

RTS County Cognos Report Follow up Training



Texas Department
of Motor Vehicles

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



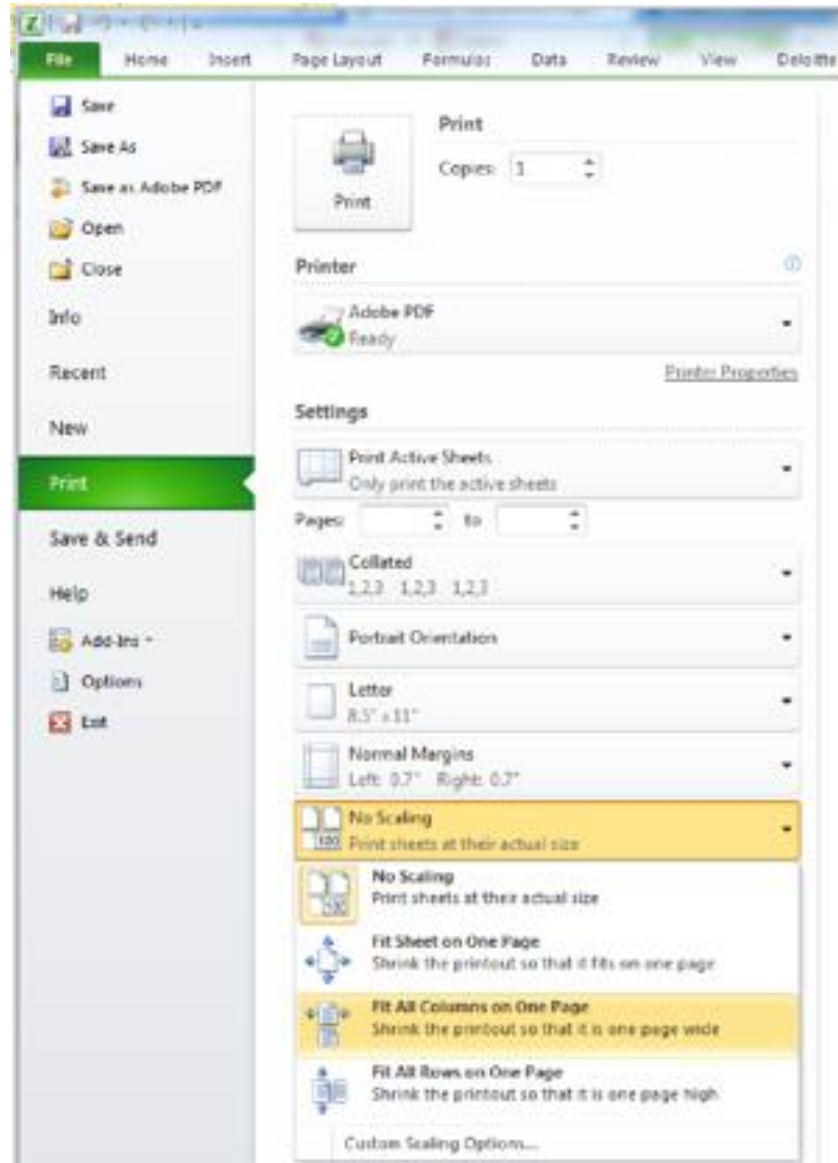
Fit to Page Printing (of Cognos Reports)

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

The screenshot shows a web browser window with the URL `https://rts-uat.t` and a tab titled "Public Folders - IBM Cogno...". The browser's address bar and menu bar are visible. Below the browser, the IBM Cognos Connection interface is displayed. The user is logged in as "BILL BROCK" and is viewing the "Public Folders" section. The interface includes a navigation bar with "Public Folders" and "My Folders" tabs, and a toolbar with various icons. A table lists the public folders with columns for "Name", "Modified", and "Actions".

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	Administrative	May 1, 2015 3:07:54 PM	More...
<input type="checkbox"/>	Finance	June 10, 2015 11:30:54 AM	More...
<input type="checkbox"/>	Inventory	May 1, 2015 1:25:17 PM	More...
<input type="checkbox"/>	Performance Support	January 6, 2016 8:44:28 AM	More...
<input type="checkbox"/>	Registration	December 12, 2015 6:18:14 PM	More...
<input type="checkbox"/>	Title	May 1, 2015 1:25:33 PM	More...
<input type="checkbox"/>	User Training Guides	May 14, 2015 4:31:17 PM	More...
<input type="checkbox"/>	UAT 8.4	February 7, 2016 11:06:20 PM	More...

Using Cognos Reports to Reconcile Funds

Using Cognos Reports to Reconcile Funds

RTS County Funds Remittance View

Due Date	Funds Report Date	Reporting Date	Total Amount Due	Remittance Amount
02/16/2016	02/13/2016	02/13/2016	6320.06	0.00
02/23/2016	02/20/2016	02/20/2016	1718.17	0.00
03/11/2016	02/06/2016	02/06/2016	2510.25	0.00
03/13/2016	02/08/2016	02/08/2016	368.00	0.00
03/14/2016	02/09/2016	02/09/2016	320.00	0.00
Totals:			42811.67	0.00

Enter Cancel

Cognos Funds Remittance Report

★ Texas Department of Motor Vehicles

RTS,FIN,002

FUNDS REMITTANCE REPORT
For: 01/31/2016 - 02/07/2016

Start Date: 01/31/2016 Office: 025 - BROWN
End Date: 02/07/2016 Funds Type: All

Funds Remittance Amounts — Monday Registration					
Funds Report Date	Funds Category	Funds Remittance Amount (\$)	County Amount (\$)	TxDMV Amts	
				Due Date: 02/09/2016	Due Date: 03/11/2016
	VENDOR FD6 05%	7.10	0.00	7.10	0.00
	VETERANS' FUND	10.00	0.00	0.00	10.00
	VNDRFD1 DMV 95%	134.90	0.00	134.90	0.00
	Total (\$) for 02/06/2016	68,854.41	60,059.16	6,285.00	2,510.25

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

Due Date	Funds Report Date	Reporting Date	Total Amount Due	Remittance Amount
02/16/2016	02/13/2016	02/13/2016	6310.00	0.00
02/23/2016	02/20/2016	02/20/2016	1718.17	0.00
03/11/2016	02/06/2016	02/06/2016	2610.25	0.00
03/13/2016	02/08/2016	02/08/2016	388.00	6.00
03/14/2016	02/09/2016	02/09/2016	320.00	8.00
Totals:			42811.67	0.00

Enter Cancel

Cognos Funds Remittance Report

RTS.FIN.002 **FUNDS REMITTANCE REPORT**
 For: 02/15/2016 - 03/15/2016

Start Date: 02/15/2016 Office: 077 -
 End Date: 03/15/2016 Funds Type: All

Funds Remittance Amounts -- Monday Registration				
Funds Report Date	Funds Category	Funds Remittance Amount (\$)	County Amount (\$)	TxDMV Amts
				Due Date: 03/08/2016
03/05/2016	AUTOMATION FEE	1.00	0.00	1.00
	BUYERS TAG	5.00	0.00	5.00
	CO R & B FUND	48.85	48.85	0.00
	CTY COMMISSIONS	1.90	1.90	0.00
	INSP TCEQ-1	2.00	0.00	2.00
	INSP TXMBLTY-1	3.50	0.00	3.50
	INSP TXONLNE-1	2.00	0.00	2.00
	OPT RD & B FEE	10.00	10.00	0.00
	REG FEE-DPS	1.00	0.00	1.00
	Total (\$) for 03/05/2016		75.25	60.75

A 'Funds Type' was selected in Cognos

TS.FIN.002  Texas Department of Motor Vehicles *Registration and Title System Report*

FUNDS REMITTANCE REPORT

Select Start Date: Feb 22, 2016 

Select End Date: Feb 28, 2016 

Select Office: 241 - WHARTON 

Select Funds Type


- TITLE
- REGISTRATION
- SALES TAX
- YOUNG FARMER
- REGNL OFFICE
- PASS THRU MONIES

[Select all](#) [Deselect all](#)

Ensure all Funds Types are deselected


The Cognos Report Does Not Include the Full Week (for weekly reports)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



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

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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 2nd business day after the last day of the month

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

UPDATE