

# Cognos Analytics

The objective of this training is to provide a comprehensive list of essential finance reports that will assist users in the decision-making process to be successful in managing and administering financial activity within their financial responsibility.





# Cognos Analytics

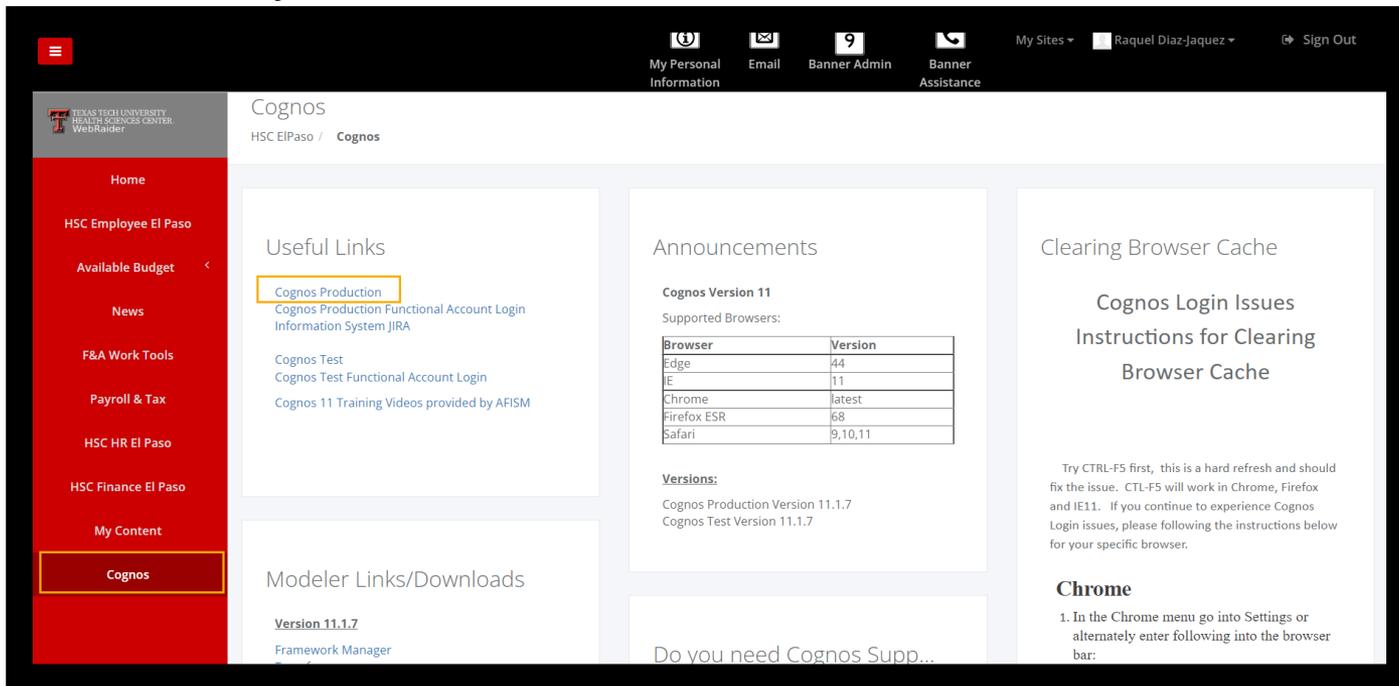
IBM Cognos Analytics is a web-based integrated business intelligence suite by IBM. It provides a tool set for reporting, analytics, and monitoring of events and metrics.

Cognos Analytics integrates reporting, modeling, analysis, dashboards, stories, and event management so that you can understand your organization's data, and make effective business decisions.

Cognos pulls the majority of its data from the Operational Data Store (ODS). The ODS is updated nightly and verified daily.

# Cognos Analytics

The best way to access Cognos is through the [Cognos tab](#) from the WebRaider portal. When you access Cognos through the portal, you will be automatically logged into Cognos and will not have to re-enter your eRaider information.



The screenshot shows the Cognos Analytics portal interface. The top navigation bar includes links for My Personal Information, Email, Banner Admin, and Banner Assistance. The main content area is divided into several sections:

- Useful Links:** Contains links for Cognos Production, Cognos Production Functional Account Login, Information System JIRA, Cognos Test, Cognos Test Functional Account Login, and Cognos 11 Training Videos provided by AFISM.
- Announcements:** Displays Cognos Version 11 and Supported Browsers.
- Clearing Browser Cache:** Provides instructions for clearing the browser cache, including a note about using CTRL-F5 for a hard refresh.
- Modeler Links/Downloads:** Lists Version 11.1.7 and Framework Manager.

The left sidebar contains navigation options such as Home, HSC Employee El Paso, Available Budget, News, F&A Work Tools, Payroll & Tax, HSC HR El Paso, HSC Finance El Paso, and My Content. The Cognos tab is highlighted in the sidebar.

| Browser     | Version |
|-------------|---------|
| Edge        | 44      |
| IE          | 11      |
| Chrome      | latest  |
| Firefox ESR | 68      |
| Safari      | 9,10,11 |



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

# Cognos Analytics



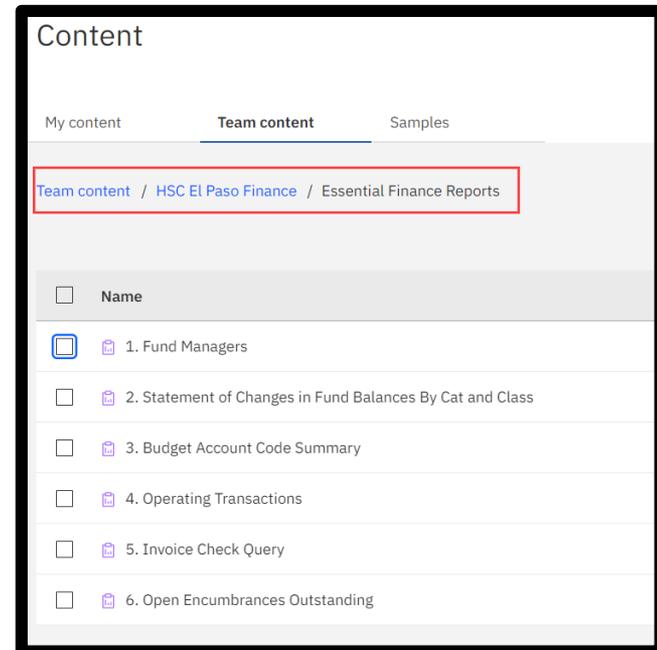
Texas Tech

Welcome to Cognos Analytics!

# Cognos Analytics

This training will highlight Essential Finance Reports that will provide answers to most questions regarding your department's finances. These reports can be found under Team Content > HSC El Paso Finance > Essential Finance Reports.

- **Fund Managers**
- **Statement of Changes in Fund Balance By Cat and Class**
- **Budget Account Code Summary**
- **Operating Transactions**
- **Invoice Check Query**
- **Open Encumbrances Outstanding**





# Cognos Report: Fund Managers

- If you are a fund manager or departmental financial administrator, this report will help you find a list of funds under your authority as a fund manager.
- You can run the report by selecting different parameters, such as Fund, Fund Manager, Division and Department.
- The report is grouped by Fund Manager and sorted by Fund. The report also provides a multi-year column.
- **Note:** MY? Indicates if the fund is a Multi-Year fund.



# Cognos Report: Fund Managers

## Fiscal Year vs. Multi-Year Funds

- Fiscal Year Funds receive funding for each fiscal year. Budgets must be established each year during the budget prep cycle.
- Multi-Year Funds receive funding to be spread across multiple years and are associated with a grant, contract or plant project. Budgets are established at the beginning of the grant, contract or plant project and do not go through the budget prep cycle.



# Cognos Report: Fund Managers

- The parameter page allows you to select various options for the report output. The system will filter the data to provide the requested report.

The screenshot shows a web form titled "TTU Health Sciences Center at El Paso Fund Managers". It contains four dropdown menus: "Fund" (set to "All Funds"), "Fund Manager" (set to "Salazar, Veronica Carmen" and highlighted with a yellow border), "Division" (set to "All Divisions"), and "Department" (set to "All Departments"). At the bottom are "Cancel" and "Finish" buttons.

**TTU Health Sciences Center at El Paso**  
**Fund Managers**

**Fund:** All Funds

**Fund Manager:** Salazar, Veronica Carmen

**Division:** All Divisions

**Department:** All Departments

Cancel Finish



# Cognos Report: Fund Managers

## TTU Health Sciences Center at El Paso Fund Managers

Fund: All Fund Mgr: **Salazar, Veronica Carmen**

| Fund Manager            | Division                           | Campus  | Department                        | Fund   | Fund Description                    | MY? |
|-------------------------|------------------------------------|---------|-----------------------------------|--------|-------------------------------------|-----|
| Salazar,<br>Veronica C. | Finance and Administration         | El Paso | Finance and Admin Elp             | 103211 | Finance and Admin Elp               | No  |
|                         |                                    |         |                                   | 183166 | Finance and Admin Elp               | No  |
|                         | School of Medicine - Paul L Foster | El Paso | Paul L Foster SOM Admin Rgnl Dean | 183285 | Medical Student Run Free Clinic     | No  |
|                         |                                    |         |                                   | 243223 | GF Sundt Foundation MSRC Mobile Car | No  |
|                         |                                    |         |                                   | 243287 | MSRFC Gift Fund                     | No  |

- The report will display the Fund Manager, Division, Campus, Department, Fund, Fund Description, and MY.



## **Cognos Report: Statement of Changes in Fund Balances By Cat and Class (SOC)**

- This report provides the cumulative net income or loss generated by the operation of the fund since its inception (ending balance) and the amount of expendable and available financial resources (available balance). The ending fund balance then subtracts the fund encumbrance to provide the available fund balance.
- It is divided by fund category and fund class.
- Amounts that are blue and underlined have a hyperlink to the detailed transactions that make up the summary amount. It has links to provide the breakdown of revenue, expenses, transfers and encumbrances.
- Useful for funds with Revenues & Expenses.



## Cognos Report: Statement of Changes in Fund Balances By Cat and Class (SOC)

- The parameter page allows you to select various options for the report output. The system will filter the data to provide the requested report.

**TTU Health Sciences Center at El Paso**  
**Statement of Changes in Fund Balances By Cat and Class-Active Funds**

**Fiscal Year:** \* 2022 ▼

**Fiscal Period:** \* 04 - Dec ▼

**Fund:** All Funds ▼

**Division:** All Divisions ▼

**Department:** All Departments ▼

**Fund Category:** All Fund Categories ▼

**Fund Class:** All Fund Classes ▼

**Fund Manager:** Salazar, Veronica Carmen ▼

Cancel Finish



# Cognos Report: Statement of Changes in Fund Balances By Cat and Class (SOC)

**TTU Health Sciences Center at El Paso**  
**Statement of Changes in Fund Balances By Cat and Class-Active Funds**

\*FY: 2022 \*Period: 04 - Dec Fund: All  
Div: All Campus: All Dept: All  
Category: All Class: All Fund Mgr: Salazar, Veronica Carmen

**000 Educational/General Funds**

**010 Educational/General**

| Fund                                 | Description           | Fund Manager         | Beg Balance | Non Oper    | Revenue           | Net Expenses     | Transfers   | End Balance       | Enc & Res         | Avail Bal        |
|--------------------------------------|-----------------------|----------------------|-------------|-------------|-------------------|------------------|-------------|-------------------|-------------------|------------------|
| 103211                               | Finance and Admin Elp | Salazar, Veronica C. | 0.00        | 0.00        | 368,805.00        | 29,345.46        | 0.00        | 339,459.54        | 249,750.00        | 89,709.54        |
| <b>010 Educational/General</b>       |                       |                      | <b>0.00</b> | <b>0.00</b> | <b>368,805.00</b> | <b>29,345.46</b> | <b>0.00</b> | <b>339,459.54</b> | <b>249,750.00</b> | <b>89,709.54</b> |
| <b>000 Educational/General Funds</b> |                       |                      | <b>0.00</b> | <b>0.00</b> | <b>368,805.00</b> | <b>29,345.46</b> | <b>0.00</b> | <b>339,459.54</b> | <b>249,750.00</b> | <b>89,709.54</b> |

**100 Designated Funds**

**150 General Designated**

| Fund                          | Description                     | Fund Manager         | Beg Balance       | Non Oper    | Revenue     | Net Expenses     | Transfers        | End Balance       | Enc & Res       | Avail Bal         |
|-------------------------------|---------------------------------|----------------------|-------------------|-------------|-------------|------------------|------------------|-------------------|-----------------|-------------------|
| 183166                        | Finance and Admin Elp           | Salazar, Veronica C. | 161,124.94        | 0.00        | 0.00        | 25,683.42        | 73,895.00        | 209,336.52        | 3,732.33        | 205,604.19        |
| 183285                        | Medical Student Run Free Clinic | Salazar, Veronica C. | 80,941.17         | 0.00        | 0.00        | 6,265.42         | 0.00             | 74,675.75         | 3,523.48        | 71,152.27         |
| <b>150 General Designated</b> |                                 |                      | <b>242,066.11</b> | <b>0.00</b> | <b>0.00</b> | <b>31,948.84</b> | <b>73,895.00</b> | <b>284,012.27</b> | <b>7,255.81</b> | <b>276,756.46</b> |
| <b>100 Designated Funds</b>   |                                 |                      | <b>242,066.11</b> | <b>0.00</b> | <b>0.00</b> | <b>31,948.84</b> | <b>73,895.00</b> | <b>284,012.27</b> | <b>7,255.81</b> | <b>276,756.46</b> |

**300 Restricted Funds**

**340 Private Grants and Contracts**

| Fund                                    | Description        | Fund Manager         | Beg Balance   | Non Oper    | Revenue     | Net Expenses  | Transfers   | End Balance | Enc & Res   | Avail Bal   |
|---|--------------------|----------------------|---------------|-------------|-------------|---------------|-------------|-------------|-------------|-------------|
| 243264                                  | ABCF MSRC FY 20 21 | Salazar, Veronica C. | 176.48        | 0.00        | 0.00        | 176.48        | 0.00        | 0.00        | 0.00        | 0.00        |
| <b>340 Private Grants and Contracts</b> |                    |                      | <b>176.48</b> | <b>0.00</b> | <b>0.00</b> | <b>176.48</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> |

**345 Private Gifts**

| Fund                        | Description                         | Fund Manager         | Beg Balance       | Non Oper    | Revenue           | Net Expenses     | Transfers        | End Balance       | Enc & Res         | Avail Bal         |
|-----------------------------|-------------------------------------|----------------------|-------------------|-------------|-------------------|------------------|------------------|-------------------|-------------------|-------------------|
| 243223                      | GF Sundt Foundation MSRC Mobile Car | Salazar, Veronica C. | 1,285.68          | 0.00        | 0.00              | 0.00             | 0.00             | 1,285.68          | 0.00              | 1,285.68          |
| 243287                      | MSRFC Gift Fund                     | Salazar, Veronica C. | 31,169.92         | 0.00        | 1,911.34          | 89.16            | 0.00             | 32,992.10         | 1,046.20          | 31,945.90         |
| <b>345 Private Gifts</b>    |                                     |                      | <b>32,455.60</b>  | <b>0.00</b> | <b>1,911.34</b>   | <b>89.16</b>     | <b>0.00</b>      | <b>34,277.78</b>  | <b>1,046.20</b>   | <b>33,231.58</b>  |
| <b>300 Restricted Funds</b> |                                     |                      | <b>32,632.08</b>  | <b>0.00</b> | <b>1,911.34</b>   | <b>265.64</b>    | <b>0.00</b>      | <b>34,277.78</b>  | <b>1,046.20</b>   | <b>33,231.58</b>  |
| <b>Total</b>                |                                     |                      | <b>274,698.19</b> | <b>0.00</b> | <b>370,716.34</b> | <b>61,559.94</b> | <b>73,895.00</b> | <b>657,749.59</b> | <b>258,052.01</b> | <b>399,697.58</b> |

HSC El Paso Finance > Fund Balance  
Statement of Changes in Fund Balances By Cat and Class-Active Funds

1  
Help



# Cognos Report: Statement of Changes in Fund Balances By Cat and Class (SOC)

**TTU Health Sciences Center at El Paso  
SOC Tran Led Drill Thru 50**

**\*Fund: 103211**

**REVENUE:**

| AT | Acct          | Description                      | Document | Doc Ref  | Trans Date | Trans Description | Amount            |
|----|---------------|----------------------------------|----------|----------|------------|-------------------|-------------------|
| 50 | 580001        | LA Method of Finance Appopr Bill | RC002196 | B7742002 | 09-14-2021 | FY22 MOF L0000058 | 368,805.00        |
|    | <b>580001</b> |                                  |          |          |            |                   | <b>368,805.00</b> |
|    | <b>50</b>     |                                  |          |          |            |                   | <b>368,805.00</b> |
|    | <b>Total</b>  |                                  |          |          |            |                   | <b>368,805.00</b> |



# Cognos Report: Statement of Changes in Fund Balances By Cat and Class (SOC)

| TTU Health Sciences Center at El Paso<br>SOC Encumbrance & Reserve Drill Thru |                            |                             |          |            |        |        |        |      |           |            |
|---|----------------------------|-----------------------------|----------|------------|--------|--------|--------|------|-----------|------------|
| *FY: 2022 *Period: 04 - Dec   |                            |                             |          |            |        |        |        |      |           |            |
| *Fund: 103211   |                            |                             |          |            |        |        |        |      |           |            |
| ENCUMBRANCES & RESERVES:  |                            |                             |          |            |        |        |        |      |           |            |
|   | Type                       | Description                 | Enc      | Trans Date | Fund   | Orgn   | Acct   | Prog | Original  | O/S Amount |
| <b>Encumbrances</b>   | L                          | Encumbrance Salaries (Orig) | PR220001 | 09-11-2021 | 103211 | 203001 | 612002 | 60   | 68,000.04 | 249,750.00 |
|   | L                          |                             | 1        |            |        |        |        |      | 68,000.04 | 249,750.00 |
|   | <b>Totals</b>              |                             |          | 1          |        |        |        |      | 68,000.04 | 249,750.00 |
| <b>Reserves</b>   | No Reserves Data Available |                             |          |            |        |        |        |      |           |            |
| <b>Total</b>  |                            |                             |          |            |        |        |        |      |           | 249,750.00 |



# Cognos Report: Budget Account Code Summary

- This report will help you monitor your financial activity compared to your current budget. For each FOP combination, the following totals are displayed by the budget account code: Current Budget, Net Revenue and Expenses for both Month to Date (MTD) and for the entire year up to the selected period (YTD). Also, the current balance of all open encumbrances.
- This report is grouped and sorted by organization, fund, program and account type, and by budget account code.
- Amounts that are blue and underlined have a hyperlink to the detailed transactions that make up the summary amount.
- It's a good report to view when you want to know how well your department is doing compared to budget.

# Cognos Report: Budget Account Code Summary

- The parameter page allows you to select various options for the report output.
- The system will filter the data to provide the requested report.

**TTU Health Sciences Center at El Paso  
Budget Account Code Summary**

**Fiscal Year:** \* 2022

**Fiscal Period:** \* 04 - Dec

**Fund Manager:** Salazar, Veronica Carmen

\*Please pick no more than 5 funds. Use Ctrl+click to select or deselect your choices.

| Fund:  | Description                        |
|--------|------------------------------------|
| 103000 | Anesthesiology Instruction         |
| 103001 | Anesthesiology Acad Support        |
| 103002 | Building Maintenance/Ops Elp       |
| 103003 | Custodial Services Elp             |
| 103004 | Resident Program Directors-Neuro   |
| 103005 | Emergency Med Instruction          |
| 103006 | Emergency Med Acad Support         |
| 103007 | Lab Animal Resource Center-IN      |
| 103008 | Safety Svcs/Four Yr Med School Elp |
| 103009 | Police Elp                         |
| 103010 | Fam/Comm Med Elp                   |

[Select all](#) [Deselect all](#)

**Organization:** All Organizations

**Division:** All Divisions

**Department:** All Departments



# Cognos Report: Budget Account Code Summary

| TTU Health Sciences Center at El Paso<br>Budget Account Code Summary |                       |              |                         |                            |                       |                              |                       |                            |                       |                    |                   |                      |                   |
|--|-----------------------|--------------|-------------------------|----------------------------|-----------------------|------------------------------|-----------------------|----------------------------|-----------------------|--------------------|-------------------|----------------------|-------------------|
| *FY: 2022 *Period: 04  |                       |              |                         |                            |                       |                              |                       |                            |                       |                    |                   |                      |                   |
| Fund(s): All Orgn: All Fund Manager: Salazar, Veronica Carmen        |                       |              |                         |                            |                       |                              |                       |                            |                       |                    |                   |                      |                   |
| Div: All Campus: All Department: All                                 |                       |              |                         |                            |                       |                              |                       |                            |                       |                    |                   |                      |                   |
| Orgn   | Description           | Fund         | Description             | Prog                       | Description           | AT                           | BAC                   | BAC Description            | Current Budget        | MTD                | YTD               | Enc                  | Avail Bud Balance |
| 203001   | Finance and Admin Elp | 103211       | Finance and Admin Elp   | 60                         | Institutional Support | 50                           | 5006                  | Legislative Appropriations | 368,805.00            | 0.00               | 368,805.00        | 0.00                 | 0.00              |
|  |                       |              |                         |                            |                       | <b>Revenue</b>               |                       | <b>368,805.00</b>          | <b>0.00</b>           | <b>368,805.00</b>  | <b>0.00</b>       | <b>0.00</b>          |                   |
|  |                       |              |                         |                            |                       | 60                           | 6002                  | Staff Salaries             | 278,795.46            | 0.00               | 29,045.46         | 249,750.00           | 0.00              |
|  |                       |              |                         |                            |                       |                              | 6005                  | Longevity                  | 1,679.96              | 0.00               | 300.00            | 0.00                 | 1,379.96          |
|  |                       |              |                         |                            |                       |                              | 6006                  | Unallocated Salaries       | 88,329.58             | 0.00               | 0.00              | 0.00                 | 88,329.58         |
|  |                       |              |                         |                            |                       |                              | 6007                  | Payroll Related Costs      | 0.00                  | 0.00               | 0.00              | 0.00                 | 0.00              |
|  |                       |              |                         |                            |                       | <b>Labor</b>                 |                       | <b>(368,805.00)</b>        | <b>0.00</b>           | <b>(29,345.46)</b> | <b>249,750.00</b> | <b>89,709.54</b>     | <b>89,709.54</b>  |
|  |                       |              |                         |                            |                       | <b>Institutional Support</b> |                       | <b>0.00</b>                | <b>0.00</b>           | <b>339,459.54</b>  | <b>249,750.00</b> | <b>89,709.54</b>     | <b>89,709.54</b>  |
|  |                       |              |                         |                            |                       | <b>Finance and Admin Elp</b> |                       | <b>0.00</b>                | <b>0.00</b>           | <b>339,459.54</b>  | <b>249,750.00</b> | <b>89,709.54</b>     | <b>89,709.54</b>  |
|  |                       |              |                         |                            |                       | 183166                       | Finance and Admin Elp | 60                         | Institutional Support | 60                 | 6004              | Special Augmentation | 10,000.00         |
|  |                       | 6007         | Payroll Related Costs   | 5,395.00                   | 0.00                  |                              |                       |                            |                       | 346.00             | 0.00              | 5,049.00             |                   |
|  |                       | 6008         | Other Employee Payments | 20,000.00                  | 0.00                  |                              |                       |                            |                       | 20,000.00          | 0.00              | 0.00                 |                   |
|  |                       | <b>Labor</b> |                         | <b>(35,395.00)</b>         | <b>0.00</b>           |                              |                       |                            |                       | <b>(20,346.00)</b> | <b>0.00</b>       | <b>15,049.00</b>     |                   |
|  |                       | 70           | 7010                    | Maintenance and Operations | 14,404.59             |                              |                       |                            |                       | 8.08               | 4,108.95          | 3,732.33             | 6,563.31          |
|  |                       |              | 7017                    | Communications             | 2,700.00              |                              |                       |                            |                       | 0.00               | 0.00              | 0.00                 | 2,700.00          |
|  |                       |              | 7020                    | In State Travel            | 10,300.00             |                              |                       |                            |                       | 0.00               | 769.48            | 0.00                 | 9,530.52          |
|  |                       |              | 7021                    | Out of State Travel        | 6,875.00              |                              |                       |                            |                       | 0.00               | 0.00              | 0.00                 | 6,875.00          |
|  |                       |              | 7035                    | Food and Entertainment     | 3,550.00              |                              |                       |                            |                       | 47.51              | 358.99            | 0.00                 | 3,191.01          |
|  |                       |              | 7040                    | Memberships                | 1,500.00              |                              |                       |                            |                       | 0.00               | 100.00            | 0.00                 | 1,400.00          |



# Cognos Report: Budget Account Code Summary

**TTU Health Sciences Center at El Paso  
DT Enc Trans Detail - BAC, FOP**

Fiscal Year: **2022** Fiscal Period: **04 - Dec**  
Fund: **183166** Organization: **203001** Program: **60**  
BAC: **7010** Account Type: **70**

**ENCUMBRANCE DETAIL:**

| Commit Type | Document | Enc      | Item | Seq | Doc Ref | Trans Description                   | Vendor | Trans Date | BAC  | BAC Description            | Acct   | Amount   |
|-------------|----------|----------|------|-----|---------|-------------------------------------|--------|------------|------|----------------------------|--------|----------|
| U           | *0064895 | P0919091 | 3    | 3   |         | Batch Close PO P0919091             |        | 11-30-2021 | 7010 | Maintenance and Operations | 730000 | 0.00     |
|             |          |          | 4    | 3   |         | Batch Close PO P0919091             |        | 11-30-2021 | 7010 | Maintenance and Operations | 730000 | 0.00     |
|             |          |          | 5    | 3   |         | Batch Close PO P0919091             |        | 11-30-2021 | 7010 | Maintenance and Operations | 730000 | 0.00     |
|             |          |          | 6    | 3   |         | Batch Close PO P0919091             |        | 11-30-2021 | 7010 | Maintenance and Operations | 730000 | 0.00     |
|             |          |          | 7    | 3   |         | Batch Close PO P0919091             |        | 11-30-2021 | 7010 | Maintenance and Operations | 730000 | 0.00     |
|             | *0064898 | P0922999 | 1    | 1   |         | Batch Close PO P0922999             |        | 11-30-2021 | 7010 | Maintenance and Operations | 730000 | 0.00     |
|             | ERE21007 | P0824922 | 5    | 1   |         | ENCUMBRANCE ROLL                    |        | 09-01-2021 | 7010 | Maintenance and Operations | 740651 | 162.92   |
|             |          |          | 7    | 1   |         | ENCUMBRANCE ROLL                    |        | 09-01-2021 | 7010 | Maintenance and Operations | 740653 | 500.00   |
|             |          |          | 9    | 1   |         | ENCUMBRANCE ROLL                    |        | 09-01-2021 | 7010 | Maintenance and Operations | 740653 | 166.67   |
|             | EZ014896 | P0910291 | 3    | 3   | 2221022 | 135848-TRU RED 8.5 x 11 Copy Pape   |        | 10-18-2021 | 7010 | Maintenance and Operations | 730000 | (0.46)   |
|             | EZ014905 | P0824922 | 5    | 1   | 2221031 | Tag# 40038; Serial #9E012528-40 PPM |        | 10-18-2021 | 7010 | Maintenance and Operations | 740651 | (162.92) |
|             |          |          | 7    | 1   | 2221031 | -Excess Color copies/prints will be |        | 10-18-     | 7010 | Maintenance and            | 740653 | (500.00) |



# Cognos Report: Budget Account Code Summary

**TTU Health Sciences Center at El Paso  
DT Trans Detail YTD with Enc and Vendor -BAC, FOP**

Fiscal Year: **2022** Fiscal Period: **04 - Dec**  
Fund: **183166** Organization: **203001** Program: **60**  
BAC: **7010** Account Type: **70**

**YTD  
TRANSACTION DETAIL:**

| Document | Doc Ref  | Enc      | Trans Description                  | Vendor                        | Trans Date | BAC  | BAC Description            | Acct   | Amount |
|----------|----------|----------|------------------------------------|-------------------------------|------------|------|----------------------------|--------|--------|
| V8113570 |          | P0903754 | Summus Staples                     | Summus Staples                | 09-08-2021 | 7010 | Maintenance and Operations | 730000 | 2.28   |
| V8113570 |          | P0903754 | Summus Staples                     | Summus Staples                | 09-08-2021 | 7010 | Maintenance and Operations | 730000 | 1.70   |
| V8113570 |          | P0903754 | Summus Staples                     | Summus Staples                | 09-08-2021 | 7010 | Maintenance and Operations | 730000 | 5.67   |
| V8113570 |          | P0903754 | Summus Staples                     | Summus Staples                | 09-08-2021 | 7010 | Maintenance and Operations | 730000 | 6.67   |
| V8114635 |          | P0903754 | Summus Staples                     | Summus Staples                | 09-10-2021 | 7010 | Maintenance and Operations | 730000 | 3.10   |
| V8114644 |          | P0903754 | Summus Staples                     | Summus Staples                | 09-10-2021 | 7010 | Maintenance and Operations | 730000 | 3.10   |
| V8114653 |          | P0903754 | Summus Staples                     | Summus Staples                | 09-10-2021 | 7010 | Maintenance and Operations | 730000 | 7.15   |
| QQ000536 | IV039309 |          | TN1743 0902 Finance Administration |                               | 09-27-2021 | 7010 | Maintenance and Operations | 728600 | 14.74  |
| V8121027 |          | P0901380 | Sharp Electronics Corporation      | Sharp Electronics Corporation | 09-28-2021 | 7010 | Maintenance and Operations | 740651 | 162.89 |
| V8123151 |          | P0910291 | Summus Staples                     | Summus Staples                | 10-02-2021 | 7010 | Maintenance and Operations | 730000 | (0.46) |
| V8123151 |          | P0910291 | Summus Staples                     | Summus Staples                | 10-02-2021 | 7010 | Maintenance and Operations | 730000 | 46.12  |
| V8131075 |          | P0914672 | Summus Staples                     | Summus Staples                | 10-21-2021 | 7010 | Maintenance and Operations | 730000 | 16.99  |
| V8131075 |          | P0914672 | Summus Staples                     | Summus Staples                | 10-21-2021 | 7010 | Maintenance and Operations | 733400 | 238.21 |
| V8132091 |          | P0908431 | CDW Government Inc                 | CDW Government Inc            | 10-25-2021 | 7010 | Maintenance and Operations | 738001 | 177.14 |
| V8132653 |          | P0915680 | Summus Staples                     | Summus Staples                | 10-26-2021 | 7010 | Maintenance and Operations | 737700 | 6.83   |
| V8133926 |          | P0916287 | Summus Staples                     | Summus Staples                | 10-28-2021 | 7010 | Maintenance and Operations | 730000 | 6.67   |
| V8133926 |          | P0916287 | Summus Staples                     | Summus Staples                | 10-28-2021 | 7010 | Maintenance and Operations | 730000 | 1.85   |
| V8133926 |          | P0916287 | Summus Staples                     | Summus Staples                | 10-28-2021 | 7010 | Maintenance and Operations | 730000 | 5.33   |
| V8133926 |          | P0916287 | Summus Staples                     | Summus Staples                | 10-28-2021 | 7010 | Maintenance and Operations | 730000 | 4.23   |
| V8134594 |          | P0916287 | Summus Staples                     | Summus Staples                | 10-29-2021 | 7010 | Maintenance and Operations | 730000 | 6.19   |

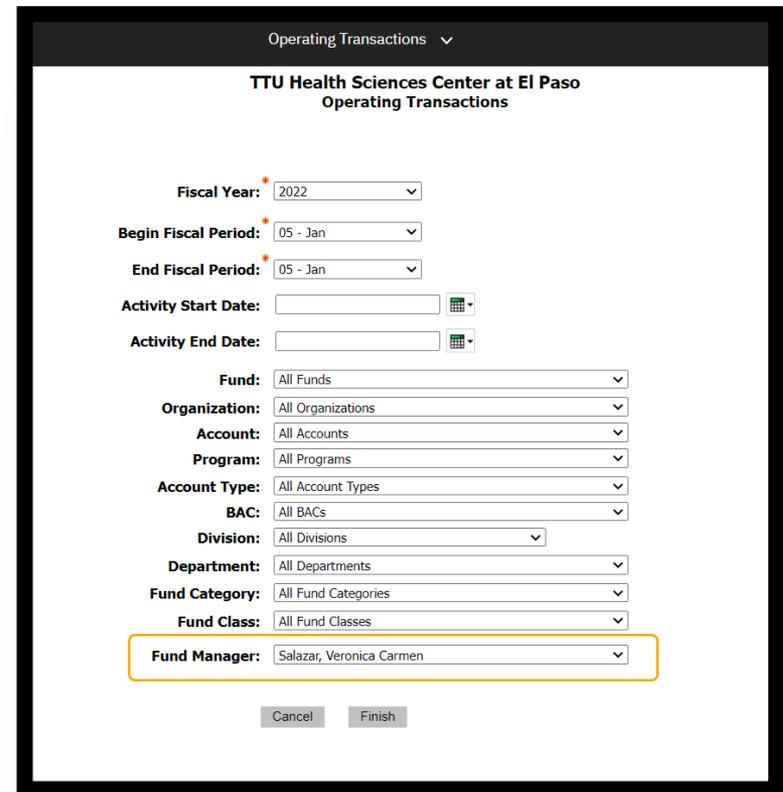


# Cognos Report: Operating Transactions Report

- This report is a listing of all operating ledger transactions based on your specified parameters. Any expenses related to an encumbrance will list the encumbrance document in the Enc. (encumbrance) column with its related encumbrance item and sequence numbers.
- The report groups the transactions by fund and account type and is further grouped by organization, budget account codes, account code and program code.
- Amounts that are blue and underlined have a hyperlink to the detailed transactions that make up the summary amount.
- Reference Material
  - [El Paso Document Prefixes](#)

# Cognos Report: Operating Transactions Report

- The parameter page allows you to select various options for the report output.
- The system will filter the data to provide the requested report.



The screenshot shows a web-based parameter page for the 'Operating Transactions' report. The page title is 'TTU Health Sciences Center at El Paso Operating Transactions'. It contains several dropdown menus and date pickers for filtering the report data. The 'Fund Manager' dropdown is highlighted with a yellow border.

| Parameter           | Value                    |
|---------------------|--------------------------|
| Fiscal Year         | 2022                     |
| Begin Fiscal Period | 05 - Jan                 |
| End Fiscal Period   | 05 - Jan                 |
| Activity Start Date |                          |
| Activity End Date   |                          |
| Fund                | All Funds                |
| Organization        | All Organizations        |
| Account             | All Accounts             |
| Program             | All Programs             |
| Account Type        | All Account Types        |
| BAC                 | All BACs                 |
| Division            | All Divisions            |
| Department          | All Departments          |
| Fund Category       | All Fund Categories      |
| Fund Class          | All Fund Classes         |
| Fund Manager        | Salazar, Veronica Carmen |

Buttons: Cancel, Finish



# Cognos Report: Operating Transactions Report

TTU Health Sciences Center at El Paso  
Operating Transactions

\*FY: 2022 \*Begin Period: 04 - Dec \*End FP: 04 - Dec Activity Begin Date: Activity End Date:

Fund: All Orgn: All Account: All Prog: All

Account Type: All BAC: All

Div: All Campus: All Department: All Category: All Class: All Fund Mgr: Salazar, Veronica Carmen

| Fund   | AT | Orgn   | BAC  | Acct   | Prog | Document                                 | Doc Ref | Act Date   | Trans Date | Trans Desc                      | Enc                      | Item       | Seq                               | Vendor                   | Vendor R# | Amount          |                                   |           |          |
|--------|----|--------|------|--------|------|--|---------|------------|------------|---------------------------------|--------------------------|------------|-----------------------------------|--------------------------|-----------|-----------------|-----------------------------------|-----------|----------|
| 103211 | 60 | 203001 | 6007 | 654931 | 60   | F0154489                                 |         | 12-02-2021 | 12-02-2021 | HR Payroll 2021 MN 12 2         |                          |            |                                   |                          |           | (186.70)        |                                   |           |          |
|        |    |        |      |        |      | F0154489                                 |         | 12-02-2021 | 12-02-2021 | HR Payroll 2021 MN 12 1         |                          |            |                                   |                          |           | 186.70          |                                   |           |          |
|        |    |        |      |        |      | PF197376                                 | 02RIP   | 12-03-2021 | 12-02-2021 | 2021 MN 12 RIP 02 F0154489      |                          |            |                                   |                          |           | (186.70)        |                                   |           |          |
|        |    |        |      |        |      | PF197376                                 | 02RIP   | 12-03-2021 | 12-02-2021 | 2021 MN 12 RIP 02 F0154489      |                          |            |                                   |                          |           | 186.70          |                                   |           |          |
|        |    |        |      |        |      | <b>6007 - Payroll Related Costs</b>      |         |            |            |                                 |                          |            |                                   |                          |           | <b>0.00</b>     |                                   |           |          |
|        |    |        |      |        |      | <b>203001</b>                            |         |            |            |                                 |                          |            |                                   |                          |           | <b>0.00</b>     |                                   |           |          |
|        |    |        |      |        |      | <b>60</b>                                |         |            |            |                                 |                          |            |                                   |                          |           | <b>0.00</b>     |                                   |           |          |
|        |    |        |      |        |      | <b>103211</b>                            |         |            |            |                                 |                          |            |                                   |                          |           | <b>0.00</b>     |                                   |           |          |
| 183166 | 70 | 203001 | 7010 | 730000 | 60   | V8148013                                 |         | 12-02-2021 | 12-02-2021 | Summus Staples                  | <a href="#">P0923396</a> | 1          | 3                                 | Summus Staples           | R10215994 | (8.08)          |                                   |           |          |
|        |    |        |      |        |      | <b>7010 - Maintenance and Operations</b> |         |            |            |                                 |                          |            |                                   |                          |           | <b>(8.08)</b>   |                                   |           |          |
|        |    |        |      |        |      | 7035                                     | 7L0300  | 60         | CP002120   | 24640116                        | 12-07-2021               | 12-07-2021 | 1122Marque-AMZN Mktp US 562036TB3 |                          |           | (18.26)         |                                   |           |          |
|        |    |        |      |        |      |  |         |            |            | V8151188                        | 12-09-2021               | 12-09-2021 | Coca Cola Southwest Beverages LLC | <a href="#">P0925466</a> | 1         | 3               | Coca Cola Southwest Beverages LLC | R11539799 | (29.25)  |
|        |    |        |      |        |      | <b>7035 - Food and Entertainment</b>     |         |            |            |                                 |                          |            |                                   |                          |           | <b>(47.51)</b>  |                                   |           |          |
|        |    |        |      |        |      | <b>203001</b>                            |         |            |            |                                 |                          |            |                                   |                          |           | <b>(55.59)</b>  |                                   |           |          |
|        |    |        |      |        |      | <b>70</b>                                |         |            |            |                                 |                          |            |                                   |                          |           | <b>(55.59)</b>  |                                   |           |          |
|        |    |        |      |        |      | <b>183166</b>                            |         |            |            |                                 |                          |            |                                   |                          |           | <b>(55.59)</b>  |                                   |           |          |
| 183285 | 70 | 533005 | 7010 | 730900 | 35   | KP023723                                 | 26919   | 12-06-2021 | 12-06-2021 | Promo-Summit 2pc Desk Water S   |                          |            |                                   |                          |           | (345.41)        |                                   |           |          |
|        |    |        |      |        |      | <b>7010 - Maintenance and Operations</b> |         |            |            |                                 |                          |            |                                   |                          |           | <b>(345.41)</b> |                                   |           |          |
|        |    |        |      |        |      | 7015                                     | 725300  | 35         | V8149053   |                                 | 12-05-2021               | 12-05-2021 | Quest Diagnostics Incorporated    | <a href="#">P0907352</a> | 1         | 1               | Quest Diagnostics Incorporated    | R01935902 | (89.76)  |
|        |    |        |      |        |      |  |         |            |            | V8149054                        | 12-05-2021               | 12-05-2021 | Quest Diagnostics Incorporated    | <a href="#">P0907352</a> | 1         | 1               | Quest Diagnostics Incorporated    | R01935902 | (233.54) |
|        |    |        |      |        |      | <b>7015 - Professional Services</b>      |         |            |            |                                 |                          |            |                                   |                          |           | <b>(323.30)</b> |                                   |           |          |
|        |    |        |      |        |      | <b>533005</b>                            |         |            |            |                                 |                          |            |                                   |                          |           | <b>(668.71)</b> |                                   |           |          |
|        |    |        |      |        |      | <b>70</b>                                |         |            |            |                                 |                          |            |                                   |                          |           | <b>(668.71)</b> |                                   |           |          |
|        |    |        |      |        |      | <b>183285</b>                            |         |            |            |                                 |                          |            |                                   |                          |           | <b>(668.71)</b> |                                   |           |          |
| 243287 | 50 | 533005 | 5048 | 560300 | 40   | AR614390                                 | 191     | 12-02-2021 | 12-02-2021 | 0001558494 Thompson, Carol Lynn |                          |            |                                   |                          |           | 50.00           |                                   |           |          |



# Cognos Report: Operating Transactions Report

TTU Health Sciences Center at El Paso  
Encumbrance Detail

Encumbrance Number: **P0925466**

Enc Status: Open Vendor: R11539799 - Coca Cola Southwest Beverages LLC *If check no is shown as [Recur](#) select the hyperlink for associated checks.*

| Item                  | Seq | Encumbrance Status | Document                 | Doc Ref | Inv Cancel | Check No                 | Ck Cancel | Vendor Inv  | Description                       | Trans Date | Fund   | Orgn   | Acct   | Prog | Amount  |
|-----------------------|-----|--------------------|--------------------------|---------|------------|--------------------------|-----------|-------------|-----------------------------------|------------|--------|--------|--------|------|---------|
| 1                     | 1   | O                  | P0925466                 |         |            |                          |           |             | Coca Cola Southwest Beverages LLC | 12-09-2021 | 183174 | 103001 | 7L0300 | 60   | 29.25   |
|                       |     |                    | <a href="#">V8151188</a> |         | N          | <a href="#">11440517</a> |           | 24408200345 | Coca Cola Southwest Beverages LLC | 12-09-2021 | 183174 | 103001 | 7L0300 | 60   | (29.25) |
| Sequence: 1           |     |                    |                          |         |            |                          |           |             |                                   |            |        |        |        |      | 0.00    |
|                       | 2   | O                  | P0925466                 |         |            |                          |           |             | Coca Cola Southwest Beverages LLC | 12-09-2021 | 183147 | 103501 | 7L0300 | 60   | 29.24   |
|                       |     |                    | <a href="#">V8151188</a> |         | N          | <a href="#">11440517</a> |           | 24408200345 | Coca Cola Southwest Beverages LLC | 12-09-2021 | 183147 | 103501 | 7L0300 | 60   | (29.24) |
| Sequence: 2           |     |                    |                          |         |            |                          |           |             |                                   |            |        |        |        |      | 0.00    |
|                       | 3   | O                  | P0925466                 |         |            |                          |           |             | Coca Cola Southwest Beverages LLC | 12-09-2021 | 183166 | 203001 | 7L0300 | 60   | 29.25   |
|                       |     |                    | <a href="#">V8151188</a> |         | N          | <a href="#">11440517</a> |           | 24408200345 | Coca Cola Southwest Beverages LLC | 12-09-2021 | 183166 | 203001 | 7L0300 | 60   | (29.25) |
| Sequence: 3           |     |                    |                          |         |            |                          |           |             |                                   |            |        |        |        |      | 0.00    |
| Item: 1               |     |                    |                          |         |            |                          |           |             |                                   |            |        |        |        |      | 0.00    |
| Encumbrance: P0925466 |     |                    |                          |         |            |                          |           |             |                                   |            |        |        |        |      | 0.00    |



## Cognos Report: Invoice Check Query

- The Invoice Check Query report provides payment information relating to an invoice, check, encumbrance, or vendor invoice.
- It also provides the invoice date, check date, check cleared or cancelled date, the document reference associated with the invoice, any related encumbrance, the vendor invoice number and the amount of the invoice.
- The report is grouped and sorted by the invoice number. You must select a Fiscal Year for this report.
- You can always drill through to the detail of each document by clicking on the hyperlink.



# Cognos Report: Invoice Check Query

- The parameter page allows you to select various options for the report output.
- The system will filter the data to provide the requested report.

TTU Health Sciences Center at El Paso  
Invoice Check Query

Fiscal Year: 2022

Doc Ref Nbr:

Purchase Order: P0907352

Invoice:

Check:

Vendor Invoice:

Keywords:  
Type one or more keywords separated by spaces.

Vendor:  Search

Options

Results:

Choice:

Insert

Remove

Select all Deselect all

Select all Deselect all

Cancel Finish



# Cognos Report: Invoice Check Query

**TTU Health Sciences Center at El Paso  
Invoice Check Query**

\*FY: 2022 Doc Ref: All PO: P0907352 Invoice: All Check: All  
Vendor Invoice: All Vendor: All

| Invoice                  | Check Nbr                | FY   | Inv Trans Dt | Check Dt   | Check Clear Dt | Check Cancel Dt | Doc Ref Nbr | Encumbrance              | Vendor Inv Nbr | Vendor Name                    | Amount        |
|--------------------------|--------------------------|------|--------------|------------|----------------|-----------------|-------------|--------------------------|----------------|--------------------------------|---------------|
| <a href="#">V8134192</a> | <a href="#">49029511</a> | 2022 | 10-28-2021   | 10-28-2021 | 11-04-2021     |                 |             | <a href="#">P0907352</a> | 9194820713     | Quest Diagnostics Incorporated | 218.10        |
| <a href="#">V8149053</a> | <a href="#">49029827</a> | 2022 | 12-05-2021   | 12-06-2021 |                |                 |             | <a href="#">P0907352</a> | 9195512662     | Quest Diagnostics Incorporated | 89.76         |
| <a href="#">V8149054</a> | <a href="#">49029827</a> | 2022 | 12-05-2021   | 12-06-2021 |                |                 |             | <a href="#">P0907352</a> | 9196055713     | Quest Diagnostics Incorporated | 233.54        |
| <b>Total</b>             |                          |      |              |            |                |                 |             |                          |                |                                | <b>541.40</b> |



# Cognos Report: Invoice Check Query

## TTU Health Sciences Center at El Paso

### Invoice Items

\*Invoice: **V8134192**

#### Invoice

| Inv      | Origin   | Inv Date | Inv Cancel Date | Recur | Net Inv Amount         |
|----------|----------|----------|-----------------|-------|------------------------|
| V8134192 | EINVOICE | 10/07/21 | N/A             | N     | <a href="#">218.10</a> |

| Vendor Inv | Vendor ID | Vendor                         | Addr Type | Street        | City   | State | Zip        |
|------------|-----------|--------------------------------|-----------|---------------|--------|-------|------------|
| 9194820713 | R01935902 | Quest Diagnostics Incorporated | AP        | PO Box 677960 | Dallas | TX    | 75267-7960 |

#### Invoice Items

| Invoice         | Item | Purchase Order | Purchase Order Item | Commodity Desc                                    | Unit | Qty | Unit Price | Item Amount   |
|-----------------|------|----------------|---------------------|---|------|-----|------------|---------------|
| V8134192        | 1    | P0907352       | 1                   | Continuation of lab/diagnostic testing from Quest | Each | 1   | 218.10     | 218.10        |
| <b>V8134192</b> |      |                |                     |   |      |     |            | <b>218.10</b> |



# Cognos Report: Invoice Check Query

**TTU Health Sciences Center at El Paso  
Encumbrance Detail**

**Encumbrance Number: P0907352**

**Enc Status: Open    Vendor: R01935902 - Quest Diagnostics Incorporated**    *If check no is shown as [Recur](#) select the hyperlink for associated checks.*

| Item                         | Seq | Encumbrance Status | Document                 | Doc Ref | Inv Cancel | Check No                 | Ck Cancel | Vendor Inv | Description                    | Trans Date | Fund   | Orgn   | Acct   | Prog | Amount   |
|------------------------------|-----|--------------------|--------------------------|---------|------------|--------------------------|-----------|------------|--------------------------------|------------|--------|--------|--------|------|----------|
| 1                            | 1   | O                  | P0907352                 |         |            |                          |           |            | Quest Diagnostics Incorporated | 09-20-2021 | 183285 | 533005 | 725300 | 35   | 1,500.00 |
|                              |     |                    | <a href="#">V8134192</a> |         | N          | <a href="#">49029511</a> |           | 9194820713 | Quest Diagnostics Incorporated | 10-28-2021 | 183285 | 533005 | 725300 | 35   | (218.10) |
|                              |     |                    | <a href="#">V8149053</a> |         | N          | <a href="#">49029827</a> |           | 9195512662 | Quest Diagnostics Incorporated | 12-05-2021 | 183285 | 533005 | 725300 | 35   | (89.76)  |
|                              |     |                    | <a href="#">V8149054</a> |         | N          | <a href="#">49029827</a> |           | 9196055713 | Quest Diagnostics Incorporated | 12-05-2021 | 183285 | 533005 | 725300 | 35   | (233.54) |
| <b>Sequence: 1</b>           |     |                    |                          |         |            |                          |           |            |                                |            |        |        |        |      | 958.60   |
| <b>Item: 1</b>               |     |                    |                          |         |            |                          |           |            |                                |            |        |        |        |      | 958.60   |
| <b>Encumbrance: P0907352</b> |     |                    |                          |         |            |                          |           |            |                                |            |        |        |        |      | 958.60   |



# Cognos Report: Open Encumbrances Outstanding

- This report provides a list of all open encumbrances (Purchase Orders, General Encumbrances and Payroll Encumbrances) by encumbrance item and sequence with their respective FOAP, description, original amount and outstanding amount.
- This report groups the open encumbrances by general encumbrances (travel and other general), purchase orders and payroll. You must select a fiscal year for this report.
- Amounts that are blue and underlined have a hyperlink to the detailed transactions that make up the summary amount.



# Cognos Report: Open Encumbrances Outstanding

- The parameter page allows you to select various options for the report output.
- The system will filter the data to provide the requested report.

The screenshot shows a web-based parameter page for a Cognos report. The title is "TTU Health Sciences Center at El Paso Open Encumbrances Outstanding". The page contains several dropdown menus and input fields for filtering the report data. The "Department" dropdown menu is highlighted with a yellow border and is set to "Finance and Admin Elp". Other dropdown menus include "Fiscal Year" (2022), "Type" (All Types), "Fund" (All Funds), "Organization" (All Organizations), "Account" (All Accounts), "Program" (All Programs), "Division" (All Divisions), "Fund Category" (All Fund Categories), and "Fund Class" (All Fund Classes). There is also a checkbox for "Include Zero Salary Encumbrances" set to "Yes". A "Keywords" field is present with a search icon. At the bottom, there are "Cancel" and "Finish" buttons. The "Results" and "Choice" sections are currently empty, with "Insert" and "Remove" buttons between them.



# Cognos Report: Open Encumbrances Outstanding

| TTU Health Sciences Center at El Paso<br>Open Encumbrances Outstanding   |                          |        |     |         |                                   |                                   |            |        |        |        |      |                 |            |
|--|--------------------------|--------|-----|---------|-----------------------------------|-----------------------------------|------------|--------|--------|--------|------|-----------------|------------|
| *FY: 2022 Type: All Fund: All Orgn: All Account: All<br>Prog: All Div: All Campus: All Department: Finance and Admin Elp<br>Category: All Class: All Vendor: All Include Zero Salary Encumbrances: Yes |                          |        |     |         |                                   |                                   |            |        |        |        |      |                 |            |
| Type   | Encumbrance              | Item   | Seq | Doc Ref | Vendor                            | Description                       | Trans Date | Fund   | Orgn   | Acct   | Prog | Original Amount | O/S Amount |
| L  | <a href="#">PR220001</a> | 0      | 903 |         |                                   | Encumbrance Salaries (Orig)       | 09-11-2021 | 103211 | 203001 | 612002 | 60   | 68,000.04       | 249,750.00 |
|  |                          | Item 0 |     |         |                                   |                                   |            |        |        |        |      | 68,000.04       | 249,750.00 |
|  | PR220001                 |        |     |         |                                   |                                   |            |        |        |        |      | 68,000.04       | 249,750.00 |
|  | Type L                   |        |     |         |                                   |                                   |            |        |        |        |      | 68,000.04       | 249,750.00 |
| P  | <a href="#">P0901380</a> | 7      | 1   |         | Sharp Electronics Corporation     | Sharp Electronics Corporation     | 09-01-2021 | 183166 | 203001 | 740651 | 60   | 1,954.76        | 1,628.98   |
|  |                          | Item 7 |     |         |                                   |                                   |            |        |        |        |      | 1,954.76        | 1,628.98   |
|  |                          | 8      | 1   |         | Sharp Electronics Corporation     | Sharp Electronics Corporation     | 09-01-2021 | 183166 | 203001 | 740653 | 60   | 500.00          | 500.00     |
|  |                          | Item 8 |     |         |                                   |                                   |            |        |        |        |      | 500.00          | 500.00     |
|  |                          | 9      | 1   |         | Sharp Electronics Corporation     | Sharp Electronics Corporation     | 09-01-2021 | 183166 | 203001 | 740653 | 60   | 166.67          | 166.67     |
|  |                          | Item 9 |     |         |                                   |                                   |            |        |        |        |      | 166.67          | 166.67     |
|  | P0901380                 |        |     |         |                                   |                                   |            |        |        |        |      | 2,621.43        | 2,295.65   |
|  | <a href="#">P0911248</a> | 1      | 1   |         | Summus Dell                       | Summus Dell                       | 10-06-2021 | 183166 | 203001 | 737700 | 60   | 583.98          | 583.98     |
|  |                          | Item 1 |     |         |                                   |                                   |            |        |        |        |      | 583.98          | 583.98     |
|  | P0911248                 |        |     |         |                                   |                                   |            |        |        |        |      | 583.98          | 583.98     |
|  | <a href="#">P0913040</a> | 1      | 1   |         | Lone Star Supplyworks             | Lone Star Supplyworks             | 10-13-2021 | 183166 | 203001 | 733400 | 60   | 353.71          | 353.71     |
|  |                          | Item 1 |     |         |                                   |                                   |            |        |        |        |      | 353.71          | 353.71     |
|  | P0913040                 |        |     |         |                                   |                                   |            |        |        |        |      | 353.71          | 353.71     |
|  | <a href="#">P0923396</a> | 1      | 3   |         | Summus Staples                    | Summus Staples                    | 11-30-2021 | 183166 | 203001 | 730000 | 60   | 8.08            | 0.00       |
|  |                          | Item 1 |     |         |                                   |                                   |            |        |        |        |      | 8.08            | 0.00       |
|  | P0923396                 |        |     |         |                                   |                                   |            |        |        |        |      | 8.08            | 0.00       |
|  | <a href="#">P0924770</a> | 1      | 2   |         | Summus Staples                    | Summus Staples                    | 12-07-2021 | 183166 | 203001 | 733403 | 60   | 498.99          | 498.99     |
|  |                          | Item 1 |     |         |                                   |                                   |            |        |        |        |      | 498.99          | 498.99     |
|  | P0924770                 |        |     |         |                                   |                                   |            |        |        |        |      | 498.99          | 498.99     |
|  | <a href="#">P0925466</a> | 1      | 3   |         | Coca Cola Southwest Beverages LLC | Coca Cola Southwest Beverages LLC | 12-09-2021 | 183166 | 203001 | 7L0300 | 60   | 29.25           | 0.00       |
|  |                          | Item 1 |     |         |                                   |                                   |            |        |        |        |      | 29.25           | 0.00       |
|  | P0925466                 |        |     |         |                                   |                                   |            |        |        |        |      | 29.25           | 0.00       |
|  | Type P                   |        |     |         |                                   |                                   |            |        |        |        |      | 4,095.44        | 3,732.33   |
|  | Total                    |        |     |         |                                   |                                   |            |        |        |        |      | 72,095.48       | 253,482.33 |



# Cognos Report: Open Encumbrances Outstanding

**TTU Health Sciences Center at El Paso  
Encumbrance Detail**

**Encumbrance Number: P0913040**

**Enc Status: Open**      **Vendor: R11556290 - Lone Star Supplyworks**      *If check no is shown as [Recur](#) select the hyperlink for associated checks.*

| Item                         | Seq | Encumbrance Status | Document | Doc Ref | Inv Cancel | Check No | Ck Cancel | Vendor Inv | Description           | Trans Date | Fund   | Orgn   | Acct   | Prog | Amount |
|------------------------------|-----|--------------------|----------|---------|------------|----------|-----------|------------|-----------------------|------------|--------|--------|--------|------|--------|
| 1                            | 1   | O                  | P0913040 |         |            |          |           |            | Lone Star Supplyworks | 10-13-2021 | 183166 | 203001 | 733400 | 60   | 353.71 |
| <b>Sequence: 1</b>           |     |                    |          |         |            |          |           |            |                       |            |        |        |        |      | 353.71 |
| <b>Item: 1</b>               |     |                    |          |         |            |          |           |            |                       |            |        |        |        |      | 353.71 |
| <b>Encumbrance: P0913040</b> |     |                    |          |         |            |          |           |            |                       |            |        |        |        |      | 353.71 |



## Supplemental Cognos Reports:

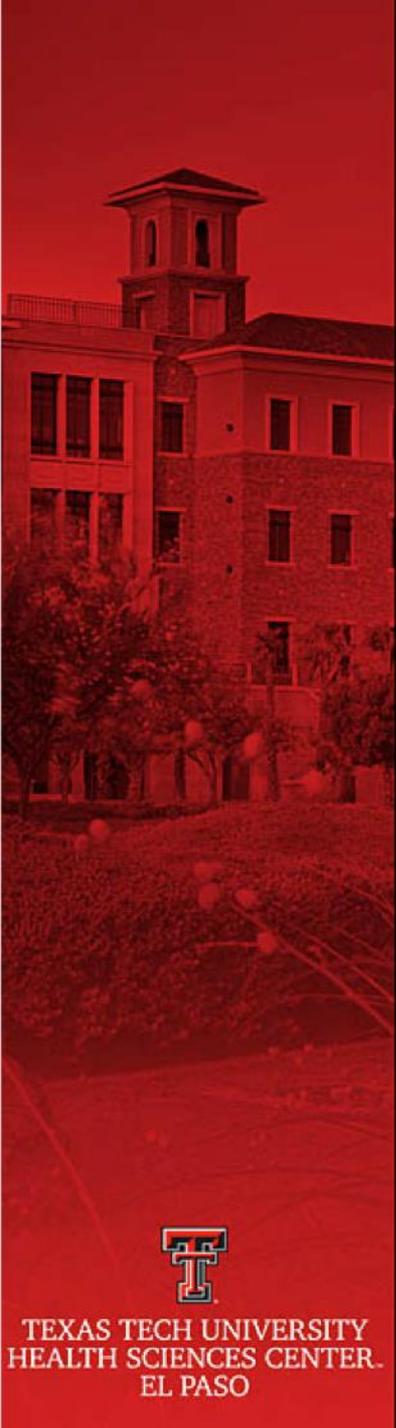
Other supplemental reports useful for fund managers can be found under the Human Resources folder. These reports will allow you to view salary rosters and vacant positions by department. These reports can be found under:

Team content >Human Resources > Departmental Users >All Human Resources Reports >

- RPT\_NBAJOBS\_010 - Salary Roster by FOAP
- RPT\_PBUD\_001 - Vacant Positions by FOAP

**NOTE:** Access to these reports is restricted. Orgn managers can grant other users access via [Team App](#) under the HR Security request.

Please contact Human Resources or the Budget Office if you have any questions.



# Cognos Features

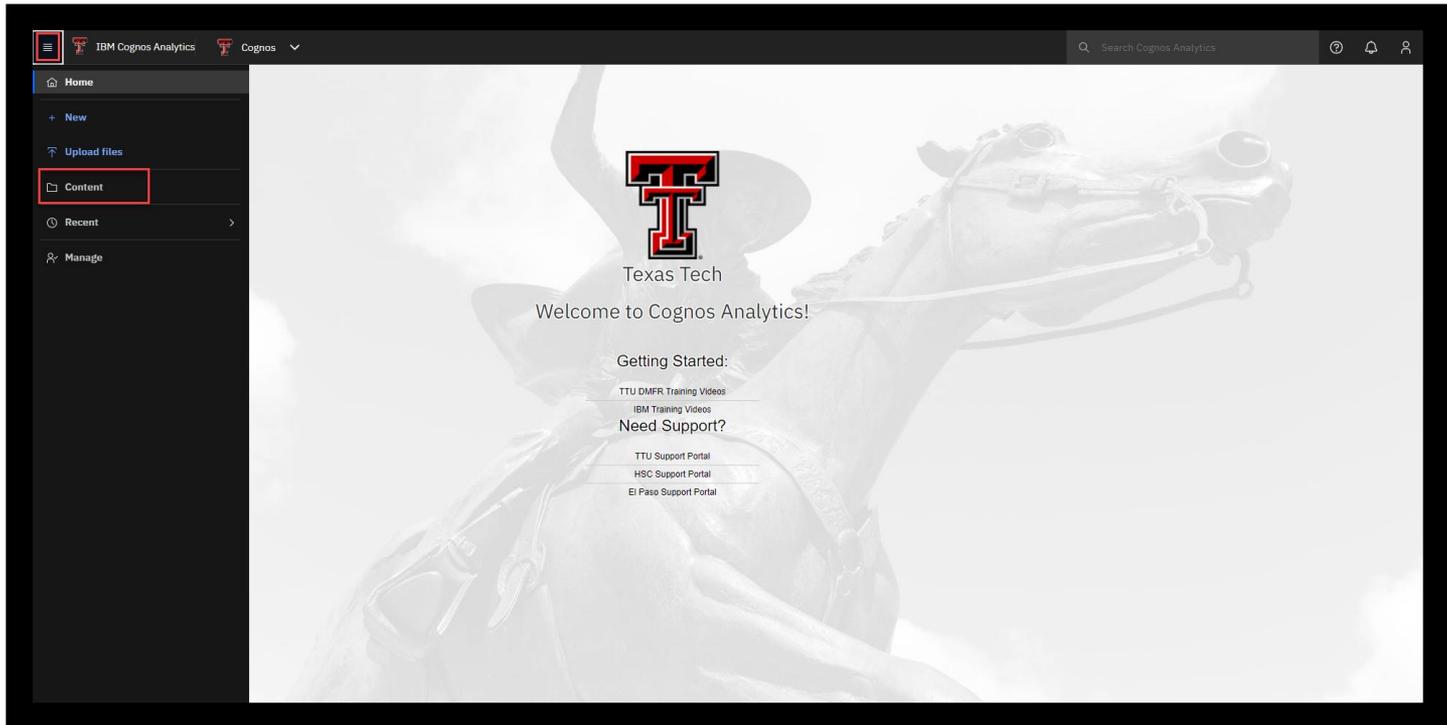
This section will go over features such as running a report, formatting, saving reports, default prompt values, and scheduling a report.





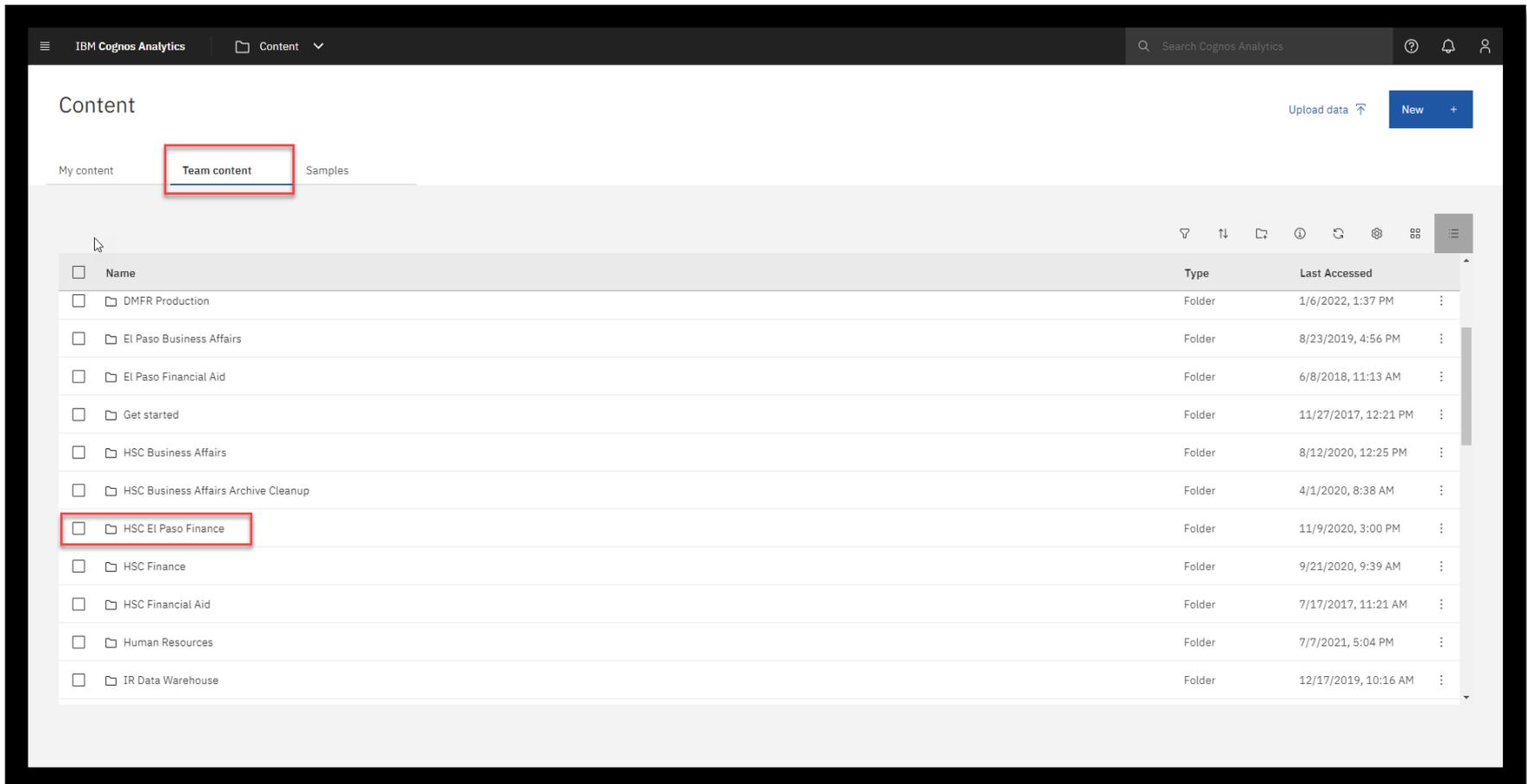
# Cognos Analytics

Open the **Menu** icon located on the upper left corner of the Home page. The Menu icon is the main access point to Cognos content and functions. Under the **Content** folder, you will be directed to the My Content and Team Content sections.



# Cognos Analytics

All Business Affairs Finance folders are located under the **Team Content > HSC El Paso Finance** folder.



The screenshot displays the IBM Cognos Analytics interface. At the top, the breadcrumb navigation shows 'Content'. Below this, there are tabs for 'My content', 'Team content', and 'Samples'. The 'Team content' tab is selected and highlighted with a red box. The main area shows a list of folders with columns for 'Name', 'Type', and 'Last Accessed'. The 'HSC El Paso Finance' folder is highlighted with a red box. The table below lists the folders and their last accessed dates.

| Name                                 | Type   | Last Accessed        |
|--------------------------------------|--------|----------------------|
| DMFR Production                      | Folder | 1/6/2022, 1:37 PM    |
| El Paso Business Affairs             | Folder | 8/23/2019, 4:56 PM   |
| El Paso Financial Aid                | Folder | 6/8/2018, 11:13 AM   |
| Get started                          | Folder | 11/27/2017, 12:21 PM |
| HSC Business Affairs                 | Folder | 8/12/2020, 12:25 PM  |
| HSC Business Affairs Archive Cleanup | Folder | 4/1/2020, 8:38 AM    |
| <b>HSC El Paso Finance</b>           | Folder | 11/9/2020, 3:00 PM   |
| HSC Finance                          | Folder | 9/21/2020, 9:39 AM   |
| HSC Financial Aid                    | Folder | 7/17/2017, 11:21 AM  |
| Human Resources                      | Folder | 7/7/2021, 5:04 PM    |
| IR Data Warehouse                    | Folder | 12/17/2019, 10:16 AM |



# Cognos Reports

- To run a Cognos report, open the folder that contains the report you need to run by clicking on the hyperlinked name of the folder.
- After the report list page opens, click on the hyperlinked name of the report.

The screenshot displays the Cognos Content Manager interface. At the top, the word "Content" is visible. Below it, there are three tabs: "My content", "Team content" (which is selected and underlined), and "Samples". A breadcrumb trail is shown below the tabs: "Team content / HSC El Paso Finance / Essential Finance Reports". Below the breadcrumb, there is a table with a header row containing a checkbox and the text "Name". The table lists six reports, each with a checkbox and a report icon:

| <input type="checkbox"/> | Name  |
|--------------------------|---|
| <input type="checkbox"/> | 1. Fund Managers  |
| <input type="checkbox"/> | 2. Statement of Changes in Fund Balances By Cat and Class |
| <input type="checkbox"/> | 3. Budget Account Code Summary                            |
| <input type="checkbox"/> | 4. Operating Transactions                                 |
| <input type="checkbox"/> | 5. Invoice Check Query                                    |
| <input type="checkbox"/> | 6. Open Encumbrances Outstanding                          |



# Cognos Report: Formats

Cognos reports can be run in different formats, such as HTML, PDF and Excel.

- **Note:** Certain reports are formatted to be run in a specific format. If changed, the report format may change drastically from the original output.

When the report is run in the default format, you will have the option to change it by selecting the **Run As** button on the top left corner of the report output.

- Choose the format that you want to convert report to from drop down.
- Optional to choose **Reset the prompts and run option** to return to the prompt page.



# Cognos Report: Formats

IBM Cognos Analytics | Budget Account Code Summary

Search Cognos Analytics

Automatic Zoom

- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Run XML
- Reset prompts and run

**TTU Health Sciences Center at El Paso**  
**Budget Account Code Summary**

\*FY: 2022 \*Period: 08  
Fund(s): All Orgn: All Fund Manager: Diaz-Jaquez, Raquel  
Div: All Campus: All Department: All

| Orgn                         | Description          | Fund   | Description                | Prog | Description           | AT | BAC  | BAC Description            | Current Budget      | MTD         | YTD                 | Enc              | Avail Bud Balance  |
|------------------------------|----------------------|--------|----------------------------|------|-----------------------|----|------|----------------------------|---------------------|-------------|---------------------|------------------|--------------------|
| 203011                       | General Services Elp | 103062 | General Svcs Elp           | 60   | Institutional Support | 50 | 5006 | Legislative Appropriations | 249,108.00          | 0.00        | 249,108.00          | 0.00             | 0.00               |
| <b>Revenue</b>               |                      |        |                            |      |                       |    |      |                            | <b>249,108.00</b>   | <b>0.00</b> | <b>249,108.00</b>   | <b>0.00</b>      | <b>0.00</b>        |
| 60                           | 6002                 |        | Staff Salaries             |      |                       |    |      |                            | 208,692.77          | 0.00        | 119,748.79          | 88,943.98        | 0.00               |
|                              | 6005                 |        | Longevity                  |      |                       |    |      |                            | 4,784.00            | 0.00        | 1,697.00            | 0.00             | 3,087.00           |
|                              | 6006                 |        | Unallocated Salaries       |      |                       |    |      |                            | 12,806.35           | 0.00        | 0.00                | 0.00             | 12,806.35          |
|                              | 6007                 |        | Payroll Related Costs      |      |                       |    |      |                            | 0.00                | 0.00        | 0.00                | 0.00             | 0.00               |
|                              | 6008                 |        | Other Employee Payments    |      |                       |    |      |                            | 681.10              | 0.00        | 681.10              | 0.00             | 0.00               |
| <b>Labor</b>                 |                      |        |                            |      |                       |    |      |                            | <b>(226,964.22)</b> | <b>0.00</b> | <b>(122,126.09)</b> | <b>88,943.98</b> | <b>15,893.35</b>   |
| 70                           | 7010                 |        | Maintenance and Operations |      |                       |    |      |                            | 4,288.90            | 0.00        | 455.20              | 0.00             | 3,833.70           |
|                              | 7017                 |        | Communications             |      |                       |    |      |                            | 2,235.00            | 0.00        | 2,235.00            | 0.00             | 0.00               |
| <b>Expenditures</b>          |                      |        |                            |      |                       |    |      |                            | <b>(6,523.90)</b>   | <b>0.00</b> | <b>(2,690.20)</b>   | <b>0.00</b>      | <b>3,833.70</b>    |
| 80                           | 8002                 |        | Transfers Out              |      |                       |    |      |                            | 15,619.88           | 0.00        | 15,619.88           | 0.00             | 0.00               |
| <b>Transfers</b>             |                      |        |                            |      |                       |    |      |                            | <b>(15,619.88)</b>  | <b>0.00</b> | <b>(15,619.88)</b>  | <b>0.00</b>      | <b>0.00</b>        |
| <b>Institutional Support</b> |                      |        |                            |      |                       |    |      |                            | <b>0.00</b>         | <b>0.00</b> | <b>108,671.03</b>   | <b>88,943.98</b> | <b>19,727.05</b>   |
| <b>General Svcs Elp</b>      |                      |        |                            |      |                       |    |      |                            | <b>0.00</b>         | <b>0.00</b> | <b>108,671.03</b>   | <b>88,943.98</b> | <b>19,727.05</b>   |
| 183158                       | Gnrl Svc Supp Elp    |        |                            | 60   | Institutional Support | 50 | 5018 | Sales and Services         | 0.00                | 0.00        | 2,857.02            | 0.00             | 2,857.02           |
|                              |                      |        |                            |      |                       |    |      |                            | 16,480.00           | 0.00        | 0.00                | 0.00             | (16,480.00)        |
| <b>Revenue</b>               |                      |        |                            |      |                       |    |      |                            | <b>16,480.00</b>    | <b>0.00</b> | <b>2,857.02</b>     | <b>0.00</b>      | <b>(13,622.98)</b> |
| 60                           | 6007                 |        | Payroll Related Costs      |      |                       |    |      |                            | 0.00                | 0.00        | 0.00                | 0.00             | 0.00               |
| <b>Labor</b>                 |                      |        |                            |      |                       |    |      |                            | <b>0.00</b>         | <b>0.00</b> | <b>0.00</b>         | <b>0.00</b>      | <b>0.00</b>        |
| 70                           | 7010                 |        | Maintenance and Operations |      |                       |    |      |                            | 22,223.50           | (780.99)    | 2,030.97            | 18,859.30        | 1,333.23           |
|                              | 7015                 |        | Professional Services      |      |                       |    |      |                            | 160.00              | 0.00        | 0.00                | 100.00           | 60.00              |
|                              | 7035                 |        | Food and Entertainment     |      |                       |    |      |                            | 156.50              | 0.00        | 156.50              | 0.00             | 0.00               |

HSC El Paso Finance > Finances Relative to Budget  
Budget Account Code Summary

1  
Help

Apr 15, 2022  
3:20:18 PM

# Saving Cognos Reports

Users can copy a report from the public folders to their **My Content**, which helps facilitate locating the report faster and being able to schedule report to be delivered via email. Click on the **More button** of the report you want to copy. Then click on **Copy or Move to**.

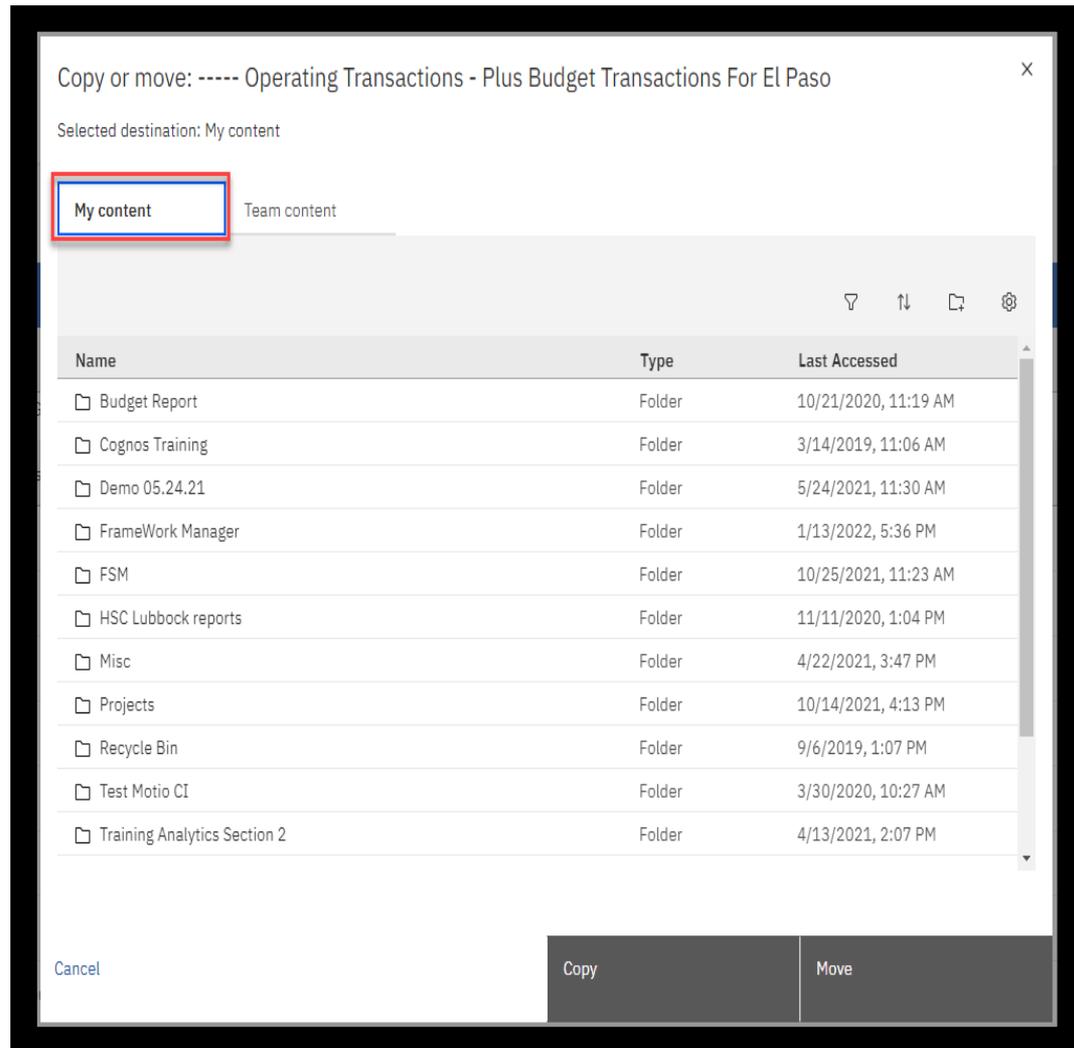


The screenshot shows the IBM Cognos Analytics interface. The breadcrumb path is **Team content / HSC El Paso Finance / Transaction Detail**. A table lists various reports, with the first item selected. A 'More' menu is open for the selected report, showing options like 'Run as', 'Edit report', 'View versions', 'Share', 'Take ownership', 'Copy or move to', 'Add shortcut', 'Edit name and de...', and 'Properties'. The 'Copy or move to' option is highlighted.

| Name   | Last Accessed                   |
|--|---------------------------------|
| <input type="checkbox"/> Op Trxns for Excel ELP Multiple FY                          | 2/3/2021, 5:18 PM               |
| <input type="checkbox"/> Operating Ledger Transaction Search Query                   | 7/23/2021, 12:18 PM             |
| <input type="checkbox"/> Operating Transactions                                      | 1/16/2021, 2:51 PM              |
| <input type="checkbox"/> Operating Transactions - Revised for SOP                    | 2/16/2021, 4:45 PM              |
| <input checked="" type="checkbox"/> Operating Transactions for Excel For El Paso     | 3/24/2022, 3:09 PM              |
| <input type="checkbox"/> Operating Transactions for Excel For El Paso Multi Accounts | 2/16/2021, 4:46 PM              |
| <input type="checkbox"/> Operating Transactions for Excel For El Paso w Ck Date      | 3/22/2021, 11:40 AM             |
| <input type="checkbox"/> P-Card Transactions   | Report 1/20/2021, 5:21 PM       |
| <input type="checkbox"/> Report View of Operating Ledger Transaction Search Query    | Report View 5/16/2019, 5:47 PM  |
| <input type="checkbox"/> Report View of Operating Transactions                       | Report View 6/22/2017, 11:44 PM |
| <input type="checkbox"/> Swift Card Prepaid Balance                                  | Report 1/18/2019, 3:12 PM       |

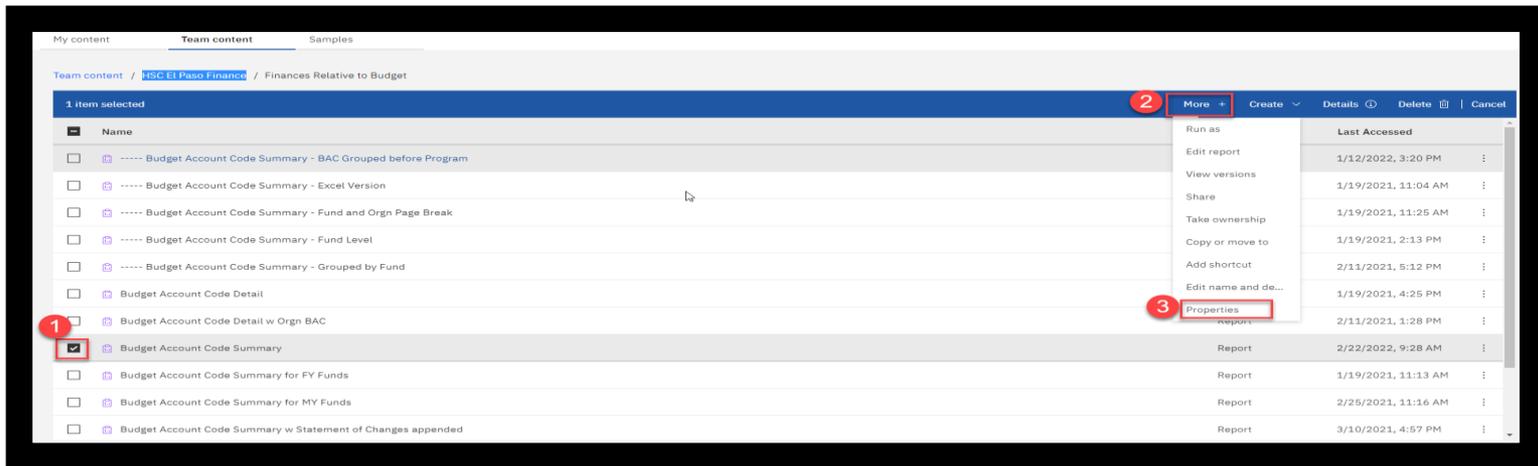
# Saving Cognos Reports

- You will **always** copy a report. You do not move reports from the public folder. Only administrators can do so.
- Once you select the Copy or Move, then you will select your **My Content** folder. You may create a subfolder in your content or just copy the report.
- Finally, select **Copy to** when you have selected the desired location under your **My Content** folder.





# Default Prompts Values Property



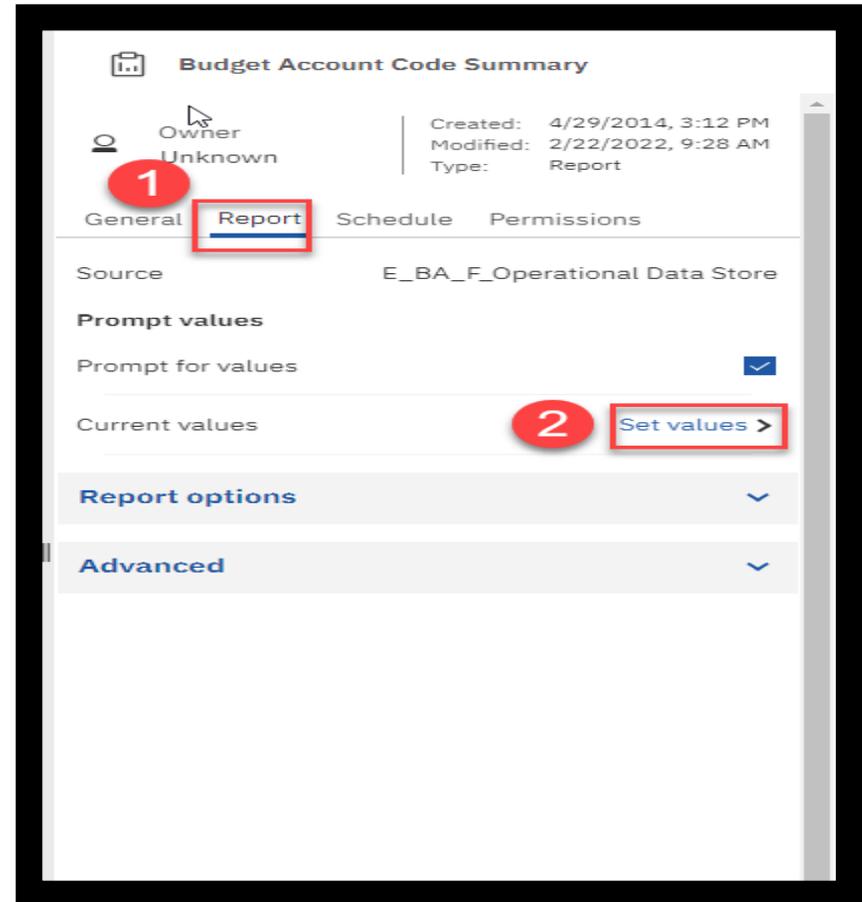
You have the option to default the prompt values. Anytime you run a report, it will default the prompts saved. This helps when you are constantly running a particular prompt daily/monthly.

- Go to the properties of the report by selecting the report
- Now click on the More+ button
- You can now select the Properties option



# Default Prompts Values Property

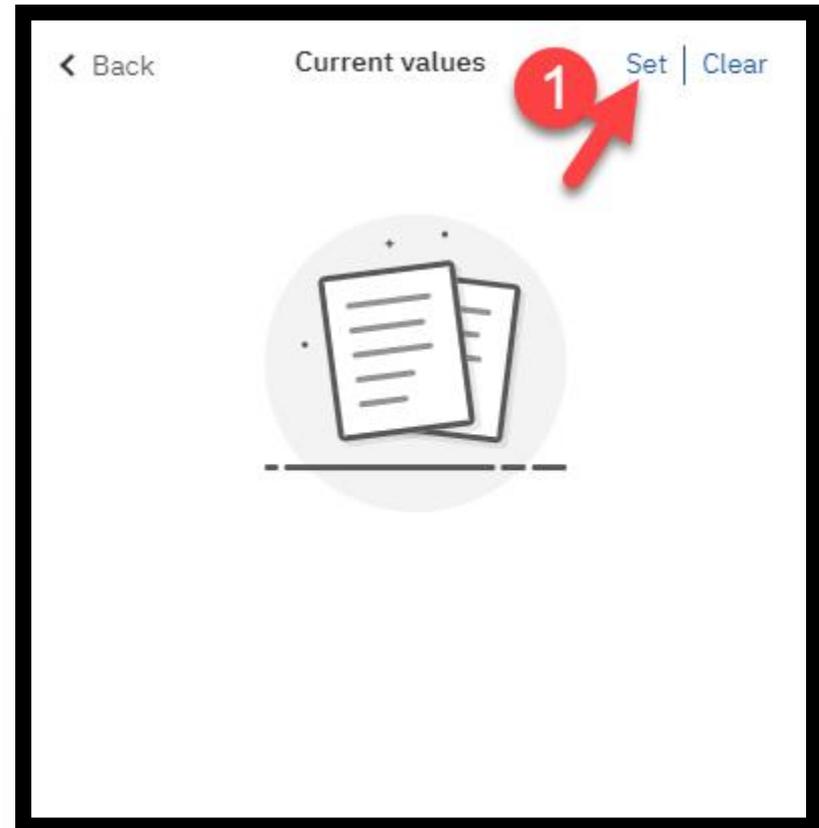
- Select Report on the Properties tabs.
- Under Current Values, select Set Values.





## Default Prompts Values Property

- The current values option will display the options 'Set' and 'Clear' on the top right corner.
- Click on Set. It will take a few seconds for the prompt page options to display.
- You will select 'Clear' when you want to remove the previously default saved.





# Default Prompts Values Property

- You can now select the prompt values you would like to default when running the report.
- The options will be based on the report prompt page. Click finish when you have selected your default prompts.

TTU Health Sciences Center at El Paso  
Budget Account Code Summary

Fiscal Year: \* 2022

Fiscal Period: \* 06 - Feb

Fund Manager: Diaz-Jaquez, Raquel

**\*Please pick no more than 5 funds. Use Ctrl+click to select or deselect your choices.**

Fund:

|        |                                     |
|--------|-------------------------------------|
| 103000 | Anesthesiology Instruction          |
| 103001 | Anesthesiology Acad Support         |
| 103002 | Building Maintenance/Ops Elp        |
| 103003 | Custodial Services Elp              |
| 103004 | Resident Program Directors-Neuro    |
| 103005 | Emergency Med Instruction           |
| 103006 | Emergency Med Acad Support          |
| 103007 | Lab Animal Resource Center-IN       |
| 103008 | Safety Srvc/ Four Yr Med School Elp |
| 103009 | Police Elp                          |
| 103010 | Fam/Comm Med Elp                    |

Select all Deselect all

Organization: All Organizations

Division: All Divisions

Department: All Departments

Cancel Finish



# Default Prompts Values Property

- On your Current Values, it will now display the default values saved.
- The report will always run with the default values selected.
- On your report properties, under the **Report tab**, it will display if default values have been saved.

Current values

|                   |                     |
|-------------------|---------------------|
| All Divisions     |                     |
| All Departments   |                     |
| Fund Manager      | Diaz-Jaquez, Raquel |
| All Organizations |                     |
| All Periods       | 06 - Feb            |
| All Funds         |                     |
| FY                | 2022                |

Budget Account Code Summary

Owner: Unknown | Created: 4/29/2014, 3:12 PM | Modified: 11/23/2021, 4:18 PM | Type: Report

General | **Report** | Schedule | Permissions

Source: E\_BA\_F\_Operational Data Store

Prompt values

Prompt for values

Current values: 7 prompt values >

Report options

Advanced

Run History: 5 Occurrences

Report output versions: 1 Occurrences

Default Portal Action: Run the report

Rows per page in HTML Reports: 20

Enable selection-based interactivity

Enable alerts about new versions

Enable enhanced user features in saved output versions

Enable comments in saved output versions

## Default Prompts Values Property

- When you run the report, it will still prompt you to select the values available on the prompt page but the default values would now be reflected.
- The values can be modified if needed.

TTU Health Sciences Center at El Paso  
Budget Account Code Summary

Fiscal Year: \* 2022

Fiscal Period: \* 06 - Feb

Fund Manager: Diaz-Jaquez, Raquel

*Please pick no more than 5 funds. Use Ctrl+click to select or deselect your choices.*

Fund:

|        |                                     |
|--------|-------------------------------------|
| 103000 | Anesthesiology Instruction          |
| 103001 | Anesthesiology Acad Support         |
| 103002 | Building Maintenance/Ops Elp        |
| 103003 | Custodial Services Elp              |
| 103004 | Resident Program Directors-Neuro    |
| 103005 | Emergency Med Instruction           |
| 103006 | Emergency Med Acad Support          |
| 103007 | Lab Animal Resource Center-IN       |
| 103008 | Safety Srvcs/Four Yr Med School Elp |
| 103009 | Police Elp                          |
| 103010 | Fam/Comm Med Elp                    |

Select all Deselect all

Organization: All Organizations

Division: All Divisions

Department: All Departments

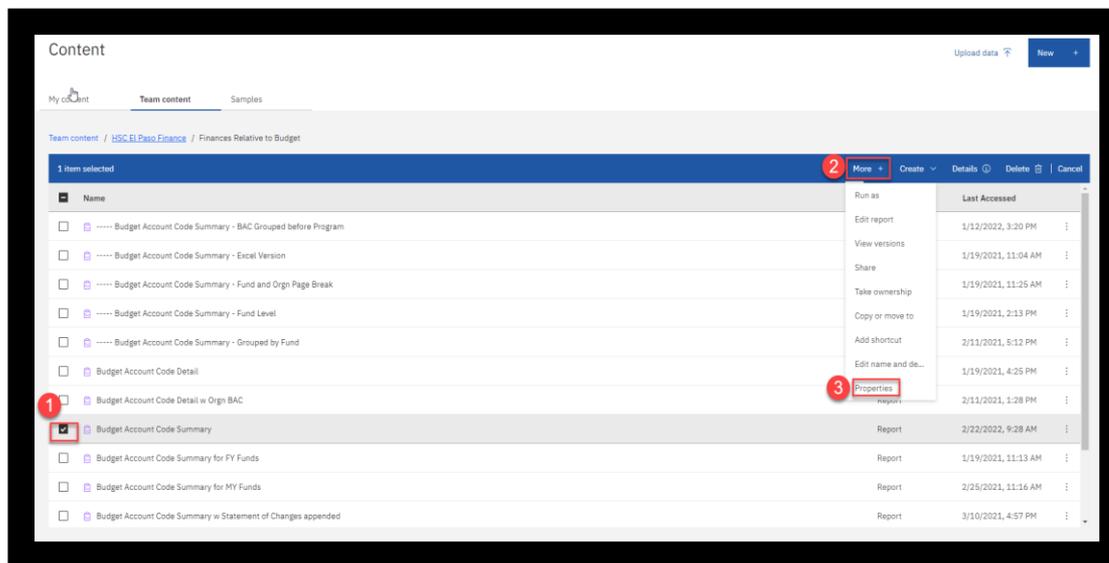
Cancel Finish





# Cognos Report: Schedule

- Cognos reports can be scheduled to be delivered via email.
  - Make sure the report is first copied into your **My Content** before scheduling.
- First, select the **report**, then you click on the **More button**. You should now be able to click on Properties.





# Cognos Report: Schedule

- Select **Schedule** from the four tabs option.
- Click the **Create Schedule** button

The screenshot displays the 'Budget Account Code Summary' report interface. At the top, there is a header with a calendar icon and the title 'Budget Account Code Summary'. Below this, the 'Owner' is listed as 'Unknown', and the report details include 'Created: 4/29/2014, 3:12 PM', 'Modified: 2/22/2022, 9:28 AM', and 'Type: Report'. A navigation bar contains four tabs: 'General', 'Report', 'Schedule', and 'Permissions'. The 'Schedule' tab is highlighted with a red box and a red circle containing the number '1'. Below the tabs, there is a large gray cube icon representing a missing schedule. The text 'No schedules created' is displayed, followed by the instruction 'Start by creating a schedule for your report.' A blue button labeled 'Create schedule' is highlighted with a red box and a red circle containing the number '2'.



# Cognos Report: Schedule

There are three main tabs: **Schedules**, **Options**, and **Prompts**

- Frequency
  - Change the frequency **Type** to 'Monthly'.
  - Update the **Repeat every** '1' month
  - Set **Day** to '11<sup>th</sup>'
- Period
  - The period to **Start** will be the time you want the report to be delivered every month on the 11<sup>th</sup> day. The time is in Central time and will need to be adjusted since El Paso is under Mountain time.
  - The end date can be left as default or if you just need the report delivered for a period of time. You can uncheck the **No end date** to select a date when the report schedule will end.



# Cognos Report: Schedule

There are three main tabs: **Schedules**, **Options**, and **Prompts**

**Budget Account Code Summary**

Schedule Options Prompts

**Frequency**

Type

Repeat every  month

Schedule by

Day

Daily time interval ⓘ

**Period**

Start

No end date



# Cognos Report: Options

- Go to Options tab
- Format
  - Change the format to send the report as Excel. You set the format you would like the report to run under.
  - Once you select the format, you may remove the default format.
- Delivery
  - Check Send report by email.
  - Click Edit Details.



# Cognos Report: Options

**Budget Account Code Summary**

Schedule **Options** Prompts

Find

**Format**

HTML  PDF  Excel  XML

Excel Data  CSV

**Accessibility**

Enable accessibility support

**Delivery**

Save

Save report

Save as a report view

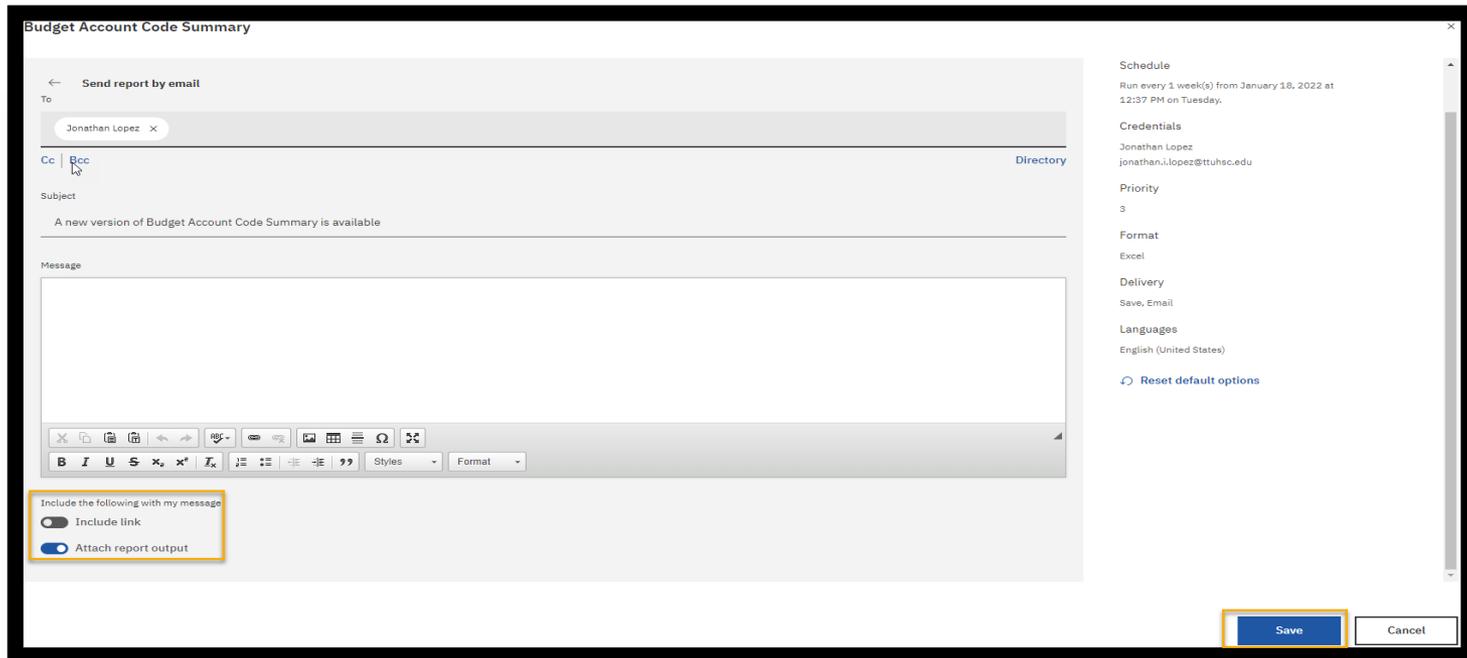
Send report by email  
No recipients

Send report to mobile device

[Edit details](#)

# Cognos Report: Options

- Add the email address of the report recipients.
- You can also CC recipients if needed.
- Notes: Be sure to scroll down and change these settings:
  - Turn off Include Link
  - Turn on Attach the report



The screenshot shows the 'Budget Account Code Summary' dialog box in Cognos. The 'Send report by email' section is active, showing the recipient 'Jonathan Lopez' and the subject 'A new version of Budget Account Code Summary is available'. The 'Message' field is empty. The 'Include the following with my message' section is highlighted with a yellow box, showing the 'Include link' option turned off and the 'Attach report output' option turned on. The 'Save' button is also highlighted with a yellow box. The right sidebar contains settings for 'Schedule', 'Credentials', 'Priority', 'Format', 'Delivery', and 'Languages'.

**Budget Account Code Summary**

← Send report by email

To: Jonathan Lopez

Cc: Bcc

Subject: A new version of Budget Account Code Summary is available

Message

Include the following with my message

Include link

Attach report output

Schedule: Run every 1 week(s) from January 18, 2022 at 12:37 PM on Tuesday.

Credentials: Jonathan Lopez, jonathan.i.lopez@ttuhsc.edu

Priority: 3

Format: Excel

Delivery: Save, Email

Languages: English (United States)

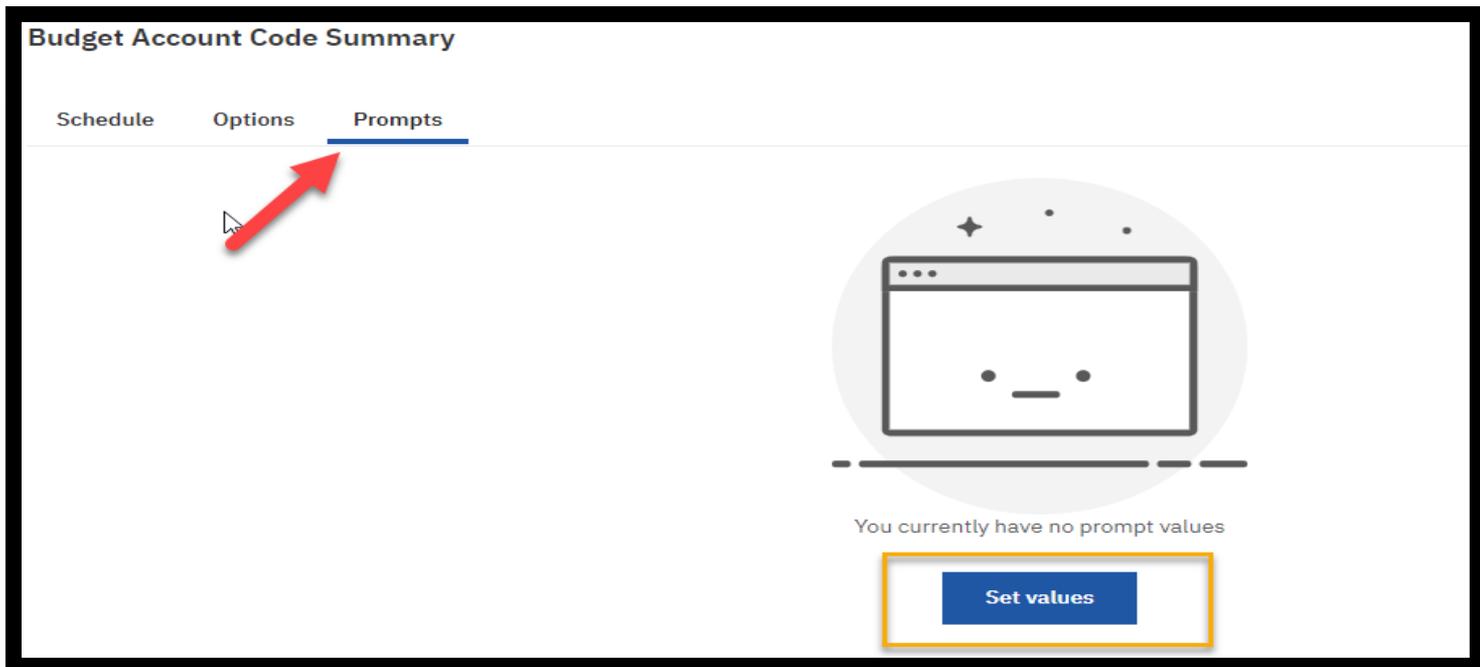
[Reset default options](#)

Save Cancel



# Cognos Report: Prompts

- Prompts
  - If your report has **Prompts**, you will need to select your prompts for the schedule to work. If no prompts need to be selected, then just click on **Save**.
  - In the **Prompts** menu, click on **Set Values**.

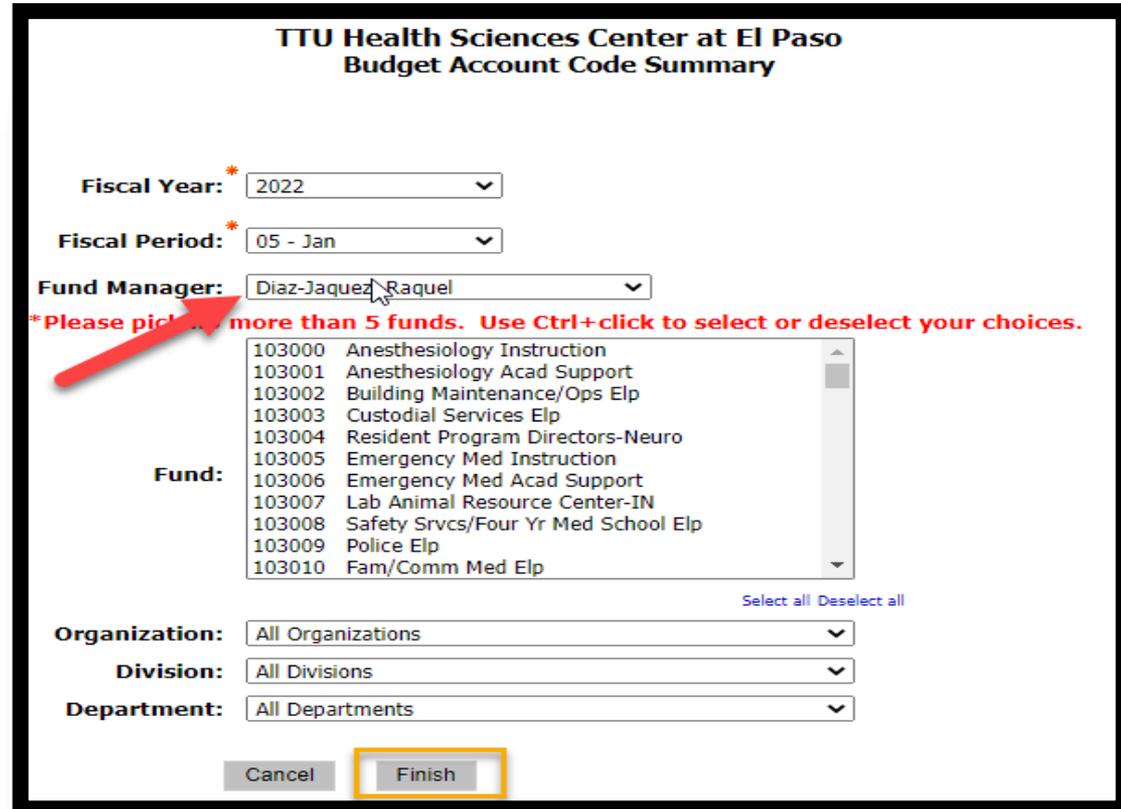


# Cognos Report: Prompts

- The **Report** prompt page will appear.
  - Enter the desired prompts

**Note:** For Finance reports, use the **Current Fiscal Year** and select **Period 14**, to receive the latest data. This way you won't need to update the Fiscal Period each time manually.

- Click on **Finish**.



The screenshot shows a web-based form titled "TTU Health Sciences Center at El Paso Budget Account Code Summary". It contains several dropdown menus for selection:

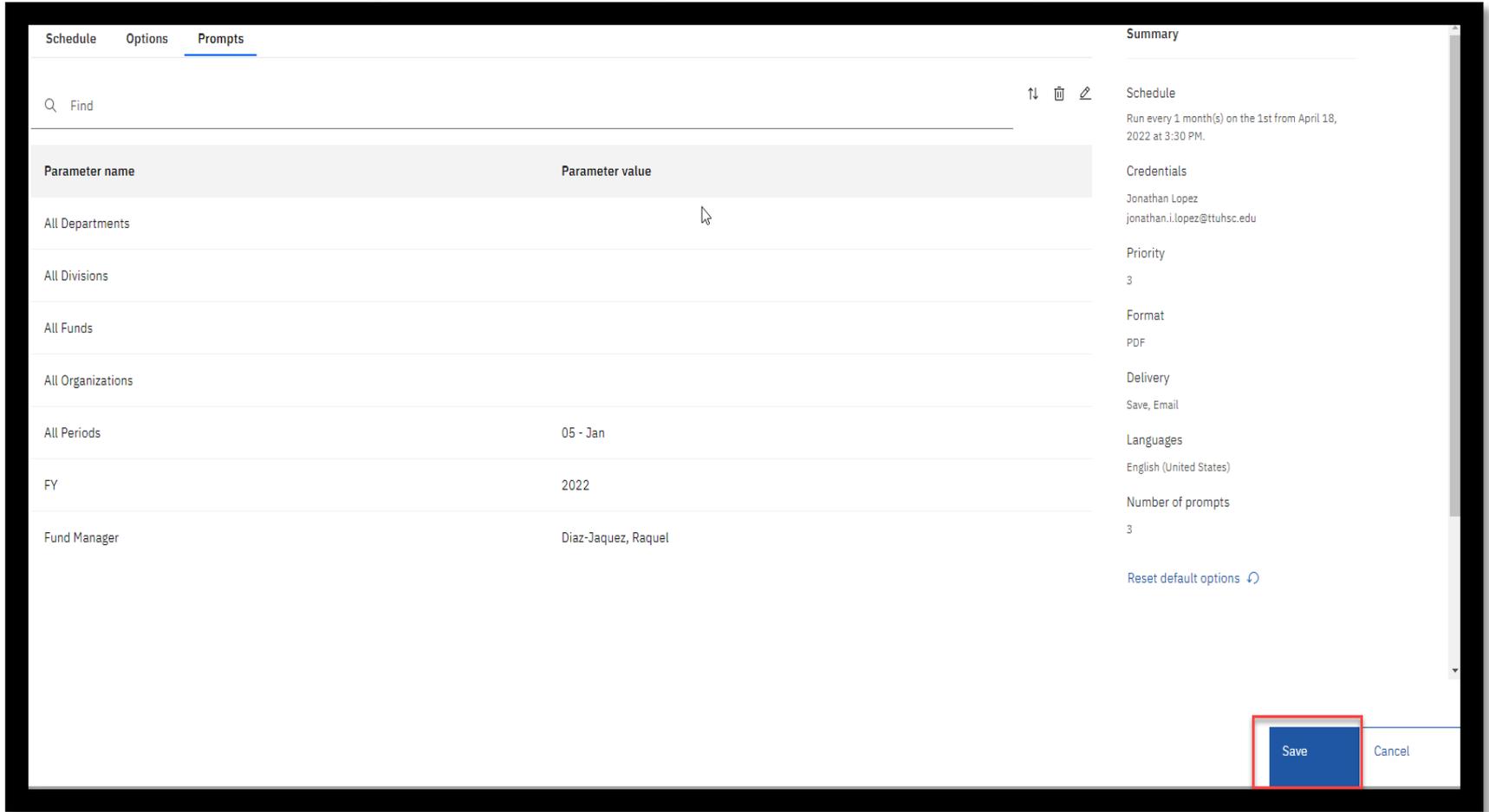
- Fiscal Year:** 2022
- Fiscal Period:** 05 - Jan
- Fund Manager:** Diaz-Jaquez Raquel
- Fund:** A list of 11 fund codes and descriptions, including 103000 Anesthesiology Instruction, 103001 Anesthesiology Acad Support, 103002 Building Maintenance/Ops Elp, 103003 Custodial Services Elp, 103004 Resident Program Directors-Neuro, 103005 Emergency Med Instruction, 103006 Emergency Med Acad Support, 103007 Lab Animal Resource Center-IN, 103008 Safety Srvcs/Four Yr Med School Elp, 103009 Police Elp, and 103010 Fam/Comm Med Elp. A red arrow points to the "Fund" label.
- Organization:** All Organizations
- Division:** All Divisions
- Department:** All Departments

At the bottom, there are "Cancel" and "Finish" buttons. The "Finish" button is highlighted with a yellow border. A red arrow also points to the "Fund" label in the list.

**\*Please pick more than 5 funds. Use Ctrl+click to select or deselect your choices.**

Select all Deselect all

# Cognos Report: Prompts



The screenshot shows the Cognos Report Prompts configuration interface. It features a main table for defining prompts and a right-hand summary panel.

| Parameter name    | Parameter value     |
|-------------------|---------------------|
| All Departments   |                     |
| All Divisions     |                     |
| All Funds         |                     |
| All Organizations |                     |
| All Periods       | 05 - Jan            |
| FY                | 2022                |
| Fund Manager      | Diaz-Jaquez, Raquel |

**Summary**

- Schedule: Run every 1 month(s) on the 1st from April 18, 2022 at 3:30 PM.
- Credentials: Jonathan Lopez (jonathan.i.lopez@ttuhsc.edu)
- Priority: 3
- Format: PDF
- Delivery: Save, Email
- Languages: English (United States)
- Number of prompts: 3
- Reset default options

At the bottom right, there are two buttons: **Save** (highlighted with a red box) and **Cancel**.

Once prompts have been selected, you can click on **Save**.



# Cognos Reports



**Thank You!**

For more information regarding training opportunities, please contact: [FinancialReporting\\_ElPaso@ttuhsc.edu](mailto:FinancialReporting_ElPaso@ttuhsc.edu).