AFISM News
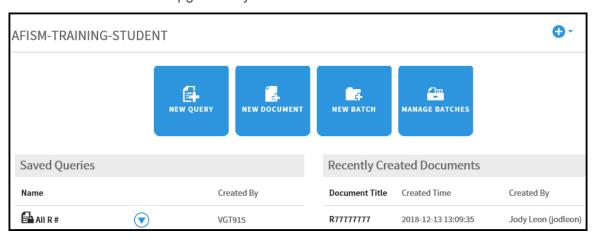
Xtender Upgrade is Coming

The Xtender System will be upgraded in the next few months. For the user, this means a fresh look, easier navigation and new functionality. Some of the highlights of the new functionality include:

- Drag and drop functionality to bring document from desktop into Xtender

- New Document feature supports importing document for immediate indexing

- New Batch feature supports importing multiple pages / documents for indexing later

The system is currently in our testing phase to ensure a seamless transition for go-live.
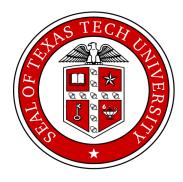
The user interface of the upgraded system is shown below:

TTUS Information Systems has asked AFISM to support this initiative by offering training in the upgraded system to campus prior to go-live. Watch for information regarding training in TechAnnounce and through email. When available, enrollment will be completed in SumTotal.

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- Need our Services?

AFISM January Class Offerings

Class Name	Date
Introduction to Cognos	1/3
Financial Management 101: Introduction to the FOAP Codes	1/3
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Financial Reporting - Transaction Reports	1/8
EOPS: Employee One-time Payment System Overview	1/8
Xtender - Scanning and Indexing	1/8
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HR Reporting - Employee Appointment Reports	1/22
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Class Spotlight ▶ ACCOUNT CODE TRAINING FOR EXPENDITURES

Account Code Training for Expenditures is offered monthly by AFISM. It provides information for those who:

♦ Code Purchase Requisitions

♦ Create Travel Vouchers

♦ Reconcile Pcard

♦ Monitor Expenditures

You will learn how to find the appropriate codes to use for expenditure transactions, develop an understanding of the importance of account coding and learn tips to prevent common account code errors. Register for the class through SumTotal.

Tips for Cognos

Does Cognos seem sluggish? Often times clearing your cache will eliminate this issue. When you log into the system you may experience some issues that prevent you from fully authenticating and accessing reports. This should easily be resolved by clearing your cache and restarting your browser.

To clear your cache:

Chrome

1.In the Chrome menu go to Settings or enter the following into the browser: chrome: //settings/clearBrowserData.

2.Click on the Advanced settings at the bottom of the page to expand the Advanced section and then click on "Clear browser data".

3.Choose the "Basic" tab, select the following:

●Cookies and other site data

●Cached images and files

4.From the "Time range" drop-down menu, select "All time".

5.Click CLEAR DATA.

6.Select the "Advanced" tab, select all options except for passwords, select "All time".

7.Click CLEAR DATA.

8.Exit/quit all browser windows and re-open the window.

Firefox

1.From the History menu, select Clear Recent History, if the menu bar is hidden, press "Alt" to make it visible

2.From the Time range to clear: drop-down menu, select all time; to clear your entire cache, select Everything.

3.Click the checkbox next to "Cache" and "Cookies".

4.Click Clear Now.

5.Exit/quit all browser windows and re-open the browser.

Internet Explorer 11

1.Select Tools > Delete browsing history on exit > Delete

2.Uncheck Preserve Favorites website data, and select all checkboxes except for Passwords

3.Click Delete. You will see a confirmation at the bottom of the window when the process is complete.

4.Restart your machine.

Need our Services?

AFISM is here and eager to support the growing data and technology needs of the University. Our services include training, report writing, data delivery, data presentation, web development, and much more. Should you have any questions of how AFISM might assist your department, please do not hesitate to reach out.

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