

**FINANCE COGNOS ACCESS REQUEST FORM FOR QUERY STUDIO**

Please email completed and signed form to [financesecurity@njit.edu](mailto:financesecurity@njit.edu) via NJIT email

**(PLEASE DO NOT EMAIL FROM A SCANNER)**

**SECTION 1: New Cognos User Information (Please do not input requester information)**

| Last, First Name      | Title                    | Department   |
|-----------------------|--------------------------|--------------|
|                       |                          |              |
| New Cognos User Email | Phone (Extension)        | UCID         |
|                       |                          |              |
| Supervisor Name       | Supervisor Email Address | Request Date |
|                       |                          |              |

**SECTION 2:**

Type Selected - Faculty/Staff

Student / Other (Please comment below)

Expiration Date (Max 3 months):                       
(MM/DD/YYYY)

**SECTION 3: Finance Cognos Request**

| Cognos Request (Finance Package Segments)                  | Add / Remove | Purpose / Justification |
|--|--------------|-------------------------|
| Budget   |              |                         |
| Encumbrance  |              |                         |
| Endowment  |              |                         |
| Fixed Asset  |              |                         |
| General Ledger   |              |                         |
| Grant Ledger   |              |                         |
| Invoice Payable and Purchasing                             |              |                         |
| Operating Ledger   |              |                         |
| Employee and Position (Requires Vice-President's Approval) | Restricted   |                         |
| Payroll (Requires Vice-President's Approval)               | Restricted   |                         |

