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.

The ODS (Operational Data Store) was upgraded to version 8.4 on April 13th. This is the database that houses most all data behind the Cognos reports AFISM has published. The Oracle database engine which processes queries of the database was also upgraded at the same time. This was a large process that will allow continued support of all our systems related to Cognos and the reports you run.

Texas Tech has been operating using the previous database environment for approximately four years. Over this time, many modifications have been made to the database to optimize performance and efficiency. This upgrade included changes to the ODS, Oracle engine, and hardware. Because the environment the reports are being run against has changed drastically, many of you may have encountered some performance issues (extended run-times) with some of the more complex Cognos reports you may run.

We are currently working with the Information Systems area on campus, to ensure all aspects of the reporting processes are optimized. Some improvements have been made since the upgrade, but we are continuing to monitor and make changes. We will work continue this process until all reports return in an acceptable time frame. We apologize for the inconvenience this puts on you and we thank you for your patience as we continue through the process. We will always notify the campus via e-mail if significant changes are made that might affect the reporting environment, but please continue to let us know any areas of concern. Please read below to learn the rest of what’s going on in AFISM.

AFISM 2 KNOW - May 2013 Edition

Quick TIP – COGNOS

Cognos has the functionality to move copies or shortcuts to your ‘My Folders’ for easy access. Copy and paste sounds easy, but it is not always the best option. Read the Quick Tip this month to learn how to create a shortcut and forgo possible issues.
REPORT MODIFICATIONS

HR121 – Current and Future Appointment Report

A new prompt was added to this report to allow the user to optionally select to show only exempt employees, non-exempt employees, or both. This prompt is optional, so not choosing an option will default to the version you are accustomed to.

HR122 – Payroll Distribution Report

The overall report has not changed at all. We have modified the prompt page so the user will be able to quickly identify what areas they are running the report for. A new prompt was also added that gives the user the ability to run the report by either Home Organization or Funding Organization.
A new version of FI120 has been moved to production for departmental users. The report is the same as FI120 but with the added options to run it for a selected Fiscal Year or Period.
Report of the Month

FI025 – Revenue/Expense Reporting Report

A new version of FI025 has been moved to production. The report now combines a number of different versions of the same report by modifying the options provided on the prompt page. The following reports were combined:

- FI021
- FI022
- FI023
- FI024

The prompt page has been laid out to show you the prior reports (FI021, FI022, FI023, and FI024) options. Select the report type you would like, enter the other parameters and you should get the same report output you are used to.

When you select a report type of ‘Fund Manager (Previously FI021) a corresponding prompt will appear below to allow you the same options as on the prior report.

The old versions of the report will still exist in location but they will direct the user to the new FI025.
Quick TIP – COGNOS

Creating a Shortcut to a Report versus Copy and Paste

May users have their ‘My Folders’ in Cognos filled with the reports they run most often as part of their business process. But did you know there are two ways to get those reports there with two very different outcomes?

Not suggested: Copy and Paste
This method is accomplished by:
1) Checking the box next to the desired report
2) Clicking the Copy Button (#3) on the tool bar
3) Navigating to the desired location
4) Clicking on the Paste Button(#4) on the tool bar

**CAUTION** This may not be the best method. When you perform this method your copied report is now a new report separate from the original. Any updates or corrections applied to the original will not apply to your report. If certain changes are made, your report can even stop working.

Suggested: Creating a Shortcut
This method is accomplished by:

1) Click on ‘More’ on the far right for the desired report.
2) From the corresponding menu click ‘Create a shortcut to this entry...’
3) Click ‘Select Another Location…’

4) Navigate to the desired folder location and click ‘OK’
5) Click ‘Finish’

Your report is now at your desired location and all updates and corrections will apply to your report without fear of the report breaking in the future from adjustments and modification.