

Enterprise Data & Analytics

From: Enterprise Data & Analytics
Sent: Friday, December 5, 2025 11:41 AM
To: Cognos Users
Cc: AT EDA All Staff
Subject: Cognos Updates - December 2025

Hello Cognos Users!

Please check out our *Training Options*, *Tip of the Month*, *Report Spotlight*, and *Production Releases* from last month below.

Training Options

Here is our schedule of upcoming training dates:

Student Records Training Schedule	Wednesday, December 10 th	10:30-12:00
	Wednesday, January 14 th	1:00-2:30
	Thursday, February 19 th	10:30-12:00
	Sign-up for Cognos - Student Records Training	
Budget Center Training Schedule	Tuesday, December 9 th	9:00-10:30
	Tuesday, January 13 th	9:00-10:30
	Tuesday, February 10 th	9:00-10:30
	Sign-up for Cognos - Budget Center Training	

Tip of the Month

Cognos automatically keeps a running list of everything you've opened - reports, dashboards, and folders. You can access them instantly using the **Recent** tab on the left navigation menu, there is also a **Recent** section on your Cognos homepage.

Why it's helpful:

- Quickly reopen reports without digging through folders
- Great when you run the same items often
- Saves time when you forget where something is located
- Helps you jump back into work immediately

Report Spotlight

Report name: ***New Transfer Student Details***

Navigation path: Team Content > Admissions > Reports

Description: Displays a list of the new transfer students who have registered for courses for the Admit term selected. This can be run by Program, Department, and Plan.

Production Releases

	Report Name	Team Content Navigation Path	Summary
New	Admitted Student Test Results	Admissions > Reports	Displays personal, contact (including Preferred Phone), admission, preview, and test score information about admitted undergraduate students. Users select admit term and may filter by program, department, or plan, student type and test type.
	Student Test Results by Admit Terms	Student Records	The report displays test results for AP, CLEP, and ALEKS for currently enrolled students. Prompts include Admit Terms, Test Types, Career, and one of the following: College, Department, Plan, Subplan, and Advisor.
	Course Material Fees by Department	Budget Center > Reports > Course Material Fees	Displays the Material Fees that were charged to the students by Course and are recognized as revenue for the Departments. Once these post, they are reflected in the Agency - All Details report.
Updated	Student Courses	Student Records > Reports	Added Instructor Name and EMPLID. Also fixed an issue with the Advisor Role prompt not returning data.
	Agency Personnel - Encumbrances by Employee	Budget Center > Reports > Agency > Direct Access to Reports > Personnel	Added a Fund Code column to the report.
	Agency Personnel - Expenditures by Employee	Budget Center > Reports > Agency > Direct Access to Reports > Personnel	Added a Fund Code column to the report.
	Agency Personnel - Expenditures by Employee by Date Range	Budget Center > Reports > Agency > Direct Access to Reports > Personnel	Added a Fund Code column to the report.
	FTC Attendance Indicators	Admissions > Reports	Displays personal, contact (including Preferred Phone), admission, and FTC information about admitted first time in college undergraduate students by program, department, or plan. Preview and Housing Contract Date have been updated.
	Student Plan Changes	Student Records > Reports	Added minor filtering.
	Student Courses	Student Records > Reports	Added Session and Class Start Date fields to the report.

Should you encounter any challenges with Cognos, please don't hesitate to contact our team directly at eda@ilstu.edu. We're here to assist you!

Thank you,

EDA Team