

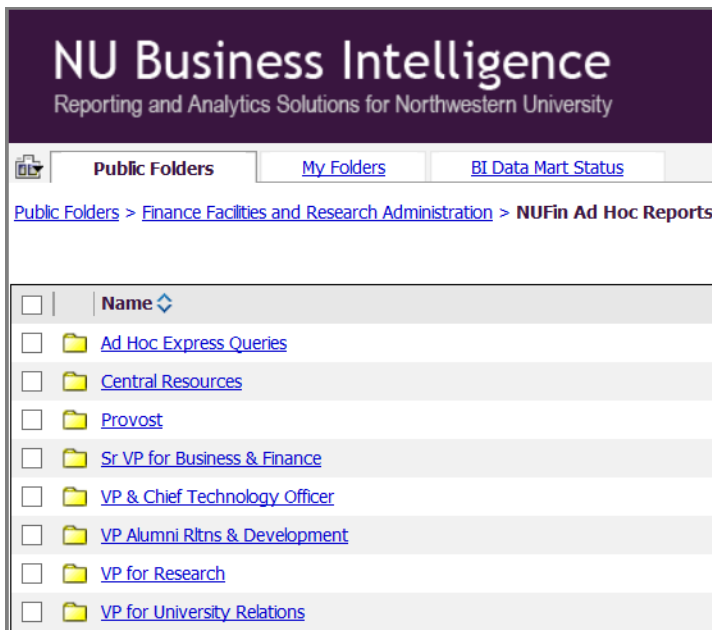
Running Cognos Ad Hoc Query Reports

This job aid is for users with the Ad Hoc Runner and Author role. Ad Hoc Query Runners have the ability to run reports created by Ad Hoc Query Authors.

Navigation: NUPortal > Financial > Financial, Accounting, or Budgeting tabs > System Login > Cognos > Home > Facilities, Finance and Research Administration folder



1. Select the **NUFin Ad Hoc Reports** folder.



2. Users who normally access the “School” folder for canned reports should select the “Provost” folder.
3. Select the appropriate folder and sub-folders based on the department/school you are running a report for.
4. Run the desired report as you would any Cognos report.
See FMS112 Running and Scheduling Cognos Reports for more information.