

## Enterprise Data & Analytics

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**From:** Enterprise Data & Analytics  
**Sent:** Wednesday, March 4, 2026 1:41 PM  
**To:** Cognos Users; Cognos Exec Leadership  
**Cc:** AT EDA All Staff  
**Subject:** Cognos Updates - March 2026

Hello ISU Cognos Users!

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

### News and Alerts

#### Cognos Upgrade

In partnership with the Office of Technology Solutions, Cognos will be upgraded from version 11.2.4 to 12.0.4 **today** at 5:00 p.m.

While the overall interface will remain familiar, users can expect several enhancements, including:

- **Improved search functionality** to quickly locate reports and dashboards
- **Favorites capability** for saving frequently used content
- **Enhanced subscription tools** with a more streamlined setup process
- **New menu shortcuts** for faster navigation

We anticipate minimal disruption and appreciate your patience as we implement these improvements. If you have any questions, please contact us.

#### Accessibility Updates

We remain committed to improving the accessibility of our digital content in alignment with ADA Title II Digital Accessibility requirements. Our team continues to review and enhance report design to ensure a more inclusive experience for all users.

As part of this ongoing effort, we plan to upgrade to the **latest version of Cognos (12.1)** in the coming weeks, which will provide additional **accessibility enhancements** and improved usability features.

We appreciate your support as we continue working toward a more accessible reporting environment.

### Training Options

Here is our schedule of upcoming training dates:

Cognos Beginner Training Schedule	Wednesday, March 18 <sup>th</sup>	1:00-2:30
	Wednesday, April 15 <sup>th</sup>	1:30-3:00
	Monday, May 11 <sup>th</sup>	2:00-3:30
<a href="#">Sign-up for Cognos Beginner Training</a>		

Budget Center Training Schedule	Tuesday, March 10 <sup>th</sup>	9:00-10:30
	Tuesday, April 14 <sup>th</sup>	9:00-10:30
	Tuesday, May 12 <sup>th</sup>	9:00-10:30
	<a href="#">Sign-up for Budget Center Training</a>	

**Tip of the Month**

Missed an update? Explore our archive of monthly [Cognos Updates](#).

**Report Spotlight**

**Budget Center - All Details Reports**

**Navigation Path:**

Team Content > Budget Center > Reports > AEF > *AEF - All Details*

Team Content > Budget Center > Reports > Agency > *Agency - All Details*

Team Content > Budget Center > Reports > Bond Revenue > *Bond Revenue - All Details*

Team Content > Budget Center > Reports > Foundation > *Foundation - All Details*

Team Content > Budget Center > Reports > General Revenue > *General Revenue - All Details*

Team Content > Budget Center > Reports > General Revenue Reserves > *GR Reserves - All Details*

Team Content > Budget Center > Reports > Grants and Contracts > *Grants and Contracts - All Details*

Team Content > Budget Center > Reports > Lab Schools > *Lab Schools - All Details*

Team Content > Budget Center > Reports > Service Account > *Service Account - All Details*

**Example:**

Report Name: *General Revenue - All Details*

Description: Financial data in detail for Operating: Budgets, Budget Transfers, Expenditures, and Encumbrances; Personnel: Budgets, Budget Transfers, Expenditures, and Encumbrances.

Data returned: Lists of detailed data in separate tabs as listed above. When exporting data into Excel the data from each tab as you move across the top of screen will be presented in a separate worksheet in Excel.

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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