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.

Budget Prep is underway, so please make sure and check out the ‘Reporting News’ section of this month’s newsletter
for more information on the new Budget Prep Reports. These new reports may not be for everyone, so please refer
to page 32 in the Budget Prep User Guide and the ‘Budget Prep Reports’ link on the Budget Prep Resources webpage
for additional information. You can also contact the Budget Office directly for assistance (ambud@ttu.edu).

A new ‘Financial Transactions System’ (or “FiTS”) is being introduced this month. Be sure to sign up for one of the
introductory training classes available in June. Make sure to read the “New Training Session” section of the
newsletter to find out more and for the link to register for the class.

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**AFISM 2 KNOW - June 2013 Edition**

**Quick TIP – COGNOS**

The “Welcome Page” of Cognos is displayed when a person first accesses the system. From this page, the
user must click on “My Home” as shown with the dashed arrow below in order to get to the Public Folders
of Cognos. It is possible to bypass this page. Read the Cognos Quick Tip to find out more.

**Database Upgrade**

**Performance Enhancements Update**

As Information Systems continues working with our vendors on additional solutions to the performance
problems with the database, we continue to implement supplemental enhancements to certain reports to
help with the problems users are having with a few reports. FI009, FI027, and FI026A have already been
modified to improve performance and work is under way to implement changes to many of the other more
frequently run finance reports. Alternative reports have been identified to help supplement reporting
needs until performance returns to an acceptable level. If you need assistance as to which reports you can
run or have any other issues please email afism.2know@ttu.edu
New Training Session

FiTS Training

Cost Transfers are moving exclusively to the new FiTS System July 1st!

Cost transfers are moving exclusively to an online system effective July 1st! This class will serve as an introduction to "FiTS", or the 'Financial Transactions System'. This brand new system allows users to submit and process interdepartmental cost transfers (transfer of expense(s) from one FOP to another). It is important to be familiar with this process, as it will replace the current paper (and e-mail) submissions which have traditionally been submitted to your Accounting offices.

Sign up for one of the four weekly classes in June here:
http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassRegistration.aspx

The Question?

Summer ePAF Question:

I have a faculty who has a 9 month appointment (00 suffix) and a 9 month Chair Supplement (Overload appointment with an L1 suffix). Will the Overload supplement be put on leave for the summer? If not, should we use the Recurring Pay (Overload) ePAF (and later do an End Job ePAF) or can we use the summer ‘Add Second Job and End-Exempt’ ePAF, and do we re-use the L1 suffix?

Answer:

Both the 9 month appointment and the 9 month Overload will be put on leave for the summer.

For the summer school appointment, please follow the summer faculty instructions, using the ‘Add Second Job and End’ ePAF (10 suffix, appropriate FTE, and RGS earn code).

Then submit a second ‘Add Second Job and End’ ePAF for the Chair Supplement with 20 suffix, 0.0 FTE, and the overload earn code (not RGS).
New Budget Prep Reports available in Cognos.

Target Reports are a new tool provided for Budget Prep this year. They help to ensure departments have budgeted within the allowable target threshold. The target budget amount is based on several criteria.

1. During the current year, budget adjustments are made to department budgets. Some of these adjustments are ‘permanent,’ meaning that the adjustment will carry forward to the new fiscal year. The current year base budget, plus the permanent changes, gives the starting point for the next fiscal year, presented as the ‘Base Budget’ in Budget Development. The target budget amount for each FOP begins with this ‘base budget’ amount, and incorporates additional adjustments (see info on Report FI218 below).

2. The target for centrally funded FOPs may also be adjusted to reflect centrally funded merit and associated fringes, or by administrative and departmental requests.

FI217 – TTU/TTUSA Target Report

- For each FOP - The report provides a Target Budget amount, along with detail of the current proposed expense budget in Budget Development (broken out as 60–Salaries, 70–Expenses, and Transfers-Out. The ‘Balance’ column then shows the difference between the proposed expense budget and the target amount.
- If the Proposed Budget is not equal to or less than the target amount, an adjustment in Budget Development is required.
- An active link is provided in the Target column to drill-through to the FI218 Target Calculation Report, which will provide additional details of what comprises the Target Budget amount for each FOP.

<table>
<thead>
<tr>
<th>FUND</th>
<th>ORGN</th>
<th>PROG</th>
<th>Target</th>
<th>60 - SALARIES</th>
<th>70 - EXPENSES</th>
<th>TRANSFERS OUT</th>
<th>Proposed Budget</th>
<th>BALANCE</th>
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</thead>
<tbody>
<tr>
<td>11A004</td>
<td>Faculty</td>
<td>100 - Instruction Expense</td>
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<td>143,292.00</td>
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<td>0.00</td>
<td>143,292.00</td>
<td>837.00</td>
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<tr>
<td>11A004 - Total</td>
<td></td>
<td></td>
<td>144,129.00</td>
<td>143,292.00</td>
<td>0.00</td>
<td>0.00</td>
<td>143,292.00</td>
<td>837.00</td>
</tr>
<tr>
<td>Overall - Total</td>
<td></td>
<td></td>
<td>144,129.00</td>
<td>143,292.00</td>
<td>0.00</td>
<td>0.00</td>
<td>143,292.00</td>
<td>837.00</td>
</tr>
</tbody>
</table>

FI218 - TTU/TTUSA Target Calculation

- Provides the target calculation detail used to determine the FOP target for centrally funded FOPs.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Program</th>
<th>Base Budget</th>
<th>Merit</th>
<th>Fringe</th>
<th>Admin</th>
<th>Department</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>11A004</td>
<td></td>
<td>100</td>
<td>143,292.00</td>
<td>837.00</td>
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<td>0.00</td>
<td>0.00</td>
<td>144,129.00</td>
</tr>
</tbody>
</table>

Please refer to the Budget Prep User Guide page 32 and the Budget Prep Reports on the Budget Prep Resources webpage for comments. Contact the Budget Office for assistance.
Report of the Month

HR009 – Salary Roster by Organization

The Salary Roster by Organization Report provides by FOAP a list of employees whose positions are funded by the selected Organization. The data is grouped by FOAP and then by position class within the FOAP. This report is useful to ensure that positions are funded correctly, to see the amount of Salary each FOAP is supporting, and to see by person the date the FOAP began supporting the pay for their assignment.

The parameter page, shown below, requires that the Chart of Accounts be selected. The possible choices for the “Position Organization” populate once the Chart has been selected, this is an optional parameter. A Position (T#) prompt is also provided in the event funding details for a specific position are desired.
HR009 – Salary Roster by Organization:

- The **Position Organization** is shown in the section header (look for the key icon). This is the organization that “owns” the position.
- Each dashed red line surrounds a FOAP. The FOAP is the account that is supporting the salary for the employees who are displayed below the box.
- The salary information is grouped by Position class within the FOAP.
- The ID (R-Number) and Position are provided for each employee, as well as whether or not the pay is Monthly MN or Semi-monthly SM. The indicator of Single or Pooled position is also shown.
- The **Job Labor Dist Eff Date** is the date the FOAP began supporting the salary of the employee. The FOAP percent is the percent of the salary that is supported by the FOAP. The FOAP Annual salary is the annual amount the FOAP pays towards the employee’s position, which may not be the total annual salary. Sometimes two or more FOAPs support the salary for an employee.
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It is possible to bypass this page by unchecking the box to the left of “Show this page in the future”. Uncheck the box, log out and then back in. The page below will no longer display and you will be directed to the Public Folders Tab of Cognos each time you access the system.