



AFISM 2 KNOW - November 2015 Edition

This month's newsletter starts a new updated format and some new content. You will find some of the same content, but you will also find lists of frequently used reports, a new Report of the Month section showcasing a lesser known but still valuable report, some information about the happenings within and around AFISM, and much more to come.

AFISM Attends IBM Insight

In late October, AFISM sent representatives to the IBM Insight conference. This conference provides a lot of information about Cognos, its application and uses, and business analytics in general. At the conference, we had direct access to industry experts and the IBM development team. This allowed us to ask the questions and observe how others use the product so that we could better focus TTU's use of the product. We also were given a glimpse of things to come regarding Cognos and IBM in general. This included a first-hand look at the new version of Cognos called "Cognos Analytics". This updated platform includes a completely re-designed user interface, to make exploring the content store and producing effective reports and dashboards easier. We will provide more information on this as it is available. Finally, through the power of networking we were given special access to meet two film industry great, Ron Howard and Brian Grazer.



Procurement Services released a memorandum regarding the processing of transactions during the holidays. Highlights of that memorandum include:

1. Deliveries
2. Winter Break Procurement Card deadlines
3. Winter Break Direct Pay deadlines
4. Winter Break Travel deadlines
5. Winter Bread Payment Services deadlines
6. Winter Break Contracting deadlines
7. Thanksgiving deadlines

To read this memorandum in its entirety, please access this link:

<http://www.depts.ttu.edu/Procurement/news/HolidayDeadlines-2015.pdf>

Budget Managers:

The Job Labor Distribution Change – Future form is now available as an ePAF, “TTU Current and Future Labor Change, TLABOR,” which routes directly to the Budget Office. Instructions for completing and submitting this ePAF can be found on the Budget website under ‘Resources and Links,’ under the ‘Salary Budgeting’ tab. For assistance, contact the Budget Office:

Contact List by Org: <http://www.depts.ttu.edu/budget/contact/organizationList.php>
Phone: 806-742-3228 Main Office
Email: ambud@ttu.edu

ePAF Originators:

Three calculators were added to the ‘HR Job Aids’ section of the AFISM website to assist with converting Hours to/from a FTE, or an Hourly Rate to/from Annual Salary:

1. Convert Hours to/from a FTE. Enter the work hours to find the FTE. Or vice-versa, enter an FTE to find the work hours.

NOTE for the following two calculators: The Annual Salary is associated to the FTE, and must maintain the same ratio, such as – If a 1.0 FTE Annual Salary is \$10,000, then the .5 FTE Annual Salary is \$5,000, and a .25 FTE Annual Salary is \$2,500. To assist with this ratio, the following two calculators require an FTE entry.

2. Convert from “Annual Salary and FTE” to an Hourly Rate. Pick the correct calculator (either Exempt 12 month or Faculty 9 month) and enter the salary and FTE to find the hourly rate.

3. Convert from an Hourly Rate to “FTE and Annual Salary.” Enter the hourly rate and FTE to find annual salary for both Exempt 12 month and Faculty 9 month.

For inquiries or assistance, contact AFISM 2KNOW in the Outlook Address Book, or 806-742-KNOW.

Trivia Question

Do you like free stuff?... well, so do we! Be the first person to e-mail AFISM 2-Know with the correct answer and you win. Yeah, free stuff!!!!

Now for a question you cannot Google the answer to:

How many AFISM team members are from a country other than the United States?
(only the first submission will count)

- email your answer to afism.2know@ttu.edu, the winner will be announced in the next newsletter

Upcoming Trainings Offered By AFISM - For November through December –

The list on the following page includes all trainings offered by AFISM from November through December. If you are interested in attending one of the trainings offered, please follow the link below 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>

<u>Class Name</u>	<u>Date</u>
All About HR and ePAF	11/17/2015
Travel Training for Travel Preparer	11/17/2015
Account Code Training For Expenditures	11/18/2015
Financial Management 101: Introduction to the FOAP Codes	11/19/2015
Introduction to Cognos	11/19/2015
Procure to Pay	11/19/2015
TechBuy Shopper Training	11/23/2015
Xtender - Scanning and Indexing	11/24/2015
Intro to Financial Transactions System (FiTS)	11/25/2015
HR Reporting - Employee Appointment Reports	11/30/2015
HR Reporting - Payroll Reports	11/30/2015
New Fund Request System Training	12/1/2015
EOPS: Employee One-time Payment System Overview	12/3/2015
Financial Management 101: Introduction to the FOAP Codes	12/4/2015
Financial Reporting - Budget Reports	12/7/2015
Finance INB Navigation and Exercises	12/8/2015
Introduction to Cognos	12/8/2015
Travel Training for Travel Preparer	12/8/2015
Account Code Training For Expenditures	12/10/2015
Budget Management and Revision	12/10/2015
Procurement Reporting in Cognos	12/10/2015
Finance Reporting Basics	12/14/2015
Xtender - Scanning and Indexing	12/14/2015
All About HR and ePAF	12/16/2015
Procure to Pay	12/17/2015
TechBuy Shopper Training	12/17/2015
Financial Management 101: Introduction to the FOAP Codes	12/18/2015

**** 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

Cognos Upgrade

We are in the process of testing and validating the latest version of the current Cognos platform. We are moving from version 10.2.1 to version 10.2.2 and we are expecting to go live with the new version on Saturday 11/22.

With the new version, there are a number of new features. One of these is dynamically named excel tabs. This will be noticed when you run a report in excel format, and only on a report that typically shows up sectioned in multiple tabs in excel. On the report output you will see the tabs named according to the report logic.



This will only occur when ran in Excel 2007 format and should be available after 11/22/15, and as you can see in the example - the tabs for this report are dynamically labeled with the Organization code.

Top 10 most commonly run Finance Reports

You may use them, you may have never heard of them, but here are the top 10 most commonly used general finance reports.

- | Rank | Report name |
|------|---|
| 1 | FI026A - Advanced Op Ledger Transaction Report |
| 2 | FI009 - Statement of Changes In Fund Balance By Fund |
| 3 | FI045 - Monthly Ledger Report |
| 4 | FI002 - Revenue Expense Budget Pools By FOP |
| 5 | FI030 - Encumbrance Ledger Transaction Report |
| 6 | FI040A - Advanced Op Ledger Transaction Report By FOP |
| 7 | FI027 - Balance Sheet Transaction Report |
| 8 | FI026 - Operating Ledger Transaction Report |
| 9 | FI217 - TTU/TTUSA Target Report |
| 10 | FI010-Balance Sheet by Fund |

Report Modifications

FI026A – Advanced OP Ledger Transaction Report

This report was modified to have the prompt “Display Commodity Description” to default to “Yes”. This change will provide needed transaction detail to the user.

FI030 – Encumbrance Ledger Transaction Report

This report was modified to relabel the “Closed” column header to “Status” instead. This new label will help better explain the data.

FI040A - Advanced OP Ledger Transaction Report By FOP

This report was modified so the Display prompt for Chart and Fiscal Year will default to “No” the Account Description display prompt will default to “Yes”. This modification will help remove unneeded columns and help the user identify the “what” of the transaction(s) shown.

Report Spotlight

The New Report Spotlight will showcase a report that some may not have heard of, preview the data for that report and also learn of its potential use for campus. This month's Report Spotlight is the RPT_PAYDIST_005 report.

RPT_PAYDIST_005 Special Pay List Report

This report shows the year-to-date amount of special pay an employee has received. The report displays this information by Organization, then by Employee Class, Employee Name and Earn Code.

Required parameter choices include Fiscal Year, Chart of Accounts and Earn Code. The Employee Home Organization and Organization Tree prompt are optional.

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RPT_PAYDIST_005 - Special Pay List

Choose from the selections below to limit data returned by report:

Fiscal Year: 2013

Chart of Accounts: [Dropdown]

Employee Home Organization: [Dropdown with ?]

Earn Code
(To select multiples, hold down the control key and select)

- Additional Compensation
- Award
- Cell Phone Allowance
- Cell Phone Equipment
- Clothing Allowance
- Faculty On Call Pay (HSC Only)
- Field Training
- Gift
- Housing Allowance
- Lodging
- Lump Sum Payment

[Select all](#) [Deselect all](#)

OR: Choose Employee Home ORGN from the Hierarchy Below (Optional)

- S - SS - Texas Tech University System Admin
- T - TT - Texas Tech University

The report data shown above, provides details for Special Pay at the Home Organization Level. Notice that the Employee class is presented followed by the Employee Name, Position Title, Earn Code with Title and then the Year-to-date amount of special pay. A summary total of special pay Year-to-Date is provided for the organization as well.