

Requesting Access to Cognos Financial End User Reports

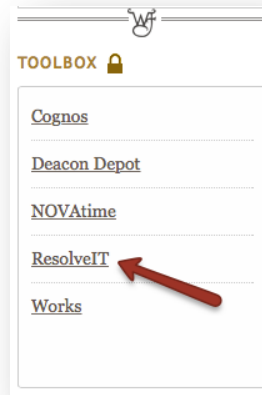
Who Can Request Access

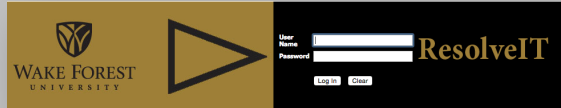
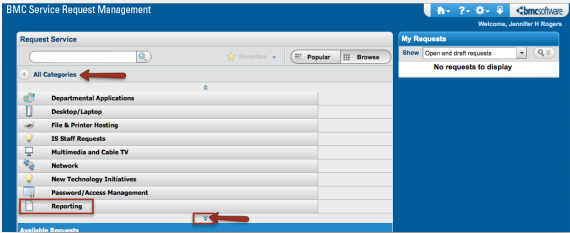
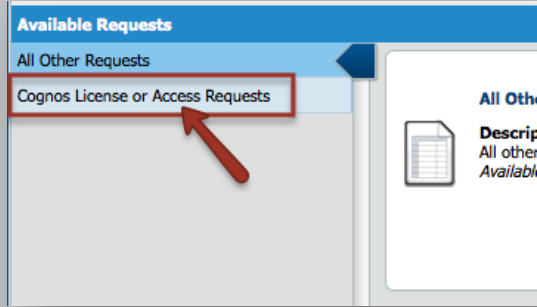
Any employee with current financial reporting responsibilities can request access to the financial end user reports.

How to Request Access

Access is requested through the Information Systems ResolveIT portal. A link to ResolveIT can be found in the Toolbox on the Financial Services website.

After clicking the ResolveIT link, use the following steps to request access to the Financial End User Reports in Cognos:



<p>Log in to ResolveIT using your network user name and password.</p>	
<p>On the ResolveIT main screen, use the double chevron to scroll down until you see the Reporting Category. Click the word 'Reporting' to open additional options at the bottom of the screen.</p>	
<p>Under 'Available Requests', select 'Cognos License or Access Requests' on the left side of the screen.</p>	

**Financial Services
Quick Guide Library**
finance.wfu.edu

Responsible Unit:
Financial Accounting,
Reporting & Treasury

Additional Assistance:
336-785-5298
reporting@wfu.edu

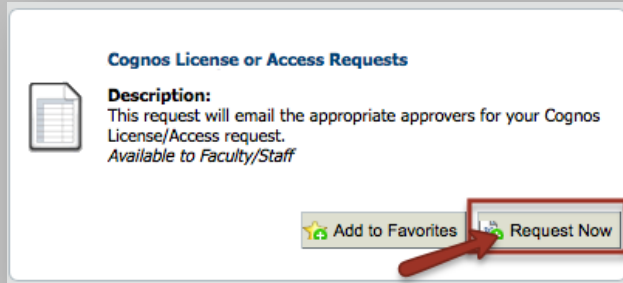
What is it?

Cognos is the University's application for obtaining reports on the data stored in Banner, the WFU system of record.

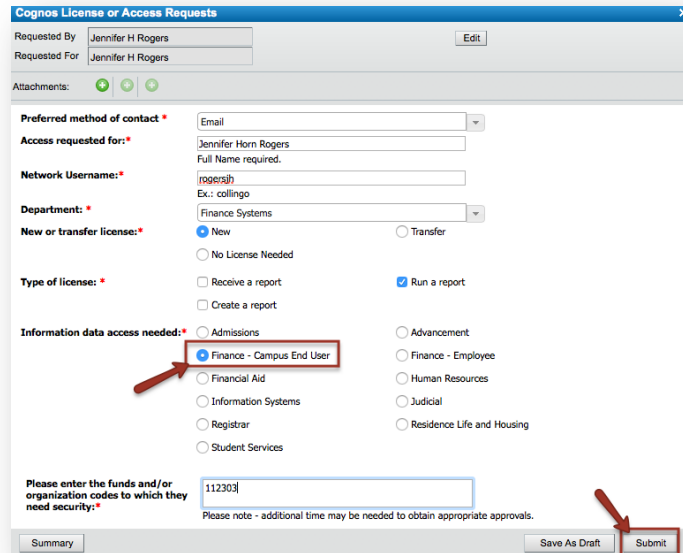
Why it is Necessary

Having access to download and review financial end user reports provides those with financial reporting responsibilities the ability to review activity on their Funds and Orgs to keep their budgets on track and make changes as necessary.

On the right side of the screen, click 'Request Now'.



The request screen will display with information you will need to complete to request your access. Be sure to complete all required fields, which are indicated with a red *. Note that making a selection in some fields will trigger additional fields to display. One is the Finance – Campus End User option. When selected, you will be prompted to indicate the funds and/or organization codes for which you need reporting access. You will need to scroll down to view and complete all fields. When your information is complete, click 'Submit'.



You will receive a confirmation of your request submission. Click OK.

You will be notified via the contact method you requested on your form as to the status of your request.

