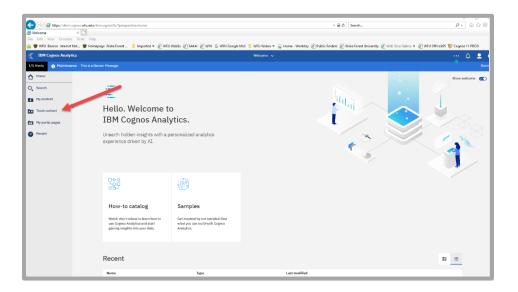
Instructions for Running a Report in Cognos 11

WAKE FOREST

- 1. Using Internet Explorer, Firefox, or Google Chrome to access the Cognos Production environment by navigating to this URL <u>https://cognos.wfu.edu/</u>.
- 2. You will see the following screen.



- 3. Choose Generic Google OpenID.
- 4. The **IBM Cognos Analytics** welcome page will be displayed. Follow these instructions to navigate to the Finance reports folder.
- 5. Click Team Content.



6. Click on the blue Finance section.

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My content	BI 4/8/2020 7:45 PM							
Team content	Cognos_Samples 4/8/2020 7:17 PM) /tics.				
My portal pages	► Finance 4/8/2020 7:32 PM			/1105.				
Recent	HR - Payroll 4/7/2020 3:54 PM			ersonalized analytics				
	Samples 4/13/2020 5:26 PM							
	Templates 4/8/2020 8:21 PM							
				(*)				

Instructions for Running a Report in Cognos 11

7. Click the blue folder title and select the folder in which the report(s) you want to run can be found.

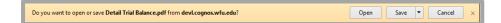
IBM Cognos Ana	lytics	
/1 Alerts 👔 Mainte	nance This is a Banner Message	
Home	Team content > Finance O ▼ ↑↓	
Search	Accounts Payable 4/8/2020 7:32 PM	^
My content	Budget & Financial Planning 4/8/2020 7:33 PM	
Team content	Campus Financial Services 4/15/2020 2:47 PM)
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Recent	Campus Life Finance Systems 4/8/2020 7:35 PM	ersonalized analytics
	CFRI - Finance and Accounting 4/9/2020 8:46 AM	
	CFRI - Finance Systems 4/8/2020 7:35 PM	
	FA test 8/14/2019 9:56 AM	
	Finance and Accounting 10/2/2019 12:33 PM	1
	■ Finance Systems 4/8/2020 7:33 PM	1
	Financial Accounting & Reporting	samples
	Financial End User Reports	Get inspired by our samples! See what you can build with Cognos

- 8. When you have made your report folder selection, the list of reports and/or sub-folders available in the folder will display.
- 9. Navigate to the report that you want to run.
- You may be prompted to choose a Data source. Select the appropriate EDW (EDWFINPROD/EDWFINPPRD) or Banner (BANPROD/BANPPRD) Data source.
- 11. Complete the prompts as required (or optional) on the Prompt Page for the report.

12. Your report will be rendered in HTML by default. If you need to have your report delivered in a different format use the "Run" button (2), located at the top left corner of the screen.

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1/1 Aler	🔒 Run HTML	s a Banner Message			
	🔒 Run PDF				
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13. You will get a message at the bottom of the screen when the report ready to be downloaded.

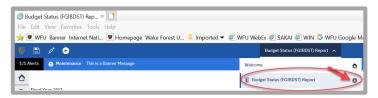




14. If you want to run the report again, with a different set of prompts, click the pull-down menu next to the report name in the top blue banner.

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19 🖹 🖈 🖻	Budget Status (FGIBDST) Report 🗸

15. Click the "X" next to the report name.



16. You return to the Welcome Page. Choose "Recent" on the Welcome Page; the report that you just ran will the first selection. Click the report name and proceed as usual.

