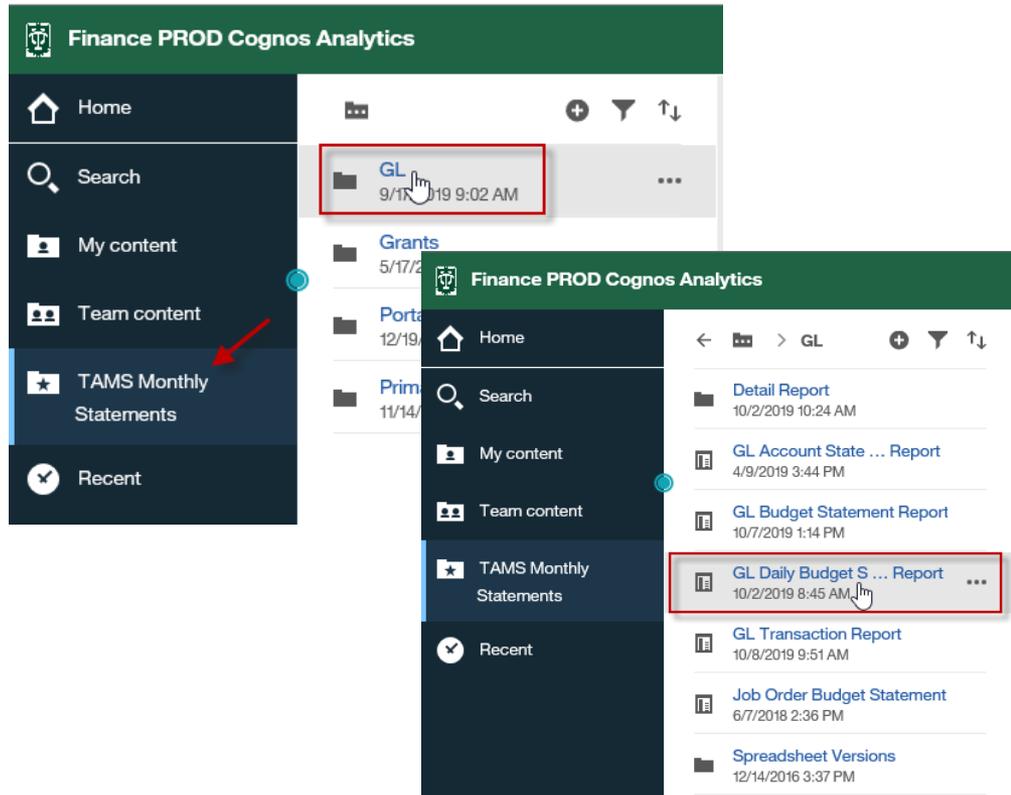


# GL Daily Budget Statement Report

- Same layout as the GL Monthly Budget Statement but updated nightly to provide the most recent balances and transaction details available
- This report gives you the opportunity to check your account budget status at any time during the month
- You can drill down on any Period-to-Date or Year-to-Date amount to open a separate Excel report that shows the transactions that make up that amount as of the period-of-interest
  - You can drill down at the natural account level to view transactions posted to that specific natural account or at the natural account summary (subtotal) level to view transactions posted to all natural accounts that roll to that summary level
  - You can also drill down at the grand total level to view all transactions that make up that total for both Period-to-Date and Year-to-Date

# TAMS GL Daily Budget Statement Report - Navigation



- Log into Cognos and navigate as follows:
  - TAMS Monthly Statements => GL => GL Daily Budget Statement Report

# TAMS GL Daily Budget Statement Report - Parameters

GL Daily Budget Statement Report

**Prompts**

Please Select a Value for Period:  
\* OCT-19  
SEP-19  
AUG-19  
JUL-19  
JUN-19  
MAY-19  
APR-19  
MAR-19  
FEB-19  
JAN-19  
DEC-18  
[Select all](#) [Deselect all](#)

Exclude Accounts with Zero Balance: \*  YES

Please Select Organization Number:  
Keywords:  
Type one or more keywords separated by spaces.  
  [Options](#)

Results:   Choice:

Please Select Account Number:  
Keywords:  
Type one or more keywords separated by spaces.  
  [Options](#)

Results:   Choice:

DEPT Use:    [Choices:](#)

Since this is a “daily” report, the current period containing the most up-to-date balances and information will be available for you to search and report on

- The parameters screen is configured exactly the same as the current monthly TAMS GL Budget Statement Report
  - Notice that the current period (the period in which you run the report) is available to allow you to run the report on the most up-to-date balances and information
  - Include your search parameters as you normally would for the monthly TAMS GL Budget Statement Report then click Finish
    - NOTE: Remember to choose the current period for the most up-to-date information

# TAMS GL Daily Budget Statement Report – Totals and Detail

TIME 09:46:56

TULANE UNIVERSITY  
TULANE ACCOUNTING MANAGEMENT SYSTEM  
BUDGET STATEMENT  
PERIOD: OCT-19  
As of Date Oct 20, 2019

ORGANIZATION 13137  
ACCOUNT 211816  
RESPONSIBLE PERSON J WANDLING

COST STUDIES  
COST STUDIES OPERATING

You can drill down on any of the hyper-linked totals (blue, underlined) to open an Excel report with the transaction details that make up that total. Notice that you can drill down on PERIOD TO DATE or YEAR TO DATE totals. You can also drill down at the natural account subtotal level for details of all natural accounts that make up that subtotal for both PERIOD TO DATE and YEAR TO DATE

**IMPORTANT:** The "As of Date" is the date you run the report. It is very important to check this date to know when the data was last refreshed, especially if you are running the report during the current month. For this example, you are running an OCT-19 report with data only posted through October 20.

Drilling down on the Subtotal level will include transaction detail on all natural accounts that make up that subtotal

DEPT USE	NAT ACCT	DESCRIPTION	FY20 OPER BUDG	PERIOD TO DATE	YEAR TO DATE	BUDGET AVAILABLE
0000	<a href="#">5111</a>	UNIVERSITY OFFICERS	185,897.25	<a href="#">15,491.52</a>	<a href="#">61,966.01</a>	123,931.24
0000	<a href="#">5311</a>	EXEMPT STAFF	523,829.87	<a href="#">38,102.08</a>	<a href="#">152,408.32</a>	371,421.55
0000	<a href="#">5331</a>	NON-EXEMPT HOURLY STAFF	187,029.55	<a href="#">14,453.57</a>	<a href="#">65,309.68</a>	121,719.87
<b>S510</b>	<b>SUBTOTAL SALARIES AND WAGES</b>		<b>896,756.67</b>	<b><a href="#">68,047.17</a></b>	<b><a href="#">279,684.01</a></b>	<b><a href="#">617,072.69</a></b>
0000	<a href="#">5864</a>	UPTOWN FACULTY FRINGE BENEFITS	0.00	<a href="#">2,989.92</a>	<a href="#">11,959.56</a>	-11,959.56
0000	<a href="#">5867</a>	UPTOWN STAFF FRINGE BENEFITS	0.00	<a href="#">11,404.58</a>	<a href="#">47,244.85</a>	-47,244.85
0000	<a href="#">5899</a>	FRINGE BUDGET POOL	177,212.38	<a href="#">0.00</a>	<a href="#">0.00</a>	177,212.38
<b>S580</b>	<b>SUBTOTAL FRINGE BENEFITS</b>		<b>177,212.38</b>	<b><a href="#">14,394.50</a></b>	<b><a href="#">59,204.41</a></b>	<b>118,007.97</b>
0000	<a href="#">6211</a>	OPERATING SUPPLIES - OTHER	24,000.00	<a href="#">194.36</a>	<a href="#">748.56</a>	23,251.44
0000	<a href="#">6212</a>	OFFICE SUPPLIES - DOMESTIC GENERAL USE	2,700.00	<a href="#">276.67</a>	<a href="#">1,223.42</a>	1,476.58
0000	<a href="#">6221</a>	LICENSES, DUES, MEMBERSHIPS	0.00	<a href="#">0.00</a>	<a href="#">765.00</a>	-765.00
0000	<a href="#">6231</a>	PRINTING & COPYING VENDORS	12,000.00	<a href="#">0.00</a>	<a href="#">453.87</a>	11,546.13
0000	<a href="#">6351</a>	COMPUTER LICENSE- USE FEES	97.00	<a href="#">0.00</a>	<a href="#">0.00</a>	97.00
0000	<a href="#">6826</a>	MOV EQUIP REPAIRS & MAINT - OTHER DEPT USE	5,000.00	<a href="#">0.00</a>	<a href="#">0.00</a>	5,000.00
0000	<a href="#">7511</a>	MINOR EQUIPMENT - OTHER	0.00	<a href="#">0.00</a>	<a href="#">497.93</a>	-497.93
0000	<a href="#">7512</a>	MINOR EQUIPMENT - COMPUTER	0.00	<a href="#">0.00</a>	<a href="#">377.56</a>	-377.56
0000	<a href="#">7851</a>	MISCELLANEOUS OPERATING EXPENSES	0.00	<a href="#">-167.96</a>	<a href="#">40.00</a>	-40.00
<b>S600</b>	<b>SUBTOTAL SUPPLIES AND EXPENSES</b>		<b>43,797.00</b>	<b><a href="#">303.07</a></b>	<b><a href="#">4,106.34</a></b>	<b>39,690.66</b>
0000	<a href="#">7522</a>	LOCAL MEAL - ON CAMPUS	0.00	<a href="#">36.07</a>	<a href="#">36.07</a>	-36.07
<b>S750</b>	<b>SUBTOTAL TRAVEL, ENTERTAINMENT, SEMINARS</b>		<b>0.00</b>	<b><a href="#">36.07</a></b>	<b><a href="#">36.07</a></b>	<b>-36.07</b>
<b>S820</b>	<b>SUBTOTAL CAPITAL EXPENSES</b>		<b>0.00</b>	<b><a href="#">0.00</a></b>	<b><a href="#">0.00</a></b>	<b>0.00</b>
0000	<a href="#">8812</a>	RECHARGE-SERVICES	0.00	<a href="#">0.00</a>	<a href="#">403.28</a>	-403.28
0000	<a href="#">8831</a>	RECHARGE-TELEC ANNUAL BILLING	16,000.00	<a href="#">0.00</a>	<a href="#">5,640.00</a>	10,360.00
0000	<a href="#">8832</a>	RECHARGE-TELEC MOVE/ADD	0.00	<a href="#">0.00</a>	<a href="#">360.00</a>	-360.00
0000	<a href="#">8848</a>	RECHARGE-MAILROOM POSTAGE	0.00	<a href="#">727.94</a>	<a href="#">3,041.19</a>	-3,041.19

# TAMS GL Daily Budget Statement Report – IMPORTANT: As of Date

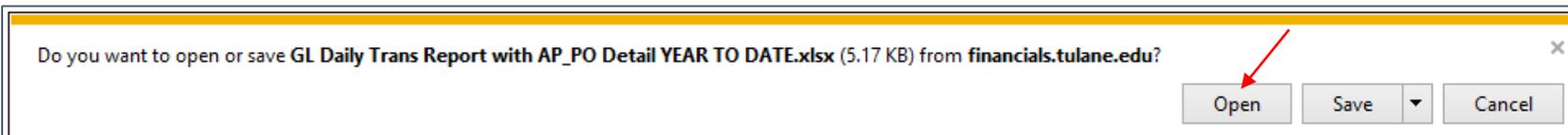
TULANE UNIVERSITY  
TULANE ACCOUNTING MANAGEMENT SYSTEM  
BUDGET STATEMENT  
PERIOD: OCT-19  
As of Date Oct 20, 2019

- The “As of Date” is the date you run the report
- It is very important to check the As of Date to know when the data was last refreshed, especially if you are running the report in the current period
  - In this example, you will pick up totals and related transaction details for the OCT-19 period only through October 20
- It is also important to remember that even though the As of Date (the date you are running the report) may be the last day of the month (in this example, Oct 31), we do not completely close a period until at least four business days into the next month; therefore, the “As of Date” of *Oct 31, 2019* still may not reflect totals and data for the entire period

# TAMS GL Daily Budget Statement Report – Drilling Down

DEPT USE	NAT ACCT	DESCRIPTION	FY20 OPER BUDG	PERIOD TO DATE	YEAR TO DATE	BUDGET AVAILABLE
<u>0000</u>	<u>6211</u>	OPERATING SUPPLIES - OTHER	24,000.00	<a href="#">194.36</a>	<a href="#">748.56</a>	23,251.44
<u>0000</u>	<u>6212</u>	OFFICE SUPPLIES - DOMESTIC GENERAL USE	2,700.00	<a href="#">276.67</a>	<a href="#">1,223.42</a>	1,476.58
<u>0000</u>	<u>6221</u>	LICENSES, DUES, MEMBERSHIPS	0.00	<a href="#">0.00</a>	<a href="#">765.00</a>	-765.00
<u>0000</u>	<u>6231</u>	PRINTING & COPYING VENDORS	12,000.00	<a href="#">0.00</a>	<a href="#">453.87</a>	11,546.13
<u>0000</u>	<u>6351</u>	COMPUTER LICENSE- USE FEES	97.00	<a href="#">0.00</a>	<a href="#">0.00</a>	97.00
<u>0000</u>	<u>6826</u>	MOV EQUIP REPAIRS & MAINT - OTHER DEPT USE	5,000.00	<a href="#">0.00</a>	<a href="#">0.00</a>	5,000.00
<u>0000</u>	<u>7511</u>	MINOR EQUIPMENT - OTHER	0.00	<a href="#">0.00</a>	<a href="#">497.93</a>	-497.93
<u>0000</u>	<u>7512</u>	MINOR EQUIPMENT - COMPUTER	0.00	<a href="#">0.00</a>	<a href="#">377.56</a>	-377.56
<u>0000</u>	<u>7851</u>	MISCELLANEOUS OPERATING EXPENSES	0.00	<a href="#">-167.96</a>	<a href="#">40.00</a>	-40.00
<b>S600</b>	<b>SUBTOTAL SUPPLIES AND EXPENSES</b>		<b>43,797.00</b>	<b><a href="#">303.07</a></b>	<b><a href="#">4,106.34</a></b>	<b>39,690.66</b>

- Click on any underlined, blue hyperlinked total to open an Excel report with detailed transactions that make up that total
  - If you just want to see the transactions that posted during your selected period (period of interest), click on the PERIOD TO DATE total; if you want to see all the transactions that posted since the beginning of the fiscal year, click the YEAR TO DATE total
  - You also have the option to click on the “subtotal” amount which will give you all of the transactions posted to the natural accounts that make up that subtotal line



- Once you click on the desired amount that you would like to analyze for transaction detail, you will be prompted to open an Excel report of transactions as shown above
- For this example, we are going to click on the 497.93 amount to see what transactions were posted to natural account 7511 to make up that amount since the beginning of the fiscal year (YEAR TO DATE); For this example, JUL-19 through October 20, 2019
- Click Open
  - Once the report is open, you can save it as an Excel file to your hard drive if you choose

# TAMS GL Daily Budget Statement Report – Transaction Report

ORG	ORG_DESC	ACCOUNT	ACCT_DESC	URAL_A	NAT_ACCT_DESC	DUC	DEPT_USE_DESC	JOURNAL_NAME	CATEGORY
13137	COST STUDIES	211816	COST STUDIES OPERATING	7511	MINOR EQUIPMENT - OTHER	0000	UNASSIGNED	13915357 Purchase Invoices USD	Purchase Invoices
13137	COST STUDIES	211816	COST STUDIES OPERATING	7511	MINOR EQUIPMENT - OTHER	0000	UNASSIGNED	13915357 Purchase Invoices USD	Purchase Invoices
13137	COST STUDIES	211816	COST STUDIES OPERATING	7511	MINOR EQUIPMENT - OTHER	0000	UNASSIGNED	13980169 Purchase Invoices USD	Purchase Invoices

Columns  
Cont'd  
Below

EFFECTIVE_DATE	PERIOD	VENDOR_NAME	DEBIT	CREDIT	VO_NUMBE	INVOICE_NUMBER	PO_NUMBER	DESCRIPTION	ACTIVITY_DATE
Aug 6, 2019 12:00:00 AM	AUG-19	DELL MARKETING CORPORATION	38.99		82008100	10331671109	3142331	Dell Power Adapter Plus - 45W	
Aug 6, 2019 12:00:00 AM	AUG-19	DELL MARKETING CORPORATION	419.98		82008100	10331671109	3142331	Dell 16 GB Certified Memory Module - 2RX8 SODIMM 2400 MHz	
Sep 2, 2019 12:00:00 AM	SEP-19	CDW GOVERNMENT INCORPORATED	38.96		82015243	TRW8790	3147750	Logitech Wireless Combo MK520 keyboard and mouse set English US	

- A detailed transaction report will open in Excel with the following columns:

- Org
- Org Description
- Account
- Account Description
- Natural Account
- Natural Account Description
- Dept Use Code
- Dept Use Code Description
- Journal Name
- Category
- Effective Date
- Period
- Vendor name
- Debit
- Credit

*Note: The net of the debit and credit totals will equal the total you drilled down on from the Daily GL Budget Statement; in this example, 497.93*

- Voucher Number
- Invoice Number
- PO Number
- Line Description
- Activity Date