AFISM NEWSLETTER
SEPTEMBER 2016

IN THIS ISSUE:
- Overview of the NEW AFISM Website & Training Site
- NEW Xtender Request Quick Links
- Class Spotlight of the Month: Financial Reporting: Transaction Reports
- Cognos Reports of the Month: FI002, FI004, HR009 & HR121
- Class Schedule for September

AFISM 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7</td>
<td>Introduction to Cognos</td>
</tr>
<tr>
<td>9/12</td>
<td>Finance Reporting Basics</td>
</tr>
<tr>
<td>9/13</td>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
</tr>
<tr>
<td>9/13</td>
<td>Financial Reporting - Budget Reports</td>
</tr>
<tr>
<td>9/13</td>
<td>Intro to Financial Transactions System (FiTS)</td>
</tr>
<tr>
<td>9/14</td>
<td>Xtender - Scanning and Indexing</td>
</tr>
<tr>
<td>9/15</td>
<td>Financial Reporting - Transaction Reports</td>
</tr>
<tr>
<td>9/15</td>
<td>Budget Management and Revision</td>
</tr>
<tr>
<td>9/15</td>
<td>Account Code Training for Expenditures</td>
</tr>
<tr>
<td>9/20</td>
<td>HR Reporting - Employee Appointment Reports</td>
</tr>
<tr>
<td>9/20</td>
<td>Introduction to Cognos</td>
</tr>
<tr>
<td>9/21 &amp; 9/22</td>
<td>All About HR and ePAF Sessions 1, 2 &amp; 3</td>
</tr>
<tr>
<td>9/26</td>
<td>TechBuy Shopper Training</td>
</tr>
<tr>
<td>9/27</td>
<td>Travel Training for Travel Preparer</td>
</tr>
<tr>
<td>9/27</td>
<td>Procurement Reporting in Cognos</td>
</tr>
<tr>
<td>9/28</td>
<td>Xtender - Scanning and Indexing</td>
</tr>
<tr>
<td>9/29</td>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
</tr>
</tbody>
</table>

**Please note that the class dates and times are subject to change.
NEW AFISM WEBSITES

Our website got a face lift! We are excited to reveal our new and improved site. The site features an updated design, and it was created with the users in mind. We hope that users find the site easier to navigate and content easier to locate. Highlights of the site:

- Crisp, cleaner design, look and feel like other new TTU sites
- Easy to use search for resources using topic filters or key words
- Link directly to AFISM Training Site (where you can register for classes)
- NEW Glossary of Terms (to help employees with TTU verbiage)

Home Page: http://www.depts.ttu.edu/afism/
Tools & Reference located on the Top Menu:

Resources Page: Filter by Topic or Search by Key Word

AFISM Resources

Account Code Descriptions
Add Secondary Job: Exempt
Add Secondary Job: Nonexempt
Add Secondary Position: D FTE - Exempt
Appointing Full Time Exempt Non-Faculty Employees to Teach Class
Appointing a Non-Tech Employee
Choosing an ePaf
Convert from Annual Salary & FTE to Hourly Rate
Data Reminders for ePaf Groups
Employee Pay: Earning Codes
FTE Change: Exempt
Forms of Employee Pay
HR ePaf Date Glossary
Job Change: Begin & Future End - Study

Filter by topic

Search by

NEW Glossary of Terms Page (quickly search by letter for definitions of AFISM area terms):
NEW AFISM TRAINING WEBSITE

This site is stand-alone page, linked to the full AFISM website. The goal was to provide an easier site for learners to learn more about the classes offered through AFISM and to easily register. The links to SumTotal now take you directly to that class to complete your registration.

There is a schedule of upcoming classes that pulls from SumTotal. We have also included more detailed class descriptions to help new employees identify which courses are best for their new role.

The site also houses all of the classroom training materials grouped by class, making it easy for users to find the materials again.

Training Website Home Page:  http://kainz.ttu.edu/afism/training/

Menu at the Top:
Below is a grouping of Procurement class offerings:

Click on courses to Learn More about what they cover, see pre-requisites and have easy access to Training Aids. There is also a quick link to Register Now in SumTotal.

 Raiderlink

What has changed?

On the A&F Work Tools tab there are now 3 links to easily access the new sites:

- Visit AFISM Website: will take you to the home page for the new site
- Resources: goes directly to the searchable page for key tools and resource documents (it's all in one place now)
- AFISM Training Website: take you directly to the Training page, and has links back to the full site
QUICK LINKS TO HELP WITH YOUR XTENDER NEEDS

The links below will pre-populate several fields to assist with your request. Click the link for your desired request and use the information below to help you complete the Summary and Description fields and then click Create to submit your request.

Click below if you are requesting access to an existing Xtender folder:

https://jira.texastech.edu/secure/CreateIssueDetails!init.jspa?pid=12510&issuetype=13&priority=4&components=12906

Click below if you are requesting a new Xtender folder be created:

https://jira.texastech.edu/secure/CreateIssueDetails!init.jspa?pid=12510&issuetype=13&priority=4&components=12907

Click below if you are requesting modification to an existing Xtender folder:

https://jira.texastech.edu/secure/CreateIssueDetails!init.jspa?pid=12510&issuetype=13&priority=4&components=11514

Summary: Summarize your request for Xtender

Description: Provide details of what you need assistance with in Xtender (i.e. the folder you need, your eRaider username, level of access you would like for the user (supervisor will request for user, etc.)

Click Create

EAS will then contact the appropriate owner of each application (folder) and will email you information that:

• Your request has been approved and access has been set up, or
• Additional information is needed prior to granting access

CLASS SPOTLIGHT - FINANCIAL REPORTING: TRANSACTION REPORTS

AFISM offers a wide variety of training classes to support needs for campus. This month we are spotlighting Financial Reporting: Transaction Reports.

This provides an opportunity to learn how to use transaction level reports within Cognos in a hands-on training environment:

- Understand how to execute transaction reports for the FOPs that will be monitored
- Understand the transaction report data and how to make decisions based on that information
- Identify various transactions based on the system used to create them
- Obtain knowledge of how to use reports for reconciliation

The reports that are introduced during this class include: **FI026** – Operating Ledger Transaction Report, **FI027** – Balance Sheet Transaction Report, **FI030** – Encumbrance Ledger Report, **FI040** – Operating Ledger Transaction Report by FOP and **FI045** – Monthly Ledger Transaction Report.

** Bring the FOPs/FOAPs from your department to class.

You can register for the class through SumTotal.
REPORTS OF THE MONTH

With the start of the new Fiscal Year, it is important that you review your budgets. There are several budget reports that you can choose from:

**FI002 – Revenue Expense Budget Pools by FOP**

What does this report do?

The information is displayed at the Budget Pool level making it very easy to see if the budget will support your expenditures. This is a popular report and supports both FOP and FOAP budgeted accounts. This report allows you to execute for only actual encumbrances or “as if” fringes, longevity and student salaries were encumbered.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Budget Pool Description</th>
<th>Original</th>
<th>Adjustment</th>
<th>Current</th>
<th>Rev/Exp Actual</th>
<th>Encumbrance</th>
<th>Rev/Exp Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>5A0</td>
<td>TF Tuition Budget Pool</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(1,510.00)</td>
<td>0.00</td>
<td>(1,510.00)</td>
</tr>
<tr>
<td>5A1</td>
<td>TF Fees Budget Pool</td>
<td>42,000.00</td>
<td>0.00</td>
<td>42,000.00</td>
<td>19,570.00</td>
<td>0.00</td>
<td>22,420.00</td>
</tr>
<tr>
<td>5Z2</td>
<td>Budget Code Fund Balance</td>
<td>0.00</td>
<td>236.20</td>
<td>236.20</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Budget Original (1) –** This is the Annual Fiscal year budget that is approved by the Board of Regents

**Budget Adjustment (2) –** The accumulated budget revision/changes since the start of the fiscal year

**Budget Current (3) –** This is the sum of the Budget Original plus or minus any Budget Adjustments

**Rev/Exp Actual (4) -** This is the actual amount of revenue or expense that has occurred.

**Exp Encumbrance (5) –** This column represents outstanding claims on cash for purchases / payroll

**Rev/Expense Total (6) -** The combined total of the Rev/Exp Actual and Exp Encumbrance.

**Fav/Unfav (7) In the Additions section Fav means that more revenue exceeds budgeted amount, (Unfav) means that expected revenues have not been received. In the Reductions section, (Unfav) means actual expenses have been greater than budgeted and a money move may be necessary. Fav means that expenses are within the amount budgeted.
F1004 – Revenue Expense Budget by Account Type

What does this report do?

This report is a drill down that displays at the Account Type level with drill down capability to the Budget Pools from Account Type, and further drill downs to the Account Level as well as the Transaction Level.

The report below was executed for the same FOP as was shown on the previous page. The Account Type summarizes all of the budget pools shown on the F1002, categorized into “Revenues”, “Personnel” and “Operating”. Drilling down within the Account Type column of the report below will display at the budget pool level within the Account type as shown in the F1002.

The following activities within your Budgets (FOP) take place on September 12th:

- TTU 16 Fund Types are converted to FOAP Controlled
- FY 2017 Salary Encumbrances will be posted
- Nightly process turned back on for 2017 so that 6A1, 6A2 and 6A9 depict actual salaries.

Also occurring in September:

- Open encumbrances from the prior year are brought forward to the new fiscal year, and budgets are increased accordingly.
- Overage for vacant and pooled positions in 6A1-Faculty, 6A2-Staff, and 6A9-Other

Taxable Benefits are transferred to Unallocated Salaries. Overage in 6A4 are not encumbered and thus are not transferred to unallocated salaries.

**NOTE: Until encumbrances are rolled and salary overages are reallocated, the Available Budget Balance is not accurate.**
### HR009 – Salary Roster by Organization

**What does this report do?**

It is also important as the new Fiscal Year begins that you review your employee salaries. HR009 provides by FOAP and Position Class, employee assignments for the organization or position entered. Included are the date the FOAP began to support the salary and the amount of annual salary the FOAP is supporting. A summary total of salary paid by position class within a FOAP is provided. It is possible that an employee is funded by more than one FOAP – the FOAP % column will disclose this information. If it shows less than 100%, then more than one FOAP supports the salary for that employee.

#### Table: HR009

<table>
<thead>
<tr>
<th>Position Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>Organization</td>
</tr>
<tr>
<td>11A004</td>
<td>6A1802</td>
</tr>
<tr>
<td>Faculty Salaries</td>
<td>SW Faculty Tenure Track</td>
</tr>
</tbody>
</table>

#### Table: Position Class: F5924 - Department Chairperson

<table>
<thead>
<tr>
<th>P.Class</th>
<th>ID</th>
<th>Name</th>
<th>Employee Class</th>
<th>Position</th>
<th>Job Suffix</th>
<th>Pay Code</th>
<th>Job Type</th>
<th>Single or Pooled</th>
<th>Job Labor Dist Eff Date</th>
<th>FOAP Percent</th>
<th>FOAP Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>F5924</td>
<td></td>
<td></td>
<td>F1 - FT 9 Mo Fac Non Vac Elig</td>
<td>Department Chairperson</td>
<td>00</td>
<td>MN</td>
<td>P</td>
<td>S</td>
<td>09/01/15</td>
<td>48.81</td>
<td>51,119.64</td>
</tr>
<tr>
<td>F5924</td>
<td></td>
<td></td>
<td>F1 - FT 9 Mo Fac Non Vac Elig</td>
<td>Department Chairperson</td>
<td>20</td>
<td>MN</td>
<td>S</td>
<td>S</td>
<td>07/16/16</td>
<td>100.00</td>
<td>5,625.00</td>
</tr>
</tbody>
</table>

#### Table: Position Class: U0325 - Teaching Assistant

<table>
<thead>
<tr>
<th>P.Class</th>
<th>ID</th>
<th>Name</th>
<th>Employee Class</th>
<th>Position</th>
<th>Job Suffix</th>
<th>Pay Code</th>
<th>Job Type</th>
<th>Single or Pooled</th>
<th>Job Labor Dist Eff Date</th>
<th>FOAP Percent</th>
<th>FOAP Annual Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>U0325</td>
<td></td>
<td></td>
<td>S2 - PT Exempt TA CPT1 GRAH</td>
<td>Assistant - Teaching</td>
<td>00</td>
<td>MN</td>
<td>P</td>
<td>P</td>
<td>09/01/15</td>
<td>100.00</td>
<td>16,965.75</td>
</tr>
<tr>
<td>U0325</td>
<td></td>
<td></td>
<td>S2 - PT Exempt TA CPT1 GRAH</td>
<td>Assistant - Teaching</td>
<td>00</td>
<td>MN</td>
<td>P</td>
<td>P</td>
<td>09/01/15</td>
<td>51.00</td>
<td>7,796.74</td>
</tr>
</tbody>
</table>

- **Employee Class Code with Description** – Provides information related to pay frequency, full or part time and benefit and leave category.
- **Job Suffix** – Used with position number to identify whether primary, secondary, allowances, overloads or other employee payments.
- **Pay Code** – Indicates if employee is paid monthly (M) or semi-monthly (SM).
- **Job Type** – Identifies if the job is Primary (Home Position), Secondary (in addition to Home Job), or it may be an allowance or overload.
- **Single or Pooled** – One person can be assigned to the position (S) at a time or if more than one can be assigned to the position at a time (P).
- **Job Labor Dist Eff Date** – The date the FOAP began supporting the salary for the identified position.
- **FOAP Percent** – The percent of the salary for the identified employee position assigned to the FOAP.
- **FOAP Annual Salary** – The dollar amount the identified FOAP will pay towards the shown position for the identified employee.
HR121 – Current and Future Appointment Report

What does this report do?

The HR121 Report is used to view the Current and Future Appointment for employees. This report can be executed for a single employee or for all employees assigned to a particular Organization at both the Home and Position Organization levels. It is necessary to ensure that at the start of the new Fiscal Year, all employees are appointed correctly.

The Report is divided into four sections:

- Employee Information – Review status, E Class, Home Organization
- Job Information – Ensure employee is assigned to correct Position and job type, along with FTE, hourly pay rate and factor and pays for each position
- Earnings Information – Review earn codes for each position with hours/ units
- Job Labor Distribution Information – Ensure position is supported by appropriate FOAP with appropriate annual salary.

Should future appointments be in place for the employee(s), information for this will be found below the current appointment details.

Contact Us:

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