AFISM NEWS

July Class Schedule

Class	Date
EOPS: Employee One-time Payment System Overview	7/6
Finance Reporting Basics	7/6
Xtender - Scanning and Indexing	7/6
Financial Reporting - Budget Reports	7/10
Financial Reporting - Transaction Reports	7/11
Finance INB Navigation and Exercises	7/11
Financial Management 101: Introduction to the FOAP Codes	7/12
Account Code Training for Expenditures	7/12
Budget Management and Revision	7/13
HR Reporting - Payroll Reports	7/17
All About HR and ePAF	7/18
Session 1, All About HR and ePAF	7/18
Travel Training for Travel Preparer	7/18
TechBuy Shopper Training	7/18
Session 2, All About HR and ePAF	7/19
Session 3, All About HR and ePAF	7/20
Cognos Grant Reporting	7/24
HR Reporting - Employee Appointment Reports	7/25
Financial Management 101: Introduction to the FOAP Codes	7/26
Account Code Training for Expenditures	7/26
Xtender - Scanning and Indexing	7/27
Introduction to Cognos	7/27
Procurement Reporting in Cognos	7/27
Procure To Pay	7/28

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

In this issue:

- July Class Schedule
- Cognos Quick Tip
- Travel Tidbits
- Report of the Month - FI133 Grant Information Worksheet
- How Grant Accounts Differ From Non-Grant Accounts

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:
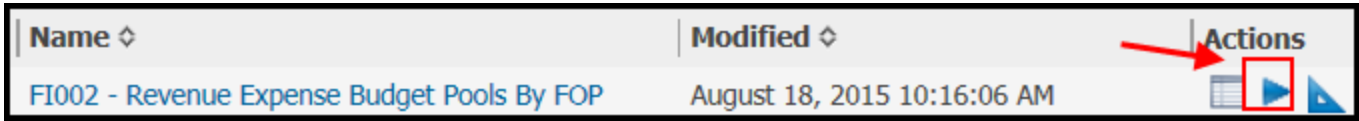
Hrs.systems@ttu.edu

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 om the action column below:

Name ◇	Modified ◇	Actions
FI002 - Revenue Expense Budget Pools By FOP	August 18, 2015 10:16:06 AM	

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

Run with options - FI002 - Revenue Expense Budget Pools By FOP

Select how you want to run and receive your report.

Format:

HTML ⌄ ← **Choose format from drop down.**

Accessibility:

☑ Enable accessibility support

Language:

English (United States) ⌄

Delivery:

◉ View the report now

○ Print the report:

　　Printer location:

　　[   ] Select a printer...

○ Send me the report by email ← **Choose radio button to have report delivered via email.**

Prompt values:

No values saved

☑ Prompt for values

[Run] ← ~~Cancel~~ **Select run**

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

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:

http://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/travel-services/

Travel System

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

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.

Report: FI033

Texas Tech University
Grant Information Worksheet

Enter Grant ID:

Or enter first character of Grant ID, then click "Search"

OR

Enter a Fund Code:

Or enter the first character of Fund Code, then click "Search"

OR

Enter a College/Division Code:

Or enter the first character of College/Division Code, then click "Search"

Keywords:
Type one or more keywords separated by spaces.

Search

Options ⩔

Choice:

Deselect

Keywords:
Type one or more keywords separated by spaces.

Search

Options ⩔

Choice:

Deselect

Keywords:
Type one or more keywords separated by spaces.

Search

Options ⩔

Choice:

Deselect

Show Fixed-Price / Cost-Reimbursable Attribute?
No

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

FI133—Grant Information Worksheet

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.

Grant Information Worksheet
Grant # 22C119
Texas Liberator Digital Book Project- Commission on Holocaust and Genocide

Return to Prompt

Chart of Accounts:	Texas Tech University
Grant Type Description:	Services Other State of TX Agencies
Principal Investigator:	Wong, Aliza S.
Sponsor Number:	808-16-0900
Agency Name:	Texas Holocaust and Genocide Commission
Agency R#:	R11486095
Award Amount:	170,046.00
Status Description:	Active
Category Description:	Cooperative Agreement
Subcategory Description:	
CFDA Number:	
Project Start Date:	November 23, 2015
ORS Log Number:	109625 / A16-0138
Project End Date:	August 1, 2017
Indirect Cost Rate:	T1500
Indirect Cost Rate Description:	15 percent F&A rate
Responsible Organization Code:	B58012
Responsible OrganizationDescription:	PI Aliza Wong

Chart	Fund	Fund Description	Default Orgn	Default Orgn Description	Default Prog	Default Program Description	Fund Type Description	Fund Financial Manager Name	Fund Indirect Cost Base	Fund Indirect Cost Base Description	Fund Indirect Cost Rate	Fund Indirect Cost Rate Description
T	22C120	Texas Liberator Digital Book Projec	B58012	PI Aliza Wong	300	Public Service Expense	State Restricted	Wong, Aliza S.	T100	TTU TDC Rate	T1500	15 percent F&A rate
T	22C119	Texas Liberator Digital Book Projec	B58012	PI Aliza Wong	200	Research Expense	State Restricted	Wong, Aliza S.	T100	TTU TDC Rate	T1500	15 percent F&A rate

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

- ♦ **Subcategory Description**— Identifies the type of project within the category

- ♦ **CFDA Number**—The number assigned to a federal program in the Catalog of Federal Domestic Assistance; used for Federal reporting purposes

- ♦ **Project Start Date**—The beginning date of the performance period for the sponsored project

- ♦ **ORS Log Number**—Coding used by Office of Research Services to identify the grant. Use this code when speaking to them

- ♦ **Project End Date**— The ending date of the performance period for the sponsored project; as extensions are granted, the date is extended in Banner

- ♦ **Indirect Cost Rate**—A code assigned for the purposes of calculating the facilities and administrative (i.e., indirect charges) on the sponsored project. Some Sub FOPs may have different F&A rates. F&A rates will not display in match FOPs if they are internally funded.

- ♦ **Indirect Cost Rate Description –** Detailed description of the award's indirect cost rate

- ♦ **Responsible Organization Code** - An alpha numeric code used to indicate who is responsible for monitoring the fund. Also used for reporting purposes

---

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.