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 fiscal year 2014. 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 information about adding HR Cognos Security Access for an employee, and a message about a new travel correspondence feature in the online travel system. In addition to this edition of the “Report of the Month”, you will also find a historical list of all prior reports that have been highlighted below, along with the newsletter they were published in for reference.

AFISM 2 KNOW - September 2014 Edition

Messages/Comments Feature in the Online Travel System

Trip correspondence will now be processed through the online travel system. Once you have a trip number established, you may add messages/comments related to the trip through the online travel system. These comments are automatically sent to the TTU Travel Office staff, the traveler, the preparer, and any person who has participated with a previous message/comment. You may also add additional individual email addresses.

**To Access Messages/Comments Feature:**

Login to the Online Travel System: [https://www.fiscal.ttuhscc.edu/travel2/](https://www.fiscal.ttuhscc.edu/travel2/)

Click on Applications, Voucher or Help >> Contact Travel Office Regarding a Trip
A list of trips in which you were the traveler, preparer, supervisor or were cc’d on a message within the past 12 months are shown. Click on the Travel ID to add a message or enter the trip ID.

### Messages to/from the Travel Office

Below is a list of trips where you are the traveler, preparer, supervisor, or appear on the CC list for messages related to trips the last 12 months. If you do not see the trip you are looking for in the list, simply type the Travel ID in the box.

<table>
<thead>
<tr>
<th>Travel ID</th>
<th>Traveler</th>
<th>Destination</th>
<th>Last Comment</th>
<th>Comment By</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500414</td>
<td>Mary Catherine Wall</td>
<td>Westminster, CO</td>
<td>This is so great!</td>
<td>Sandra Kiser</td>
<td>about an hour ago</td>
</tr>
<tr>
<td>1414426</td>
<td>Mary Catherine Wall</td>
<td>Palm Springs, CA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1400210</td>
<td>Mary Catherine Wall</td>
<td>St Petersburg, FL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1400028</td>
<td>Cynthia Chalmers Davis</td>
<td>Houston, TX</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that all comments are public – any individual with an active eRaider ID can access the system. Please do not include any personal or security sensitive information.

Enter your comments in the text box and click on **Add Comment**.

To add additional individuals to the conversation, enter an email address and click on **Add Email**. Travel Services will receive all emails sent from this system for TTU trips.
There is also a Printable View if necessary to add the comments to the voucher and receipts turned into the Travel Office.

E-mailed Messages will be delivered from travel2@www.fiscal.ttuhs.edu – please do not respond to this email. A link is provided to access the message within the body of the email:

Trip 1500414 - Mary Catherine Wall - Westminster

Mary Wall submitted a comment at 8/25/2014 11:10:42 AM:

Testing the new message system. Please let me know if you receive this message.

To reply to this comment or remove your email from the CC list, please follow this link: https://www.fiscal.ttuhs.edu/travel2/help/comments.aspx?TravellID=1500414
In August, when a new ePAF Calculator was added to the HR Job Aids webpage, feedback was received from campus that indicated a need for two additional calculation aids, which are now available on the HR Job Aids webpage:

- A Labor Distribution Percent aid will assist with determining the percent allocation when an employee job will be funded from several FOAPs, and will be useful for ePAFs or funding change forms.

- A Multi-JOB Pay and FTE aid will assist with determining the FTE when an employee will be paid for more than one job (more than one T# or title).

Work is underway to add these two calculations to the ePAF Calculator, and in the meantime, these Excel-based tools (see screenshot of HR Job Aids webpage below) are available. The tools are identified as being draft documents: PLEASE VERIFY THE RESULTS BEFORE RELYING EXCLUSIVELY ON THESE NEW AIDS.

Instructions are provided in red font on each Excel calculation aid:

- The Labor Distribution Percent has fields for the employee name and FOAP descriptions. Entries can be by FOAP dollar amount or by FOAP percent, and “Remaining” fields display the unallocated pay/percent as multiple FOAPs are entered. The worksheet can be printed if desired.

- The Multi-JOB Pay and FTE has fields for the employee name and JOB descriptions. Entries can be by JOB dollar amount or by JOB FTE, and “Remaining” fields display the unallocated pay/FTE as multiple JOBs are entered. The worksheet can be printed if desired.

For assistance, or to provide feedback and comments contact byron.anderson@ttu.edu (742-7070) or afism.2know@ttu.edu (742-5669).
Adding HR Cognos Security Access
For Financial Managers

Texas Tech reports in the Human Resources folder (other than those intended for employment verification) in Cognos, require that the user running the report have access to Org(s) the employee(s) were paid from (Payroll Reports), or the Home Org or Position Org(s) on the employee’s job(s) (Appointment Reports).

A Financial (Org) Manager may grant access to other users to see HR information for all Orgs they are manager of, by using the following set of steps:

Step 1: Navigate to TeamApp - http://team.texastech.edu

Step 2: Choose the option in the left-hand menu.

Step 3: Choose the option from the ‘Select Application’ menu.

Step 4: Type in the eRaider ID of the Employee you are granting access for, and then click .

Step 5: Select the role.

Step 6: The manager is given a list of all Orgs they can grant access to (left column), and those that the employee has already been given access to (right column). Simply, highlight all Orgs you would like to add authority to, and move them to the right-hand column via the arrow buttons:

Step 7: Click .

(The employee and manager will receive a confirmation e-mail of the changes).
The chart below lists all of the reports published as the “Report of the Month” section of the AFISM Newsletters in the past. The month published is also provided. To access these, select ‘AFISM Newsletters’ from the AFISM Channel of the A&F Work Tools page of Raiderlink, or from the home page of AFISM’s website within the AFISM Office section.

<table>
<thead>
<tr>
<th>Report of the Month</th>
<th>Newsletter</th>
</tr>
</thead>
<tbody>
<tr>
<td>FI002 - Revenue and Expense Budget Pools by FOP</td>
<td>January 2013, October 2013</td>
</tr>
<tr>
<td>FI009 - Statement of Changes in Fund Balance by Fund</td>
<td>July 2014</td>
</tr>
<tr>
<td>FI025 - Revenue/ Expense Reporting Report</td>
<td>May 2013, February 2014</td>
</tr>
<tr>
<td>FI026A - Advanced Operating Ledger Transaction Report</td>
<td>July 2012</td>
</tr>
<tr>
<td>FI028 - Organization Hierarchy Report</td>
<td>November 2013</td>
</tr>
<tr>
<td>FI033 - Grant Information Worksheet</td>
<td>December 2013</td>
</tr>
<tr>
<td>FI038 - HUB Expenditures Report</td>
<td>March 2013</td>
</tr>
<tr>
<td>FI045 - Monthly Ledger Report</td>
<td>October 2012</td>
</tr>
<tr>
<td>FI121A - Fund Balance Summary</td>
<td>September 2012, March 2014</td>
</tr>
<tr>
<td>FI133 - Travel Payment Report</td>
<td>June 2012, August 2014</td>
</tr>
<tr>
<td>FI137 - Open Encumbrance Report</td>
<td>August 2013</td>
</tr>
<tr>
<td>FI142 - Total Spend by Vendor</td>
<td>May 2012</td>
</tr>
<tr>
<td>FI142 - Total Spend by Vendor</td>
<td>September 2013</td>
</tr>
<tr>
<td>FI208 - Property Inventory Email Report</td>
<td>April 2013</td>
</tr>
<tr>
<td>HR005 - Departmental Payroll Register</td>
<td>February 2013</td>
</tr>
<tr>
<td>HR005 - Departmental Payroll Register</td>
<td>June 2014</td>
</tr>
<tr>
<td>HR009 - Salary Roster by Organization</td>
<td>June 2013</td>
</tr>
<tr>
<td>HR010 - Vacant Positions by Organization</td>
<td>January 2014</td>
</tr>
<tr>
<td>HR011 - Pooled Positions with Incumbents by Organization</td>
<td>April 2014</td>
</tr>
<tr>
<td>HR122 - Payroll Distribution Report</td>
<td>July 2013</td>
</tr>
<tr>
<td>HR141 - Longevity &amp; Vacation Next Increase Report</td>
<td>May 2014</td>
</tr>
</tbody>
</table>
**Report Currently Down for Corrections**

**FI173 – Endowment Report**—This report is currently experiencing problems and is under repair. A splash page has been created to inform the user, currently replacing the report.

**HR117 – Departmental Fringes Report**—This report is currently experiencing problems and is under repair. A splash page has been created to inform the user, currently replacing the report.

**Report Modifications**

**HR047 – Payroll Expenditures and Encumbrances Report**—The ability was added to run the report for multiple posting periods by either Fiscal or Calendar year.

**Report of the Month**

**FI030 – Encumbrance Ledger Transaction Report**

An encumbrance exists when funds are set aside to support a purchase/payment commitment made by an organization. This report is used to track the activity on encumbrances from creation of the encumbrance to the closing of the encumbrance. This report provides vendor payment information in the bottom section of the report, providing departments with payment details should questions arise.

**Note:** Some procurement systems do not require an encumbrance and will not necessarily be identified in these reports (i.e. Pcard transactions, Blanket PO)

**Required Parameter:**
- Fiscal Year – must use current fiscal year to view open transactions. Prior year may be used to search for information regarding prior year activity.

**Optional Parameters:**
- Chart
- Encumbrance Number (EV, PO)
- Encumbrance Status – select open, closed or both
- Document Reference Number (from travel system)
- Fund, Organization, Program – can enter entire FOP or any combination of FOP.
- Vendor ID – enter in vendor R#
- Vendor – search on vendor name
Some of the identifiers that display within the report and their description are below:

- EV – Travel Encumbrance
- PO – Encumbrance created in TechBuy
- ! – Direct Deposit
- 31 – checks
- V- E-invoice
- I – Invoice

The Rule Class description helps to identify the encumbrance event and the transaction date provides the date the encumbrance was created. The Transaction Amount is the amount of the line item transaction against the encumbrance. The transaction description gives identifying details regarding the event. The Document ID identifies PO#, Travel Encumbrance #, Batch Close # etc. The Document Reference number is the voucher number from the travel system. Tie the vendor invoice to the Doc ID for payment tracking.

For each line item in a PO the original amount, payments and adjustments and remaining balance are provided. Then a summary amount for the entire PO is provided. The final line item of the encumbrance section of this report provides the total amount of open encumbrances.

Check information regarding payments against encumbrances is included in the bottom section of this report. This does not include payments for travel; refer to the FI133- Travel Payment Report for these details.
The check information section of this report provides the following information:

- **Check Number** – identifies the document used to issue payment. Indicates direct deposit.
- **Encumbrance Number** – the number of the encumbrance being paid
- **Encumbrance Item Number** – each item in the P0 has a number. Example: below Lone Star Decorating – two items were purchased, noted by item number 1 and item number 2
- **Requisition Line Item Number** – when the item is split funded (expensed to more than 1 FOAP) there will be a line item number for each FOAP involved in payment
- **Rule Class and Rule Class Description** – describes the type of activity
- **Banner Invoice Number** – The number assigned by Accounts Payable when paying the invoice
- **Chart** – Indicates the institution supporting the purchase
- **Fiscal Year** – The Fiscal Year of the activity
- **Posting Period** – code for the month the event occurred
- **Transaction Date** – date check was issued
- **Transaction Amount** – dollar amount of the event
- **Transaction Description** – identifies vendor most often
- **FOAP** – account responsible for payment
- **Vendor ID** – R# which identifies the vendor
- **Vendor Name** – Vendor involved in the event
- **Bank** – the bank supporting the transaction
**Note: The invoice payment amount reflected in the upper section of the report may not be the actual payment amount. The top section shows encumbrance activity while the check section provides the actual payment amount. The FI026A report shows the actual amount paid as well.**

An encumbrance may have a balance of zero and still be open. An automatic process runs monthly for the purpose of closing any encumbrances with a balance of $10.00 or less. If an encumbrance is open and has a -0- balance, please email techbuy.purchasing@ttu.edu for assistance in closing the encumbrance.