

Cognos - New Report Request

Proposed report folder:

Proposed report name:

Report can use an existing package.

Existing package:

Report is similar to an existing one.

Existing report:

This will be a standard list report.

Report could be triggered for auto-distribution by a data event.

Report could be a crosstab.

Utility of the report could be enhanced by an accompanying chart.

Report Columns (left-to-right)

Group Sort Sort No Sort
Col? Asc Desc Sort Order#

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)
- 13)

If report were a crosstab it would have the following rows – top to bottom.

- 1)
- 2)
- 3)
- 4)
- 5)

If report were a crosstab it would have the following measure. (aka value in Excel Pivot table)

The report will have the following prompts/filters (Textually, or in pseudocode.)

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

Further textual explanation/instruction. Include special paging, sections, subtotals and proposed scheduling.

Please email attach this form to the 'Finance Reporting El Paso' mailbox and also attach any pertinent xls, pdf, etc., that would augment the specification.