

## Account Crosswalk Instructions

The Account Crosswalk is a Cognos report. It can be accessed from the [DMFR Resources page](#) and is also found in [Cognos](#) > TTU Finance > Procurement Reports > FI408 – Banner Account to Comp Object Crosswalk Report.

Follow the steps below to use this report.

1. Chart of Account is defaulted to TTU but may be changed to a different Chart by using the drop down to select other Chart options, Texas Tech University System, Texas Tech University Health Sciences Center, or Texas Tech University Health Sciences Center El Paso.
2. Category is defaulted to Expenses (Account Type 70) but may be changed to a different Category by using the drop down to select other options, Revenues (Account Type 50) or Salary (Account Type 60).

**TEXAS TECH UNIVERSITY**  
Banner Account to Comp Object Crosswalk

Select Chart of Account :

Select Chart → \* T - Texas Tech University

Select Category :

Select Category → \* Expenses (Acct Type : 70)

**Note\*\*** : Please enter either Account Code or Account Code Description

Enter Account Code :

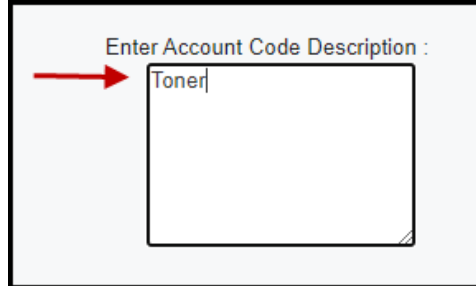
Enter Account Code OR Description

--- OR ---

Enter Account Code Description :

## Text Search

Enter desired search term, then select “Finish”.

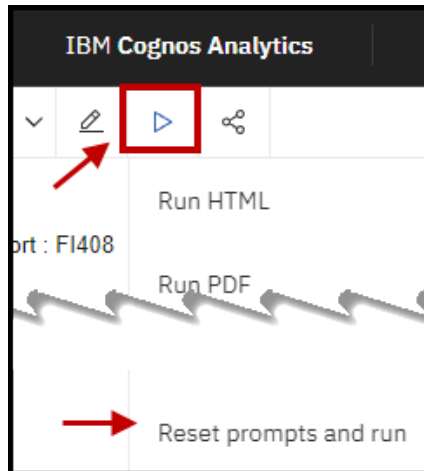


A screenshot of a search interface. At the top, the text "Enter Account Code Description :" is displayed. Below it is a text input box containing the word "Toner". A red arrow points from the left towards the input box.

## Search Results

Banner Account Code	Banner Account Description	Comp Object
7C0010	MS Consumables Office	7300
7C0011	MS Consumables Non Office	7300
7C0012	MS Consumables Dining and Kitchen	7300
7C0902	MS Consumables Lab	7300
7F0021	RM Repairs/Maint Computer Equipment	7267

Some results may not be appropriate for the expenditure. To verify, search by the Account Code. To start a new search, select the run arrow in the top left panel of Cognos. Within the list, choose “Reset prompts and run”. You will be returned to the parameter page.



Enter the into the Account Code text prompt and select finish.

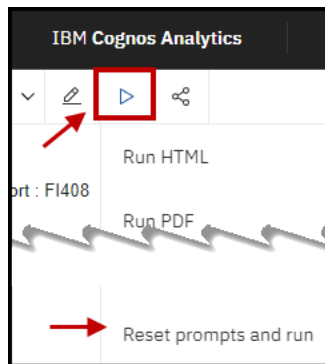
**Note\*\*** : Please enter either Account Code or Account Code Description

Enter Account Code :

Page down in report output until you find desired code. Review the information provided and decide if the code is the best choice for the item. Shown below is only a partial display of the list. *Note\*\* Revenue and Salary categories do not provide description search results when searching by account code.*

Banner Account Code	Banner Account Description	Comp Object	Comp Object Description
7C0010	MS Consumables Office	7300	Toilet Paper
7C0010	MS Consumables Office	7300	Toner (FAX)
7C0010	MS Consumables Office	7300	Toner (computer)
7C0010	MS Consumables Office	7300	Toner (copy machine)
7C0010	MS Consumables Office	7300	Toner Cartridge (copy machine)

To begin a new search choose the Run > Reset Prompts and Run option as shown below.



To access a different report, open the menu in the top left, select “Content” and will be returned to the TTU Finance Folder. Select the category of report that you want to use.

