AFISM NEWSLETTER

February 2017

IN THIS ISSUE

FEBRUARY AFISM CLASS OFFERINGS

If you are interested in attending one of the trainings offered, please follow the link below to our training website:

http://kainz.ttu.edu/afism/training/

Class Name	Start Date
EOPS: Employee One-time Payment System Overview	2/2
TechBuy Shopper Training	2/2
Finance Reporting Basics	2/6
Xtender - Scanning and Indexing	2/6
Financial Management 101: Introduction to the FOAP Codes	2/7
Financial Reporting - Budget Reports	2/7
Budget Management and Revision	2/9
Procurement Reporting in Cognos	2/9
Travel Training for Travel Preparer	2/9
Introduction to Cognos	2/13
Finance INB Navigation and Exercises	2/14
Financial Reporting - Transaction Reports	2/14
Account Code Training for Expenditures	2/15
Financial Management 101: Introduction to the FOAP Codes	2/16
TechBuy Shopper Training	2/20
All About HR and ePAF	2/21
Cognos Grant Reporting	2/23
HR Reporting - Employee Appointment Reports	2/27
HR Reporting - Payroll Reports	2/28
Xtender - Scanning and Indexing	2/28
EOPS: Employee One-time Payment System Overview	3/2
Financial Management 101: Introduction to the FOAP Codes	3/3

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

Class Spotlight

AFISM offers a wide variety of training classes to support needs for the campus.

This month we are spotlighting **Account Code Training for Expenditures**

This is offered monthly and provides information for those who:
-Code Purchase Requisitions
-Create Travel Vouchers
-Reconcile PCard
-Monitor Expenditures

You will learn how to find the appropriate account codes to use for expenditure transactions, develop an understanding of the importance of account coding and learn tips to prevent common account code mistakes.

You can register for the class through SumTotal.

Common Account Code Tips to Prevent Errors

- When to use 7J versus 7C
  - Equipment is **over** $5,000, code to **7J**
  - Equipment is **under** $5,000 code to **7C** or other expense category

- If when making a purchase the following are separate line items for a computer, they should be coded separately using the codes below:
  - 7C0131 – MS Furnish/Equip Noncapital Office – computer cases and accessories
  - 7C0181 – MS Parts Computer Equip Noncapital – keyboard, mouse, monitors, printers, etc
  - 7C0020 – MS Computer Equipment Controlled – computer only and related hardware – use this code if everything is in one item (i.e. a bundle)
  - 7F0021 – RM Repairs/ Maint Computer Equip – maintenance agreement

- No equipment should be coded as a consumable using 7C0010, 7C0011, 7C0012, or 7C0902
  - A consumable is an item that will be used up or replaced like a pen, envelope or toner cartridge

Cognos Report FI067 – List of Valid Account Codes is available for help in finding Account Codes?

This report displays Valid Account Codes for both Revenues and Expenditures, and display based on the Account Type and Budget Pool Selected.

Located in Cognos: Public Folders > TTU Finance > Procurement Reports

THE QUESTION?

What date do I use for the Query date on my ePAF?

If the ePAF will update the data base so that the employee receives the correct pay check for the intended pay period, type the *Personnel Date* in the Query Date field.

If the ePAF will not update in a timely manner, the Query Date entry requires more thought. AFISM provides two references that describe what to enter as the Query Date:
    (1) Choosing an ePAF, found on the AFISM Resources website using the ePAF Filter
    (2) The ePAF Template, found on the AFISM Resources website using a Template Filter

Considerations when choosing a Query Date:
The Query Date is the date that the information on the ePAF will be active and valid in the data base so that the employee will receive a new or revised paycheck for the intended pay period: *the Query Date is related to the payroll processing schedule for generating employee paychecks*. Two considerations are important when choosing the Query Date:

1. Pay Period Due Date. Payroll has a published schedule of pay periods with due dates for receiving ePAFs. An ePAF that is not received by the due date for the intended pay period will not update the data base and the employee will not receive the new or revised pay.
2. Personnel Date. This is the official date that goes in the employee record, such as
    For a new hire employee, it is the first day of employment
    For a termination, it is the final day of employment
    For a pay change, it is the first day of the new pay

Query Date Discussion:
If the ePAF is prepared in advance of the Personnel Date, so that the ePAF can be submitted, approved, and applied to the system by the due date of the intended pay period, then the Personnel Date can also be the Query Date entry. This is the usual answer when choosing a Query Date.

However, if the ePAF is being prepared late or at the last minute (after the Personnel Date, or when it cannot be prepared, submitted, approved and applied to the system by the due date of the intended pay period), then a different date must be chosen. The references listed above provide Query Date guidelines to assist with ePAFs not being prepared in a timely manner.

Additional standards that complicate Query Date Selection and/or ePAF Submission:

1. A prior ePAF with a future date (like a Job End) has updated the system; your ePAF will not submit until the prior ePAF is removed by HR Compensation Operations.
2. The ePAF system fills the Query Date field with today's date (which is frequently incorrect). The Query Date should be overtyped with the Personnel Date or a different date.
3. Last Paid Date. After pay checks are generated, the pay period is "closed" by publishing the final day of the period as the "*Last Paid Date*". The Query Date cannot be in a closed pay period.
4. Effective Date – for historical data base tracking. The Query Date is copied to most Effective Dates that occur in ePAF Approval Types (sections). If the Query Date entry is correct, ePAF

Originators won't need to provide most Effective Date entries. The Approval Type (and Effective Date) is stored as a unit in the data base, and prior copies of the Approval Type (with their Effective Dates) are retained as a historical records of updates to the data base.

Report of the Month
FI070 – Blanket Order Summary

This report provides details for activity that has occurred on a Blanket Purchase Order. We are now into our 6th month of the Fiscal Year and it is a good idea to see the status of your Blanket Orders. It is important to remember that these orders do no encumber funds.

The only required parameter is Chart of Accounts. It is best to enter a Fiscal Year, else all Fiscal Years will be provided. You will not find a Blanket Order active for a previous fiscal year, however, if you need to review a previous year Blanket Order, you may do that. Utilize the FOAP parameters to view all Blanket Orders by Organization or by FOP.

The report output is shown on the following page.

The report is divided into two Sections, providing the following information:

- The first section of the report provides data for the Original Blanket Order
  o **Vendor Name** – The entity / person providing the product / service
  o **Order Date -** Date the Blanket Order was created
  o **Termination Date –** Date the Blanket Order is closed
  o **Original Blanket Amount –** Amount order was created for
  o **Remaining Blanket Amount –** Balance available on the Blanket Order

- The second section provides the payment activity against the Blanket Order
  o **Transaction Date –** Date the payment was made
  o **Banner Invoice Number –** Banner Invoice attached to transaction payment
  o **Vendor Name -** The entity / person providing the product / service
  o **Fund, Organization and Account supporting the payment –** Budget supporting payment

It is suggested that reviewing this report is part of your monthly reconciliation process. Because the Blanket Purchase Orders are not encumbered, a frequent review is good fiduciary practice in order for your FOP to remain positive.

Cognos Quick Tip

See below to learn how to modify the report format once it has rendered.

Change Report Format
Sometimes after a report has been executed, there is a need to have it in a format other than that which it was rendered in, i.e. PDF for printing, Excel for data manipulation.

To change the format, in the upper right section of the rendered report, select the drop down as shown in the screenshot below (highlighted in yellow). From the options that display, select the desired output. CSV format in Excel provides only rows and columns without the formatting in the heading, often the preferred output for data manipulation.

AFISM has many tools to assist with job processes on our website. One of the great tools we have is the "Glossary of Terms". Use this to help you understand terminology used here on campus. To find this tool, from the A&F Work Tools tab of Raiderlink within the AFISM channel, select "Resources – Crosswalks, (Code Charts & Job Aids)

Select the drop down labeled Tools & Reference as shown below.
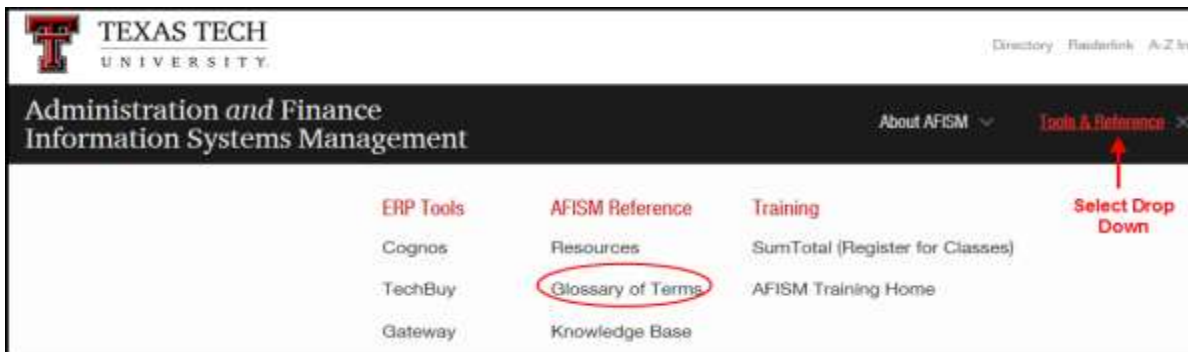
Select the letter in the keypad on the right to jump to terms that begin with that letter.
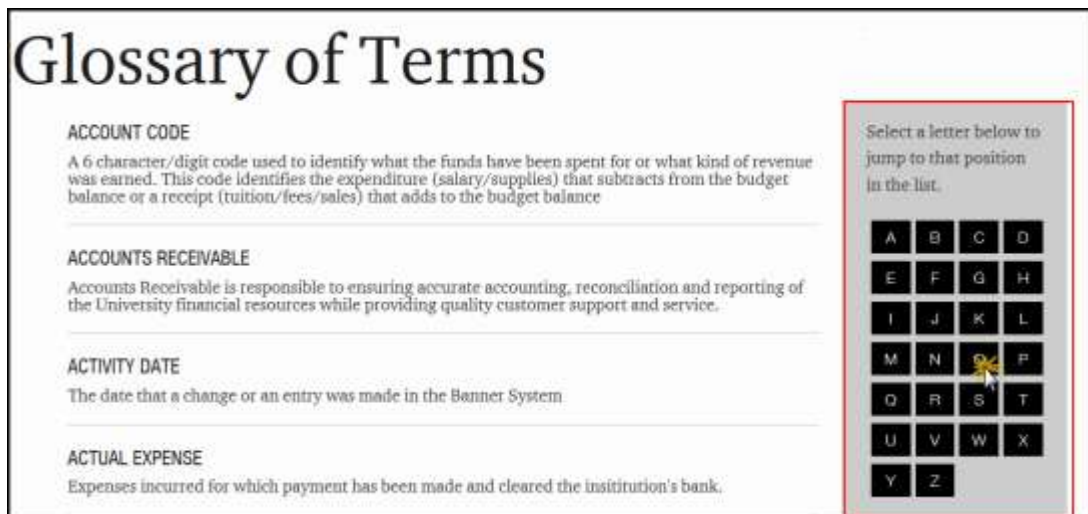
NEED OUR SERVICES?

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:

806-742-KNOW
afism.2know@ttu.edu

http://www.depts.ttu.edu/afism/