

Enterprise Data & Analytics

From: Enterprise Data & Analytics
Sent: Monday, September 8, 2025 8:26 AM
To: Cognos Users
Cc: Enterprise Data & Analytics; AT EDA All Staff
Subject: Cognos Updates - September 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

We have started adding descriptions to our report folders in Cognos to make it easier for you to find what you need. These short overviews explain what types of reports are inside, helping you navigate more quickly and choose the right folder without guessing.

When browsing folders, look just below the folder name, the description will guide you to the right spot faster.

Training Options

Here is our schedule of upcoming training dates:

Student Records Training Schedule	Wednesday, September 10 th	1:30-3:00
	Wednesday, October 15 th	10:30-12:00
	Wednesday, November 12 th	1:30-3:00
	Sign-up for Cognos - Student Records Training	
Budget Center Training Schedule	Tuesday, September 9 th	9:00-10:30
	Tuesday, October 14 th	9:00-10:30
	Tuesday, November 11 th	9:00-10:30
	Sign-up for Cognos - Budget Center Training	

Tip of the Month

When you open a report in Cognos and then export it, you're actually running the report twice, once to view it on screen and again when you click export to Excel or PDF.

Instead, you can use **Run As** right from the start.

1. Find the report you want.
2. Click the More (:) menu → Run As.
3. Choose your format (Excel, PDF, CSV).

The report will run directly in that format and open/download immediately. This saves time (only one run instead of two) and is especially helpful for large reports that take longer to process.

Report Spotlight

Report name: **Census Plan Roster**

Navigation path: PRPA > Reports > Census Day

Description: Displays academic, admission, and contact information for all students enrolled in a plan after Census Day. The prompts include Term, Department/School, and Graduate/Undergraduate.

Production Releases

	Report Name	Team Content Navigation Path	Summary
New	Project Reserves - All Details	Budget Center > Reports > Project Reserves	New report for fund 10402.
Updated	Multiple Funds - Summary	Budget Center > Reports > Multiple Funds Summary	Updated the description for fund 10402 from 'General Revenue' to 'General Revenue Project Reserves'
	Student Courses	Student Records > Reports	Added line action code TUI to the Student Courses report.
	Department Charges and Reversals by Date	Student Accounts > Department Reports	Tuition (TUI) charges have been added to this report.
	Department Charges and Reversals by Term	Student Accounts > Department Reports	Tuition (TUI) charges have been added to this report.

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