AFISM has partnered with Academic Support & Facilities Resources to provide regularly scheduled and on-demand Ad Astra VII training. Ad Astra VII is the campus wide scheduling tool for academic sections as well as events across campus. Typical users of Ad Astra VII are department schedulers, collaborative schedulers, event managers, the law school, faculty members, and student organizations. Classes are currently being offered, visit http://www.depts.ttu.edu/afism/Trainingv2/ to register and see current course offerings.

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 2012. Below you will find a high-light 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.

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**AFISM 2 KNOW - July 2012 Edition**

**Quick TIP – COGNOS**

Have you looked for a report in a Cognos folder and decided you did not have access to that report? Cognos defaults to 15 reports per page and the report may be found by paging over to subsequent pages. To learn how to change the default setting, go to the Cognos Quick Tip section of this newsletter to find out more.

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**Application and Reporting News**

**FI185 – Fund, Organization and Account Validation Report** - This report was created to provide a way for you to see if a Fund, Organization or Account is active or inactive. When executing this report, it is required that the desired status be selected: active, inactive or both. The report is executed by Chart, so the Chart of Accounts must be selected. Then, the Fund, Organization or Account in question can be entered in the appropriate field. It is possible to enter multiple combinations of a Fund, Organization, and Account at one time for validation. The report displays the status of each independently. The report is not used to see if the Fund and Organization are a valid combination together.
FI004 – Revenue Expense Budget by FOP Report was recently modified. The modification to the report changed how the drill downs operate. Previously, when a drill down was selected, only the version drilled to was visible. Now, when the drill down is selected, a new tab opens with the data displayed on the new tab. This allows you to review the drill down against the data on the previous level of the report. This may seem a bit awkward at first because you have been using the FI004 for many years now. Having multiple levels of the report open at one time allows more efficient review of your data as you no longer have to navigate back to the original report for further review.

If you are running IE9, the drill-through report will open in a separate tab in your current browser session, rather than a separate window.

FI030 - Encumbrance Ledger Transaction Report was recently updated. In the past this report provided check information for payments against a Blanket PO. This report no longer provides payment information against a Blanket Purchase Order. To see this information, you should use the FI142 – Total Spend by Vendor Report.

FI142 – Total Spend by Vendor Report has been modified. When needing payment information against a Blanket PO, this is the report to use. This report allows to search by Fund, Organization, FOP, and/or by Vendor. A date range prompt is provided as well. The check information is displayed in the row containing the PB details rather than in a separate section of the report. This report was highlighted in AFISM’s monthly newsletter, May edition. To review the information in the newsletter, select this link: http://www.depts.ttu.edu/afism/documents/AFISM%20Newsletter%20-%20May%202012.pdf
Development and Support

ADD ASTRA Training

AFISM has partnered with Academic Support & Facilities Resources to provide regularly scheduled and on-demand Ad Astra VII training!

Ad Astra VII is the campus wide scheduling tool for academic sections as well as events across campus. This includes typical sections such as POLS 1301, as well as big events such as Red Raider Orientation and student organization meetings!

Information found in Ad Astra can help physical plant and other maintenance divisions carry out scheduled and emergency maintenance without interfering with classroom activities. Ad Astra also feeds all information about academic sections to Banner so that the information shows up on Raiderlink.

Typical users of Ad Astra VII are department schedulers, collaborative schedulers, event managers, the law school, faculty members, and student organizations.

Classes offered are:

Ad Astra Scheduler, Ad Astra General User & Refresher, Ad Astra Building Manager

Register today @ http://www.depts.ttu.edu/afism/Trainingv2/

Great News for ePAF Originators!

A new tool, the Multi-purpose Exempt Employee Calculator will save time and simplify ePAF preparations. It is now available to assist with fall appointments. The calculator’s value is that in one tool, it produces answers that previously came from several tools.

For exempt employees who might work a few months, and especially graduate TA/GPTI/RA students who might be appointed for a semester, the calculator combines features from two previous tools (the Exempt Salary Calculator and the Calculate Hours per Day and Hours per Pay), and adds features to simplify calculations for work study awards: all in one calculator!! Check out the video to see the new features and how to use it.

The Multi-purpose Exempt Employee Calculator is found on the AFISM Job Aids web page (with the ePAF Templates and other tools), including a video demo that shows how the calculator can be used:

http://www.depts.ttu.edu/afism/referencev2/jobAids.asp?tabid=contentTab3

Questions may be directed to the AFISM Resource Center by emailing AFISM 2KNOW (in the Outlook address book) or by calling 2-KNOW (742-5669).
Cognos “Report of the Month”

FI026A – Advanced Operating Ledger Transaction Report

This report has been available for campus use for several months, but we thought it would be beneficial to point out some of the features of this report.

First of all, for those managing grants, this report can be used to find transactions that occurred on a grant since parameters added to the report support Grant ID and beginning and ending fiscal year.

For Fund, the report can be executed at the Fund Category, Fund Class or Fund Level. The parameter allows for multi-select option at all Fund levels.

For Organization, the report can be executed at the Division, Org Area, Org Section, Org Depart or Organization Level, with the parameters providing multi-select capabilities for all of these levels.

The report can be executed for a Fund, Organization, Account, and Program combination or any combination of these FOAP elements.

The final row of parameters as shown below, allows executing for a specific Account, so that if all that was needed was information regarding Expenses for MS Consumables Office, the 7C0010 code would be selected in the Account Option. A parameter exists to choose to execute the report by Account Type, thus seeing only Personnel Expenses perhaps. It is also possible to execute this report by Transaction Type such as Actual Expenses or Actual Revenues.

The second parameter page to this report provides opportunity to choose whether or not certain data is provided within the report, such as Chart of Account, Organization Description, Commodity Description and others.

Finally, it is possible to choose the fields that you would like to have sorted within the report. There is a list with select boxes and you simply choose the sort order. More than one may be selected, with the sort order being that from first to last starting at the top of the list.
Quick TIP – COGNOS

Changing Number of Entries in List View

The settings in Cognos are defaulted to show 15 reports per page in the list view. Note the red highlighted area in the screen shot below stating “Entries 1 – 15”. This means that if you are working in a folder that holds more than 15 reports, you must use the arrow button (also shown in the screen shot below) to page over in order to view the rest of the available reports.

It is possible to change the default setting in Cognos so that all reports will display on one page so that you no longer have to page over. To do this, click on the icon displayed below which is found within the top ribbon within Cognos. It is to the left of the word Launch. When the drop down opens, select the link titled “My Preferences” (shown below).

In the window that opens, the top section of the page has an entry field titled Number of entries in list view. Remove the 15 from that field and type in 999. Click OK at the bottom left of the window. (See screen shot below).

Once you have completed the steps above, all reports within a folder will now display on the first page and you will no longer have to use the page over arrows.