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/dcmtof0sw4umpsqm5iuzn3ujimhrkrk

The new Cognos Analytics Homepage appears as shown below.
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.

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

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.

Click Run as option to choose different output formats for report run.
Choose the format you prefer and hit run button below.
The report runs with the selections you provide and give you the result in PDF format as below.
<table>
<thead>
<tr>
<th>NAT ACCT</th>
<th>NAT_ACCT_DESC</th>
<th>BEGIN_BUDGET</th>
<th>PERIOD_TO_DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1151</td>
<td>CASH IN BANK</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>S100</td>
<td>SUBTOTAL ASSETS</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>000002 - Total</td>
<td></td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Excel output is available for you to open and analyze or save it to your folders.

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

Click Reset prompts here to run the report for a new Org or Account.
If you would like to run the report in the background, you may do so as shown below:

**Turn on Run in background button here**

**Click on Advanced to set the report to run now or at a later date and time**
Click on Delivery options to print or email the report.
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.
Reports you run are stored under recent folder.
From here you can run the report directly in future without having to traverse to TAMS folder.
Search for any report here by entering the relevant text and all the corresponding reports show up below.