Operating Transactions For Excel

As the name implies, the Operating Transactions For Excel report is used to gain information about accounting transactions that post to the Operating Ledger. This report will be helpful in reviewing revenue, personnel costs, expense and transfer transactions and opens in an Excel spreadsheet.

Note: In order for Cognos to successfully deliver your Excel report, you must add the Cognos website to your Internet Explorer list of trusted sites and ensure that trusted sites are allowed to handle Excel content. Click here for more information.

The report location is: Cognos > HSC Finance > Transaction Detail

Fiscal Year, Begin Fiscal Period and End Fiscal Period are required fields and are defaulted to the current period. Select the appropriate begin and end period to include the transactions desired. You can select one or a combination of parameters and click “Finish” to run. You should select parameters to limit the number of transactions that are returned in this report to keep the run times at a minimum.

The report contains FOAP and budget account code information, document reference number, transaction or vendor description, related encumbrance number and amount. It does not contain purchase order or invoice commodity detail information. The report is sorted by account type and fund.

More information? Contact Finance Systems Management at fsm@ttuhsc.edu.