



## AFISM August Class Offerings

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*\*\*Please note that class dates and times are subject to change*



# Report of the Month

## FI137—Multi-Year Open Encumbrance Report

This report provides a useful snapshot view of open encumbrances for the selected FOP(s) whether active or terminated, and allows you to see the date the encumbrance was originally established. This is a quick way to see what is aged and then research to determine if further action is needed.

The parameter page of this report is displayed below. The required parameters are Chart of Accounts, Beginning Fiscal Year and Ending Fiscal Year. It is possible to search by Vendor ID, Doc Reference Number (Travel), and Encumbrance Number (Purchase Order). This report also provides the option to view open encumbrances for a FOP that is no longer active.

Utilize the Fund, Organization, Account, and Program parameters in a way that allows you to focus on the desired data.

<p>Select Chart of Accounts: * Texas Tech University</p> <p>Enter Beginning Fiscal Year: * 2018</p> <p>Enter Ending Fiscal Year: * 2018</p> <p>Enter Vendor ID: _____</p> <p>Enter Doc Reference Number: _____</p> <p>Enter Encumbrance Number: _____</p> <p>Enter Termination Date (optional): Selection of termination date returns open encumbrances that have Fund, Organization, Account, or Program codes that terminated by date selected. Dec 31, 2099</p>	<p>Select one or more Fund Classes from the list.</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 91A - Plant Unexpended</li><li><input type="checkbox"/> 91B - Plant Unexpended MY</li><li><input type="checkbox"/> 91F - Plant Unexpended Financed MY</li><li><input type="checkbox"/> 93A - Plant Renewal and Replacement</li><li><input type="checkbox"/> 95A - Plant Retirement of Indebtedness</li><li><input type="checkbox"/> 97A - Plant Investment in Plant</li><li><input type="checkbox"/> BAN - Bank</li></ul> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p>
<p>Enter all or part of a Fund Code. Then select one or more from the list below.</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <p>Search [ ]</p> <p>Options ▾</p> <p>Results: _____</p> <p>Choice: _____</p> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<p>Enter all or part of an Organization Code. Then select one or more from the list below.</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <p>Search [ ]</p> <p>Options ▾</p> <p>Results: _____</p> <p>Choice: _____</p> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p>
<p>Enter all or part of an Account Code. Then select one or more from the list below.</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <p>Search [ ]</p> <p>Options ▾</p> <p>Results: _____</p> <p>Choice: _____</p> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<p>Select one or more Program Code(s):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 100 - Instruction Expense</li><li><input type="checkbox"/> 200 - Research Expense</li><li><input type="checkbox"/> 300 - Public Service Expense</li><li><input type="checkbox"/> 400 - Academic Support Expense</li><li><input type="checkbox"/> 500 - Student Services Expense</li><li><input type="checkbox"/> 600 - Institutional Support Expense</li><li><input type="checkbox"/> 700 - Operations and Maint Expense</li><li><input type="checkbox"/> 720 - Operations and Maint Research Exp</li></ul> <p><a href="#">Select all</a> <a href="#">Deselect all</a></p>

## FI137—Open Encumbrance Multi Year Report

The report is shown below. The first column provides the Encumbrance Number. If it starts with an EV it is a Travel Encumbrance, a PO is a Purchase Order and a PR is a Salary Encumbrance. The Established Date is the date the encumbrance was originally created. The Document Reference Number displays the Trip Number provided from the Travel System when the travel application was submitted. Vendor Name shows the vendor associated with the encumbrance. Original Encumbrance is the amount encumbered when first established. Liquidations includes payments and adjustments, Remaining Balance is the amount that remains encumbered on the FOP.

IBM Cognos Viewer - FI137 - Open Encumbrance Multi-Year Report								
Encumbrance Number	Established Date	Document Reference Number	Chart	Fiscal Year	Vendor Name	Original Encumbrance	Liquidations	Remaining Balance
EV252478	7/9/18	1824617	T	2018		300.00	0.00	300.00
	7/9/18	1824617	T	2018		50.00	0.00	50.00
Total for EV252478						350.00	0.00	350.00
P0146473	2/23/12		T	2018	** Vendor name will not populate if encumbrance is from a prior year **	1,461.00	0.00	1,461.00
Total for P0146473						1,461.00	0.00	1,461.00
P0192720	11/21/12		T	2018		310.00	(164.78)	145.22
Total for P0192720						310.00	(164.78)	145.22
P0352847	2/18/15		T	2018		90.95	0.00	90.95
Total for P0352847						90.95	0.00	90.95
P0581936	9/28/17		T	2018	Buehler LTD	402.00	(388.96)	13.04
Total for P0581936						402.00	(388.96)	13.04
P0592615	11/13/17		T	2018	Rockwell Automation	4,035.02	(4,000.00)	35.02
Total for P0592615						4,035.02	(4,000.00)	35.02
P0609022	2/2/18		T	2018	Overton Hotel and Conference Center	99.51	0.00	99.51
Total for P0609022						99.51	0.00	99.51
P0618570	3/14/18		T	2018	Xerox Benchmark	1,183.55	0.00	1,183.55
Total for P0618570						1,183.55	0.00	1,183.55
P0644219	7/6/18		T	2018	Summus Dell	2,649.00	0.00	2,649.00
Total for P0644219						2,649.00	0.00	2,649.00

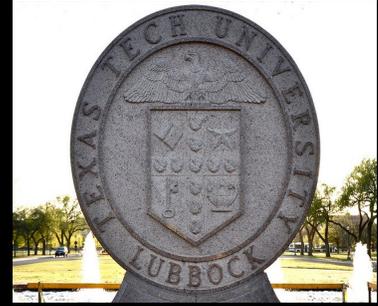
In the report above, notice there are 3 encumbrances that were created in prior Fiscal Years, but remain open in the current Fiscal Year. For the first one, the original encumbrance remains encumbered while the others have had a partial liquidation. Each should be reviewed to determine the action needed.

To see the activity that has taken place on the encumbrance, use the FI030 - Encumbrance Ledger Transaction Report. This report can be executed by using the Encumbrance Number or Document Reference Number in the parameter fields provided, or you can execute by FOP and see activity on all encumbrances.

Follow the procedures in place for an encumbrance that is open but should be closed. Any questions should be directed to [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) for purchase orders and [travelservices@ttu.edu](mailto:travelservices@ttu.edu) for travel.



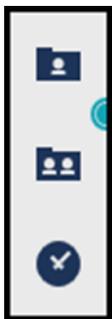
# Cognos Analytics



Cognos Analytics opens up to the Portal Page. On that page, you will notice that there is a navigation menu located on the left toolbar. This is where you access the reports that are published for the campus to use that you previously accessed via “Public Folders” . You will also find those reports that you have saved as a report view within your “My Folders” located in the “My Content” folder.

Public Folders has been renamed to “Team Content”. My Folders has been renamed to “My Content”.

A new folder titled “Recently Viewed” is available in Cognos Analytics.



“My Content” holds “report views” saved by the user



“Team Content” houses various shared and private folders, standard reports and Cognos packages located within this tab.



“Recently Viewed” houses reports that the user has executed

To learn about navigation within Cognos Analytics, enroll in AFISM’s class “Introduction to Cognos” via SumTotal or access the AFISM website for online tutorials and electronic training documents.

## Did you know?

When you log into Cognos Analytics for the first time you may experience some issues that prevent you from fully authenticating and accessing reports. This can be resolved by clearing your cache and retarting your browser. Go to the next page to see directions for clearing your cache

# Clear Cache for Cognos Analytics Upgrade

On your first attempt to log into the upgraded Cognos environment, you may experience some issues that prevent you from fully authenticating and accessing reports. This is likely caused by a cookie/cache incompatibility between the old version of Cognos and the new version. This can should easily be resolved by clearing your cache and restarting your browser. After you have done this the first time, it should no longer be necessary for future logins.

To clear your cache:

Try CTRL-F5 first, this is a hard refresh and should fix the issue. CTRL-F5 will work in Chrome, Firefox and IE11. Should you continue to experience Cognos Login issues, please follow the instructions below for your specific browser.

## 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...
2. Uncheck Preserve Favorites website data, and select:
  - Temporary Internet files or Temporary Internet files and website files
  - Cookies or Cookies and website data
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 let us know.



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