



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. In our newsletter this month, you will find a highlight of the most recent items and the business need for each.

This month's newsletter contains information about the launch of a new financial dashboard in Cognos called the Operating Expense Dashboard, and a shortcut for fixing ePAF attachments. In addition, you will find a schedule of trainings offered by AFISM for July through August, and a review of the HR145 TTU Summer Appointment Report as this month's 'Report of the Month'.

AFISM 2 KNOW - July 2015 Edition

FINANCIAL DASHBOARD

AFISM is proud to announce the launching of the first Financial Dashboard in Cognos.

Dashboards can be a valuable asset to any business operation. They provide very similar information that is found on a standard report, but do so for a small period of time rather for a full year or more that you would find on other financial reports. The dashboard is designed to complement and complete the reports available in Cognos, and do so in a very quick response time. An overview of the Operating Expense Dashboard is provided in this newsletter.



HR140 - Total Compensation Letter

Financial Managers: Are you interested in providing your employees a detailed breakdown of their total compensation from Texas Tech? This includes amounts paid by the University on their behalf and Health Care Benefits comprising the Total Annual Benefit Cost. It is all summarized as the Total Compensation Amount.

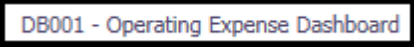
The HR140 – Total Compensation Letter provides all of this information and is accessible in Cognos from the following location: *(The report can only be run by Financial Managers for Employee's in Home Organizations that they manage)*

Public Folders > Human Resources > Departmental Users > All Human Resources Reports

Operating Expense Dashboard Overview

The Financial Dashboard is located in Cognos. From the Home Page of Public Folders, select the link labeled “TTU Finance” . Within this folder, select the link labeled “Financial Dashboards” .

The Operating Expense Report Dashboard is housed in the Financial Dashboards folder and appears as:



Click on the link to access the parameter page.

Parameter Options are found at the top section of the dashboard. When the parameter page opens, you will find the Chart, Fiscal Year and Fiscal Period defaulted as shown below with yellow highlights. These can be modified using the drop downs provided. The Organization Code is required and will populate with the last Organization Code you executed it for. Both the Fund Code and Program Code are optional, allowing you to execute it at various combinations of the FOP. You may find the dashboard easier to use if you will enter a complete FOP rather than just an Organization Code.



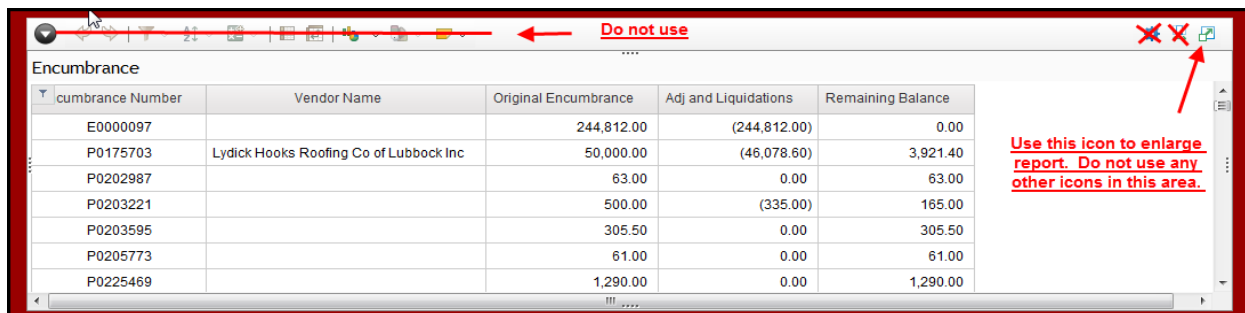
The dashboard is comprised of 5 sections of data: Encumbrance, Blanket PO's, P-Card, PO Payments and Travel Payments. The column titles reflect the same information as found in the Cognos reports. The dashboard allows viewing of all at one time. Each section can be expanded to see all of the data.

To activate a section in order to see the complete report, simply do a double-left click of the mouse anywhere within the report section:

Encumbrance Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance
E0000097		244,812.00	(244,812.00)	0.00
P0175703	Lydick Hooks Roofing Co of Lubbock Inc	50,000.00	(46,078.60)	3,921.40
P0202987		63.00	0.00	63.00
P0203221		500.00	(335.00)	165.00
P0203595		305.50	0.00	305.50
P0205773		61.00	0.00	61.00
P0225469		1,290.00	0.00	1,290.00
P0226641		6,210.00	0.00	6,210.00

To activate box, double left click anywhere within the report section




The double-click action causes the options shown below to display. The only icon that should be used is the one with the arrow pointing to it in the screen shot below. Clicking on this “Maximizes the Widget”.

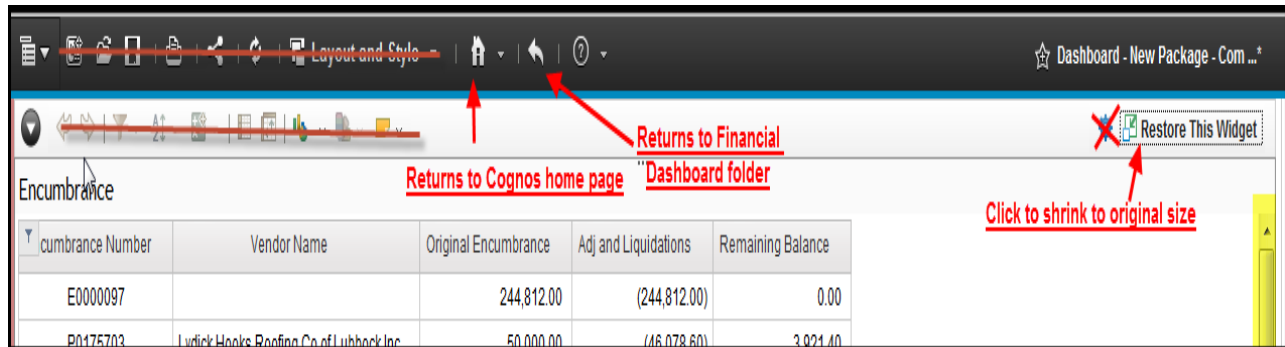


When the report (widget) is maximized, either a sliding bar is found along the right side to navigate through the data or page down and page up options exist to navigate through the data.

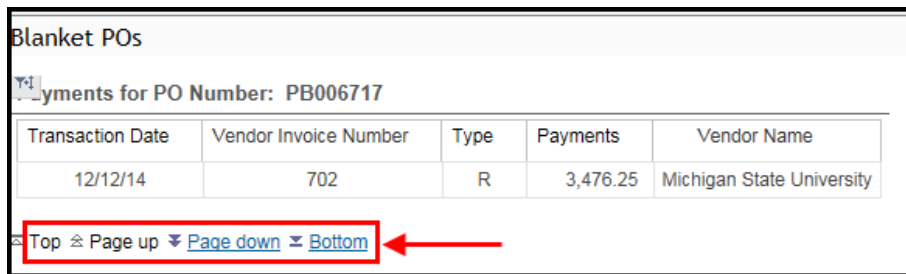
In the screen shot below, notice the yellow highlighted bar in the far right of the window. This is the slider bar that allows navigation of the report. Many of the icons found within an expanded widget should not be used.

Shown below are the three options that you should use.

1. The Home Icon  returns you to the home page of Cognos,
2. the curved arrow icon  returns you to the Financial Dashboard folder. A window displays requiring you to select "Leave this page".
3. The "Restore this Widget"  link shrinks the window to its original size.



The section below shows the links within the report display that allow you to page down. Notice in the lower left, the options: Top, Page up, Page down, Bottom. These links will be active only if there is more than one page to be displayed.



Open Encumbrance Section:

- Provides Encumbrance Number, Vendor, Original Amount, Adjustments and Liquidations and Remaining Balance
 - For more details, use a Cognos Report such as FI030 or FI026A

Encumbrance Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance
P0374708	Armstrong Transportation Services	3,000.00	0.00	3,000.00
P0375078	Summus Staples	107.83	(51.29)	56.54
P0377846	Shimadzu Scientific Instruments Inc	4,480.00	0.00	4,480.00
P0378459	CDW Government Inc	330.21	0.00	330.21

Blanket PO Section. View the details regarding the Original Blanket Order as well as payments made against the Blanket Order. The Remaining Blanket Amount displays within the top section. Remember that Blanket Orders do not encumber funds.

Blanket POs				
Original Blanket Order for PO Number: PB006717				
Vendor Name	Order Date	Termination Date	Original Blanket Amount	Remaining Blanket Amount
Michigan State University	09/01/14		10,000.00	6,523.75
Payments for PO Number: PB006717				
Transaction Date	Vendor Invoice Number	Type	Payments	Vendor Name
12/12/14	702	R	3,476.25	Michigan State University

P-Card Section. This section provides Pcard payment details. The Document ID is provided along with a description of the transaction and the amount paid for that transaction.

P-Card			
Transaction Date	Document ID	Transaction Description	Transaction Amount
06/03/15	CT001807	0427SANCHE-LUNAMETRICS LLC	499.00
06/03/15		0420MCCLUR-CVS/PHARMACY #10521	3.96
06/03/15		0406ELLIS -COMPUTER PARTS USA LUB	70.00
06/03/15		0410CARSON-SKYVIEWS OF TEXAS TECH	56.14
06/03/15		0420MCCLUR-FEDEX 850125487669	16.99

PO Payments Section. This section provides by Vendor, the payments made against Purchase Orders. Notice that both the Vendor Invoice Number as well as the Check Number are provided for each PO payment.

PO Payments							
Vendor Name	Vendor Invoice Number	Document ID	PO Number	Transaction Amount	Check Number	Check Date	Check Amount
Aquaone Inc	718793/351829	IW158332	P0321179	8.00	I0547644	06/16/15	8.00
	718793/352077	IW158687	P0321179	13.00	I0550004	06/26/15	13.00
Cardinals Sport Center	O694789-01	IL157996	P0372793	77.50	26012598	06/16/15	77.50
Muthen and Muthen	54841	IK158068	P0378452	1,630.09	26012950	06/22/15	1,630.09
Possible Missions Fisher Scientific	4266778	V9292980	P0374675	6,406.00	I0549780	06/25/15	6,406.00

Travel Payments Section. This section provides details by Trip Number, the amount spent on the various types of expense. If travel was completed on a PO, it will display within this report.

Travel Payments					
Transaction Date	Doc Ref #	Encumbrance #	Transaction Description	Account Description	Amount
06/23/15	1518136		T0517_Washington_	TV OS Meals	16.68
06/23/15			T0517_Washington_	TV OS Public Transport Comm Airfare	437.79
06/23/15			T0517_Washington_	TV OS Public Transport Taxi Limo	4.72
06/23/15	1518140		T0517_Washington_	TV OS Public Transport Comm Airfare	751.10
06/17/15	1520535		T0512_Atlanta_	TV OS Public Transport Comm Airfare	257.20
06/18/15	1520816		T0531_San Jose_	TV Foreign Commercial Airfare	1,040.93
06/18/15			T0531_San Jose_	TV Foreign Other Authorized Travel	19.99

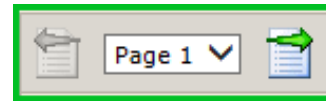
Shortcuts for 'Fixing' ePAF Attachments

On the occasions when an ePAF attachment needs to be edited or corrected, did you know that you can delete incorrect pages and re-insert or add corrected pages? You can add and delete pages to the attachment on the ePAF instead of deleting the attachment file, correcting the file, and re-uploading it!

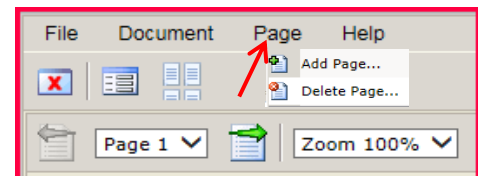
First, any page(s) to be edited or added to the attachment should be corrected and saved as individual pages in your directory. In the steps below, you will 'browse' to select and add the page to the file.

To correct an attachment, click the 'Display Documents' link on the ePAF, and the file appears in an **ApplicationXtender** window. Two features allow you to edit/correct the file while it remains attached to the ePAF.

- 1) Use the page navigation buttons or the page drop-down list to view the page for the delete or add.



- 2) The **Page** menu provides add and delete options for the page that is visible in the window.



- 3) The **Delete Page** option will remove the attachment page that is visible in the window.

- 4) The **Add Page** option opens an **Import New Page** box (see below) with New Page Insertion Point choices of "Insert After" or "Insert Before" the visible page, or to "Append" the new page to the end of the ePAF attachment. Browse to locate the desired page on your computer, select the insertion point, and click Upload to place the page in the attachment file at the insertion point.

The Current Page is	1
New Page Insertion Point	Insert After Insert Before Append
File Path*	

* Required fields

Upload View Document

- 5) Use the page navigation buttons or the page drop-down list (step 1) to verify the file is corrected.

Upcoming Trainings Offered By AFISM

- For July through August –

The list on the following page includes all trainings offered by AFISM from July through August. 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
Financial Management 101: Introduction to the FOAP Codes	7/7/2015
Financial Reporting - Transaction Reports	7/7/2015
Budget Management and Revision	7/9/2015
Cognos Grant Reporting	7/13/2015
Finance INB Navigation and Exercises	7/14/2015
Introduction to Cognos	7/14/2015
New Fund Request System Training	7/14/2015
TechBuy Shopper Training	7/16/2015
Procurement Reporting in Cognos	7/20/2015
HR Reporting - Employee Appointment Reports	7/21/2015
Financial Management 101: Introduction to the FOAP Codes	7/23/2015
Financial Reporting - Budget Reports	7/23/2015
All About HR and ePAF	7/28/2015
HR Reporting - Payroll Reports	7/30/2015
Travel Training for Travel Preparer	7/30/2015
Financial Management 101: Introduction to the FOAP Codes	8/4/2015
Introduction to Cognos	8/4/2015
EOPS: Employee One-time Payment System Overview	8/6/2015
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
Procurement Reporting in Cognos	8/17/2015
New Fund Request System Training	8/18/2015
Financial Management 101: Introduction to the FOAP Codes	8/20/2015
HR Reporting - Employee Appointment Reports	8/20/2015
HR Reporting - Payroll Reports	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

*** 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

New Report Added

FI010 – Balance Sheet by Fund Report – This report was modified to give the user the ability to run the report for active/inactive funds or both.

FI071 – Multi Year Funds Budget & Actual by Account Pool Report – This report was modified to change the logic for period 14 transactions. The ability to run the report by an “as-of-date” was removed as it could create data issues.

Report of the Month

HR145 – TTU SUMMER APPOINTMENT REPORT

This report is used to ensure that your Summer Appointments have been completed correctly. Because it is looking at a specific period in time, the report only shows information about Appointment for Summer I and Summer II. This report cannot be used for appointments at any other time of the year. The report can be executed at various levels of the organizational hierarchy or it can be executed by at the employee(s) level as well. This report has security at the Home Organization level.

Report: HR145 Texas Tech University Jun 23, 2015
TTU Summer Appointment Report

This report provides Summer I (6/1) and/or Summer II (7/16) appointments for a selected employee or organization level with a specified Employee Class. (Employee Class of F1, F2, F3, F4, F5, F6 or S2) The report will render the employee's Summer I (6/1) and/or Summer II (7/16) appointments if you have access to the employee's home or position organization.

Employee Class	Description
F1	FT 9 Mo Fac Non Vac Elig
F2	FT Exempt Law School Faculty
F3	PT Exempt Law School Faculty
F4	PT 9 Mo Fac Non Vac Elig
F5	Fac JointTxStateAgcyAppt
F6	FT 11-12 Mo Fac Non Vac Elig
S2	PT Exempt TA GPTI GRHA

Select the Fiscal Year: Select the Summer Session:

Select the Employee Name: (Optional)
(For best results, enter the last name of the employee.) OR Enter one or more R#s below: (Optional)
The R#s must be in UPPERCASE.

Keywords: Choices:

Type one or more keywords separated by spaces.

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

Choice: [Deselect](#)

Run By Home Organization(s):
When entering the Home Organization Code below they must be entered in UPPERCASE.

Select 1 or more Home Organizations below. (Optional) OR Type or paste in one or more Home Organization Codes into the prompt below. (Optional)

T - Texas Tech University Choices:

A - President's Office

B - Provost and Academic Affairs

B1 - Provost and Academic Affairs Lbbk [Select all](#) [Deselect all](#)

B00 - Provost and SVP Academic Affairs

B12 - Academic Affairs

B13 - International Affairs

B14 - Information Technology and CIO

B00 - School of Law [Deselect all](#)

Employee Information

Employee ID	Employee Name	Employee Status	Current Hire Date	Original Hire Date	E Class	E Class Desc	Full/Part Time	Hiring Location	Hiring Location Desc	Home Chart	Home ORGN	Home ORGN Desc
R1111111	Doe, John	A	09/01/2002	09/01/1996	F1	FT 9 Mo Fac Non Vac Elig	F	T11443	Doak Hall	Texas Tech University	B11111	Electronic Comm

Job Information

Status	Position ORGN	Position ORGN Desc	Position Number	Position Title	Job Suffix	P Class	P Class Desc	Payroll ID	Job Type	Job Begin Date	Job End Date	Last Paid Date	FTE	Hourly Rate	Hours/Units Per Pay	Assign Salary Per Pay Period	Factor	Pay Periods	Annual Salary
Active	B11111	Elec. Comm	T5905	Associate Professor	10	F5905	Associate Professor	MN	Secondary	07/16/15	08/31/15	07/31/12	0.500	57.69	86.67	5,000.00	9	9	45,000.00

Earnings Information

Position Number	Job Suffix	Earn Code	Earn Code Desc	Hours/Units	Special Rate	Effective Date	End Date
T5905	10	RGS	Regular Salaried	86.67		06/01/12	

Job Labor Distribution

Position Number	Job Suffix	Effective Date	COAS	FUND	FUND Desc	ORGN	ORGN Desc	ACCT	ACCT Desc	PROG	Amount Pay Per Period	Percent
T5905	10	07/16/15	T	11A004	Faculty Salaries	B11111	Electronic Comm	6A1802	SW Faculty Tenure Track	100	5,000.00	100.00%
Position Summary											5,000.00	100.00%

The report output is divided into 4 sections:

- **Employee Information** – details about employee such as R#, Full or Part Time Indicator, Home Organization and Current Hire Date
- **Job Information** – details about Position Number, Position Class, Job Type, Job Begin and End Date, Hourly Rate of Pay, Hours per Pay period, Salary Per Pay Period, Annual Salary
- **Earnings Information** – Position Number, Earn Code, Hours per pay period
- **Job Labor Information** – Position Number, Effective date FOAP began to support salary for current assignment, FOAP paying the summer assignment and Amount being paid for pay period

Within the Job Information section, note the Job Begin Date and Job End Date. These are the start and end date for only the summer appointment. Within the Job Labor Distribution section the Effective Date displayed indicates the date that the FOAP began to support the summer appointment.