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 of the changes that have occurred and new products that have been developed in the past few months. Below, you will find a highlight of the most recent items and the business need for each. Each month, our newsletter ends with a "Quick-Tip" of some useful tools that you may or may not be aware of.

This month's newsletter contains an informative section showing how to correctly register ones vehicle for training at the Doak Hall Conference Center. In addition, you will also find a reminder section about Java updates and their effect on Banner, a schedule of trainings offered by AFISM for February through March, and a review of the FI070 Blanket Order Summary Report as this month's 'Report of the Month'.

AFISM 2 KNOW - February 2015 Edition

Quick TIP – COGNOS

Do you sometimes wait for a report to run and then once the report displays you wish you had ran it in another format (i.e. excel, PDF)? Or, do you want to send it directly to your email rather than waiting for the report in your browser? Go to the Quick Tip (last page of this announcement) to find out how.

JAVA Updates and Banner

We are still getting reports of user access issues with Banner. All instances we have encountered have been related to Java updates, more specifically upgrading to Java 8. We have not found Java 8 to be fully compatible with Banner and we have included steps to try and correct most of the Banner access issues created by an update to Java.

If you are prompted to perform a Java update by your computer, please do not accept the update - as it may cause issues with your Banner access. If you have already updated and are having issues please follow the steps at the bottom of this document. If the errors persist please email a screen shot of the error to AFISM.2KNOW@ttu.edu and we will be in contact with you shortly.

AFISM Class Vehicle Registration

Individuals attending a class offered by AFISM in the Doak Hall Conference Center will no longer be using a printed parking pass to validate their parking. After registering for a class, the individual will receive a reminder email of the class approximately 1-2 prior to the training date. This email will contain a link to the AFISM Class Vehicle Registration page which contains the information needed to register your vehicle and where to park for your training offered in Doak Hall.

Texas Tech University
Administration and Finance Information Systems Management

AFISM Class Vehicle Registration

TTU Home | AFISM Home

Enterprise System Status

Status:

All systems are currently available.

Raiderlink

Instructions and information for vehicle registration and parking to attend an AFISM training class:

Click to complete the Vehicle Registration Form Use the "Change Event" drop down at the top of the form to find the class and date, and complete the registration form.

The R-29 parking lot, located between the middle and east wings of Doak Hall, is designated for the training center.

In the event that the R-29 parking lot is full, you may park in the Z-2 parking lot. It is located across the street, south of DOAK.

You may verify your registration by logging into your Transportation and Parking account http://www.parking.ttu.edu/ . From your Summary page, view your registrations on the Permits tab.

For assistance, please call 806-742-3836 during normal business hours.

Click to print this page

Upcoming Trainings Offered By AFISM

- For February through March –

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The following is a list of trainings offered by AFISM from February through March. If you are interested in attending one of the trainings offered please follow this link to SumTotal to register for a class as well as to find up-to-date information about trainings offered by AFISM.

http://webapps.tosm.ttu.edu/itts/sumtotalsystems

Class Name	Date
Banner Student - Banner Basics	2/9/2015
Introduction to Cognos	2/9/2015
Finance INB Navigation and Exercises	2/10/2015
TechBuy Shopper Training	2/10/2015
Banner Student - SFASRPO (Permit) Training	2/11/2015
Banner Student - Time Ticketing Workshop	2/11/2015
Budget Management and Revision	2/12/2015
Travel Training for Travel Preparer	2/12/2015
Banner Student - Banner Basics	2/16/2015
Financial Reporting - Budget Reports	2/16/2015
Banner Student - Intermediate Training	2/17/2015
Financial Management 101: Introduction to the FOAP Codes	2/17/2015
HR Reporting - Payroll Reports	2/17/2015
New Fund Request System Training	2/17/2015
All About HR and ePAF	2/18/2015
Intro to Financial Transactions System (FiTS)	2/18/2015
Banner Student - Banner Basics	2/23/2015
Financial Reporting - Transaction Reports	2/23/2015
Banner Student - SFASRPO (Permit) Training	2/24/2015
Banner Student - Time Ticketing Workshop	2/24/2015
Procurement Reporting in Cognos	2/24/2015
HR Reporting - Employee Appointment Reports	2/26/2015
Introduction to Cognos	3/2/2015
Banner Student - Banner Basics	3/3/2015
Cognos Grant Reporting	3/3/2015
Banner Student - Intermediate Training	3/4/2015
Financial Management 101: Introduction to the FOAP Codes	3/4/2015
EOPS: Employee One-time Payment System Overview	3/5/2015
Banner Student - Banner Basics	3/10/2015
Finance INB Navigation and Exercises	3/10/2015
TechBuy Shopper Training	3/10/2015
Banner Student - SFASRPO (Permit) Training	3/11/2015

Banner Student - Time Ticketing Workshop	3/11/2015
Budget Management and Revision	3/11/2015
Banner Student - Banner Basics	3/16/2015
Banner Student - Intermediate Training	3/17/2015
Financial Reporting - Budget Reports	3/17/2015
Travel Training for Travel Preparer	3/17/2015
Financial Management 101: Introduction to the FOAP Codes	3/18/2015
HR Reporting - Employee Appointment Reports	3/19/2015
Financial Reporting - Transaction Reports	3/23/2015
HR Reporting - Payroll Reports	3/24/2015
All About HR and ePAF	3/25/2015
Procurement Reporting in Cognos	3/31/2015

*** Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information.*

REPORTING NEWS

Report Modifications

To provide a more accurate available balance, some Popular Finance reports now have the option of showing all fringes, longevity, and student salary budget as encumbered.

FI002 – Revenue Expense Budget Pools By FOP - Available amount in the Fridge Benefits (6B4) and Longevity (6A5) have been programmed to appear in this report as encumbered.

FI004 – Revenue Expense Budget By FOP - Available amount in the Fridge Benefits (6B4) and Longevity (6A5) have been programmed to appear in this report as encumbered.

FI008C – Statement of Changes in Fund Balance By Fund– A shortcut to the report was added into the TTU Finance > Budget Reports folder.

FI137 – Open Encumbrance Report– The Report has had the prompt page layout modified to make it more user friendly. The Fund Status prompt was moved into the Fund Section and some prompts in the top left were rearranged. The Fiscal Year prompt was changed to a drop down prompt and will default to current Fiscal Year.

HR122 – Payroll Distribution Report– Formating was updated on the report to default to a left align for headers.

Report of the Month

FI070 – Blanker Order Summary

This report provides details about the activity that has taken place on a Blanket Purchase Order. It is important to remember that a Blanket Order does not encumber funds. Use this report to see payment activity on a Blanket PO as well as to see the amount remaining as you monitor the financial status of your FOPs.

The only required parameter is the Chart of Accounts. All other are optional. You will not find a Blanket Order active for a previous fiscal year, however, if you need to review a previous year Blanket Order, you can do that.

You may enter a single Blanket Order, or utilize the FOAP prompts to pull in more than one Blanket Order. A prefix of 'PB' is used to identify the Blanket Purchase Orders, rather than a PO which you see on other reports.

Chart of Accounts: Texas Tech University
Fiscal Year: 2015
Blanket PO Number: All
Fund: All
Organization: B59210
Program: All
Account: All

Original Blanket Order for PO Number: PB006837

Vendor Name	Org	Order Date	Termination Date	Original Blanket Amount	Remaining Blanket Amount
United Supermarkets LLC		09/01/14		10,000.00	8,371.41

Payments for PO Number: PB006837

Transaction Date	Document Code	Type	Vendor Name	Chart	Fund	Org	Account	Payments	Text
09/25/14	IL150492	R	United Supermarkets LLC	T	16C100	B59210	7C0902	60.75	ENCLOSURE
09/25/14	IL150492	R	United Supermarkets LLC	T	16C100	B59210	7C0907	1,567.84	ENCLOSURE

The report output is divided into two Sections – "Original Blanket Order" section shows the following:

- **Vendor Name** –The entity/person providing the product / service
- **Org** – Organization the Blanket Order belongs to (populates if report is ran by fund without selecting the Org
- **Order Date** – Date the Blanket Order is created
- **Termination Date** – Date the Blanket Order is closed
- **Original Blanket Amount** – Purchasing and Contracting sets an amount of $5,000 on these
- **Remaining Blanket Amount** – Balance available on the Blanket Order

The "Payments for PO" section shows the following

- **Transaction Date** – Date the payment was made
- **Document Code** – Alpha numeric string used to provide details about what type of transaction and who to contact regarding transaction
- **Vendor Name** –The entity/person providing the product / service
- **Chart** – Institution the FOAP is tied to
- **Fund** – Identifies source of monies
- **Organization** – Identifies who is spending the monies
- **Account** – Identifies what is being purchased
- **Program** – Identifies the purpose of the expenditure

Quick TIP – COGNOS

Do you sometimes wait for a report to run and then once the report displays you wish you had ran it in another format (i.e. excel, PDF)? Or, do you want to send it directly to your email? Rather than waiting for the report in your browser? It is possible to choose the format and request email delivery prior to executing the report by using what is called "Run with Options".
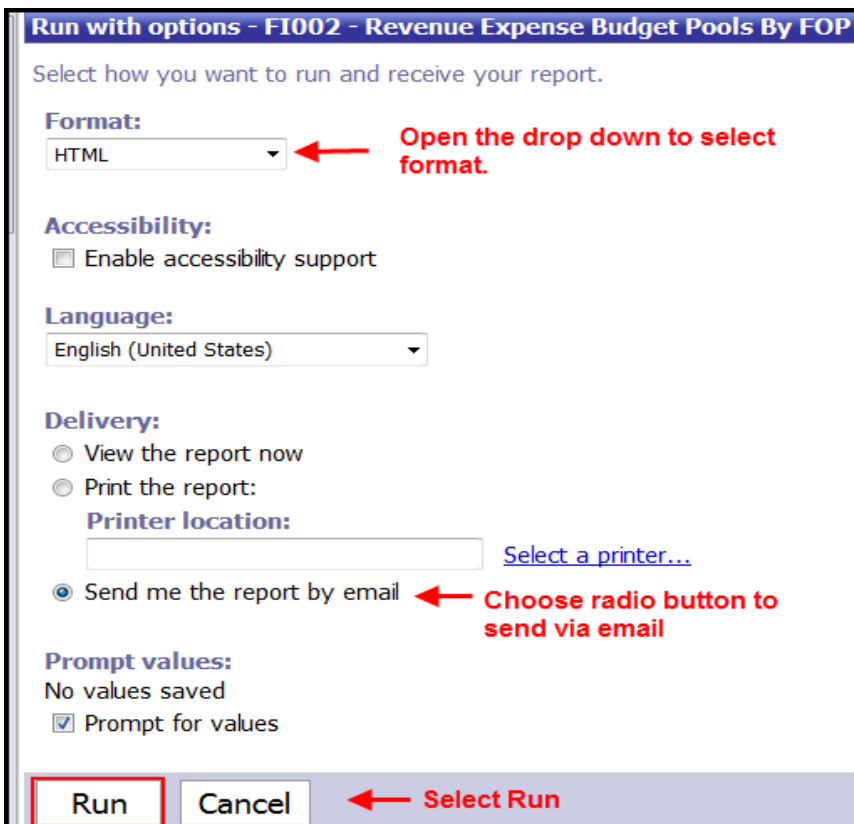
Run with Options

Prior to executing a report, rather than clicking on the report link, select the blue arrow within the "Actions" column, displayed within the red box below:

Once the blue arrow (above) is selected a new window opens.

- Format Option: Open the drop down to choose the desired format for report output.
- Delivery: Choose the radio button "Send me the report by email"
- Run – Select Run

Choose desired parameters on the parameter page of report and select finish.

The user needs to be in Java version 7, as version 8 is not yet supported by Banner. In this case, the user is in Java version 7 Update 67.   You can see this by selecting About Java from the application window on your desktop.


If the user is experienecing either of the following errors when accessing Banner their Java Temporary Files may need to be deleted. The error always states the application can not run or was blocked by a security setting.


To delete the Temporary Files click on the Windows icon on the bottom bar and type in "Java". Then select "Configure Java".
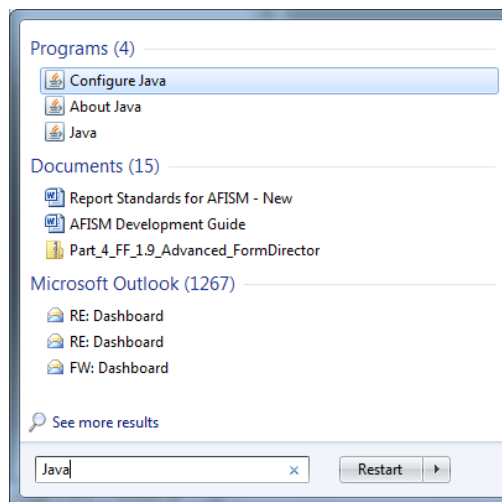
From the Java Control Panel select "Settings" on the "General" tab to take you to "Temporary Files Settings".
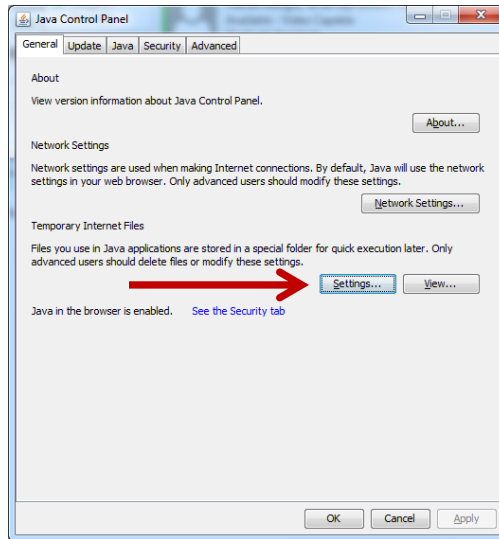
From "Temporary Files Settings" select "Delete Files" and a window will pop-up asking you to delete the following files with two defaulted check boxes. Leave the window as is with "Trace and Log Files" and "Cached Applications and Applets" checked and click "OK".
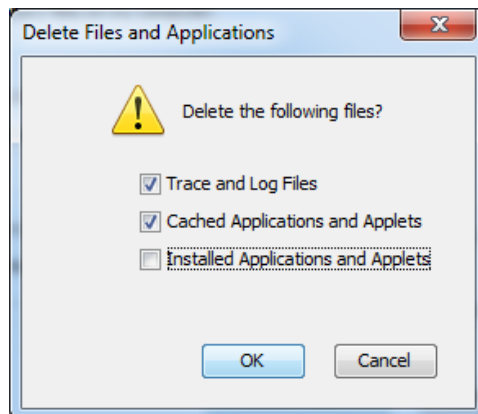
After you have clicked "OK" back out of all windows close Internet Explorer and reopen it. You should now be able to access Banner without error. If the errors persist please email a screen shot of the error to AFISM.2KNOW@ttu.edu and we will be in contact with you shortly.