This audio job aid helps you complete the Café Systems Express Form for the Financial Reporting business role.

For each function that you need below, make the corresponding selections on the Express form.

### Help for the Café Express Security Access Form

1. If you will be...
   - Using reports to monitor financial activity in your school/department/program
   - Running financial reports for yourself or others
   - Running financial reports for Principle Investigators or managers

Select from the following types of reports:

- **Cognos Report Access** – *Monthly Financial and Supply Chain included with any selection below*
  
  a. **Budget/COA** *(Capital project, budget detail, chart field mapping and job cost reports)*
  b. **Sponsored Programs Management** *(Financial and management reports for sponsored projects/grants)*
  c. **Salary Access** *(Provides the ability to view payroll detail by employee for all departments and projects where row level security has been indicated)*
  d. **Ad Hoc Query Viewer** *(run reports created by Ad Hoc Query Authors)*

### Cognos Report Access – Monthly Financial and Supply Chain included

- [x] Budget/COA
- [x] Sponsored Program Mgmt
- [x] Salary Access
- [ ] Ad Hoc Query Viewer
- [ ] Ad Hoc Query Author (training required)

### Additional Café Systems Access - Sponsored Accts (InfoEd)

- [ ] Self Service – create and inquire
- [ ] Community Assistant – housing users

### Sponsored Accts (InfoEd)

- [ ] Dept Admin – specify Tree Node(s) or Dept(s) below
- [ ] Investigator with Mgmt
- [ ] Genius Administrator (No access to setups)
- [x] Cognos: Reporting
- [ ] Delegate(s) – specify PI(s) on page 2

(Specify Tree Nodes or Depts)
3. If you will be authoring your own ad hoc reports in Cognos

Select Cognos Report Access
   a. Ad Hoc Query Author (*Ad Hoc Query Viewer plus Access to Query Studio to create, build, and save reports*)

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<thead>
<tr>
<th>Cognos Report Access – Monthly Financial and Supply Chain included</th>
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