Financial Shortcut Portal Tab

- This document is a step-by-step setup to create a shortcut for TAMS Monthly Reports
- If you have any questions or problems creating this tab, please contact Christi Longlois via email clongloi@tulane.edu or phone 988-8617
Financial Shortcut Portal Tab

- Log into the Cognos Financial site at https://financials.tulane.edu/
- Go to your “My Home” page
Financial Shortcut Portal Tab

- Click TU Groups
Financial Shortcut Portal Tab

- Click TAMS Monthly Statements
Financial Shortcut Portal Tab

- Click Portal Pages
Click the “Add to my portal tabs” icon.
You can now click on the “TAMS Monthly Reports” tab and find both GL and Grants reports.