AFISM serves the campus by way of two strategic areas: Applications & Reporting and Development & Support. You may be more familiar with the Applications & Reporting area and the web applications we have been developing or a new Cognos report you use in your daily work process. Our Development & Support team’s focus is on trainings for the campus, providing online reference tools, and fielding questions and concerns via the ‘AFISM 2-KNOW’ e-mail and phone line. We are implementing a new plan to improve and enhance this area’s offerings. Part of this initiative included the hiring of a new AFISM trainer, Austin T. Walden. This new addition to the AFISM team will allow us to explore new training opportunities, while continuing to maintain our current offerings. Some of the outcomes of this effort you should look forward to are: implementation of a new class registration and class catalogue system, providing new online training tools, and a new centralized information database. In addition, each current class being offered will be examined to ensure it is the most efficient way to provide the information our users need to do their jobs successfully.

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 these 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.

AFISM 2 KNOW - June 2012 Edition

Quick TIP – COGNOS

Running a Cognos report in excel can be very beneficial, however sometimes our computer prevents this from happening in the name of “Protecting Your PC”. This is a problem with Internet Explorer security and you can adjust your settings to overcome this obstacle. If you are having this problem then check out the “Quick Tip” to find out how to add Cognos to the Internet Explorer list of trusted sites.
Development and Support

ePAF Changes

Several ePAFs received two new fields and the templates were updated accordingly. To facilitate ePAF processing with secondary jobs appointments, the “Timesheet COA” and “Timesheet Organization” fields (see illustration below) were added to the following ePAFs:

- Add Secondary Job Exempt
- Add Secondary Job Faculty/TA/GPTI 9 Mo
- Add Secondary Position, 0 FTE (Exempt only)
- Add Secondary Position Faculty/TA/GPTI 9 Mo
- Add Sec Job AND Future End Job-SUMMER Exempt (The template for this ePAF is only available on the Summer Appointment instructions for Faculty and GPTI/TA.)

*NEW* Grant Reporting Class

AFISM is providing a class for those who are responsible for managing grant accounts. The class, Cognos Grant Reporting, is now open for registration and will be offered on a monthly basis.

The class is a hands-on session and provides a review of the finance reports designed to support grant accounting. The reports that are reviewed during this training session include:

- FI033 - Grant Information Worksheet
- FI071 - Multi Year Funds Budget & Actual by Account Pool
- FI120 - Budget Status Report
- FI026A - Advanced Operation Ledger Transaction Report
- FI045 - Monthly Ledger Report

Enroll now via the AFISM Class Registration site. The class is located within Class Category Finance: [http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx](http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx)
AFISM Knowledge Base

Don’t forget about this important AFISM tool! The Knowledge Base is a storage facility for Frequently Asked Questions, FAQs (Q&A items). As depicted below, the Q&A’s are grouped in categories for easy access. The question list in each category is also a great way for you to review your knowledge and find tidbits that ease your work!
Application and Reporting News

**HR Exit Interview Email/Web Application** – AFISM has completed an online exit interview for Human Resources. The application identifies those needing to receive an exit interview and gives the exiting or transferring employee the ability to provide their feedback online. Human Resources is currently implementing this application.

**FI169 - BAVL Summary Report** – There is a new report which is a summary version of the current BAVL report found in Cognos: Public Folders > Budget > Budget Financial Reports > RPT_BAVL_005 – Available Balance by Organization (BAVL). While it has the same information as the current BAVL report, the functionality of the new report allows users to execute it at various levels of the organization hierarchy. The report will display one FOP per row and provide details in columns (i.e. Original Budget, YTD Expense, Encumbrances, etc.) The report is sectioned based upon the Org level(s) selected.

**FI106 – Valid FOP Report.** It was reported to us that the Org Section parameter of the report is not functioning as designed, returning all FOPs rather than just those assigned to the selected Org Section. This report is being corrected and a new version will be out soon.

**FI187 – Cross Tab Financial Report** – AFISM is currently developing fund summary report by account type and associated fund. The user will have the ability to select an organization and the corresponding funds for a given year and fiscal period. The report will show a detailed cross tab of budget account pool transaction types, budget, encumbrances and current available balance for the selected funds.
Cognos “Report of the Month”

FI133 Travel Payment 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

As Well As

Public Folders > TTU Finance > All Finance Reports
Quick TIP – COGNOS

Running a Cognos report in Excel can be very beneficial, however sometimes our computer prevents this from happening in the name of “Protecting Your PC”. This is a problem with Internet Explorer security and you can adjust your settings to overcome this obstacle. Continue reading to find out how.

**Settings for Cognos Excel for Internet Explorer 9**

1. Open browser, click on the small gear shaped icon in the upper right hand corner of the browser window. You may also click alt-X on your keyboard to open this menu.

2. Select *Internet Options* from the menu.

3. Click on the *Security* tab.

4. Click on the Trusted Sites Icon (Green Check Mark) and then click the Sites Button just below Trusted Sites.

5. If you were in Cognos Connection before entering the Internet Options area, the Cognos URL (https:\\cognos.texastech.edu) will be displayed in the “Add this website to the zone” text box. Otherwise, type URL into the box provided, click the Add Button to the right of the text box. The Cognos URL will now be displayed in the “Websites:” box below the textbox.

6. Next make sure the “Require server verification (https:// for all sites in this zone” check box below the “Websites:” list is **Unchecked**.

7. Click Close
8. In the Internet Options Dialog box (while Trusted Sites is still selected), change the security level for Trusted Sites to low. If you see a slider bar in the lower section of the dialog box (“Security level for this zone”) you can slide it down to low. If no slider bar is available, follow instructions in step 9.

![Security level for this zone]

9. If no slider bar is available, click on the “Custom level..” button. In the “Security Settings – Trusted Sites Zone” dialog box you will see the lower section entitled “Reset custom settings”. Change the drop down to low (medium is the default) and then click the “Reset…” button to the right of the drop down box. Click OK

![Reset custom settings]

10. The slider bar will now appear in the lower section. It should be set to low and no further action is necessary. If it is not set to low, please set it.

11. Click OK to close the Internet Options dialog box.

12. Re-run your report in Excel.

Note: If you are running Google or Yahoo Toolbars you will need to temporarily disable these while in Cognos. If you do not actively use them you may want to consult with your IT professionals to have them uninstalled.

To temporarily disable the toolbars, simply right click in the header of your browser window and click on the Google or Yahoo toolbars listed there. Once you are finished with Cognos, you may repeat this process to re-instate the toolbars in your browser window.