

## Enterprise Data & Analytics

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**From:** Enterprise Data & Analytics  
**Sent:** Tuesday, October 7, 2025 3:44 PM  
**To:** Cognos Users  
**Cc:** AT EDA All Staff  
**Subject:** Cognos Updates - October 2025

Hello Cognos Users!

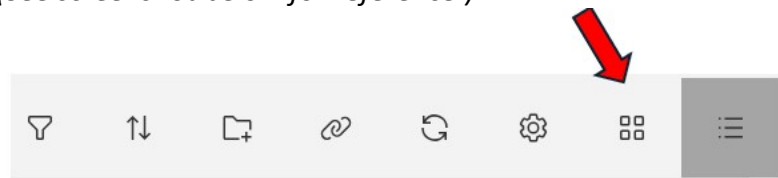
Please check out our *News and Alerts*, *Training Options*, *Tip of the Month*, *Report Spotlight*, and *Production Releases* from last month below.

### News and Alerts

On Thursday 10/09/25, the default view in Cognos will change from **Tile** to **List**.

This update is designed to provide a cleaner layout and an improved overall user experience. If you prefer the Tile view, you can easily switch back at any time by selecting Tile from the view options on the *Recent*, *My Content*, or *Team Content* pages.

(See screenshot below for reference.)



### Training Options

Here is our schedule of upcoming training dates:

Student Records Training Schedule	Wednesday, October 15 <sup>th</sup>	10:30-12:00
	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, October 14 <sup>th</sup>	9:00-10:30
	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

Did you know that you can set your preferences to run Cognos reports to a default format other than HTML? Simply follow these steps:

1. Log into Cognos.
2. In the upper-right-hand corner, click on the 'Personal Menu'.
3. Select 'Profile and Settings'.
4. Click on the 'Settings' tab.
5. Click on the dropdown menu for 'Report Format'.
6. Choose the default format you prefer.
  - a. Any time you run a report, it will automatically run to your selected format.
  - b. Please be aware that some reports will require either 'Excel' or 'Excel Data' as the output format. So if you choose one of the Excel formats as your default, you may at times need to choose to run via the other Excel format if the output is not as you expect.
7. Your selection will automatically be saved.

BUDGET CENTER USERS: Please be aware that if you are a Budget Center user, you will NOT want to change your default to anything but HTML. If you do, the prompt pages on the reports will not work as expected.

### **Report Spotlight**

Report name: **Active Students - Not Enrolled**

Navigation path: Team Content > Student Registration > Reports

Description: This report displays students who are currently active in a Plan but are not enrolled in the selected registration term.

### **Production Releases**

	Report Name	Team Content Navigation Path	Summary
Updated	Foundation - All Details	Budget Center > Reports > Foundation	Added 'Post Date' to the details page of the report.
	Historical Expenses by Fund	Budget Center > Reports > Historical Expenses by Fund	Added new funds 'General Revenue Reserves' and 'General Revenue AEF' to the report.
	Multiple Funds - Summary	Budget Center > Reports > Multiple Funds Summary	Changed the fund category description for fund 10402 to 'GR Reserves'.
	Bond R&R Activity	Budget Center > Reports > Bond R&R Reserves	Removed the '000000000' unit filter from the report.
New	FTIC Enrollment Status	Admissions > Reports	This report provides information about FTIC students coming for the next Summer or Fall term and a summary page with Preview and Housing counts.

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