

# AFISM NEWS



## MARCH CLASS SCHEDULE

| Name   | Date |
|--|------|
| Xtender - Scanning and Indexing                          | 3/1  |
| EOPS: Employee One-time Payment System Overview          | 3/1  |
| Account Code Training for Expenditures                   | 3/1  |
| Cognos Grant Reporting                                   | 3/6  |
| HR Reporting - Employee Appointment Reports              | 3/6  |
| Financial Management 101: Introduction to the FOAP Codes | 3/7  |
| Finance INB Navigation and Exercises                     | 3/7  |
| HR Reporting - Payroll Reports                           | 3/8  |
| Introduction to Cognos                                   | 3/8  |
| Budget Management and Revision                           | 3/8  |
| Xtender - Scanning and Indexing                          | 3/12 |
| Travel Training for Travel Preparer                      | 3/13 |
| TechBuy Shopper Training                                 | 3/19 |
| Financial Reporting Budget Reports                       | 3/20 |
| All About HR and ePAF                                    | 3/20 |
| Procurement Reporting in Cognos                          | 3/20 |
| Account Code Training for Expenditures                   | 3/21 |
| Financial Reporting - Transaction Reports                | 3/22 |
| Summer ePAF Appointments                                 | 3/22 |
| Introduction to Cognos                                   | 3/26 |
| Financial Management 101: Introduction to the FOAP Codes | 3/28 |

In this issue:

- March Class Schedule
- Reporting News—Cognos Analytics
- AFISM Training Updates
- Report of the Month—FI278 Vendor Invoice Payee Research
- Did You Know?
- ePAF Class Announcement

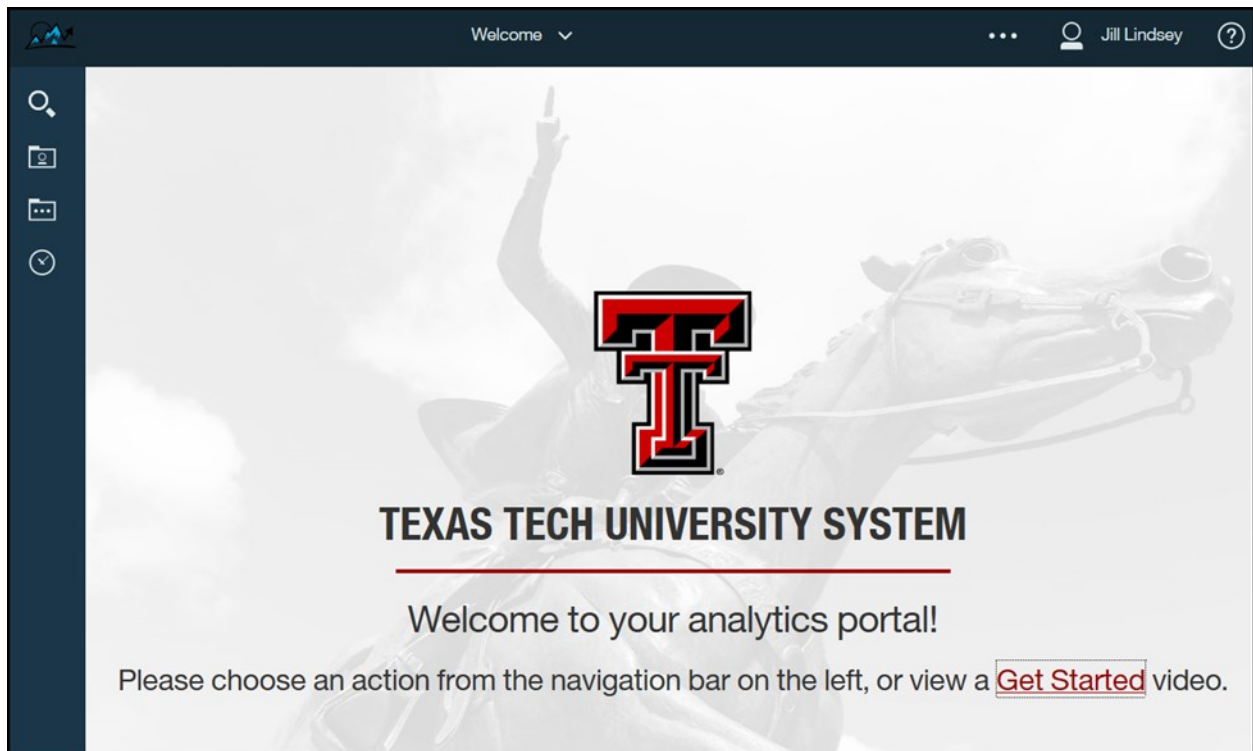
*\*\* Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information*



## Reporting News

“Cognos Analytics” will be introduced to campus in the near future. Cognos Analytics is the new version of the Cognos Reporting System. The design is user friendly and there are new features that you are sure to like. While we cannot provide the date that the new system will go live, we can assure you that AFISM will be proactive in providing training and information about this new system.

The screen shot below provides you an approximate view of how the system will look. The left navigation menu replaces the tabs that you currently use within Cognos. This menu houses a folder structure much like that of today’s system as you navigate to various reports.



Video Tutorials for Cognos Analytics are available on the Resources page of the AFISM Website: <http://www.depts.ttu.edu/afism/resources/video-resources/index.php>

AFISM > Tools & Reference > AFISM Reference > Video Resources > Cognos Analytics

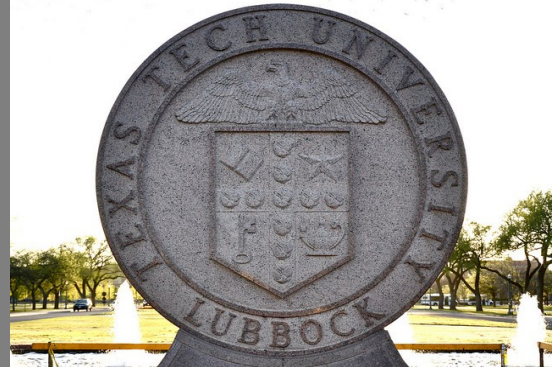
The tutorials include these videos:

- ◆ Cognos Analytics—Overview
- ◆ Cognos Analytics—Report Options
- ◆ Cognos Analytics—User Settings
- ◆ Cognos Analytics—Scheduling Reports

# Report of the Month

## FI278—Vendor Invoice Payee Research

*View Payment Details for Vendor Invoices*



The FI278 Report is designed to provide you with current information regarding payments against vendor invoices. You have the option to execute this by Banner or Vendor Invoice Number, Purchase Order Number, Vendor ID or Check Number. This report provides a parameter page designed to allow you to select the sort order of the data within the report so that you can create the output desired. The report provides the opportunity to view invoice payment data for more than one fiscal year at a time.

The parameter page of the report is shown below. Notice all of the options for retrieving data.

**Texas Tech University**  
Vendor Invoice Payee Research

**Select Chart of Accounts:**

- Texas Tech University
- Texas Tech University System
- Texas Tech Univ Health Sciences Ctr
- Texas Tech Univ Hlth Sci Ctr El Paso

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

**Select Fiscal Year(s):**

- 2018
- 2017
- 2016
- 2015
- 2014
- 2013

**Banner Invoice Number:**

Choices:

Insert →← Remove

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

**Vendor Invoice Number:**

Choices:

Insert →← Remove

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

**Purchase Order Number:**

Choices:

Insert →← Remove

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

**Vendor ID (R-Number):**

Choices:

Insert →← Remove

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

**Check Number:**

Choices:

Insert →← Remove

## FI278—Vendor Invoice Payee Research Report (continued)

The report is shown below. The details provided allow the user to tie the Vendor Invoice to the Purchase Order, and then see the Check Number the Invoice was paid with as well as the Check Amount. The Transaction Date column shows that date that the payment was issued. This report is useful when for verifying payments for a vendor. If the sort order below is not what is desired, remember that it is possible to sort differently by using the sort options on the 2nd parameter page of the report.

Report: FI278

**Texas Tech University**  
Vendor Invoice Payee Research

02/12/18

| Banner Invoice Number | Purchase Order Number | Vendor ID | Vendor Name                   | Vendor Invoice Number | Invoice Date | Transaction Date | Check Number | Check Amount |
|-----------------------|-----------------------|-----------|-------------------------------|-----------------------|--------------|------------------|--------------|--------------|
| IM170073              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 135972                | 08/02/16     | 09/13/16         | 26040722     | 268.35       |
| IM170758              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 143713                | 09/30/16     | 10/05/16         | 26041958     | 268.35       |
| IM171744              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 148907                | 11/01/16     | 11/16/16         | 26044611     | 268.35       |
| IM172273              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 152493                | 12/01/16     | 12/08/16         | 26046053     | 268.35       |
| IM172664              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 156649                | 01/02/17     | 01/04/17         | 26047369     | 268.35       |
| IM173237              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 161020                | 01/31/17     | 02/09/17         | 26049325     | 268.35       |
| IM174076              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 165373                | 03/01/17     | 03/13/17         | 26051040     | 268.35       |
| IM174853              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 170049                | 04/01/17     | 04/12/17         | !0774214     | 268.35       |
| IM175902              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 174586                | 05/01/17     | 06/07/17         | !0792495     | 268.35       |
| IM175903              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 180472                | 06/01/17     | 06/07/17         | !0792495     | 268.35       |
| IM176529              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 185168                | 07/03/17     | 07/14/17         | !0804070     | 268.35       |
| IM177129              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 189471                | 08/01/17     | 08/08/17         | !0809651     | 268.35       |
| IM180398              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 194777                | 09/06/17     | 10/05/17         | !0841545     | 268.35       |
| IM180619              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 199021                | 10/01/17     | 10/13/17         | !0843799     | 268.35       |
| IM181376              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 208874                | 11/30/17     | 12/07/17         | !0857455     | 268.35       |
| IM181905              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 213426                | 01/02/18     | 01/18/18         | !0878800     | 268.35       |
| IM182117              | P0419135              | R11435869 | Hilliard Office Solutions Ltd | 219021                | 02/01/18     | 02/05/18         | !0885224     | 268.35       |

*Did You Know?*

The FI030—Encumbrance Ledger Transaction Report provides information for both open and closed purchase orders. Use this report to get details for Travel Encumbrances and Purchase Orders. It is suggested that you use this report monthly to stay on top of your encumbrances.





## **Coming March 22**

### **First ePAF Class for Summer Term Appointments**

Ready or Not: It's the season to prepare ePAFs for the two summer terms. These appointments follow different procedures than normal ePAFs submitted for the 9 month academic year (regarding appointments for Faculty, Researchers, TAs, GPTIs, and GAs). This class reviews summer school procedures with opportunities for Q&A. In SumTotal, look in the HR category for "Summer ePAF Appointments".

## 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 do not hesitate to reach out.

### Contact Us

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