AFISM AUGUST & EARLY SEPTEMBER CLASS OFFERINGS

If you are interested in attending one of the trainings offered, please follow the link below to SumTotal to register for a class:

[http://webapps.tosm.ttu.edu/itts/sumtotalsystems](http://webapps.tosm.ttu.edu/itts/sumtotalsystems)

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Description</th>
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<tbody>
<tr>
<td>8/2</td>
<td>Xtender - Scanning and Indexing</td>
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<td>8/2</td>
<td>TechBuy Shopper Training</td>
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<tr>
<td>8/4</td>
<td>Intro to Financial Transactions System (FiTS)</td>
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<td>8/4</td>
<td>EOPS: Employee One-time Payment System Overview</td>
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<tr>
<td>8/9</td>
<td>Introduction to Cognos</td>
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<td>8/9</td>
<td>Finance INB Navigation and Exercises</td>
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<td>8/10</td>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
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<td>8/11</td>
<td>Budget Management and Revision</td>
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<tr>
<td>8/11</td>
<td>Finance Reporting Basics</td>
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<tr>
<td>8/15</td>
<td>Financial Reporting - Budget Reports</td>
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<tr>
<td>8/16</td>
<td>Financial Reporting - Transaction Reports</td>
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<td>8/16</td>
<td>Xtender - Scanning and Indexing</td>
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<td>8/18</td>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
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<tr>
<td>8/23</td>
<td>Cognos Grant Reporting</td>
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<td>8/23 &amp; 8/24</td>
<td>All About HR and ePAF Session 1, 2 &amp; 3</td>
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<tr>
<td>8/25</td>
<td>Procurement Reporting in Cognos</td>
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<td>8/25</td>
<td>Account Code Training for Expenditures</td>
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<td>8/25</td>
<td>HR Reporting - Employee Appointment Reports</td>
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<td>HR Reporting - Payroll Reports</td>
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<td>8/30</td>
<td>Xtender - Scanning and Indexing</td>
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<tr>
<td>8/30</td>
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<tr>
<td>8/30</td>
<td>TechBuy Shopper Training</td>
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<tr>
<td>9/1</td>
<td>EOPS: Employee One-time Payment System Overview</td>
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</table>

**Please note that the class dates and times are subject to change.**
CLASS OFFERING UPDATES

Account Code Training for Expenditures is back!

AFISM has partnered with Procurement Services and Payroll & Tax to begin teaching *Account Code Training for Expenditures*. We are excited about teaching this offering. The class will be offered monthly. We appreciate the time and collaboration to make this happen.

Our first session will be **Thursday August 25th** from 10:30am-11:45am, you can register through SumTotal. Representatives from Procurement Services and Payroll & Tax will be in attendance to help support the transition for the first class.

UPDATED PCARD GUIDELINES

What you need to know…

Updated PCard Program Guidelines reflecting recent changes (allowing services, updated links to new PCard website, etc.) have been added to the Procurement Services website:

http://www.depts.ttu.edu/procurement/departments/procurement-card/

REPORT MODIFICATION

FI233 – PRMO – Property Inventory Custodian Report

What changed?

This report is now available in the TTU Finance>Property Management folder. This is the only report in this folder.

The report allows you to run by Fiscal Year and Department to see who the Property Custodian and Delegate are for the Organization. It also provides displays if the Property Inventory has been submitted and certified.

In SumTotal you can pull up your Training Schedule and Training Transcript. This allows for you to see your upcoming registrations and classes that you’ve taken:

- Hover over the Learner menu option at the top.
- To view your Training Schedule, hover over Learn and select Training Schedule.
- To view your Training Transcript, hover over Learn and click Training Transcript under Learning Activity Reports.

AFISM NEWSLETTER | August 2016
FI278– Vendor Invoice Payment Research

What does this report do?

FI278, Vendor Invoice Payee Research, was created to assist departments in verifying vendor payments.

It is requested that departments first research Cognos report FI278 to verify the status of a vendor payment prior to contacting Payment Services or TechBuy support. If the report confirms that a payment has not been made, displaying “No Data Available”, you may contact payment.services@ttu.edu for assistance.

This report is flexible and permits the user to enter variable fields depending on what information is available. It is recommend that you only enter the purchase order number to simplify the search. The report includes information on all purchase orders entered in TechBuy. This report is found in Public Folders > TTU Finance > Procurement Reports.

To find open Purchase Orders, utilize the FI137 Report. Take the open Po number from this report (it is a zero o rather than a capital O in Po) and enter it into the parameter page of the FI278 as shown below:

Select Chart of Accounts, Enter Purchase Order Number into box outlined in red. Select Finish.

**It is recommended to leave Fiscal Year blank in order to view multiple payments**

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**NEW REPORT & FEATURED REPORT OF THE MONTH**

**FI278– Vendor Invoice Payment Research**

What does this report do?

FI278, Vendor Invoice Payee Research, was created to assist departments in verifying vendor payments.

It is requested that departments first research Cognos report FI278 to verify the status of a vendor payment prior to contacting Payment Services or TechBuy support. If the report confirms that a payment has not been made, displaying “No Data Available”, you may contact payment.services@ttu.edu for assistance.

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Select Chart of Accounts, Enter Purchase Order Number into box outlined in red. Select Finish.

**It is recommended to leave Fiscal Year blank in order to view multiple payments**
If the report displays as shown below, please contact payment.services@ttu.edu for assistance:

The report displaying below shows that payment will be processed by payment due date of 07/29/16:

You can use this report to find check information as well. The report output displaying below shows the payment information for P0243564. Note the check number and payment date are provided.

Below is a screen shot of report output from FI137 – Open Encumbrance Report

You may use the Po numbers from this report to review in the FI278. Items with an EV are a travel encumbrance and PR are a payroll encumbrance and will not display within the FI278. It’s designed for Purchase Order review only.
NEW PROCUREMENT SERVICES WEBSITE

The new site went live on Thursday July 21st

Procurement Services has a new look. AFISM partnered with Procurement Services to design and create the new site. Below is a look into some of the areas and where you can find some key pieces of information.

Access the site through Raiderlink: A&F Work Tools Tab>Procurement Services Portlet>Visit Procurement Services Website or the URL: http://www.depts.ttu.edu/procurement/

Available Drop Down Menu at the Top (all the same resources, just a new look and location):

New Home Page:
NEW Feature Added to the Site: Procurement Dashboard

To access click on About Procurement Services > Analytics

TRAVEL SERVICES

$13,447,801
DOLLARS SPENT ON TRAVEL VOUCHERS IN FISCAL YEAR '15

Purchasing

TOTAL NUMBER OF PURCHASE ORDERS

PO BREAKDOWN FY2015

Less than $100  Less than $500
NEWS FROM TRAVEL SERVICES

For Travel Preparers:

In order to comply with federal Export Control Regulations, International Travel (including U.S. possessions, Canada and Mexico) will require the following information when processing an Application in the Online Travel System. All fields will need to be completed and the box stating that the traveler has listed all known travel destinations must be checked in order to continue with the Application.

Applications for International Travel should be submitted at least 30 days prior to departure in order for Office of International Affairs (OIA) to provide approval. OIA will be notified via email once an International Travel Application is submitted and will continue to provide approval or request additional information through the Comments section of the Online Travel System.

Contact Us:

AFISM
806-742-KNOW
afism.2know@ttu.edu
http://www.depts.ttu.edu/afism/