

## Enterprise Data & Analytics

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**From:** Enterprise Data & Analytics  
**Sent:** Thursday, July 10, 2025 4:13 PM  
**To:** Cognos Users  
**Cc:** AT EDA All Staff  
**Subject:** Cognos Updates - July 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, August 13 <sup>th</sup>	10:30-12:00
	Wednesday, September 10 <sup>th</sup>	10:30-12:00
	<a href="#">Sign-up for Cognos - Student Records Training</a>	
Budget Center Training Schedule	Wednesday, July 23 <sup>rd</sup>	9:00-10:30
	Tuesday, August 12 <sup>th</sup>	9:00-10:30
	Tuesday, September 9 <sup>th</sup>	9:00-10:30
	<a href="#">Sign-up for Cognos - Budget Center Training</a>	

### Tip of the Month

Did you know that you can use the Find function or “Ctrl F” in your web browser to keyword search in Cognos? For example, using “Ctrl F” is extremely useful to quickly search for keywords in prompt boxes versus scrolling through them.

### Report Spotlight

A new report has been implemented for fiscal year 2026 to provide information about current active positions. The report is available to users who have access to personnel reports and includes positions within the user’s available departments. The Budget Office is currently validating that all essential information is presented in this report. Until further notice, continue to rely on the existing budget reports for the expected personnel financial data. Additional guidance on the use of this report will be provided by the Budget Office as position management processes are further developed.

Report name: *Position Management Details*

Navigation path: Budget Center > Reports > Position Management

Description: Displays budget and actual expenses for active positions. Includes related information such as title, current incumbent, pay rate, and GL account.

### Production Releases

	<b>Report Name</b>	<b>Team Content Navigation Path</b>	<b>Summary</b>
Updated	Commencement	Student Records > Reports > Graduation	Made a change to improve report performance and reduce run time.
	Admission Progression - Undergraduate	Admissions > Reports	Used the updated package instead of SQL in the report to ensure it will export using the Excel Data format.
	Student Plan Changes	Student Records > Reports	Added 'Advisor' to the prompt options.
	Verify Student Standing and GPA	Student Records > Reports	Added 'Academic Level' to the report.
New	Position Management Details	Budget Center > Reports > Position Management	Displays budget and actual expenses for active positions. Includes related information such as title, current incumbent, pay rate, and GL account.

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

Thank you,

EDA Team