

# Cognos Application Access Request

*This form is only to be completed by the Data Custodians of the business units identified below.*

This is a Data Custodian form to be used by Human Resources, Finance, Budget, Purchasing, or Bursar to identify employees which are being granted access to view and/or write reports in your assigned packages. Please identify 1) the type of access to grant the employee (consumer or writer) and 2) the packages and/or folders they are to have access to.

<b>Employee Information:</b>		Date:
NetID:	<input type="text"/>	
Last Name:	<input type="text"/>	First Name: <input type="text"/>

<b>Type of Access</b> ( <u>Consumer</u> - Run reports or <u>Writer</u> - Run and Write reports):	<input type="text"/>
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<b>Human Resources:</b>	
<input type="checkbox"/> Employee	<input type="checkbox"/> Restricted
	<input type="checkbox"/> IA Restricted
<input type="checkbox"/> Faculty Assignment	<input type="checkbox"/> Restricted
<input type="checkbox"/> Human Resources Application	<input type="checkbox"/> Restricted
<input type="checkbox"/> Human Resources Faculty	<input type="checkbox"/> Restricted
<input type="checkbox"/> Payroll	<input type="checkbox"/> Restricted
<input type="checkbox"/> Payroll GA	<input type="checkbox"/> Restricted
HR signature: _____	

<b>Finance :</b>	
<input type="checkbox"/> Fixed Asset	<input type="checkbox"/> Restricted
<input type="checkbox"/> General Ledger	<input type="checkbox"/> Restricted
<input type="checkbox"/> Grant and Project	<input type="checkbox"/> Restricted
<input type="checkbox"/> Grant Ledger	<input type="checkbox"/> Restricted
<input type="checkbox"/> Invoice Payable	<input type="checkbox"/> Restricted
<input type="checkbox"/> Operating Ledger	<input type="checkbox"/> Restricted
<input type="checkbox"/> Transaction History	<input type="checkbox"/> Restricted
Finance signature: _____	

<b>Bursar:</b>	
<input type="checkbox"/> Receivable Customer	<input type="checkbox"/> Restricted
<input type="checkbox"/> Receivable Revenue	<input type="checkbox"/> Restricted
Bursar signature: _____	

<b>Budget:</b>	
<input type="checkbox"/> Budget Availability Ledger	<input type="checkbox"/> Restricted
<input type="checkbox"/> Budget Detail	<input type="checkbox"/> Restricted
<input type="checkbox"/> Encumbrance	<input type="checkbox"/> Restricted
<input type="checkbox"/> Position	<input type="checkbox"/> Restricted
Budget signature: _____	

<b>Purchasing:</b>	
<input type="checkbox"/> Purchasing Payable	<input type="checkbox"/> Restricted
Purchasing signature: _____	

**NOTE:** The employee must have a completed NEIUworks Access Request form on file.