What is the CUNYfirst Reporting web page?
This web page hosts this FAQ and other information about accessing and using the Reporting Instances.

http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/reporting.html

What reporting instances are there?
There is one nightly copy of HCM/CS, instance CNYHCPRD. The reporting instance is named CNYHC003.

There is one nightly copy of FIN, instance CNYFSPRD. The reporting instance is named CNYFS001.

How do I get access to a reporting instance?
Go to http://security.cuny.edu. Choose CUNYfirst Application Security. On that page use the form Finance Reporting Access Request Form, HR Reporting Access Request Form, or CS Reporting Access Request Form.

There is also a link to the forms on the CUNYfirst Reporting web page. Submit the forms to your local Help Desk.

I use a public query in production but I cannot find it in the reporting instance.
1. Run the public query CISRI_PUBLIC_QUERY_IN_INSTANCE, entering your query name.
2. If there are any results, the query does exist in the reporting instance as a Public query.
3. If it does not exist, submit a Help Desk ticket to request to have it added.

My query is in the reporting instance but I cannot see it.
This happens when you do not have access to all the records used in a query. See the section on getting access to records.
How do I get access to records I need?
To get access to a record, you must request the appropriate role to be assigned to you. Keep in mind that there may be several roles that let you access a record.

1. Run the public query CISRI_ROLES_NEEDED_BY_EMPLID_H (in CNYHC003) or CISRI_ROLES_NEEDED_BY_EMPLID_F (in CNYFS001), entering your query name and your EMPLID.
2. The results will list each record used in the query, and the roles that can access these records.
3. Ignore lines where the Role Name is blank.
4. For each record listed, you need access to at least one role that will give you access to that record. You do not need multiple roles to access a record.
5. See the instructions above labelled How do I get access to a reporting instance? Submit the access form requesting the roles you need.

The records I need are not in an available role.
Submit a ticket to the Help Desk to have the records added to the reporting instance. Once you receive confirmation that the record has been added you can request the appropriate roles.

How do I share a query I wrote?
- Copy it to another user’s EMPLID.

OR

- Request to make it public. Submit the form Request to Promote Query from Private to Public to the Help Desk.

Schedule query output to Tumbleweed
Every half hour, a process will run that will pick up output files from the reporting instances and will deliver them to your campus Tumbleweed folder.

The only times the process will not run is daily from midnight until the instance is finished refreshing in the early morning.

Keep in mind that the data stay the same all day, so do not set up recurring schedules for the same results.

Instructions:
In order to be transferred to the correct folder, the query must be scheduled to the correct output destination. Please be very careful about this if you are transferring non-public information.

In order to collect your file from Tumbleweed, you will have to work with your campus IT group to have access to the Tumbleweed folder, or to have them somehow make the files available to you.

Output destination:
Replace the word “folder” with the Tumbleweed Central_ERP subfolder name. Notice that the patterns of the names are inconsistent so make sure you have the correct spelling. In particular, notice that “lehman” is all lowercase.

<table>
<thead>
<tr>
<th>Folder</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baruch</td>
<td>Baruch College</td>
</tr>
<tr>
<td>BCC</td>
<td>Bronx CC</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>Brooklyn College</td>
</tr>
<tr>
<td>BMCC</td>
<td>Borough of Manhattan CC</td>
</tr>
<tr>
<td>CO</td>
<td>Central Office</td>
</tr>
<tr>
<td>CSI</td>
<td>College of Staten Island</td>
</tr>
<tr>
<td>CCNY</td>
<td>City College</td>
</tr>
<tr>
<td>GC</td>
<td>Graduate Center</td>
</tr>
<tr>
<td>Hostos</td>
<td>Hostos CC</td>
</tr>
<tr>
<td>Hunter</td>
<td>Hunter College</td>
</tr>
<tr>
<td>JJay</td>
<td>John Jay College</td>
</tr>
<tr>
<td>KBCC</td>
<td>Kingsborough CC</td>
</tr>
<tr>
<td>LAGCC</td>
<td>LaGuardia CC</td>
</tr>
<tr>
<td>LAW</td>
<td>Law School</td>
</tr>
<tr>
<td>lehman</td>
<td>Lehman College</td>
</tr>
<tr>
<td>Medgar</td>
<td>Medgar Evers College</td>
</tr>
<tr>
<td>NCC</td>
<td>Guttman Community College</td>
</tr>
<tr>
<td>NYCCT</td>
<td>Technology</td>
</tr>
<tr>
<td>QBCC</td>
<td>Queensborough CC</td>
</tr>
<tr>
<td>Queens</td>
<td>Queens College</td>
</tr>
<tr>
<td>SPS</td>
<td>School of Professional Studies</td>
</tr>
<tr>
<td>York</td>
<td>York College</td>
</tr>
</tbody>
</table>

How do I get a query added to production?
All items to be moved to production follow a specific testing lifecycle. Submit a Help Desk ticket to start the process.

Where can I get help with queries?
A listserv, CUNYFIRST-REPORTING@LISTSERV.CUNY.EDU, is now available for the community to ask each other questions and have discussions involving CUNYfirst reporting and related reporting.

If you are not familiar with a listserv, it is a very easy way to communicate via email to a group. It is also easy to stop being on the listserv, so join up and check it out!

To subscribe (join):
1. Send an email to listserv@listserv.cuny.edu.
2. Leave the subject blank.
3. In the body (message) put “subscribe CUNYfirst-reporting”. Do not include the period.
Once your subscription request is approved, you can send questions to the list and receive emails from others on the list.

Go to https://listserv.cuny.edu to adjust your settings and to search prior postings.

**Where can I find CUNYfirst ERDs?**

All CUNYfirst Human Capital Management and Campus Solutions ERDs are now posted in the Enterprise Reporting System, along with the existing Finance ERDs.

1. https://reporting.cuny.edu
2. Login with your Enterprise account, or as guest.
   a. Username ‘guest’
   b. Password is blank
   c. Authentication is ‘Enterprise’
3. Navigate to ‘CUNYfirst ERDs’.
4. Navigate to chosen ERD.

HCM and CS ERDs are in PDF format. Right-click and choose View.

Finance ERDs are in ZIP files. Right-click, choose View, and Open or Save.