RTS County Cognos Report Follow up Training
Agenda

• Introductions
• Objectives
• Cognos Tips and Tricks
• Using Cognos reports to reconcile funds
Objectives

• Help counties use Cognos more efficiently

• Address common questions regarding funds remittance
Cognos Tips and Tricks
Cognos Tips and Tricks

• Fit to Page Printing

• Open Multiple Tabs
Fit to Page Printing (of Cognos Reports)

On the Print page:

Use the Settings and the Custom Scaling Options to help shrink the information onto normal-sized print pages.

For example, in the Settings area:

- Click Portrait Orientation drop-down and select Landscape.
- Click the Normal Margins drop-down and reset the margins.
- Click Fit All Columns on One page (as shown).
Open Multiple Tabs
Using Cognos Reports to Reconcile Funds
Using Cognos Reports to Reconcile Funds

RTS County Funds Remittance View

Cognos Funds Remittance Report
Common Errors

• Incorrect date entered in Cognos
• A ‘Funds Type’ was selected in Cognos
• The Cognos report does not include the full week (for weekly reports)
• A Cognos ‘short-week’ report is required
Incorrect Date Entered in Cognos

RTS County Funds Remittance View

Cognos Funds Remittance Report
A ‘Funds Type’ was selected in Cognos

Ensure all Funds Types are deselected
The Cognos Report Does Not Include the Full Week (for weekly reports)

To see the Funds Remittance report for this week, Sunday the 8th through Saturday the 14th,

Select the dates of one day after the start and end of the report week,

And run the report two business days after that.
A Cognos ‘Short Week’ Report is Required

Select the first day of the week and the last day of the month

Note: Short week reports must be run on the 2\textsuperscript{nd} business day after the last day of the month