SumTotal Updated

When you access SumTotal to register for classes, you will find that the system has received a fresh new user interface. Should you need assistance with SumTotal, please contact:
Hrs.systems@ttu.edu

July Class Schedule

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<tr>
<td>Finance Reporting Basics</td>
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<td>Xtender - Scanning and Indexing</td>
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<td>Financial Reporting - Budget Reports</td>
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** Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information.
Cognos Quick Tip

The default format for Cognos reports is HTML. If you want to run your report in a different format, you can select the desired format prior to executing the report. To do this, you will use the “Run with Options” tool found in the Actions column to the right of the report title.

Click on the arrow shown on the action column below:

The “Run with Options” window displays:

♦ Format Option: Open the drop down to choose desired report format

♦ Delivery: If desired, select “Send me report by email” else it will display on desktop

♦ Run: Select Run to execute

Enter desired parameters and execute report. It will display in the format selected in the Run with Options select page.
Travel System

The Online Travel System is used when employees, prospective employees, or graduate or undergraduate students are traveling on behalf of TTU.

Travel Tips: Advances and Transportation Requests

Note: Advances must be requested on the Travel Application

- **Non-Prepaid Expenses** - Advances are allowed for: Airfare cost with a copy of itinerary; Up to 90% of lodging costs for the locale per diem; Hotel taxes (9% for Texas, 15% outside of Texas); Up to 90% of meal cost for the locale per diem; Up to 90% mileage for personal vehicle; and $100 for taxis, gasoline, etc.

- **Prepaid Expenses** - Advances are allowed for: Airfare, registration fees, hotel deposits, etc. The advance is approved upon receipt of the travel application and proof of payment.

- **Not Allowed** - Rental cars, parking costs or mileage to and from the airport; A person who is not an employee or student of the University; A person who has an outstanding travel advance from a previous trip; A person who is on hold in the State Comptroller’s Payee Information System

- **Transportation Requests** - Transportation Requests (TR) may be used for airline transportation costs that will be charged to the University. Choose a travel agent (from the Travel Services website under Training & Work Aids) for a quote on airfare and submit a travel application with the request to submit a TR. Once the application is approved an email will be sent to the travel agent authorizing the charge.

  Training Guide for TTU Travel Agencies and Transportation Requests is found at:
  

Travel Tidbits:

- The Travel Application is to be submitted prior to the trip
  - two weeks prior to departure for domestic travel
  - 30 days prior to departure for international travel

- Travel Voucher is to be submitted within these timelines:
  - submit within 15 days if TR or Advance was processed
  - submit no later than 60 days after return else the traveler will be taxed on those funds per IRS guidelines

- To comply with IRS guidelines, meals for one day travel are not reimbursable

- All International travel by state employees or students on behalf of the university requires approve by the Office of International Affairs

- Utilize the FAQ page on the Travel Services Website for help with questions:
  
  http://www.depts.ttu.edu/procurement/resources/faqs/
HR Reporting:

Employee Appointment Reports

This class provides a review of the reports that are used to get information about how employees are appointed to their positions.

These reports are useful when creating an ePAF for a current employee, creating labor distribution, to ensure that employees are assigned correctly.

The class is a hands-on session allowing the participants to execute reports for their department and review the information received.

Pre-requisites:
- All About HR & ePAF
- Introduction to Cognos

Xtender Tips:
- IE is the preferred browser and where you can maximize the functionality. Use of Chrome, Firefox or other browsers only allows viewing and limited menu options.
- Did you know that Xtender supports Excel documents?
- We offer monthly classes to assist you with how to use Xtender to help you manage your digital files, storage, and go paperless!
Report of the Month:

FI133—Grant Information Worksheet

This report is used to find details regarding the grant as were specified in the award documents. The PI for the grant is identified along with the Award Amount, Grant Status, Project Start and End Dates. This also provides the Direct or Indirect Cost rates associated with the grant and any sub or matching FOPs tied to the grant. This report should be given to the PI so that they have the grant specifics available to view. The PI is responsible for a sponsored project award as specified in the award documents. The worksheet does not provide financial data but does give details pertinent to grant management.

Parameter options are as follows:

- Grant ID text prompt or search prompt
- Fund Code text prompt or utilize search prompt. If a non-grant code is used, no data will display in report
- College/Division Code text prompt or utilize search prompt

The rendered report is shown on the following page
This report provides the details regarding the grant that are necessary in order to properly manage it. The Grant Start and End dates are provided as well as the PI and associated Organization Code. Other details that are shown include the Award Amount, the Sponsoring Agency and the ORS Log Number.

The details provided in the report include:

- **Principal Investigator (PI)** - Individual designated by the applicant organization to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award.
- **Sponsor Number** - Identifies the award number, provided by the funding agency
- **Agency Name**—The funding agency
- **Agency R#** - Code used within Banner to identify the Agency
- **Award Amount**—The amount awarded with the grant. This may not be the amount that is actually funded and budgeted
- **Category Description**—Identifies whether the sponsored project is a grant, contract or cooperative agreement
How Grants Accounts Differ from Non-Grant Accounts

- FOP budget may not start at the beginning of the fiscal year and may not end on the last day of the fiscal year
  - Budgets are often for more than 1 year so activities may cross fiscal years
- Budget amounts are not replenished each fiscal year. The original budget is the full amount provided by the sponsor and is intended to cover expenditures through the life of the project. When an incremental amount is received yearly it may be assigned to different FOPs
- Grant end dates must be monitored closely to ensure that operating expenses and personnel appointments do not continue past the grant end date
  - Revenues may be a one-time award or recognized on a periodic basis
- Grant report provide information from grant begin date to current date (incept to date) even if those dates cross Fiscal Years
- Match FOPs end on 08/31 unless externally funded (11A and 18B). Office of Accounting Services re-budgets these each year.
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.

Need Help??  Send your questions to AFISM.2Know@ttu.edu for most efficient replies, rather than to individuals within AFISM

Contact Us

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742-5669
Visit us on the web: http://www.depts.ttu.edu/afism/