

## COGNOS REPORT REQUEST

<b>Requester</b>		<b>Phone #</b>	
<b>Requested Completion Date</b>			
<b>Priority:</b> <i>Priorities of other reports on your office's report list may be adjusted if this is a high priority request.</i>			
<b>High</b>	<b>Medium</b>	<b>Low</b>	
<b>New Report</b>	<b>Modification – Existing Report Name:</b>		
<b>Data Source</b> (if known). <i>E.g. information is from Cost Point, Maximo, Enterprise Planner (Payroll Projection), Time &amp; Expense (Travel, Labor &amp; Leave)</i> If possible, provide screen shot of where data is entered.			
Cost Point	Maximo (Service Area)	EP (HR & Payroll Projection)	Time & Expense (Travel or Labor & Leave)
Other			
<b>Description / Purpose (Intended Use)</b>			
<b>Report Users</b>			
<b>Please provide the following details to describe how the report should be constructed.</b>			
<b>Suggested Title</b>			
<b>Data elements to be included and location on report</b> i.e. column 1, column 2, etc.:			
<b>Filters</b>			
<b>Prompts</b>			
<b>Data Groupings</b>			
<b>Sort Order</b>			
<b>Totals</b>			
<b>Notes</b>			
<b>Office Head Authorizing Proposal</b>		<b>Date</b>	
<b>IS Review / Analysis of Request</b>		<b>Date</b>	
<b>User Verifying completion</b>		<b>Date</b>	
Following Area for IS use only			
<b>Programmer</b>		<b>Estimated Time</b>	
<b>Model(s)</b>			
<b>ReportNet Folder Name</b>			