

Instructions to View Cognos TM1 reports

In your web browser go to <http://nso-tm1-app:9510/tm1web/>

TM1 server should say UCHC_PRD, if it does not please contact the budget office.

Enter your user name and password and click the Login button.

Login
Please enter your information

TM1 Server:
UCHC_PRD Refresh

User Name:
Password:

Change Password

Please note that after some time of inactivity, the system will log you out automatically and ask you to sign in again.

Login

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After logging on, your screen should look similar to the following:

IBM Cognos TM1 Web

Welcome: Temp2 About Help Log Out

UCHC Budget System Home Page

Budget Department Contact List

USM	
Research	
TM1 system	
Ann. Standalone	+2780
SODM	
University Overall	
JDM Detail	
Mathom C. Kloben	+3930
CMHC	
Chris Donovan	+3428
Healthcare Support	
Mary Jo Spirell	+6723
UMG	
Greg Zenz	+2789
Anthony Oudim	+8226

Quick Links:

- Current Fiscal Year Reports**
 - Monthly Variance Report
 - Balance Available Report
 - Personnel Services Report
- PRR Reports**
 - Position Report
 - Position Justification
- Budget Process Reports for Next Fiscal Year Budget Preparation**
 - Budget Detail Report
 - Personnel Report by Position

External Links for reference:
[UCHC Bridge Crosswalk Lookup Application](#)
[UCHC Administrative Portal Login](#)

You can use the quick links in the blue box on this home page or use the navigation window as instructed below. If you do not see the home page, please contact the budget department.

On the left side of the window, click on the ▶ icons to expand Applications, Reports, etc.

IBM Cognos TM1 Web

Applications

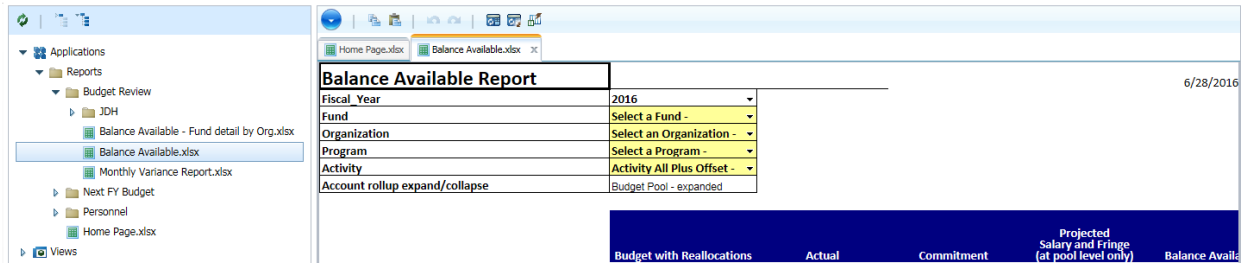
- Reports
 - Budget Review
 - JDH
 - Balance Available - Fund detail by Org.xlsx
 - Balance Available.xlsx
 - Monthly Variance Report.xlsx
- Views


To view report, expand a folder and select specific report and it will populate on the right side.

Instructions to View Cognos TM1 reports

Example: View Balance Available Report Instructions

Click Balance Available Report.xlsx




Select your Fund, Organization, and Program by clicking on the  icon.


The window to the right will pop up and show the Fund, Organization, or Program available to you.

To search for your Fund, Organization, Program, or Activity, type in the text box and choose your Fund, Organization, and Program numbers by clicking on the line.

(Activity will default to all.)

After selecting all yellow fields, your report will populate. If it doesn't, click the  icon to rebuild your report. If the report still doesn't populate, recheck your Fund, Organization, Program, and Activity to confirm it is a valid FOAPAL.



To expand accounts to the detailed level, use the  icon to the left of each row.

To expand all rows to the detailed level, click on Budget Pools. A drop down menu will become available. Choose Budget Pools – expanded and click Rebuild.

