

## Enterprise Data & Analytics

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**From:** Enterprise Data & Analytics  
**Sent:** Friday, November 7, 2025 9:37 AM  
**To:** Cognos Users  
**Cc:** AT EDA All Staff  
**Subject:** Cognos Updates - November 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, November 12 <sup>th</sup>	1:30-3:00
	Wednesday, December 10 <sup>th</sup>	10:30-12:00
	<a href="#">Sign-up for Cognos - Student Records Training</a>	
Budget Center Training Schedule	Tuesday, November 11 <sup>th</sup>	9:00-10:30
	Tuesday, December 9 <sup>th</sup>	9:00-10:30
	<a href="#">Sign-up for Cognos - Budget Center Training</a>	

### Tip of the Month

Keep filters simple on prompts. When a report opens with a prompt page, fill in only the filters you actually need. Leaving optional filters blank can help Cognos run the query faster and return broader results when appropriate.

### Report Spotlight

Report name: ***Admitted Students - Undergraduate***

Navigation path: Team Content > Admissions > Reports

Description: Displays contact (including Preferred Phone) and admission information (including Action Reason) about admitted undergraduate students by Program, Department, or Plan.

### Production Releases

	Report Name	Team Content Navigation Path	Summary
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New	Quarterly Revenue and Expense Projection	Budget Center > Reports > Quarterly Reporting	This report is used by divisions and units as a standardized tool to submit year-end revenue and expense projections on a quarterly basis across all funds. The report pre-populates key financial data including quarterly actuals and prior year comparisons for revenue and expenses, as well as annual budget and encumbrance figures to support informed forecasting.
Updated	Graduation Application Status	Student Records > Reports > Graduation	Formerly <i>Graduation Application - Preliminary Audit</i> . Report name was changed to better reflect the content. Added Mailing Address.
	Class Roster - List Format	Student Records > Reports	Added Preferred First Name to the report. Added location, meeting dates and times and instructor role to the report.
	Students EDF Status	Admissions > Reports	Added Program, Department, Plan, and Subplan to the report.
	Graduation Application Status	Student Records > Reports > Graduation	Fixed the Major filter and Minor filter in the report.
	Unmet Gen Ed Math Upperclass	Student Records > Reports > Degree Requirements	Added Cumulative GPA and Cumulative Grade Points - For GPA to the report.
	Cayuse Projects	Cayuse > Reports	Added College of Engineering as a prompt value in the report.
	Cayuse Proposals	Cayuse > Reports	Added College of Engineering as a prompt value in the report.
	Cayuse Awards	Cayuse > Reports	Added College of Engineering as a prompt value in the report.
	Milestones by Placement and Term	Teacher Ed > Reports	Added a Milestone Complete status column to the report.

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