



## CAMPUS FINANCIAL REPORTING Quick Reference Guide

### Launching Cognos & Navigating to Reports

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To launch Cognos 8.4, open Internet Explorer, navigate to <https://cognos.wfu.edu/cognos8/> and enter your network username and password.

To navigate to the reports, follow this path: **Public Folders > Finance > Financial End User Reports.**

### Data Source Refreshes

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The summary and detail report data both come from the finance data warehouse (EDWFINPROD). This information is updated on the following schedule:

Sunday through Friday: 5am, 10am, 12pm, 2pm, 4pm, 6pm  
Saturday: 5am, 12pm, 2pm, 4pm, 6pm

### Report Choices

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There are a number of reports available to be executed:

Summary Reports	Detail Reports
Account Analysis	Accounts Payable
Activity	Agency Funds
Budget Officer	Encumbrance
Endowed, Designated, Restricted Contributions, Center Grants, Start Ups & Student Loans	Reserve Funds
Grants	Salary & Fringe
Locations	Salary & Fringe Encumbrance
Operating	Transaction
Operating Including Activity & Location	
Projects	

## Output Options

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After a report is run, there are several options to export the report in different formats:

Toolbar Action	Icon	Notes
Run the report again		Users will be prompted for any parameters again; the parameters from the last run will be pre-populated.
View in HTML Format		This is the best option for viewing the report online.
View in PDF Format		This is the best option for printing (except Detail and Budget Officer reports).
View in Excel 2007 Format		This is the Excel output option that Finance recommends. If users run a summary report for multiple chart elements, each element will display on its own worksheet. The Parameter Page will also be on its own worksheet.
View in Excel 2002 Format		This option is similar to the Excel 2007 option but is for those who do not have an upgraded software version.
View in Excel 2000 Single Sheet Format		This option lists all information on a single worksheet.
View in CSV Format		This option allows users to save the data in a text file.

## Getting Further Assistance

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Questions about the reports should be directed to the appropriate office:

Technical Assistance	x3246
Center Grants	x4189
Deposits / Accounts Receivable	x5234
Encumbrances – Purchasing	x5138
Encumbrances – Salary and Fringe	x4010
General Questions / Journal Entries	x5186 or x5977
Invoices / Reimbursements / Check Payments	x5690
Operating Budget	budget@lists.wfu.edu
Payroll	x4861
Projects	x4088
Grants and Designated Funds	x5187
Restricted Contributions and Endowment Funds	x1954
Start-Up Funds	x3977
Report Feedback	cfri-feedback@lists.wfu.edu