



TEXAS TECH UNIVERSITY
Administration and Finance
Information Systems Management

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 a reminder about updating Java and the effects of this on Banner. There is information about an upgrade to Xtender which has required users to update their system. In addition, you will find a schedule of trainings offered by AFISM for August through September, and a review of the HR009 Salary Roster by Organization as this month's 'Report of the Month'.

AFISM 2 KNOW - August 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. 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 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.

Upcoming Trainings Offered By AFISM

- For August through September -

The list on the following page includes all trainings offered by AFISM from August through September. 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
TechBuy Shopper Training	8/10/2015
Cognos Grant Reporting	8/11/2015
Finance INB Navigation and Exercises	8/11/2015
Budget Management and Revision	8/13/2015
CitiBank Procurement Card Training for the Cardholder/Reconciler	8/17/2015
Procurement Reporting in Cognos	8/17/2015
New Fund Request System Training	8/18/2015
Intro to Financial Transactions System (FiTS)	8/19/2015
Financial Management 101: Introduction to the FOAP Codes	8/20/2015
HR Reporting - Employee Appointment Reports	8/20/2015
Xtender - Scanning and Indexing	8/20/2015
Procure to Pay	8/21/2015
HR Reporting - Payroll Reports	8/24/2015
Introduction to Cognos	8/24/2015
All About HR and ePAF	8/25/2015
Financial Reporting - Budget Reports	8/25/2015
Financial Reporting - Transaction Reports	8/27/2015
TechBuy Shopper Training	9/1/2015
EOPS: Employee One-time Payment System Overview	9/3/2015
Financial Management 101: Introduction to the FOAP Codes	9/3/2015
Finance INB Navigation and Exercises	9/8/2015
Budget Management and Revision	9/10/2015
Cognos Grant Reporting	9/10/2015
Procurement Reporting in Cognos	9/15/2015
Financial Management 101: Introduction to the FOAP Codes	9/17/2015
All About HR and ePAF	9/22/2015
Financial Reporting - Budget Reports	9/22/2015
Financial Reporting - Transaction Reports	9/28/2015

**** 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 Updates

HR035 – Employee Search Report – This report was modified to show Oracle ID for the individuals listed.

Report of the Month

HR009 – Salary Roster by Organization

This report provides information regarding employees, the position they are assigned to and the FOAP(s) supporting those salaries. This information is provided at the “Position Organization” level, which means that all employees who are assigned to a position that belongs to the organization selected will display in the report. This includes employees whose “home organization” is not necessarily the “position organization”

It is a good idea to run this report at the beginning of the Fiscal Year to ensure that salary assignments for all employees are set up as desired. And then to run at least quarterly to ensure assignments remain accurate.

Displayed below is the parameter page for the report. The parameter options include:

- Chart of Accounts – A required parameter, options are TTU or TTU System Administration.
- Position Organization – Select the Organization(s) for the report. Only those organizations that the user has permission to see will populate in this parameter box.
- Position (T) Number – Enter a specific Position “T” Number if information is desired for just that position.

Report: HR009

Texas Tech 07/27/15

Salary Roster by Organization

Select the Chart of Accounts:

* Texas Tech University

Select the Position Organization:

- A00000 - President's Office
- A00002 - Communications and Marketing
- A00003 - Alumni Association
- A00023 - PI Becky A Wilson
- A01001 - Enrollment Management
- A01004 - Undergraduate Admissions
- A01010 - Student Financial Aid
- A01020 - Enrollment Planning & Info Svcs
- A01023 - Registrar
- A02000 - KTTZ Television Station

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

Enter the Position (T#):

The report is shown on the following page.

Notice the following:

- The section header details the Position Organization, showing both the Org code and description (highlighted in red)
- Each FOAP that supports salaries for the organization is displayed (highlighted with 1-3 in yellow)
- Within the FOAP, each position class is shown, below the FOAP, by position class are those employees who have all or part of their salary supported by the FOAP (highlighted in green)
- The summary total of salaries is displayed by Position Class and by FOAP, ending with a summary total of all salaries paid by the organization.

Texas Tech															
Salary Roster by Organization															
Chart of Accounts: Texas Tech University															
Position Organization: XXX132 - Reporting															
1 Fund Code with Description				Org Code with Description				Account Code with Description				Program Code with Description			
Position Class: - Managing Director															
P-Class	ID	Name	Employee Class	Position	Job Suffix	Pay Code	Job Type	Single or Pooled	Job Labor Dist Eff Date	FOAP Percent	FOAP Annual Salary				
Managing Director	R11111111	Raider, Red	E1 - FT Exempt Staff	T00001 - Managing Director	00	MN	P	S	09/01/14	100.00	91,385.12				
- Managing Director - Total											91,385.12				
2 Fund Code with Description				Org Code with Description				Account Code with Description				Program Code with Description			
Position Class: - Administrative Business Asst															
P-Class	ID	Name	Employee Class	Position	Job Suffix	Pay Code	Job Type	Single or Pooled	Job Labor Dist Eff Date	FOAP Percent	FOAP Annual Salary				
Administrative Business Asst	R22222222	Panther, Pink	N1 - FT Non Exempt Staff	T00002 - Admin Business Asst.	00	SM	P	S	09/01/14	100.00	33,000.00				
- Administrative Business Asst - Total											33,000.00				
3 Fund Code with Description				Org Code with Description				Account Code with Description				Program Code with Description			
Position Class: - Graduate Assistant															
P-Class	ID	Name	Employee Class	Position	Job Suffix	Pay Code	Job Type	Single or Pooled	Job Labor Dist Eff Date	FOAP Percent	FOAP Annual Salary				
Graduate Assistant	R12121212	Bunny, Bugs	S1 - PT Non Exempt Graduate Asst	T00003 - Graduate Asst	00	SM	P	P	06/01/15	100.00	7,784.40				
	R21212121	Coyote, Wylie	S1 - PT Non Exempt Graduate Asst	T00003 - Graduate Asst	00	SM	P	P	06/01/15	100.00	7,784.40				
- Graduate Assistant - Total											15,568.80				
Overall - Total											139,953.92				

The following information is provided:

- **P-Class** - Position Class (Title) Codes begin with (E)xecutive, (F)aculty, (S)taff, (U) Student, and (P)art-time, indicating how the position is classified.
- **ID** – A nine character alpha numeric identifier used to identify an employee, referred to as “R-number or Tech ID”.
- **Employee Class** – Both the Employee Class Code and Description are provided. This provides information related to pay frequency, full or part time status and benefit and leave category.
- **Position** – This is the Position Title the employee is assigned to along with the position code or “T number” that is used to identify that.
- **Pay Code** – Indicates if the employee is paid monthly (M) or semi-monthly (SM).

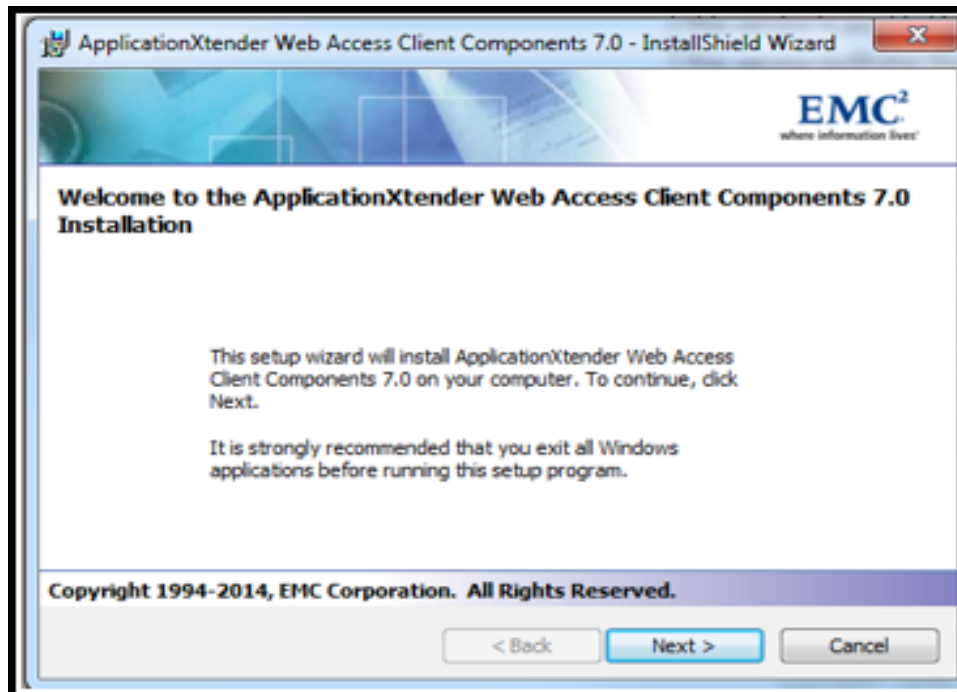
- **Job Type** – Identifies if the job is Primary (Home Position), Secondary (in addition to Home Job), or it may be an allowance or overload.
- **Single or Pooled** – Indicates if more only one person can be assigned to the position (S) at a time or if more than one can be assigned to the position at a time (P).
- **Job Labor Dist. Eff Date** – The date the FOAP began supporting the salary for the identified position.
- **FOAP Percent** – The percent of the salary for the identified employee position assigned to the FOAP.
- **FOAP Annual Salary** –The dollar amount the identified FOAP will pay towards the shown position for the identified employee.

Xtender Updated to 7.0

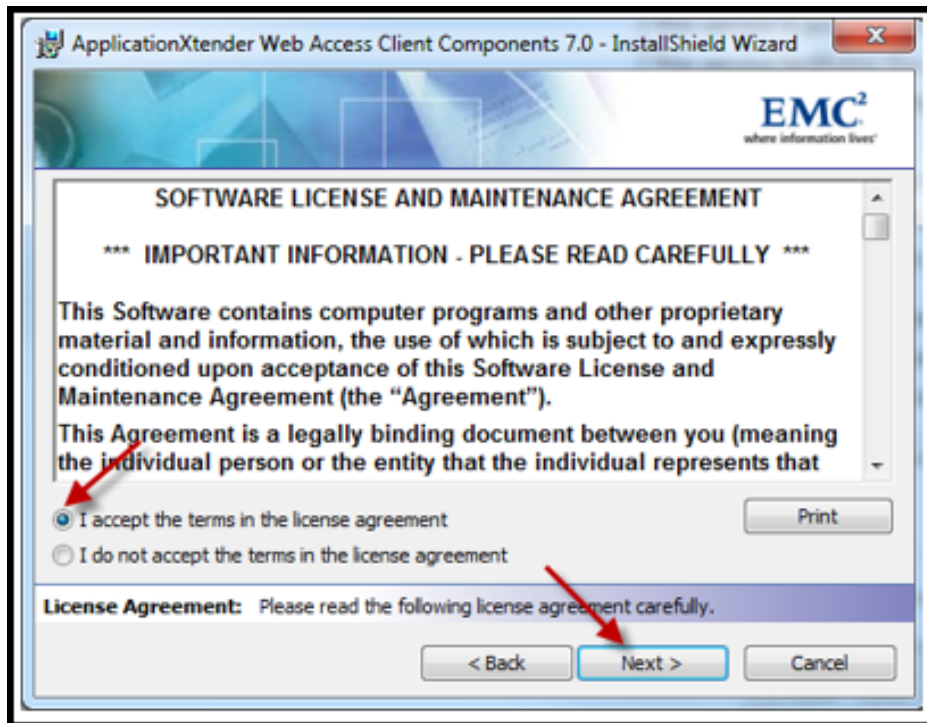
Xtender was recently upgraded to version 7.0. This may have been seamless for some of you, if it was not and if you are experiencing problems with the system, the instructions below are provided to aid you with installation of version 7.0 following the upgrade.

Xtender 7.0 Installation Instructions

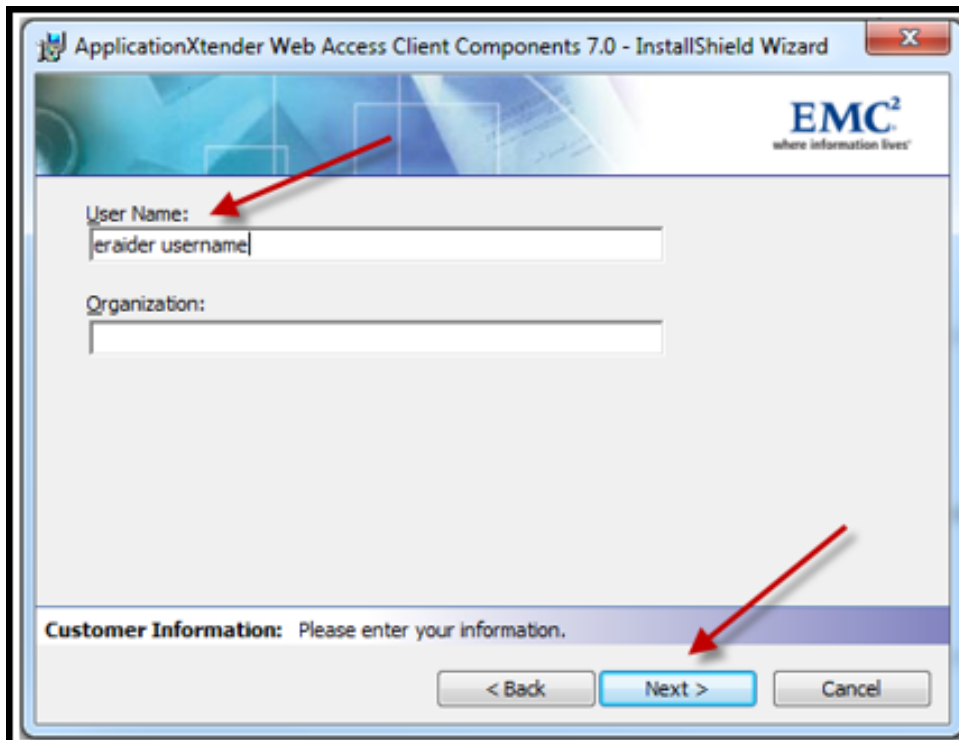
1. Visit this website: <http://bit.ly/1JdZ8LK>
2. Run the file that was downloaded: ApplicationXtender Web Access Client Components 7.0.msi
3. Click on the “Next” button:



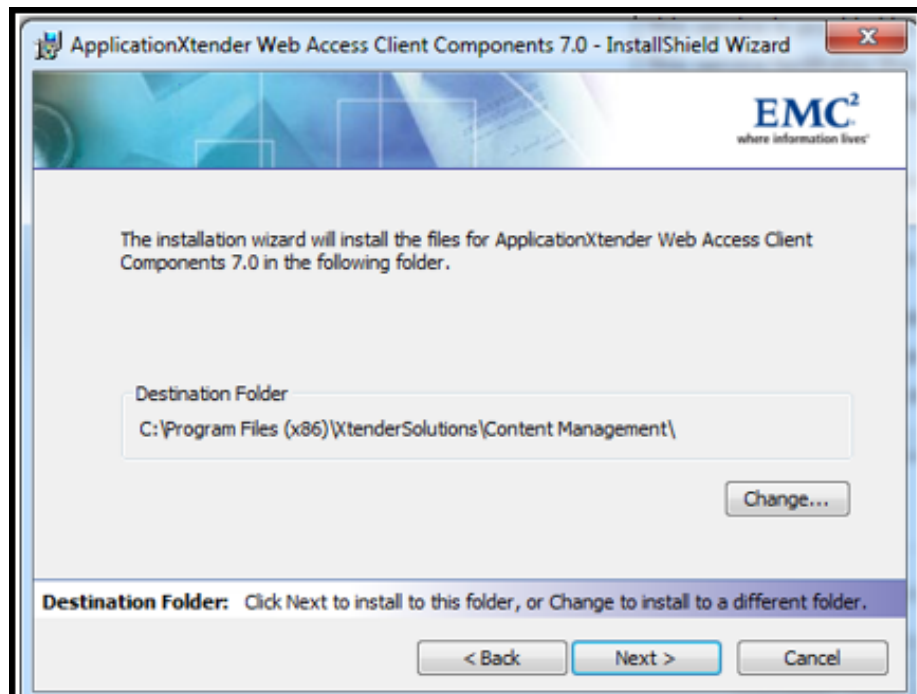
4. Accept the agreement and click on the "Next" button



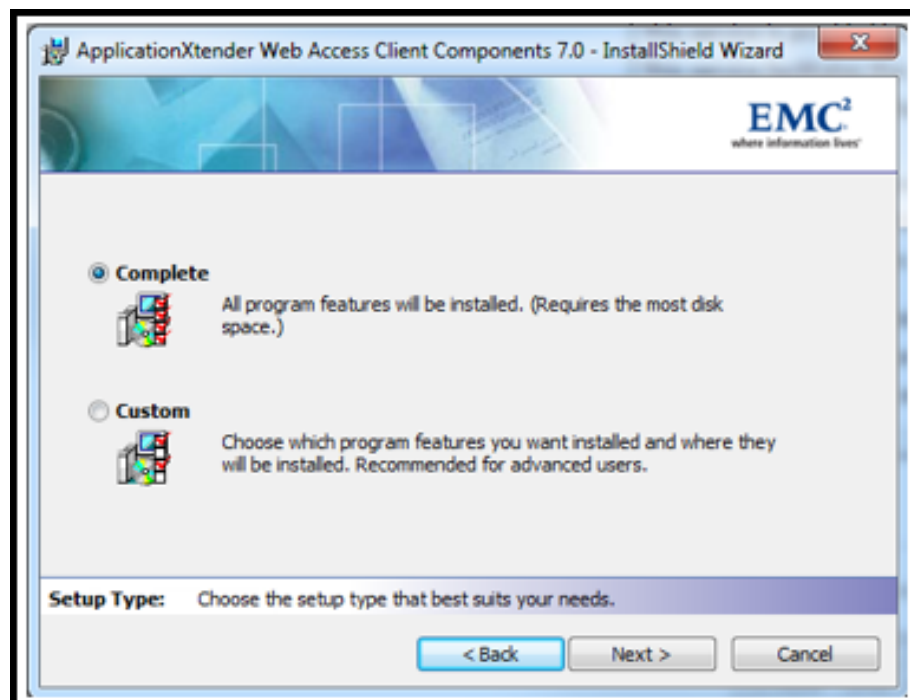
5. Type in your eRaider username. Click on the "Next" button:



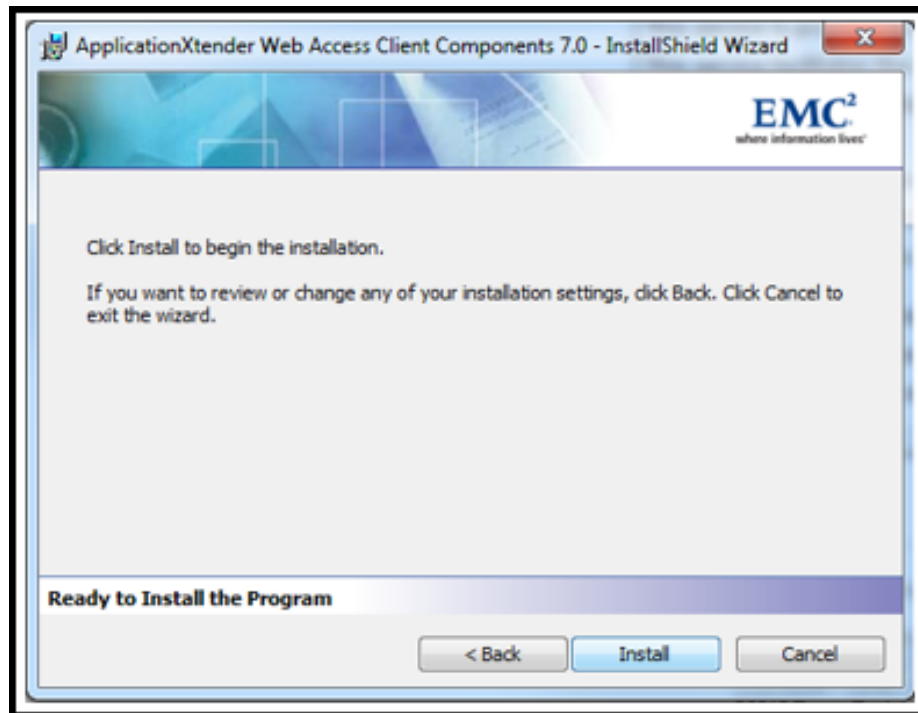
6. Click on the “Next” button:



7. Click on the “Next” button:

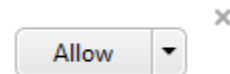


8. Click on the “Install” button:



9. At this point, the updated Xtender software should be installed. On your next visit to: <https://imaging.texastech.edu>, you'll need to allow the new software to run by clicking on the “Allow” button.

This webpage wants to run the following add-on: 'Scanner ActiveX Control' from 'EMC Corporation (unverified publisher)'. [What's the risk?](#)

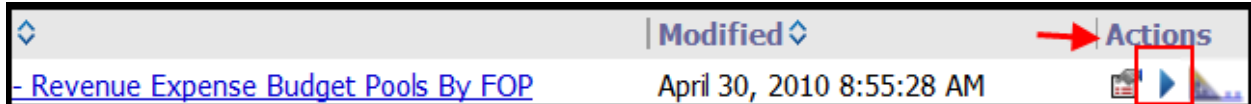


Quick TIP – COGNOS

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”.

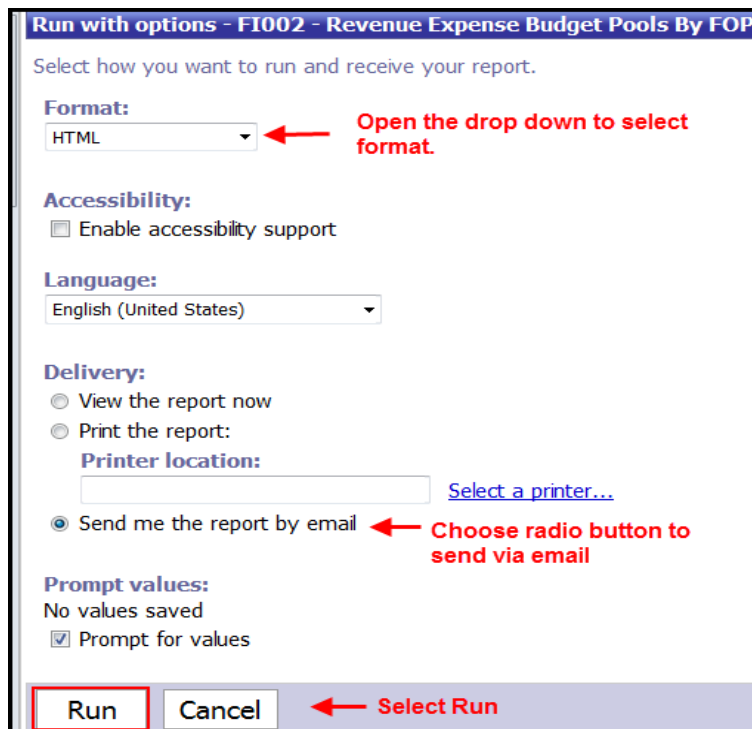
Run with Options

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

A screenshot of a dialog box titled 'Run with options - FI002 - Revenue Expense Budget Pools By FOP'. The dialog box has a white background and a blue title bar. It contains several sections: 'Format:' with a dropdown menu set to 'HTML'; 'Accessibility:' with a checkbox for 'Enable accessibility support'; 'Language:' with a dropdown menu set to 'English (United States)'; 'Delivery:' with three radio buttons: 'View the report now', 'Print the report:', and 'Send me the report by email' (which is selected); 'Printer location:' with a text box and a link 'Select a printer...'; and 'Prompt values:' with a checkbox for 'Prompt for values'. At the bottom, there are 'Run' and 'Cancel' buttons. Red arrows point to the 'HTML' dropdown, the 'Send me the report by email' radio button, and the 'Run' button. Text annotations next to these arrows read: 'Open the drop down to select format.', 'Choose radio button to send via email', and 'Select Run'.

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