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 in 2013 and things planned for 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.

New classes, new reports and a few things to remember as we finalize the year-end process, these are just a few of the topics discussed in the September 2013 newsletter. Read this edition to learn more.

**AFISM 2 KNOW - September 2013 Edition**

**Quick TIP – COGNOS**

A frequent call to the AFISM 2-know line is one from someone who is looking for a report in Cognos but because it is not visible when they first access the report folder, the caller thinks that they do not have access to the report. With finance reports, the problem is not one of access but with how Cognos is set to display reports. Our tips and trick provides instruction on how to change the number of reports that display in Cognos.

**Banner INB/ Application Access on 9/11/13 Fiscal Year Roll**

Users will not be able to access Banner INB, New Fund System, Budget Revision System or FiTS on September 11, 2013. Financial Services and Tax will be performing year end processes to roll data to the new fiscal year on this day. Cognos will still be accessible.
New Training Session

Introduction to Cognos

AFISM will soon be releasing 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 will become a requirement to other Cognos classes.

The Question?

**Question:** I’m not sure if every department is like ours and has the same ePAF Approval Levels, like 5, 20 and 37 that we have to enter on each ePAF, but it would be nice not to have to search and select the names for the levels. Is there a way to store our favorites, or make approver selection easier?

**Answer:** There sure is – how about saving the completed Routing Queue so it can be retrieved every time you select that ePAF?

Look in your Originator summary for the Default Routing Queue link.

The Default Routing Queue allows you to store the approvers for EACH DIFFERENT ePAF. Select the ePAF from the drop-down (like choosing which ePAF when you first start one) and click GO to populate the ‘mandatory’ levels for that ePAF. Then you can add Levels, Names, and Required Actions. Once the ePAF opens with the Defaulted Routing Queue, you can remove/add Levels and Names, as needed.
Report Modifications

FI071 - Multi Year Funds Budget & Actual by Account Pool – Fund Description was added to the results of the Fund select and Search prompt

FI025 - Revenue/Expense List/Detail Report – An optional prompt for Program Code was added

FI169 - BAVL Summary Report – An optional prompt for Program Code was added

HR103, HR104 and FI202 – All have the new FY optional prompt available of FY15

RPT_SPLAN_005 Salary Increase – Display logic has been modified to show the Prior Year Headings as determined by the selections made by the user prior to running the report

Report of the Month

FI142 – Total Spend by Vendor Report

This report provides the answer to the question many of you receive........what was our check number that paid for vendor invoice XYZ? This report provides the PO or PB number along with the Vendor Invoice Number, Check Number, Check Date and Check Amount. This report does not provide information about Pcard expenditures to vendors.
To access this report, follow the path in Cognos:  Public Folders > TTU Finance > Procurement Reports > FI142 Total Spend by Vendor

The parameter page requires that the Chart of Account and Inclusion of PO Number parameters be selected. All other parameters are optional.

For the report shown below, Chart TTU was selected and the Include PO Number parameter was set to “Yes”. Fiscal Year requested was 2013, a Fund, Organization and Program were entered and date range of May 15 to June 30 was entered.
The report is sectioned by Vendor. The information provided includes:

- **Vendor ID** – this is the R# used to identify the Vendor in the Banner System
- **Document** – the code given to the transaction when entered in Banner
- **Document Type** – type of document used for the transaction
- **PO Number** – identifies the specific transaction created in TechBuy. PO (Purchase Order) creates an encumbrance while PB (Blanket Purchase Order) does not.
- **FY** - Fiscal Year the transaction occurred
- **Chart, Fund, Organization, Account Program**
- **Vendor Invoice Number** – the number on the vendors invoice
- **Check Number** – check issued by TTU for payment. A prefix of “!” indicates direct deposit.
Quick TIP – COGNOS

Changing Number of Entries in List View

The settings in Cognos are defaulted to show 15 reports per page in the list view. Note the red highlighted area in the screen shot below stating “Entries 1 – 15”. This means that if there are more than 15 reports, you must use the arrow button (shown below) to page over in order to view the rest of the available reports.

You can change the default setting in Cognos so that all reports will display on one page. To do this, click on the icon displayed below which is found within the top ribbon of Cognos. It is to the left of the word Launch. When the drop down opens, select the link titled “My Preferences”.

In the window that opens, the top section of the page has an entry field titled Number of entries in list view. Remove the 15 from that field and type in 999. Click OK at the bottom left of the window.

Once you have completed the steps above, all reports within a folder will now display on the first page and you will no longer have to use the page over arrows.