

Printing Cognos Reports

- This training document will give you step-by-step instructions on how to print Cognos monthly TAMS statements

Printing Cognos Reports

IBM Cognos Viewer - GL Budget Statement Report

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Keep this version

TULANE UNIVERSITY
TULANE ACCOUNTING MANAGEMENT SYSTEM
BUDGET STATEMENT
PERIOD: OCT-14

DATE May 14, 2015
TIME 10:27:25

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

View in HTML Format
View in PDF Format
View in XML Format
View in Excel Options

DEPT USE	NAT ACNT	DESCRIPTION	FY14 OPERATING BUDGET	PERIOD TO DATE	YEAR TO DATE	ENCUMBRANCE	BUDGET AVAILABLE
0000	6413	DEBT SERVICE - BANK FEES	0.00	2,977.73	8,457.50	0.00	-8,457.50
0000	7851	OTHER EXPENSES	220,000.00	8.04	28.20	0.00	219,971.80
S600	SUBTOTAL SUPPLIES AND EXPENSES		220,000.00	2,985.77	8,485.70	0.00	211,514.30
S900	SUBTOTAL TRANSFERS AND DEPRECIATION		0.00	0.00	0.00	0.00	0.00
S980	SUBTOTAL YEAR END OFFSETS		0.00	0.00	0.00	0.00	0.00
221202 - Total			220,000.00	2,985.77	8,485.70	0.00	211,514.30

- From the results of your search, click the Choose Format icon and select “View in PDF Format” from the dropdown list
- IMPORTANT:** You must use the PDF format for the printed version of the report to be properly aligned and formatted

Printing Cognos Reports

DATE: May 14, 2015
TIME: 10:50:55


TULANE UNIVERSITY
TULANE ACCOUNTING MANAGEMENT SYSTEM
BUDGET STATEMENT
PERIOD: OCT-14

PAGE: 1

ORGANIZATION: 13122
ACCOUNT: 221202
RESPONSIBLE PERSON: J PATTERSON

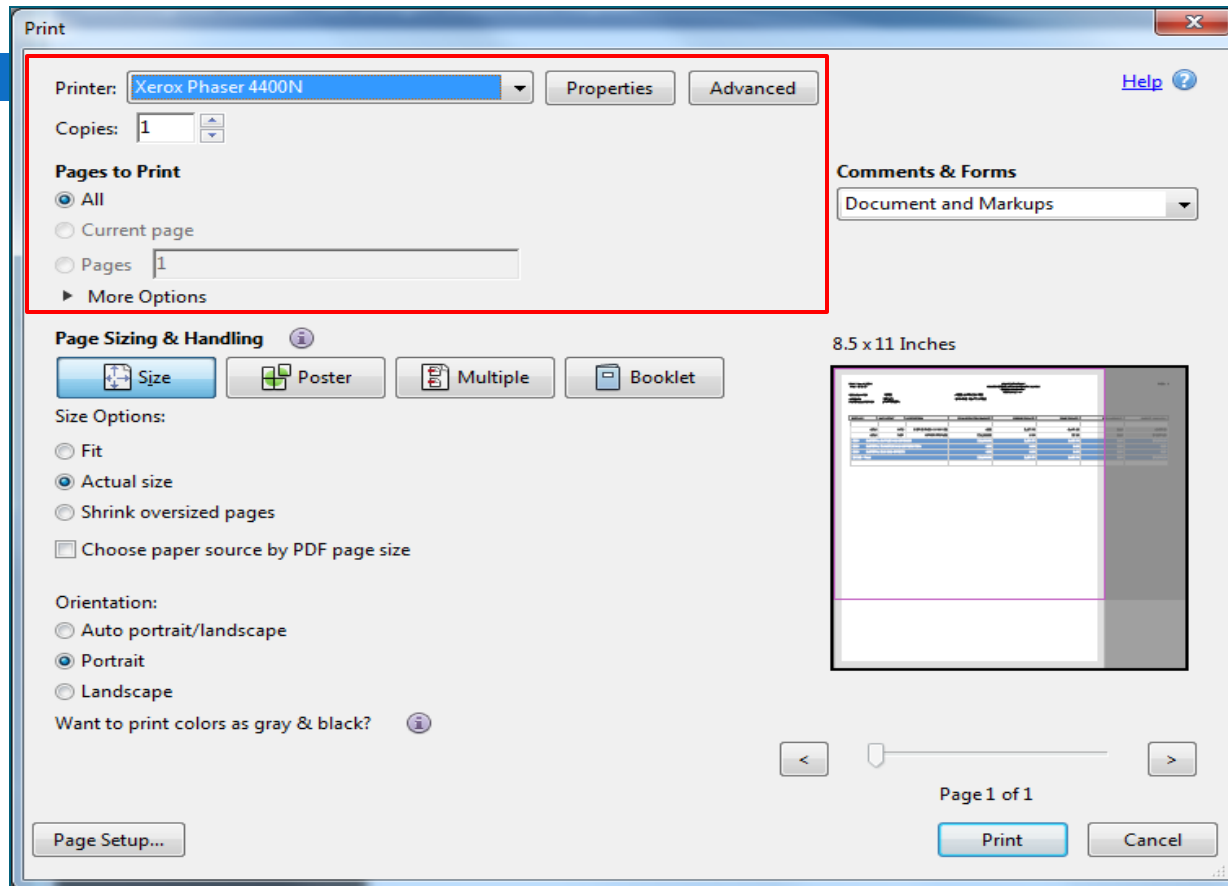
ACCOUNTING OFFICE: BANKING RELATED FEES

DEPT USE	NAT ACCT	DESCRIPTION	FY14 OPERATING BUDGET	PERIOD TO DATE	YEAR TO DATE	ENCUMBRANCE	BUDGET AVAILABLE
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	0000	7851 OTHER EXPENSES	220,000.00	8.04	28.20	0.00	219,971.80
5600	SUBTOTAL SUPPLIES AND EXPENSES		220,000.00	2,985.77	8,485.70	0.00	211,514.30
5900	SUBTOTAL TRANSFERS AND DEPRECIATION		0.00	0.00	0.00	0.00	0.00
5980	SUBTOTAL YEAR END OFFSETS		0.00	0.00	0.00	0.00	0.00
221202 - Total			220,000.00	2,985.77	8,485.70	0.00	211,514.30



- ❑ When the report opens in the PDF format, a grey bar will briefly appear at the bottom of the page with process options
- ❑ Choose the Printer icon from the grey bar to open the Print Format dialogue box
 - ❑ If the grey bar vanishes, simply hover your mouse near the bottom of the page to make it reappear

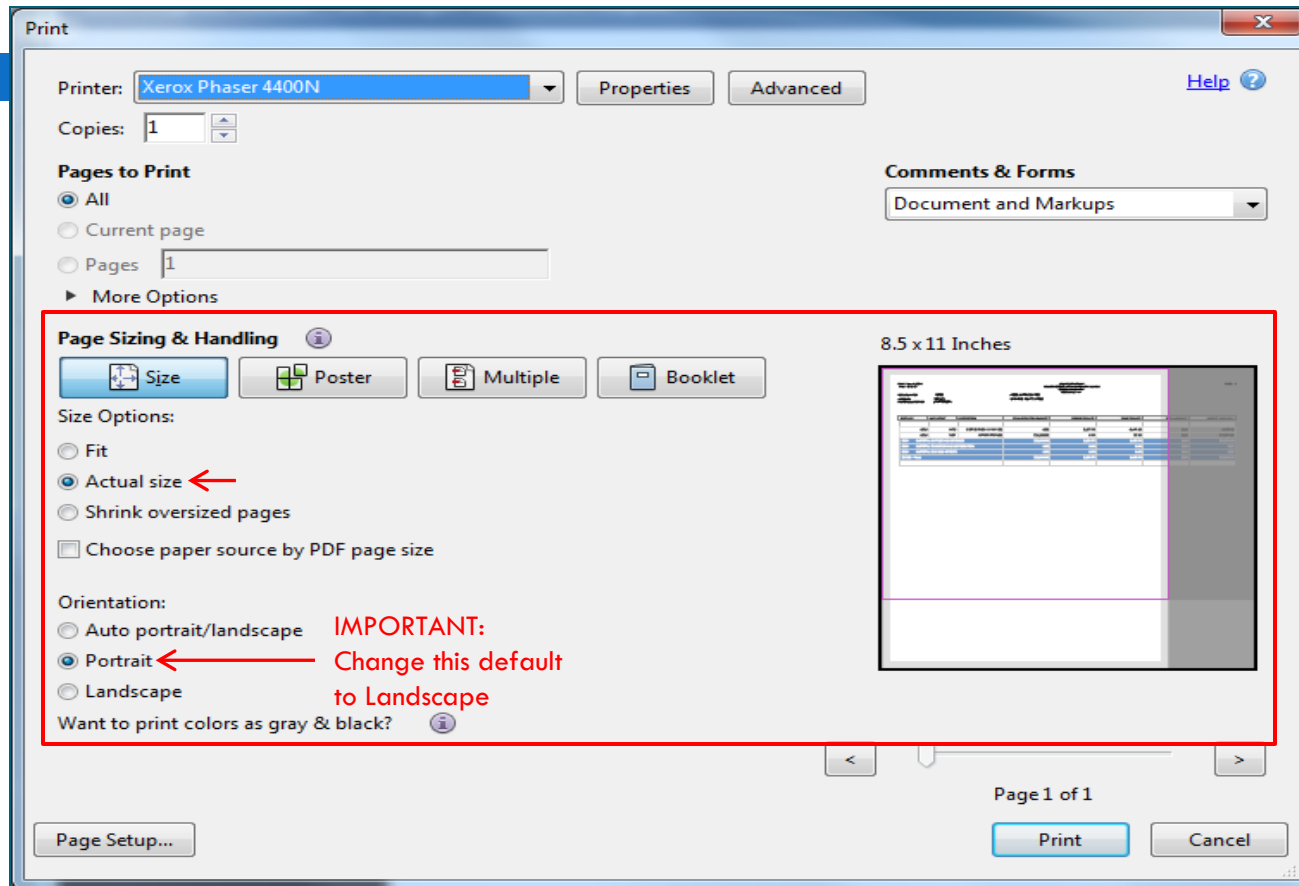
Printing Cognos Reports



□ Print dialogue box

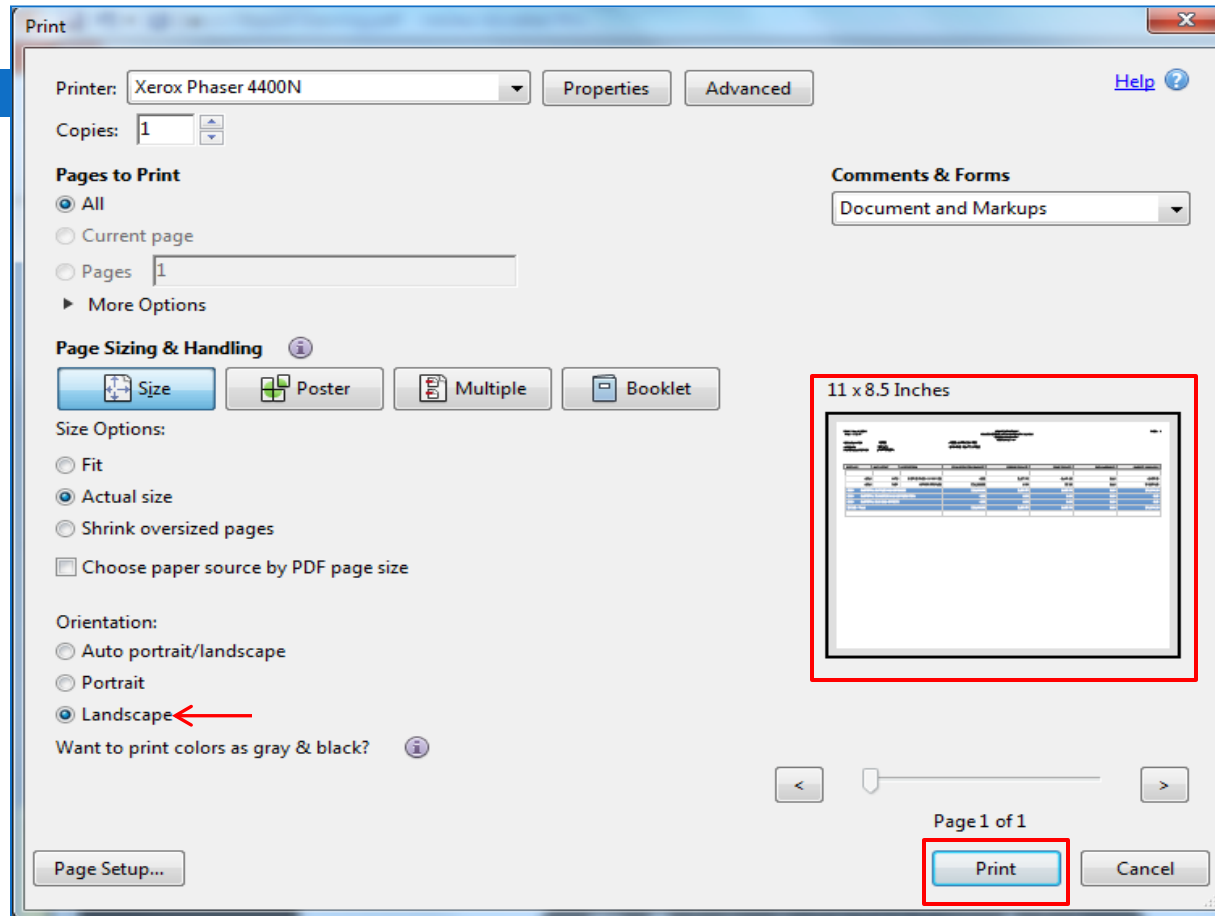
- Printer: Your computer's default printer should be listed
- Copies: Include the number of copies you would like to print; the default is 1
- Pages to Print: Select *All* to print all pages of your report; you can also select *Current page* to print only the page in your current view or *Pages* to type a range of pages to print

Printing Cognos Reports



- ❑ Under Size Options, accept the default of Actual Size
- ❑ **IMPORTANT:** Under Orientation, change the default of Portrait to Landscape (or to Auto Portrait/Landscape)
 - ❑ Notice the Print preview to the right shows part of the report greyed out in the default Portrait orientation

Printing Cognos Reports



- Now that Landscape is selected as the orientation, notice the print preview to the right is aligned with the entire page in view
- You are now ready to click the Print button to print a formatted version of your report