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.

Cognos has been upgraded to version 10.2. There were some changes that occurred from this upgrade that may affect your using of the program. In this edition you will find some topics to ensure a smooth transition to the new version of Cognos. Please read below to learn more about this topic as well as other things happening in and around AFISM.

AFISM 2 KNOW - March 2013 Edition

Quick TIP – COGNOS

“Yes”, Cognos has been upgraded and “Yes” there are a few things different that you may need to know about. This month’s Quick Tip contains information you may need to know or want to know about the Cognos upgrade to version 10.2.

The Budget Human Resources Reports Moved

All Human Resource reports in the Budget HR folder have been moved to the Human Resources > Departmental Users Folder. There has also been a link placed in the old Budget HR folder that will direct the user to the new location. This change helps alleviate having to search in multiple locations to find the report you need, and prevents having the same report located in multiple locations.
The Question?

How Can I Customize Raiderlink?

Raiderlink is the name given to the portal at Texas Tech University (http://Raiderlink.ttu.edu). Raiderlink provides access to University News, employee information and the tools needed for doing daily tasks, utilizing a single sign-in process. The portal can be customized to the user’s preference. Log on to Raiderlink with your eRaider ID and eRaider password.

A&F Work Tools Tab
Adding the A&F Work Tools Tab to your Raiderlink provides you with access to AFISM, Budget, Finance, Human Resources, Procurement Services as well as Quality Service & Professional Development from one page. It also provides access to the various systems that are used in daily business activities (i.e. TechBuy, Cognos, Travel, Web Time Entry, etc) as well as to the forms used in daily activities.

How to add the A&F Work Tools Tab:
Click on Content Layout in the upper section of Raiderlink.

In the Manage Content/Layout window, select Fragments.

To the left of A&F Work Tools, click on Subscribe.

In the tab area of Raiderlink, click on the arrow in the box next to Cancel.

Click on the A&F Work tools Tab.
Adding a hyperlink as a tab

Click on Content Layout in the upper section of Raiderlink. Within the box that opens, provide the requested information in steps 1 – 3, then select submit:

1. Provide a name for the tab by typing the name in the field provided.
2. Select the type of tab – Traditional preserves the channelized content while Framed allows you to fill the tab with the content of a specified URL.
3. Select the position for the tab by clicking inside the radio button representing placement
4. Click on submit to add the tab.

Working with Channels

Within each tab are areas defined by boxes. Each boxed area is referred to as a channel. Some of the channels may be minimized or removed, depending upon the channel. To minimize a channel, click the middle icon as shown below. To maximize a channel, click on maximize as shown below. To delete a channel, click on the X icon as shown below. The delete function works only if the icon is active as not all channels can be deleted.

Reporting News

HR122 – Payroll Distribution Report – The HR122 report provides all the options of Paydist_002 with added features of selecting multiple individuals, organizations, as well as the ability to select an optional Fund or Program parameter to run the report by.

AR001S – Student Accounts Receivable Detail By Student Classification – This is the same as the AR001 report but a new prompt has been added to run the report by Student Classification.

RPT_BAVL_005 - Available Balance By Organization (BAVL) - has been moved, renumbered and is now known as FI209.

FI209 is now located at: TTU Finance > Budget Reports

HR123S – Position Class Crosswalk to Account Code Position Lookup – The report lets the user looks up the crosswalk for certain Position Class(es)/Position Number(s)
Report of the Month

FI038 – HUB Expenditures Report

In the Procurement Services forum for January 31, 2013, campus was reminded that departments should run Cognos report FI038 each month to verify your monthly HUB expenditures. Each department is required to comply with University and State HUB policies. We, as an agency, are expected to reach our annual HUB goals. Failure to do so can result in a loss of appropriated funds. The Administration will also be monitoring departments to verify annual compliance. With the exception of Fisher and Pcard spend, all purchases should be reflected in that monthly report. We have to manually add the Fisher numbers at the end of the bi-annual reporting period.

FI038 – HUB Expenditures Report

This report is designed to allow an Area within the University to track the percentage of purchases that are made through HUB vendors. Departments are expected to review this on a monthly basis. The report displays the total percentage for the Area with option to drill to see percentages for each department within that area. None of the reports supporting HUB expenditures include Pcard data. HUB reports provide payment information only.

Required parameters include:
- Chart of Accounts, Fiscal Year, Beginning and ending Fiscal Period

Optional Parameter is:
- Area – if an area is not selected the report displays all Areas tied to the Chart of Accounts selected.
The report displays all Departments assigned to the Area(s) selected. For each department, the following information is provided:

- Department Code
- Department Name
- Total expenditures
- Total dollar amount expenditures with HUB vendors
- Percent of purchases made with HUB Vendors

The total is provided by Department, followed with a summary for the Area and then an overall total if more than one Area was selected in the parameter.

Note the Drill down in the section Header, which links to the FI038A report which provides details by Category of Purchase for all departments belonging to the Area selected.

**FI038 – HUB Expenditures by Area and Department:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Department Description</th>
<th>Total Dollars</th>
<th>HUB Dollars</th>
<th>HUB Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>B61 - College of Media and Communication</td>
<td>BS100 - Media and Communication</td>
<td>13,821.75</td>
<td>7,597.60</td>
<td>55.69%</td>
</tr>
<tr>
<td></td>
<td>BS101 - KTXT Radio Station</td>
<td>6,754.00</td>
<td>0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td></td>
<td>B61 - College of Media and Communication</td>
<td>20,575.75</td>
<td>7,597.60</td>
<td>37.41%</td>
</tr>
<tr>
<td></td>
<td><strong>Totals</strong></td>
<td><strong>20,575.75</strong></td>
<td><strong>7,597.60</strong></td>
<td><strong>37.41%</strong></td>
</tr>
</tbody>
</table>

**FI038A – HUB Expenditures by Department and Category**

This report breaks the total expenditure by Department into expenditure categories, providing the opportunity to see if the department is reaching Texas Tech’s HUB goals. The information provided includes:

- **Category** – the code and description for the type of purchases that fall within that code
- **Transaction Amount** – total dollar amount purchased within the category
- **HUB Transactions** – total dollar amount purchased from a HUB vendor
- **HUB Percent** – Percentage of purchases made from a HUB vendor.

There is a summary row for each Department, which is the detail level provided on the FI038 report.
*In the above screenshot it is important to note, we must meet our goals in each category (Heavy Construction, Special Trade, Commodities). Below is a listing of the University’s HUB goals for the current fiscal year. Some departments won’t have expenditures in some categories (ex. Most departments do not have Heavy Construction expenditures which are parking lots, roads, etc).

The HUB goals for the procurement categories for the University are:

1. 11.2% for heavy construction other than building contracts;
2. 21.1% for all building construction, including general contractors and operative builder’s contracts;
3. 32.7% for all special trade construction contracts;
4. 23.6% for professional services contracts;
5. 24.6% for all other services contracts; and
6. 21% for commodities contracts.

To seek assistance in identifying potential HUBs to conduct business with, email techbuy.purchasing@ttu.edu.
Quick TIP – COGNOS

“Yes”, Cognos has been upgraded and “Yes” there are a few things different that you may need to know about.

Issue:

I am trying to run a report in Cognos and every time I click on the report a blank page loads, or my prompt page is loading blank.

Many of you had, know someone who had, or may still be having issues running reports in Cognos. Most likely it is due to an upgrade to Cognos version 10.2 that occurred this past weekend.

Please follow the following steps to refresh your Internet Explorer browser, in order to resolve any issues you may be seeing:

1. If you have compatibility mode enabled on your browser, please turn this feature off:
   a. Open internet explorer.
   b. Click on Alt key on the keyboard. Now click on Tools in menu bar.
   c. Select Compatibility View Settings.
   d. Remove the check mark for Display all websites in Compatibility View and close the Compatibility View Settings window.

2. Clear all browsing history and cookies:
   To clear Cookies
   1. Open IE, Go to Tools -> Internet options
   2. Under Browsing History, Click Delete.
   3. In the next pop-up window, Ensure Cookies check box is checked and click on Delete.

   To clear Cache
   1. Open IE, Press F12, then Ctrl + R
   2. A pop-up "Are you sure you want to clear browser cache" pops up
   3. Select Yes.

3. Steps 1 & 2 should resolve all issues. If not, try this final step:
   a. Open internet explorer.
   b. Click on Alt key on the keyboard. Now click on Tools in menu bar.
   c. Select Internet Options.
   d. Select ‘Settings’ under ‘Browsing History’.
   e. Select ‘Every time I visit the webpage’. Click ‘Okay’. Click ‘Apply’.
Issue:

I am trying to run a report in Cognos and then convert it into an Excel format and it does not look right.

The new version of Cognos has a new Excel 2007 Data format that shows on the top of the Excel View in options for the report. You can choose this option but Excel 2007 Data does not show any formatting contained with the standard report layout. All data items listed in a report will be put into individual columns for the entire report. It is very similar if not the same as the CSV format and you may be running it by mistake.

Issue:

I seem to be having a lot of issues with Cognos.

Are you using Internet Explorer? Internet Explorer is the only supported and official browser of Cognos. Firefox, Chrome and other browsers may work fine most of the time but if you notice issues you may need to change to Internet Explorer.

Internet Explorer 9 is best and all trouble shooting and help will be provided as if you are using Internet Explorer.

If you still have trouble, please use the AFISM 2-Know help e-mail @ afism.2know@ttu.edu.