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 fiscal year 2014. 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.

This edition of the newsletter will attempt to gauge reader involvement with a little trivia question. At the end of this newsletter after the Quick Tip you will find a trivia question. Answer the question and submit your answer to afism.2know@ttu.edu with the subject line “Trivia Question” and you could win a special prize from AFISM. All correct answers will be entered in a drawing and the winner will be chosen on October 14th. Answers must be submitted no later than Wednesday October 09th 2013.

Read this edition to learn more about what is happening in and around AFISM.

AFISM 2 KNOW - October 2013 Edition

Quick TIP – COGNOS

So you have been upgraded to Internet Explorer 10 (IE 10) and now Cognos shows a blank screen when you try to run a report!

Read this month’s Quick Tip to learn about setting Internet Explorer to Compatibility Mode and regain full use of Cognos.
New Fiscal Year REMINDER

Update your “Available Budget” tab on Raiderlink to 2014

With the start of a new fiscal year there are many tasks to be completed. Don’t forget to update to FY 2014 in the Available Budget tab. To do this, follow the steps outlined below:

1. Access the Available Budget Tab
2. Click on the first icon within the upper right of the box
3. Enter 14 in the Fiscal Year Field
4. Click “Apply and View Data” to complete the update
New Training Session

Introduction to Cognos

AFISM has available a new class titled “Introduction to Cognos”. This class is designed to introduce the user to Cognos system, providing the learner information about how we use Cognos to access data and introducing the folder structure we use for housing reports in Cognos. Also presented are the various types of parameters and how they are used. This class provides a hands-on instruction in how to set “my preferences” for the user, how to use the “My Folders” section of Cognos and provides the opportunity to execute a report while learning some of the navigation options. The class ends with a discussion of how to trouble-shoot problems experienced with Cognos. The class does not provide instruction on specific reports or how to use the reports to make business decisions. This class is a requirement to other Cognos classes. The first class is scheduled for October 24th at 1:30pm. Register via the AFISM Registration System located at: http://www.depts.ttu.edu/afism/AFISMClassRegistration/ClassCatalog.aspx The class is listed within the Finance Class Category.

The Question?

What happens when an ePAF is not received in time for an employee to receive a paycheck for the first period worked?

Procedure for Manual Check Processing

When ePAFs are not received in time for the employee to receive a paycheck for the first period worked, manual checks may be requested as follows:

• Separate manual check forms must be processed for each missed pay period.

• A manual check form should not be submitted early, before the ePAF is applied and the employee has an “active job.”

• For the “ePAF Query” pay period (the pay period selected using the worksheets below): If you are uncertain whether the ePAF was applied in time for the employee to receive a check, check the Payroll Register Report (HR005) to verify that the employee was paid before submitting a manual check request.

• For previous pay periods (from the Personnel Date to the “ePAF Query” pay period), you may submit the manual check request as soon as the ePAF has been approved at all levels and been applied at Approval Level 99-HR Apply and Upload.

Manual Check Forms are located on Raiderlink / A & F Work Tools / Human Resources / Payroll Forms.
Report of the Month

FI002 – Revenue Expense Budget Pools by FOP

This report is useful for those whose accounts are budgeted at the FOAP level. Use this report for a summary view of the revenue and expense activity for a FOP at the budget pool level. You can see budgeted vs. actual revenues and expenses. This report provides encumbrance balances for the FOP as well.

Required Parameters: Chart of Account, Fiscal Year (beginning and ending) and Ending Fiscal Period.

Optional Parameters, use as needed to filter out unnecessary data:

- Fund Manager
- Org Manager
- Fund
- Org
- Program

Note**If the report is run for a Fund or Organization Manager, once the search results on the last name are listed in the choice box, click on the name of the Manager before running the report.
Report output is shown below. Notice that the FOP with descriptions is in the report heading.

<table>
<thead>
<tr>
<th>Budget Pool</th>
<th>Budget Pool Description</th>
<th>Budget Original</th>
<th>+/- Budget Adjustment</th>
<th>Budget Current</th>
<th>Rev/Exp Actual</th>
<th>Expense Encumbrance</th>
<th>Rev/Exp Total</th>
<th>Fav/Unfav</th>
</tr>
</thead>
<tbody>
<tr>
<td>5A0</td>
<td>TF Tuition Budget Pool</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5A1</td>
<td>TF Fees Budget Pool</td>
<td>49,000.00</td>
<td>0.00</td>
<td>49,000.00</td>
<td>86,555.82</td>
<td>0.00</td>
<td>86,555.80</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(4,894.40)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Pool</th>
<th>Budget Pool Description</th>
<th>Budget Original</th>
<th>+/- Budget Adjustment</th>
<th>Budget Current</th>
<th>Rev/Exp Actual</th>
<th>Expense Encumbrance</th>
<th>Rev/Exp Total</th>
<th>Fav/Unfav</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A2</td>
<td>SW Staff Salaries Budget Pool</td>
<td>25,900.00</td>
<td>(25,900.00)</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6A4</td>
<td>SW Other Salaries Budget Pool</td>
<td>6,105.00</td>
<td>0.00</td>
<td>6,105.00</td>
<td>83.97</td>
<td></td>
<td>38,500.14</td>
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</tr>
<tr>
<td>6A5</td>
<td>SW Longevity Budget Pool</td>
<td>1,505.00</td>
<td>0.00</td>
<td>1,505.00</td>
<td>0.00</td>
<td></td>
<td>1,585.00</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(22,399.11)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7F2</td>
<td>RM Repairs/Maintenance Budget Pool</td>
<td>3,054.00</td>
<td>0.00</td>
<td>3,054.00</td>
<td>318.00</td>
<td></td>
<td>318.00</td>
<td></td>
</tr>
<tr>
<td>7G2</td>
<td>RL Rentals and Leases Budget Pool</td>
<td>0.00</td>
<td>85.54</td>
<td>85.54</td>
<td>85.64</td>
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<td>85.64</td>
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<tr>
<td>7H2</td>
<td>PR Print/Reproduction Budget Pool</td>
<td>0.00</td>
<td>195.39</td>
<td>195.39</td>
<td>195.39</td>
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<td>195.39</td>
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</table>

- The first two columns provide information detailing the Budget Pool Code and Description of that Budget Pool. For a FOAP budgeted account, the money must be available in the budget pool for an expenditure to be incurred. A Budget Revision is submitted to move money from one budget pool to another.

- **Budget Original** – This is the Annual Fiscal year budget that is approved by the Board of Regents when the budgets are created for the Fiscal Year.

- **Budget Adjustment** – The accumulated budget revision/changes since the start of the fiscal year and approval by the Board of Regents.

- **Budget Current** – This is the sum of the Budget Original plus or minus the Budget Adjustments that have occurred (if any).

- **Rev/Exp Actual**- This is the actual amount of revenue or expense that has been recognized.

- **Exp Encumbrance** – This column represents outstanding purchase orders for materials or services not yet received and other outstanding commitments such as travel applications and payroll. This does not include p-card, blanket PO or fringe benefits.


- **Fav/Unfav**- In the Additions section Fav means that more revenue has come in than budgeted, (Unfav) means that expected revenues have not been received. In the Reductions section, Unfav means actual expenses have been greater than budgeted and a money move may be necessary. Fav means that expenses are within the amount budgeted.
Report Modifications

FI025L - Expense Budget by Fund/Organization Department – An optional multi-select value prompt was added for Fund Class (Fund Level 1)

HR121 – Current and Future Appointment Report – Modifications to the HR data models cause some HR121 results to show current and future job records multiple times for an individual. This has been corrected.

HUB Reports – All Hub Reports (FI038, FI055, and FI077) have been updated to adjust for changes in HUB Categories and possible changes to State Agencies and Vendor TINs #s.

Quick TIP – COGNOS

So you have been upgraded to Internet Explorer 10 (IE 10) and now Cognos shows a blank screen when you try to run a report!

If you have been upgraded to IE10, you may have noticed an issue with Cognos bringing up blank pages. To correct this you need to switch your browser into “Compatibility Mode”. To do this, open your browser to the Cognos home screen and click on the icon that looks like a torn piece of paper (next to refresh, homes, etc). The icon will turn blue and you are in “Compatibility Mode”. You should now be able to access all of Cognos. If you still have issues, please let us know.

An alternate method to put Internet Explorer into “Compatibility Mode”, and this method will have a more global effect and will eliminate the need to continue to do it manually.

In IE open Cognos and go to “Tools” (If “Tools” is not present, after you open IE push the “ALT” key on the key board and the key board to make the command bar appear. You can also do this by right-clicking on a blank area at the top of the IE screen and selecting “Command Bar”)

From “Tools” select “Compatibility View Settings”. A Website will be prepopulated since you were already in Cognos.
Click “Add” and then “Close”
The page will refresh and you will be in compatibility mode.
TRIVIA QUESTION

On what date did Texas Technological College become Texas Tech University?

- Answers must be submitted by Wednesday, October 9th, 2013 by emailing them to afism.2know@ttu.edu with the subject line “Trivia Question”