titled "Please Select Organization Number:" with a search box and a "Search" button. The "Results" area is currently empty.
- Account Selection:** A section titled "Please Select Account Number:" with a search box containing "221202" and a "Search" button. The "Results" area shows "221202-BANKING RELATED FEES" highlighted. A red arrow points to this result, and another red arrow points to the "Insert" button next to it. The "Choice:" area on the right shows "221202-BANKING RELATED FEES".

Navigation icons are visible in the top-left corner, and the text "GL Bu" is visible in the top-right corner of the interface.

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- Step 10: Your report will be displayed in HTML format.




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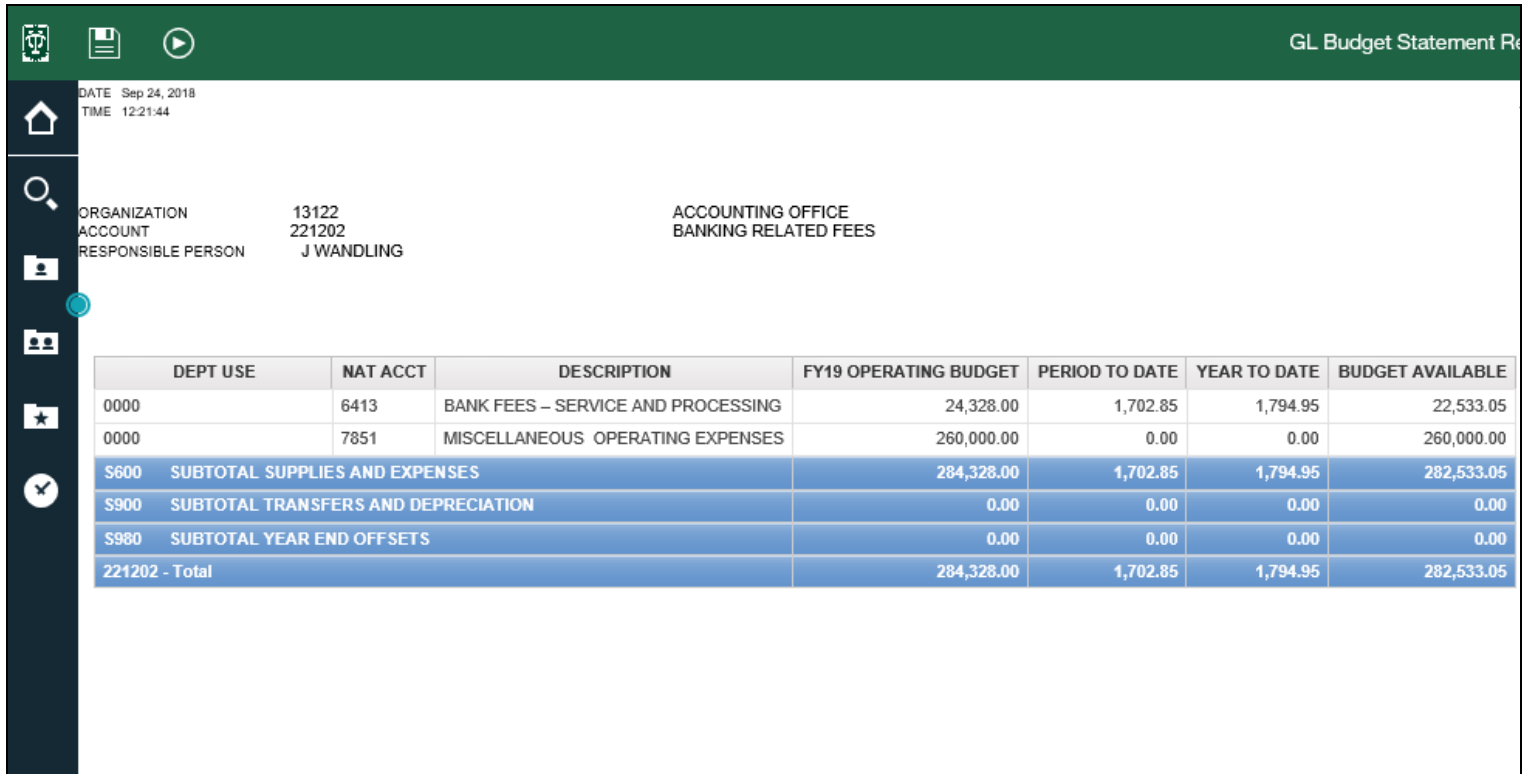
DATE Sep 24, 2018
TIME 12:21:44

ORGANIZATION 13122 ACCOUNTING OFFICE
ACCOUNT 221202 BANKING RELATED FEES
RESPONSIBLE PERSON J WANDLING

DEPT USE	NAT ACCT	DESCRIPTION	FY19 OPERATING BUDGET	PERIOD TO DATE	YEAR TO DATE	BUDGET AVAILABLE
0000	6413	BANK FEES – SERVICE AND PROCESSING	24,328.00	1,702.85	1,794.95	22,533.05
0000	7851	MISCELLANEOUS OPERATING EXPENSES	260,000.00	0.00	0.00	260,000.00
\$600	SUBTOTAL SUPPLIES AND EXPENSES		284,328.00	1,702.85	1,794.95	282,533.05
\$900	SUBTOTAL TRANSFERS AND DEPRECIATION		0.00	0.00	0.00	0.00
\$980	SUBTOTAL YEAR END OFFSETS		0.00	0.00	0.00	0.00
221202 - Total			284,328.00	1,702.85	1,794.95	282,533.05

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- If you would like to view your report in a different format (Excel, PDF, etc.), please follow these steps.



The screenshot shows the Cognos reporting interface for a GL Budget Statement Report. The header includes the report title and a date/time stamp. The main content area displays report parameters and a summary table.

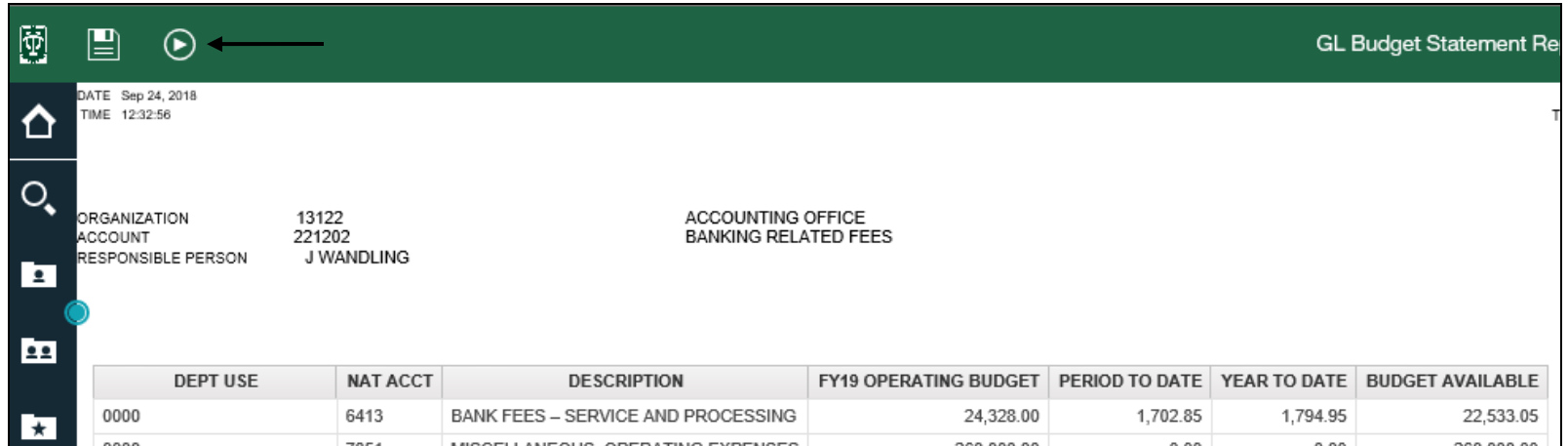
DATE Sep 24, 2018
TIME 12:21:44

ORGANIZATION 13122 ACCOUNTING OFFICE
ACCOUNT 221202 BANKING RELATED FEES
RESPONSIBLE PERSON J WANDLING

DEPT USE	NAT ACCT	DESCRIPTION	FY19 OPERATING BUDGET	PERIOD TO DATE	YEAR TO DATE	BUDGET AVAILABLE
0000	6413	BANK FEES – SERVICE AND PROCESSING	24,328.00	1,702.85	1,794.95	22,533.05
0000	7851	MISCELLANEOUS OPERATING EXPENSES	260,000.00	0.00	0.00	260,000.00
\$600	SUBTOTAL SUPPLIES AND EXPENSES		284,328.00	1,702.85	1,794.95	282,533.05
\$900	SUBTOTAL TRANSFERS AND DEPRECIATION		0.00	0.00	0.00	0.00
\$980	SUBTOTAL YEAR END OFFSETS		0.00	0.00	0.00	0.00
221202 - Total			284,328.00	1,702.85	1,794.95	282,533.05

GL Budget Statement Report

- Format change Step 1: Click the circled triangle next to the disk icon on the top left-hand side of your report.



GL Budget Statement Re

DATE Sep 24, 2018
TIME 12:32:56

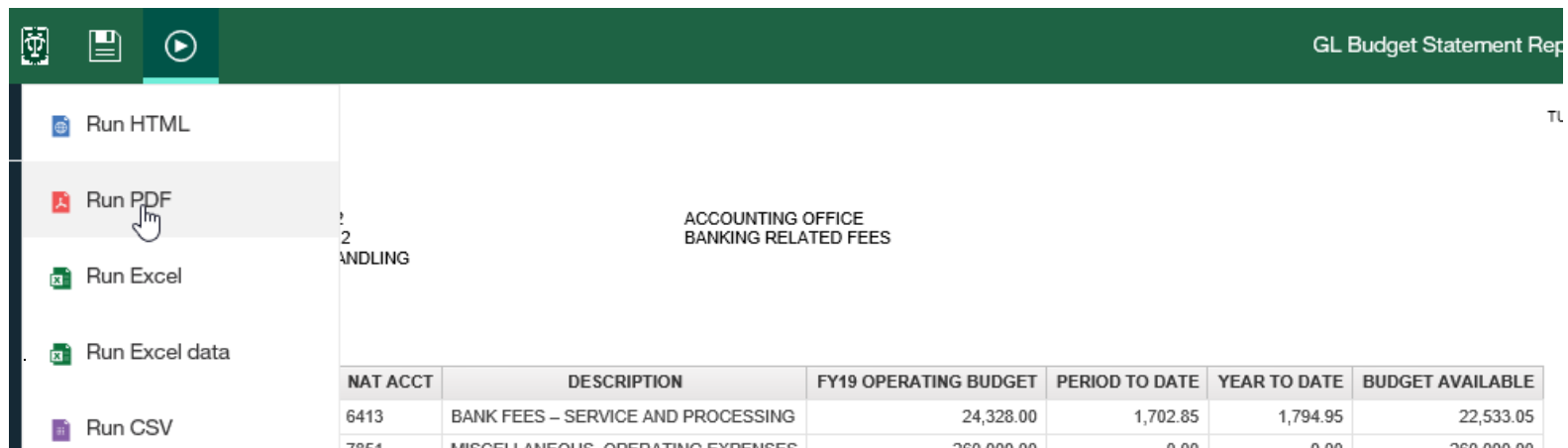
ORGANIZATION 13122
ACCOUNT 221202
RESPONSIBLE PERSON J WANDLING
ACCOUNTING OFFICE
BANKING RELATED FEES

DEPT USE	NAT ACCT	DESCRIPTION	FY19 OPERATING BUDGET	PERIOD TO DATE	YEAR TO DATE	BUDGET AVAILABLE
0000	6413	BANK FEES - SERVICE AND PROCESSING	24,328.00	1,702.85	1,794.95	22,533.05
0000	7854	MISCELLANEOUS OPERATING EXPENSES	269,000.00	0.00	0.00	269,000.00

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- Format change Step 2: Select the format to view. For this report, we will select PDF

NOTE: Most Cognos reports are formatted to open in PDF; Spreadsheet Versions should always be open in Excel data format

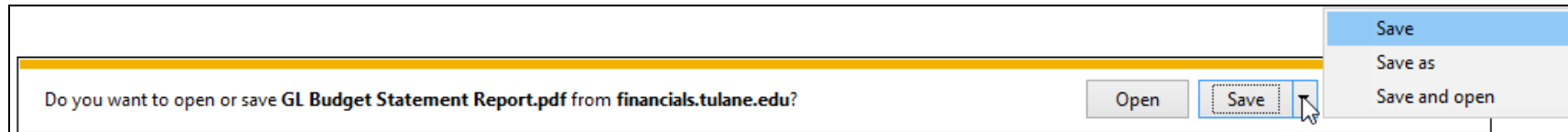


The screenshot shows the Cognos report interface for the 'GL Budget Statement Report'. A dropdown menu is open, showing options: Run HTML, Run PDF (selected), Run Excel, Run Excel data, and Run CSV. The report content displays 'ACCOUNTING OFFICE BANKING RELATED FEES' and a table with columns: NAT ACCT, DESCRIPTION, FY19 OPERATING BUDGET, PERIOD TO DATE, YEAR TO DATE, and BUDGET AVAILABLE.

NAT ACCT	DESCRIPTION	FY19 OPERATING BUDGET	PERIOD TO DATE	YEAR TO DATE	BUDGET AVAILABLE
6413	BANK FEES – SERVICE AND PROCESSING	24,328.00	1,702.85	1,794.95	22,533.05
7851	MISCELLANEOUS OPERATING EXPENSES	260,000.00	0.00	0.00	260,000.00

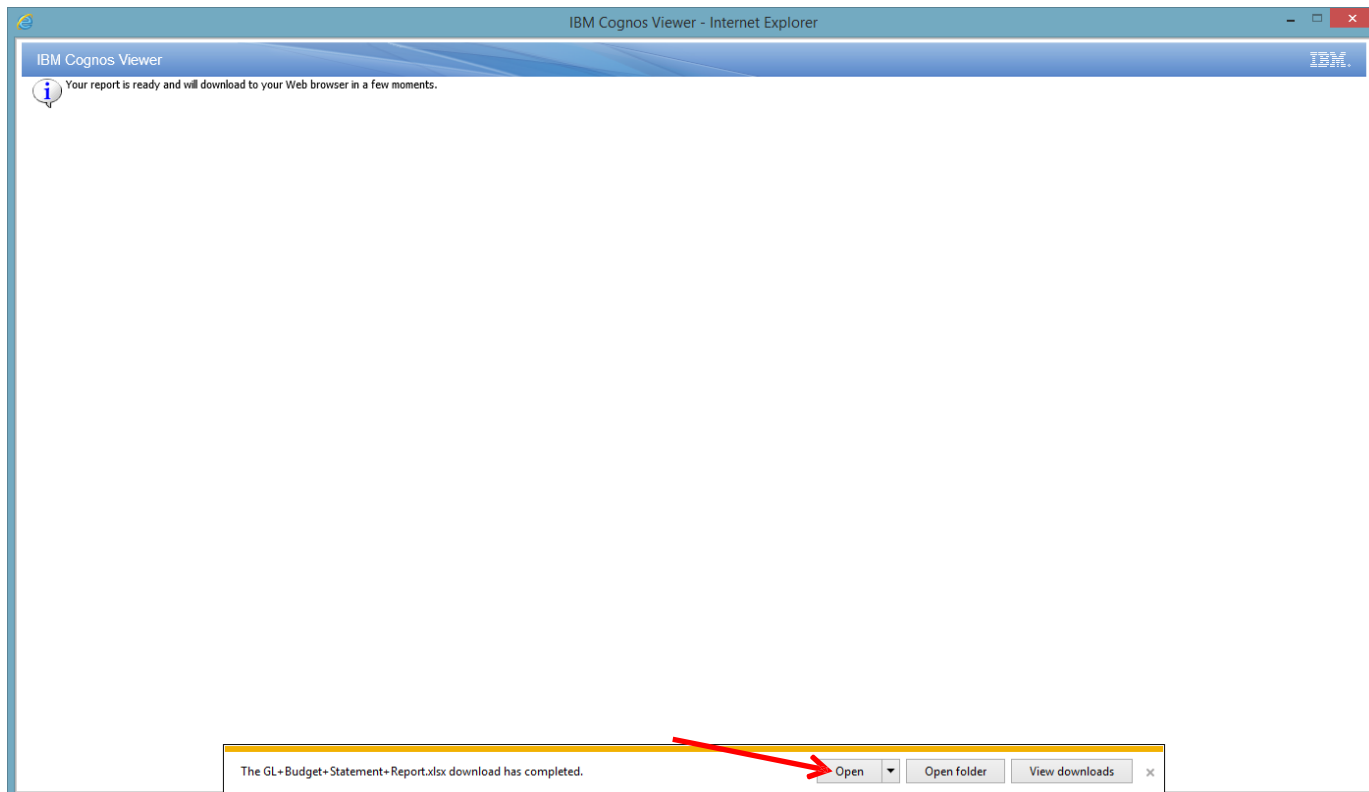
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- Format change Step 3: If your security settings have been set up correctly, you will have a second window open asking if you would like to Open, Save, Save as. We recommend choosing Save As and saving it to a preferred folder.



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- Format change Step 4: Depending on what version of IE you are running, you will receive a message stating the download is complete. Now you can select Open

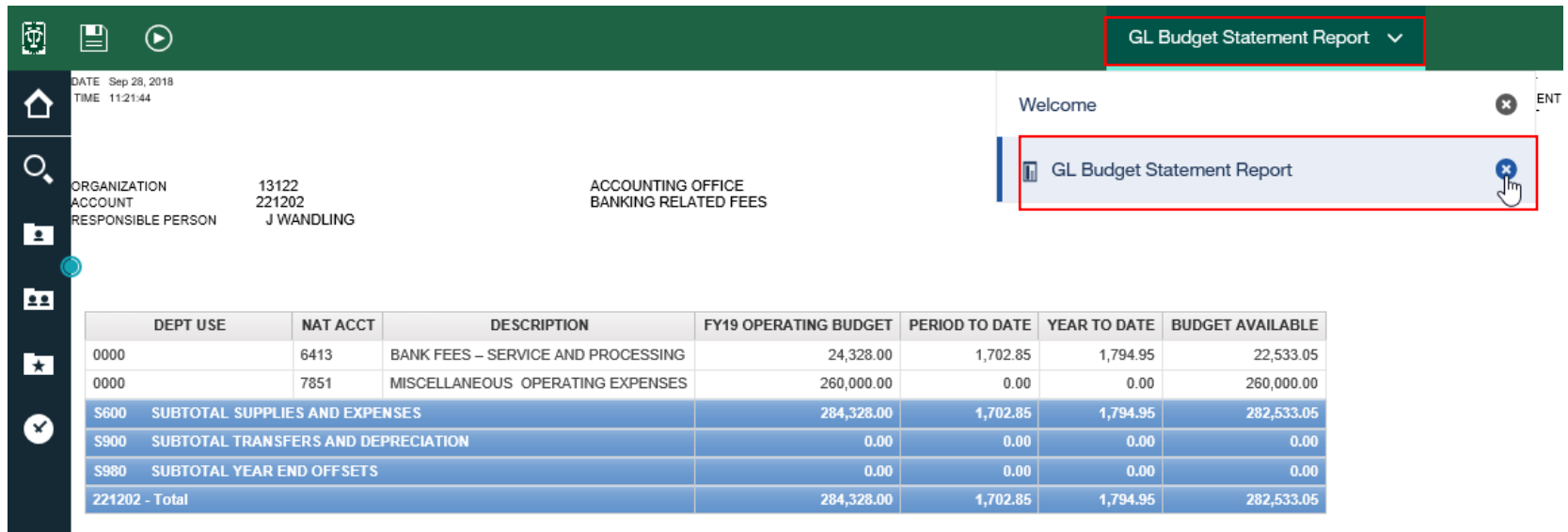


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- Format change Step 5: Your report should now open in the format you selected. If you have problems with this process, please contact Yamuna at 988-7994.

GL Budget Statement Report

- To clear your report and return to the dashboard, click on the report name in the green bar at the top of the screen, then click the 'X' next to the report name in the dropdown box



DEPT USE	NAT ACCT	DESCRIPTION	FY19 OPERATING BUDGET	PERIOD TO DATE	YEAR TO DATE	BUDGET AVAILABLE
0000	6413	BANK FEES – SERVICE AND PROCESSING	24,328.00	1,702.85	1,794.95	22,533.05
0000	7851	MISCELLANEOUS OPERATING EXPENSES	260,000.00	0.00	0.00	260,000.00
\$600	SUBTOTAL SUPPLIES AND EXPENSES		284,328.00	1,702.85	1,794.95	282,533.05
\$900	SUBTOTAL TRANSFERS AND DEPRECIATION		0.00	0.00	0.00	0.00
\$980	SUBTOTAL YEAR END OFFSETS		0.00	0.00	0.00	0.00
221202 - Total			284,328.00	1,702.85	1,794.95	282,533.05