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

- 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.

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