AFISM NEWS

This month's newsletter starts a new updated format and some new content.   You will find some of the same content, but you will also find lists of frequently used reports, a new Report of the Month section showcasing a lesser known but still valuable report called the Report Spotlight, some information about the happenings within and around AFISM, and much more to come.

You will find a year-end reminder from Procurement Services, the TOP 15 HR Reports, and discover who the big winner was of last month's Trivia Question.

Procurement Services Reminder

As a reminder, remember that Procurement Services has temporarily relocated out of Drane Hall starting on Thursday, December 10, 2015, and should be back in Drane Hall after returning from winter break January 4, 2016.

Procurement Services staff will have limited resources during the temporary relocation. Because of this, the following are in place:
• Any contract that must be completed prior to the end of the year must be submitted by Friday, December 4, 2015.
• Any payment requiring a check pick up must be submitted by Friday, December 4, 2015. These will be ready for pick up by Wednesday, December 9, 2015. We will not have the ability to provide check pick up services in the temporary location. All checks must be delivered by mail or ACH payment during the relocation period.
• The PCard reconciliation due date for the November 4, 2015 through December 3, 2015 cycle has been postponed until January 5, 2016. The PCard office requests that you do not submit any reconciliation paperwork until after January 4, 2016.
• All bids and RFP's have been scheduled so that the response due dates will not occur during the relocation period. Procurement Services staff will be relocating their computers to the temporary location. We will be able to provide most services through Banner and TechBuy.

Support emails should continue to be sent to the following:
• Purchasing – techbuy.purchasing@ttu.edu
• Payment Services – payment.services@ttu.edu
• Pcard – purchasing.pcard@ttu.edu
• Travel – travelservices@ttu.edu
• Contracting – purchasing.contracting@ttu.edu
• Vendor Services – vendor.services@ttu.edu

Procurement Services will be relocated to rooms 352 and 357 of the English Philosophy building. This information is being provided for delivery purposes. We will not be providing check pick up services during the relocation period. Procurement Services will have limited access to files and documents.

Fringe Projection Application Update

The Fringe Projection Application has been updated giving the user the option to now calculate fringes for One-Time-Payments.

After making the selection to calculate fringes based on a One-Time-Payment...

Select Regular Salary or One Time Payment:

○ Fringes based on Annual Salary

● Fringes based on One Time Payment

The User will select an individual and a position to calculate fringes based on. The user then will have the option of selecting an earn code for the EOPs payment and will enter a payment amount

Enter the R-Number of the employee:

| R00XXXXXXX ✕ | Retrieve Info |

Select the Position:

● T95883 - Assistant Managing Director (Primary)

Select the Earn Code for EOPs Payment:

ADC - Additional Compensation ⌄

Enter the Payment Amount:

5000

The final selection allows the user to determine how the EOPs payment amount will be used in the calculation.

Select the Deduction Type:

● Amount above is the gross amount to be paid to employee - departmental fringe expense will be calculated in addition to this amount.

○ Amount above includes both the amount paid to the employee, and departmental fringe expense.

The resulting output will show the fringe calculation with the EOPs One Time Payment amount.

Web Update

University Financial Services (UFS) has a new website. You can explore the site learn more about UFS at:
http://www.depts.ttu.edu/ufs/

Top 15 most commonly run HR Reports

You may use them, you may have never heard of them, but here are the top 15 most commonly used general HR reports.

Rank	Report Name
1	HR121 - Current and Future Appointment Report
2	RPT_PAYDIST_001 - Payroll History
3	HR047 - Payroll Expenditures and Encumbrance Report
4	HR030 - Employee Current Leave Balances
5	HR122 - Payroll Distribution Report
6	HR027 - Hours Paid by Earn Type
7	RPT_PAYDIST_002 - Payroll Distribution Report
8	HR028 - Leave History Report
9	RPT_NBAJOBS_010 - Salary Roster by FOAP
10	HR010 - Vacant Positions by Organization
11	RPT_PAYDIST_003 - Payroll Distribution Report by FOAP
12	HR005 - Departmental Payroll Register
13	HRS082 - Monthly Leave Accruals
14	RPT_PBUD_001 - Vacant Positions by FOAP
15	HR022 - Termination Report for Departmental Users

Upcoming Trainings Offered By AFISM

- For December through January –

The list on the following page includes all trainings offered by AFISM from December through January. If you are interested in attending one of the trainings offered, please follow the link below 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
All About HR and ePAF	12/16/2015
TechBuy Shopper Training	12/17/2015
Financial Management 101: Introduction to the FOAP Codes	12/18/2015
Introduction to Cognos	1/5/2016
Xtender - Scanning and Indexing	1/5/2016
EOPS: Employee One-time Payment System Overview	1/7/2016
Finance Reporting Basics	1/7/2016
Financial Management 101: Introduction to the FOAP Codes	1/8/2016
Finance INB Navigation and Exercises	1/12/2016
Financial Reporting - Budget Reports	1/12/2016
Financial Reporting - Transaction Reports	1/12/2016
Budget Management and Revision	1/14/2016
Travel Training for Travel Preparer	1/14/2016
HR Reporting - Employee Appointment Reports	1/19/2016
TechBuy Shopper Training	1/19/2016
HR Reporting - Payroll Reports	1/21/2016
Financial Management 101: Introduction to the FOAP Codes	1/22/2016
Cognos Grant Reporting	1/25/2016
All About HR and ePAF	1/26/2016
Procurement Reporting in Cognos	1/26/2016

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

REPORT SPOTLIGHT

The New Report Spotlight will showcase a report that some may not have heard of, preview the data for that report and also learn of its potential use for campus. This month's Report Spotlight is the SCORE_OPAL_001 - Operating Ledger.

SCORE_OPAL_001 – Operating Ledger
Compared to Previous FY Spending, How Will the Year End?

This report is a great trending report. It compares the **SPENDING** activity for the current fiscal year to that of the previous fiscal year. This report is located in Public Folders > Budget > Budget Financial Reports. Based on the current activity, you will receive an indicator in the Expense type column of either green or red. Green indicates that you are trending well based upon comparison of current to previous fiscal year. The red indicator means that current spending trend will result in a negative status by year end.

This is to be used as a guide, **do not panic** if the red indicator displays. Keep in mind that Payroll related expenses may not be incurred for the entire 12 months of the fiscal year, and other expenses may be a one-time occurrence, not something that will happen throughout the year. It is suggested to review the FOP(s) displayed in red with another Budget Report such as the FI002 for more explanation.

The Parameter Page and Report appear as below. Select parameters in the gold shaded area and the report displays in the center section.

THE BIG WINNER!!!

The TRIVIA EXPERT... is **Chelle Hillis** from the Office of the Vice Chancellor and Chief Financial Officer. Congratulations and we will be visiting you soon with a reward for your Trivia Superiority.

The Trivia Question was:

How many AFISM team members are from a country other than the United States?
Answer:
      AFISM has 4 team members that are from countries other than the United States.
      - Anwesa Sahoo – India
      - Bhanu Nalamadgu - India
      - Salih Onder – Turkey
      - Sharon Zhu - China

Do you have a question? Need some help? Have something you want in a AFISM Newsletter?... Please email afism.2know@ttu.edu or call 742-KNOW