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From: Enterprise Data & Analytics
Sent: Thursday, July 9, 2026 2:40 PM
To: Cognos Users; Cognos Exec Leadership
Cc: AT EDA All Staff
Subject: Cognos Updates - July 2026

Hello ISU Cognos Users!

Please check out our *News and Alerts*, *Training Options*, *Tip of the Month*, *Report Spotlight*, and *Production Releases* below.

News and Alerts

Cognos Accessibility Updates Continue

We are continuing to update Cognos reports as part of Illinois State University’s ongoing digital accessibility efforts. Additional accessibility improvements will be rolled out across Cognos content folders over the coming weeks and months. These updates are intended to help our reports better align with accessibility standards under the Title II web rule and support more equitable access to digital content for all users.

Thank you for your patience as this work continues. If you notice an issue with an updated report, please contact us so we can review it.

Training Options

Here is our schedule of upcoming training dates:

Cognos Beginner Training Schedule	Monday, July 13 th		2:00-3:30
	Wednesday, August 12 th		2:00-3:00
	Wednesday, September 9 th		1:00-2:00
	Sign-up for Cognos Beginner Training		
Budget Center Training Schedule	Tuesday, July 14 th		9:00-10:30
	Tuesday, August 11 th		9:00-10:30
	Tuesday, September 8 th		9:00-10:30
	Sign-up for Budget Center Training		

Tip of the Month

Use Prompts to Narrow Your Results

When running a Cognos report, take a moment to review the available prompt options before selecting Finish. Prompts help narrow the report results to the specific term, department, college, course, student group, or other criteria you need.

Using prompts carefully can make reports run faster, reduce unnecessary data, and make the final output easier to review. If a report returns more information than expected, try re-running it with more specific prompt selections.

Report Spotlight

Report Name: Class Withdrawal Trends

Navigation Path: Team content > Student Records > Reports

Description: Displays course withdrawal counts for the last five years, broken out by college, department, course, and student academic level by season and term. Users can select courses by college, department, and subject. For college and department results, the report also shows withdrawal difference and percentage change.

Impact: This report can be useful for identifying withdrawal patterns over time, reviewing course-level trends, and supporting conversations around student success, course planning, and retention. It may be especially helpful for departments that want to better understand where students are withdrawing and whether those patterns have changed across recent terms.

As a reminder, Student Records reports include current and historical student and course information, with data updated overnight. Cognos Beginner Training is required for access to this data.

Production Releases

	Report Name	Team Content Navigation Path	Summary
New	End of Month - Waivers	Student Accounts > Reports	Used by the Business Office to assist with waiver amounts and their end of month reporting requirements.
	End of Month - Waivers - Monthly Schedule	Student Accounts > Reports > Scheduled Reports	Used by the Business Office to assist with waiver amounts and their end of month reporting requirements. This is a monthly scheduled report.
Updated	AEF - All Details	Budget Center > Reports >AEF	Added Opening Balance, Transfers In/Out, Revenue and Expense columns to Cash Balance tab in the report.
	GR Reserves - All Details	Budget Center > Reports >General Revenue Reserves	Added Opening Balance, Transfers In/Out, Revenue and Expense columns to Cash Balance tab in the report. Removed Revenue tab.
	Multiple Funds - Summary	Budget Center > Reports > Multiple Funds Summary	Removed object 902000 from Revenue. Updated Current Cash Balance calculation.
	Instructor Schedule	Student Records > Reports	Accessibility changes and added Grad Assistant indicator field
	AEF - All Details	Budget Center > Reports >AEF	Added cash opening balance calculation for two open fiscal years.
	GR Reserves - All Details	Budget Center > Reports >General Revenue Reserves	Added cash opening balance calculation for two open fiscal years.

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