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:





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.



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