



# DMFR News

## Class Spotlight: Introduction to Cognos

This class introduces the user to Cognos system, providing information about how to use Cognos to access data and demonstration of the folder structure we use for housing reports in Cognos. You will learn about various types of parameters and how they are used. With hands-on instruction you learn how to use the “My Folders” section of Cognos and have the opportunity to execute a report while learning some of the navigation features. The class does not provide instruction on specific reports or how to use the reports to make business decisions. This class is a pre-requisite to other Cognos Reporting classes, both Finance and Human Resources reporting classes. This class is offered multiple times each month and registration is completed via [Cornerstone](#).

DMFR hosts a resource of videos to supplement the Introduction to Cognos class. These are found on the DMFR Website within the “Resources” link. The videos that are available for your use include:

- [Cognos Analytics –Introduction](#)
- [Cognos Analytics –Overview](#)
- [Cognos Analytics –Report Options](#)
- [Cognos Analytics –Scheduling Reports](#)
- [Cognos Analytics –User Settings](#)

The [Cognos User Guide](#) is found on the DMFR Training Website and is a great reference tool as you learn how to use the Cognos Reporting System.



## DMFR **February Class Schedule**

Class	Date
Financial Reporting - Budget Reports	3/1 , 3/15
Financial Reporting - Transaction Reports	3/2 , 3/16
TechBuy Shopper	3/2, 3/9 , 3/30
EOPS: Employee One-time Payment System Overview	3/31 , 3/18
Xtender - Scanning and Indexing	3/3 , 3/17 , 3/30
Procurement Reporting in Cognos	3/4 , 3/18
Introduction to Cognos	3/4 , 3/9 , 3/17, 3/22 , 3/30
Financial Management 101: Introduction to FOAP Codes	3/5 , 3/18
Travel Training for Travel Preparer	3/8 , 3/24
Cognos Grant Reporting	3/8 , 3/23
HR Reporting - Employee Appointment Reports	3/9 , 3/22
Banner 9 Finance Navigation	3/10/ , 3/26
Account Code Training for Expenditures	3/10 , 3/26
HR Reporting - Payroll Reports	3/11 , 3/23
Budget Management and Revision	3/12 , 3/24

If you are interested in attending one of the above sessions, please log into [Cornerstone](#) to register.

*\*\*Class dates and times are subject to change.*



## Report of the Month

### FI070 – Blanket Order Summary

This report provides details for activity that has occurred on a Blanket Purchase Order. We are now into our 7th month of the Fiscal Year and it is a good idea to see the status of your Blanket Orders. It is important to remember that these orders do no encumber funds.

The only required parameter is Chart of Accounts. It is best to enter a Fiscal Year, else all Fiscal Years will be provided. You will not find a Blanket Order active for a previous fiscal year, however, if you need to review a previous year Blanket Order, you may do that. Utilize the FOAP parameters to view all Blanket Orders by Organization or by FOP.

Report: FI070

Texas Tech  
Blanket Order Summary

**\*\*Optional - Starts with a "PB"**

Select Chart of Accounts:  
Chart of Accounts

Enter a Fiscal Year:

Enter Blanket PO Number (Leave Blank for All):

Enter all or part of a Fund Code.  
Then select one or more from the list below.

Keywords:  
Type one or more keywords separated by spaces.

Search

Options

Results:

Choice:

Insert

Remove

Select all Deselect all

Enter all or part of an Organization Code.  
Then select one or more from the list below.

Keywords:  
Type one or more keywords separated by spaces.

Search

Options

Results:

Choice:

Insert

Remove

Select all Deselect all

Enter all or part of an Account Code.  
Then select one or more from the list below.

Keywords:  
Type one or more keywords separated by spaces.

Search

Options

Results:

Choice:

Insert

Remove

Select all Deselect all

Enter all or part of a Program Code.  
Then select one or more from the list below.

Keywords:  
Type one or more keywords separated by spaces.

Search

Options

Results:

Choice:

Insert

Remove

Select all Deselect all

The report output is shown on the following page.

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The report is divided into two Sections, providing the following information:

The first section of the report provides data for the Original Blanket Order

**Vendor Name** – The entity / person providing the product / service

**Order Date** - Date the Blanket Order was created

**Termination Date** – Date the Blanket Order is closed

**Original Blanket Amount** – Amount order was created for

**Remaining Blanket Amount** – Balance available on the Blanket Order

The second section provides the payment activity against the Blanket Order

**Transaction Date** – Date the payment was made

**Document code** – Banner Invoice attached to transaction payment

**Vendor Name** - The entity / person providing the product / service

**Fund, Organization and Account supporting the payment** – Budget supporting payment

**Payments**—Each payment that has been made is shown

Original Blanket Order for PO Number: PBZ00270									
Vendor Name	Org	Order Date	Termination Date	Original Blanket Amount	Remaining Blanket Amount				
Coca Cola Southwest Beverages LLC		10/20/20		5,000.00	4,842.60				
Payments for PO Number: PBZ00270									
Transaction Date	Document Code	Type	Vendor Name	Chart	Fund	Org	Account	Payments	Text
10/21/20	IL210612	R	Coca Cola Southwest Beverages LLC	T	24D543	B54000	7N4000	119.00	
10/22/20	IV210031	R	Coca Cola Southwest Beverages LLC	T	84A064	B54000	7N4000	38.40	

It is good to remember that a blanket order does not encumber funds and will expire automatically on 08/31 of the fiscal year. State Funds and Grant Funds are not allowed on blanket orders.

For further information about Blanket Orders, review the [Blanket Order Policy](#) found on the Procurement Services Website within Training & Work Aids > Purchasing > TechBuy Training Guides & Aids > Blanket Order Policy.



# Need our Services?

DMFR is here and eager to support the growing data and technology needs of the University. Our services include training, report writing, data delivery, data presentation, web development, and much more. Should you have any questions of how DMFR might assist your department, please do not hesitate to reach out.

## DMFR Mailboxes

Should you need to contact us, our mailbox addresses are:

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