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 of the changes that have occurred and new products that have been developed thus far in fiscal year 2014. Below you will find a highlight of the most recent items and the business need for each. Each month, our newsletter ends with a “Quick-Tip” of some useful tools that you may or may not be aware of.

The “Spotlighting a Class” section this month covers “Banner Student – Banner Intermediate”.

This month’s newsletter contains information about a new ePAF Calculator and the three current job aids it replaces. The new calculator aims to provide all the helpful information of the prior job aids but with a singular location and intuitive user interface replacing the old Excel files with an up-to-date web application.

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**AFISM 2 KNOW - August 2014 Edition**

**Quick TIP – COGNOS**

Have you tried to get into Cognos from a mobile device? - Doing so you may have been prompted to choose between the Cognos Mobile website or the Desktop version.

This week’s quick tip “Using Cognos from a Mobile Device” explains this option and what you should choose.

**Spotlighting Classes**

**Banner Student – Intermediate**

After attending Banner (Student) Basics, this hand-on training will take you to the next level of the forms within both the INB and SSB Banner Student systems.

- This class will include search tips, academic history, general student information, class rosters, course inventory and sections, admissions, and general system info.
- This class will also include an overview of the Advisor tab in Raiderlink|WebRaider.
- The Registrar’s Office will provide access to the Advisor tab if you are helping with advising/registration, once you complete this training.

You can register for this class by going to the SumTotal website: [http://webapps.tosm.ttu.edu/itss/sumtotalsystems](http://webapps.tosm.ttu.edu/itss/sumtotalsystems)
A new ePAF Calculator has been created, along with instructions, to assist ePAF Originators with math formulas. The calculator and instructions have been added to the ePAF ‘Job Aids’ webpage.

The ePAF Calculator is an application that combines three previous tools, as highlighted on the screenshot. The three highlighted tools will remain on the HR Job Aids webpage until September 1, 2014.

The previous Exempt Salary Calculator, will be totally eliminated because the Multi-Purpose Exempt Salary calculation contains all of the features of the Exempt Salary Calculator, plus additional features.

Depicted below is the current list of job aids available in the ePAF Calculator.

Link to the location of the ePAF Calculator:
http://www.depts.ttu.edu/afism/referencev2/jobAids.asp?tabid=contentTab3
Report Modifications

**FI009 – Valid FOP Report (Series)**– Some Typos were corrected, the report had some display formatting issues that were corrected and the drill-through for the report were adjust to show the data just for the Account Type associated with the drill-through.

**FI106 – Valid FOP Report**– The Organization Manager Prompt was resorted to have the data output appear in the same order as the Fund Manager Prompt.

**HR117 – Departmental Fringes** – This report is currently unavailable while we resolve some date issues. Attempting to run this report will show the user a page explaining such.

**HR115O – Personnel Appointments on Expiring Sponsored Projects (Online Version)** – A typo was corrected on this report.

**HR122 – Paroll Distribution Report**– The report has been repaired to correct an issue with the second prompt page not displaying correctly.

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Report of the Month

**FI133 – Travel Payments Report**

Consider the question “How much have we spent for travel on FOP XXX this year?” How would you go about getting this information? There is a report in Cognos that provides just those details. It is the FI133, Travel Payment Report.

This report provides Travel Spend information with optional parameters so that the details can be requested for the desired Fund level, Organization Level, for the Program or any combination of these. The report can be generated for a specific posting period or for all posting periods.

The output can be presented as a Summary by Account Code, a Summary by FOP or a listing of all transactions. The report provides the Transaction Date, Doc ID, Rule Class, Payment Amount and Description of Payment (Expense). This report does not show any amounts encumbered, only actual payments.

You are encouraged to take a minute and review this report. Contact afism.2know@ttu.edu with any questions that you may have.

The report is located in: Public Folders > TTU > Procurement Reports and Public Folders > TTU Finance > All Finance Reports
Quick TIP – COGNOS

Using Cognos From A Mobile Device

Have you tried to get into Cognos from a mobile device? - Doing so you may have been prompted with Cognos Mobile or Desktop version select. When you see this prompt select the “Use the desktop version” option.

On a mobile device, you have the option of using the regular desktop portal (IBM Cognos Connection), or using IBM Cognos Mobile, which is optimized for your mobile device.

Please choose one of those options below.

Use IBM Cognos Mobile

Use the desktop version (IBM Cognos Connection)

☐ Remember my decision

Making this selection will take you to Cognos with full working functions as if you were on a desktop PC. It is important to always run report on your mobile device in an accepted format. (Example: Not all mobile devices will accept excel format)

**If you are having trouble viewing the report after execution from your mobile device, and you have email**

**on your device, have the report sent to your email in a format that is acceptable on your device**
If you selected the “Cognos Mobile” option you will see this log on screen.

This is not an eRaider log in screen and your eRaider username and password will not work here.

If you find yourself at this screen you will need to close the browser and start again selecting the “Use desktop version” option as your eRaider information will not work on this screen.