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 or HR/CS Reporting Access Request Form.

Submit the forms to your local Help Desk.

I use a query on production but I cannot find it in the reporting instance.
Run the public query QUERY_RECORDS, entering your query name. If there are any results, the query does exist in the reporting instance. 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
OR
I need access to certain records

1. Run the public query QUERY_RECORDS, entering your query name. This will give you the list of records used in your query.

2. Go to this web page: http://www.cuny.edu/about/administration/offices/CIS/CUNYfirst/reporting.html

3. Open the document
   HCM/CS Records Accessible to Query Users by Role
   or
   FIN Records Accessible to Query Users by Role

3. Look for each record in the query to find the role you need to access that record. When you have a choice of roles, choose the most restricted one.

4. 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 a Tree and Access Group. The document will be updated and you will be able to request the appropriate roles.

How do I share a query I wrote?
1. Copy it to another user.

OR

2. Request to make it public. Submit the form REQUEST TO PROMOTE QUERY FROM PRIVATE TO PUBLIC to the Help Desk.

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.