I. Overview

This document defines the Cognos report layout standards that will be delivered in all new report development. Customers may request modifications to these layout defaults as needed when report specifications are developed.

II. Report Layout Standards

Page Headers
- Header 2: (Default) Font, 14 Pt., Bolded, Left-justified; this is where the report title should go
- Additional/Optional Headers: default font/size, not bolded, left-justified; should be identified in the report specification
- Include these other standard items:
  - Run on: <date> <time>
  - Run by: (#sq($account.personalInfo.userName)#) [note: these should be concatenated into a single field]
  - Data source: "STANDARD.SYS_CONTEXT_{EDW or BAN}, ('USERENV', 'DB_NAME')" [note: these should be concatenated into a single field]

Column Headers
- Bolded
- Centered (horizontally and vertically)
- Silver background color

Data Formats
- Text Fields
  - Codes, ID's, ZIP codes, abbreviations, etc. – centered
  - Names, descriptions, addresses, other text fields – left-justified
- Numbers (including %)
  - Right-justified
  - 2 digits to the right of the decimal (unless explicitly specified differently)
  - Separate 1,000’s by comma
  - Negative amounts surrounded by ‘()’
  - Missing values – ‘N/A’
  - Zero values – ‘0.00’
  - Divide by zero values – ‘N/A’
• Dates
   o Centered (when in the body of report)
   o Short (MM/DD/YYYY) format, showing century (e.g., ‘07/31/2010’), unless specifically defined in the report specifications. Some users may want to display the time for specific reports where time is meaningful information.
   o Dates other than in the body should adhere to the format above, but in line with other text

Subtotal and Total Lines
• Number formats like above, except Bolded (this is the Cognos default)
• If the customer wants to have a colored background in the subtotal/total lines, change the background color to Silver (same as column header(s))

Other
• Name query(s) descriptively (anything other than Query 1, Query 2); the Query(s) from which reports are rendered should be easily identifiable (names like ‘Main’ or ‘Final’)
• Name data items, conditional variables, render variables descriptively
• Populate the No Data Contents display with 'No data available for the prompts selected' message
• Page numbers will not be included

Tail Sheets
• If there are more than 2 prompts, a tail sheet is required. If there are 2 or less prompts, add it to the Page Header section before the 'Run on' line.
• Header 1: Wake Forest University Logo (/ibmcognos/images/wfu-logo-finance.gif) in the upper left corner, unless explicitly omitted in report specification. Reynolda House reports should not contain a logo.
• Header 2: (Default) Font, 14 Pt., Bolded, Left-justified; this is where the report title should go
• Include these other standard items:
   o Run on: <date> <time>
   o Run by: (#sq($account.personalInfo.userName)#) [note: these should be concatenated into a single field]
   o Data source: "STANDARD.SYS_CONTEXT_(_[EDW or BAN], ('USERENV', 'DB_NAME')) [note: these should be concatenated into a single field]
• Have a line for each prompt
• If a parameter is optional, use a case statement to display 'All [e.g. funds]' instead of a blank.
• The parameter values should display both the code and the description.

Prompt Page
• Display the logo (/ibmcognos/images/wfu-logo-finance.gif) in the upper left corner
• Header 2: (Default) Font, 14 Pt., Bolded, Left-justified; this is where the report title should go, followed by the word 'Prompts
• Prompts should be neatly arranged in a table separated by an empty line. The backgrounds should alternate gray and white. Group like prompts together in the same line (e.g. funds and fund types).
• Prompts should contain both the code and its associated description, separated by a dash. Blank values should not be displayed.
• Default prompt values when available (e.g. Chart selection defaults to ‘R’).
• If using the ‘Search and Select’ functionality, default the selection to ‘use any of these words’.
• For the Yes/No prompt selections, use ‘Yes’ and ‘No’ for both the ‘Use’ and ‘Display’ values.
• Sort time dimension prompt values (e.g. term, fiscal year, fiscal period) in descending order.
• Have a Finish and Cancel button at the bottom in that order. The Finish button should have lime green as the background color and Cancel should have red as the background color; the text for both should be bolded. "Click [FINISH] to run the report or [CANCEL] to return to the Report Menu."

III. Effective Dates
This procedure is effective as of 09/01/2013.

IV. Revision History

<table>
<thead>
<tr>
<th>#</th>
<th>Revision</th>
<th>Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revised standards and formatted the overall document</td>
<td>07/23/2013</td>
</tr>
<tr>
<td>2</td>
<td>Added clarification on prompts</td>
<td>09/08/2013</td>
</tr>
<tr>
<td>3</td>
<td>Added additional standards for the prompt page and tail sheet.</td>
<td>01/30/2014</td>
</tr>
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<td>4</td>
<td></td>
<td></td>
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