

# Reading Cognos Reports

## Course Guide

This is an intermediate course.

## Intended Audience

Faculty and staff responsible for budgets or involved in financial activities

## Course Format

This course is online only, but access to learning is continuous and on demand. You may start learning at any time and review the learning materials at any time.

## Enrollment and Completion

- Register for the next available session via FASIS Self Service.  
[https://nuhr.northwestern.edu/psp/hr91prod\\_ss/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.NW\\_SS\\_TRN\\_REDIRECT.GBL?course=FMS114](https://nuhr.northwestern.edu/psp/hr91prod_ss/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.NW_SS_TRN_REDIRECT.GBL?course=FMS114)
- Course Registration: Registration via FASIS Self Service is encouraged but optional. Begin the course at any time from the Finance, Facilities, and Research Training Curriculum. Course sessions are monthly. The purpose of enrollment is to update your Training Summary in FASIS.
- Course Completion: At the end of each month, the instructor marks complete all who enrolled during the month. At that time, Training Summaries are updated.

## Learning Sequence

Below is the recommended learning sequence and timeframes.

#	Title	Type	Notes
1	Financial Reporting Overview	Online	Watch this overview if you want to know how reporting fits into the University business context.
2	Essential Reports Basics	Online	Watch tutorials for the reports that are applicable to you.
3	Library	N/A	Print the references for definitions of report columns, rows, and calculations.

## Related Resources

These are links to related business processes and policy.

**Reporting Resources:** find a report inventory, report catalogs, and a quick reference of commonly used reports. <http://ffra.northwestern.edu/reports/>

**Reporting Tips:** find tips and tricks for using Cognos BI. <http://ffra.northwestern.edu/reports/tips.html>

**NU Business Intelligence:** find an online quick reference guide in Q&A format and best practice presentations. <http://www.it.northwestern.edu/business-intelligence/index.html>