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From:

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Subject:

Enterprise Data & Analytics

Friday, September 11, 2026 1:59 PM

Cognos Users; Cognos Exec Leadership

AT EDA All Staff

Cognos Updates - September 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

Report Migration & Subscription Updates

We are reviewing the Cognos report migration process after identifying an issue that can affect existing report subscriptions when updated reports are moved between environments. We are testing an updated migration approach designed to better preserve existing report references and reduce disruption to subscriptions and saved links. Additional guidance will be shared as the process is finalized.

Training Options

Here is our schedule of upcoming training dates:

Cognos Beginner Training Schedule	Wednesday, October 14 th	1:30-2:30
	Monday, November 9 th	1:30-2:30
	Sign-up for Cognos Beginner Training	
Budget Center Training Schedule	Tuesday, October 13 th	9:00-10:30
	Tuesday, November 10 th	9:00-10:30
	Sign-up for Budget Center Training	

Tip of the Month

Update Your Cognos Subscriptions for the New Term

As a new term begins, take a moment to review any Cognos subscriptions you have set up. If a report uses a **Term** prompt, your subscription may still be using the term value that was selected when the subscription was originally created.

- To update a subscription:
1. In Cognos, click your **profile icon** in the upper-right corner.
 2. Select **My schedules and subscriptions**.
 3. In the drop down menu, change **Current** to **Schedule**
 4. Find the subscription you want to update.

- 5. Click the three dots, and select **Modify this Schedule**.
- 6. Open the subscription settings in the **Prompts** tab and review the saved **prompt values**.
- 7. Update the **Term** or any other prompts that need to change for the new semester.
- 8. Save your changes.

Updating these values at the beginning of each term can help ensure your scheduled reports continue to return the correct data.

For additional Cognos help and training resources, visit the [Cognos Training page](#).

Report Spotlight

Report Name: Student Enrolled Unit Totals

Navigation Path: Team Content > Student Records > Reports

Description: Provides a summary of student enrollment hours for a selected term by College, Department, Plan, or Subplan. The report also includes a drill-through option to view additional student course details.

Impact: This report is useful for quickly reviewing enrolled credit hours across an academic area and identifying enrollment patterns at a higher level. Users can then drill into the underlying student course details when additional information is needed.

Production Releases

	Report Name	Team Content Navigation Path	Summary
New	Hope Chicago Students - Credentials Earned	Student Records > Hope Chicago	Lists the credentials earned for selected Hope Chicago cohorts.
Updated	Plans and Subplans - Active	Student Records > Reports	Fixed an issue where old Plans and Subplans were displaying on the report.
	FTIC Enrollment Status	Admissions > Reports	Removed duplicate rows.
	AEF - All Details	Budget Center > Reports >AEF	Modified the cash balance tab in the report to show the Transfers In and Transfers Out as separate columns, and also updated the Revenue tab to show transfer details.
	GR Reserves - All Details	Budget Center > Reports >General Revenue Reserves	Modified the cash balance tab in the report to show the Transfers In and Transfers Out as separate columns. Added new tab for Revenue and Transfer details.
	Agency - All Details	Budget Center > Reports >Agency	Modified the cash balance tab in the report to show the opening balance, transfers in, transfers out, revenue and expense as separate columns. Also updated the Revenue tab to show transfer details.
	Student Course - Math Enrollment/Test	Student Records > Reports	Updated report to include IDS courses.

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!

