

Instructions to Print/Export Cognos TM1 Report


Load the report you would like to print/export.

The screenshot shows the Cognos TM1 report interface. On the left is a navigation pane with 'Monthly Variance Report.xlsx' selected. The main area displays a report with the following filters:

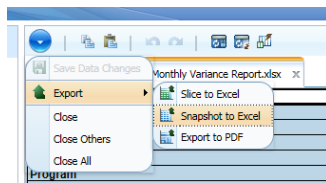
- Fiscal Year: 2016
- Fund: Select a Fund -
- Organization: Select an Organization -
- Activity: NA -
- Program: Select a Program -
- Period: May
- Version: Budget with Reallocations
- Suppress 0: 1

The report data is as follows:

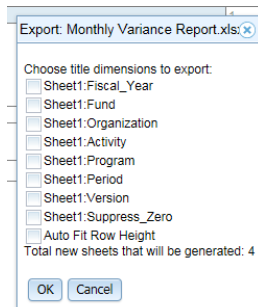
	2016 Actual May	2016 Budget with Reallocations May	2016 Variance May	2016 % Variance May
Appropriations			0	0.00%

Click on the  icon, Export and choose either Snapshot to Excel or Export to PDF.

Note: You will not be able to format the report if you choose Export to PDF.

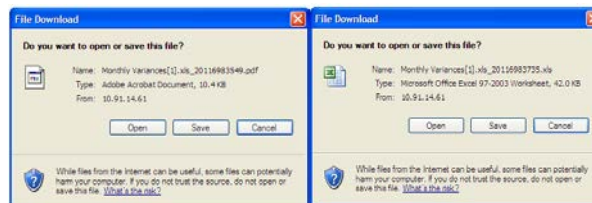
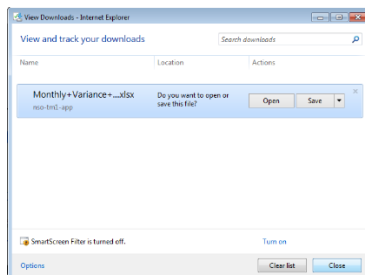


The following window will pop up. Do not choose any titles, click ok.



One of the following windows will pop, click open.

**If the following does not pop up, follow the Security Instruction at the end of these instructions.*



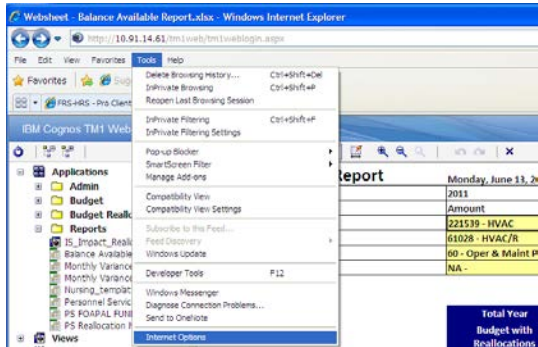
Your report will load into the program you choose (Adobe or Excel). Click the printing options normally available in these programs.

Note: The excel report does not export formulas, all numbers are values only.

Instructions to Print/Export Cognos TM1 Report

Internet Explorer Security Instructions

Click Tools from the Internet Explorer menu bar and choose Internet Options.



Click the Security Tab, and click the Default Level Button.



Change level for the zone to Medium-low.



Click ok.