AFISM is committed to providing a valuable knowledge base to the TTU employee infrastructure and our directive is to meet the individual needs of all our customers. You may or may not have heard some of the changes and new products that have been developed thus far in 2013. Below you will find a highlight of the most recent items and the business need for each. Each month, our newsletter will end with a “Quick-Tip” of some useful tools that you may or may not be aware of.

Has it been some time since you reviewed the AFISM training class offerings? Job functions and the software or applications that you may use on a daily basis have most likely changed and the trainings being offered are constantly being adapted to communicate these changes. So, whether it’s Cognos, Techbuy, ePAFs, or anywhere in between – we probably offer a class that will benefit you. To get an idea of what class we are currently offering or to sign up for a refresher, head over to the AFISM Class Registration Site to view the Class Catalog:

http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassCatalog.aspx

AFISM 2 KNOW - August 2013 Edition

Quick TIP – COGNOS

Do you know that you can choose the page Cognos opens to? Read this month’s quick tip to learn how to set a new Cognos Home Page.

Account Code Crosswalk

The Account Code Crosswalk Chart has been updated to show the related internal description. The crosswalk can be found at: AFISM Reference > Crosswalks and Code charts or by using the following link: http://www.depts.ttu.edu/afism/AccountCrosswalk/AcctCRSWK_Search.aspx
New Training Session

Human Resources Reporting - Employee Appointment Reports

This class provides an overview of reports that are available for departments to use when needing information about the appointment of employees within an organization. The reports are used when wanting to see information about an employee’s past, current or future appointments, when needing details about the FOAPs that are supporting payroll for an assigned position and can be useful when creating an ePAF. The class provides some opportunity for hands-on with these Cognos reports. The reports that are previewed during this session are found in Cognos > Public Folder > Human Resources > Departmental Users > Employee Appointment Reports.  All About HR and ePAF is a prerequisite for this class. Enroll now at: http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassCatalog.aspx

REPORTING NEWS

HR122 – Payroll Distribution Report

The report had sorting added to sort by employee name instead of R#. This should put the rpt in a more logical order. Also, a new option had been added to the prompt page to allow a page break by employee name if desired.

On the bottom of the prompt page you will see this option:

Would you like the report to Page Break on the Employee's Names?:  * No

Changing the ‘No’ to a ‘Yes’ will cause the report to run with a page break after each employee. Running the report with ‘Yes’ selected and the output as excel will cause each employee to be on their own tab within the excel file when run.

HR020 – New Hire Report for Departmental Users

The option to select a Home Organization has been added to the prompt page to help further define selection criteria and improve performance for the smaller report runs.

RPT_NBJOBS_010 – Salary Roster by FOAP

The Organization Hierarchy Tree prompt was modified on the prompt page to allow the selection of multiple organizations at one time. This should help reduce the number of report runs needed.

FI173 – Endowment Report

The report logic was modified to include show all endowments, even if they have no prior year distributions.
This report provides information about OPEN encumbrances only. Use it as a tool to see open encumbrances with FOAP details for each encumbrance, and to determine if an open encumbrance might need to be closed. This report reflects the original encumbrance amount, any adjustments or liquidations and the remaining balance of each encumbrance. The final row provides a summary total of all open encumbrances. Remember that in many cases, encumbrances that were still open at the end of the last fiscal year were rolled forward into the current fiscal year. There are identified with an ERT prefix as part of the Document ID.

**Parameter Page:**

- **Box 1 (upper left)**
  - Required Parameters – Chart of Accounts and Fiscal Year (use current Fiscal Year only)
  - Optional Parameters:
    - Vendor ID – allows to enter in R# of vendor and see open encumbrances for that vendor
    - Doc Reference Number – view details for a specific document
    - Fund Status
    - Termination date of Fund, Organization, Account or Program

- **Box 2 (upper right)**
  - Optional Parameter – select one or more Fund classes

- **Box 3 (middle left)**
  - Optional Parameter – search on all or part of a Fund Code, select desired funds from search display list. (i.e. enter 16A, pull in all funds starting with 16A)

- **Box 4 (middle right)**
  - Optional Parameter – search on all or part of an Organization Code, select desired organizations from search display list.

- **Box 5 (lower left)**
  - Optional Parameter – search on all or part of an Account Code, select desired account codes from search display list.

- **Box 6 (lower right)**
  - Optional Parameter – select one or more program codes

The options provided on the parameter page allow the report to be executed at the Fund Class, by Fund, by Organization, By Area or Department, by Account, by Program, by FOP or any combination of these optional parameters. This allows the user to look only at the data set needed to answer a question regarding open encumbrances.
Select and Search parameters are provided for:

- **Fund Code** – enter part of a Fund code and search will return all Fund codes having the string entered. Choose one or many from the results list and move into the Choice box. (i.e. enter 16A and all funds starting with 16A will display in Results box.)
- **Organization Code** – enter part of an Organization code and search will return all organization codes beginning with string entered. Choose one or many from results list and move into Choice box. (i.e. enter C110 and all organization codes starting with C110 will display)
- **Account Code** – enter part of an Account code, Results displays all account codes beginning with string entered. Choose one or many from results list and move into the choice box. (i.e. Enter in 7B0 and all in state travel codes will display)

An encumbrance may have a balance of zero and still be open. An automatic process runs monthly for the purpose of closing any encumbrances with a balance of $10.00 or less. If an encumbrance is open and has a -0- balance, please email techbuy.purchasing@ttu.edu for assistance in closing the encumbrance
FI137 – Open Encumbrance Report:

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<th>Encumbrance Number</th>
<th>Document Reference Number</th>
<th>Chart</th>
<th>Fiscal Year</th>
<th>Vendor Name</th>
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<th>Adj and Liquidations</th>
<th>Remaining Balance</th>
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The details provided include:

- Encumbrance Number – alpha numeric code assigned to encumbrance for identification purposes
- Document Reference Number – Code to identify the event (Travel
- Chart of Accounts – Indicates the institution the transaction is tied to
- Fiscal Year – Fiscal Year of Encumbrance
- Vendor Name – Vendor involved in the event
- Original Encumbrance – Dollar amount of original event
- Adj and Liquidations – Includes payments and closings
- Remaining Balance – Amount left owing on the encumbrance
- Fund – Organization – Account – Program encumbered for the purchase

The total for each encumbrance is provided as well as a summary total for all encumbrances.
Quick TIP – COGNOS

Setting and Viewing the Cognos Home Page

Cognos has a default home page setting, which is the Public Folders tab where you can access various reports through the folder structure. If you only work with one type of reports, finance for example, you can set the main page of that folder as your Cognos “Home Page”.

Default Home Page:

Navigate to the page desired.

Select the dropdown to the right of the home icon, click “Set View as Home” to set whichever page you are currently viewing to become your new home page.

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