AFISM Newsletter

March 2017

IN THIS ISSUE

- Class Schedule for March

- Class Spotlight: Finance Reporting Basics

- AFISM Resources for Finance

- FI311—Food and Entertainment Report

- The Question? Available Budget Tab

- Direct Deposit Updates

- Contact Us

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

Class Name	Date
Financial Reporting - Budget Reports	3/2
Finance Reporting Basics	3/3
Financial Management 101: Introduction to the FOAP Codes	3/6
Xtender - Scanning and Indexing	3/7
HR Reporting - Payroll Reports	3/7
Introduction to Cognos	3/8
HR Reporting - Employee Appointment Reports	3/9
Cognos Grant Reporting	3/13
All About HR and ePAF	3/14
Financial Management 101: Introduction to the FOAP Codes	3/14
TechBuy Shopper Training	3/15
Financial Reporting - Transaction Reports	3/20
Account Code Training for Expenditures	3/21
Finance INB Navigation and Exercises	3/21
Xtender - Scanning and Indexing	3/21
Travel Training for Travel Preparer	3/23
Introduction to Cognos	3/27
Budget Management and Revision	3/28
Financial Reporting - Budget Reports	3/28
Procurement Reporting in Cognos	4/4

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

TechBuy may be utilized to rent a vehicle from Enterprise or National and there will be no out of pocket cost to the traveler. The University will be billed directly.

For additional information , see the Renting Vehicles How To Guides at **Procurement Services > Resources > Purchasing> How-to-Guides**.   Select the Purchasing link in the menu on the left. Choose from:

- **Renting Vehicles from Enterprise Rent-a-Car**

- **Renting Vehicles from National Car Rental**

Class Spotlight:

Finance Reporting Basics

This class is designed for those who use Cognos Finance Reports. Designed to bridge the gap between Financial Management 101: Introduction to FOAP Codes and Cognos Finance Reports.

This session provides a review the financial systems, processes and terminology used at TTU.

During this session you will:

- Review FOP vs. FOAP Budgets

- Be introduced to useful finance reports used for Financial Managers

- Discuss the hierarchical structure of an organization

- Review the fiduciary responsibilities of Financial Managers

- Dissect both a budget and transaction report, learning what indicators to watch for and actions to take based on data provided
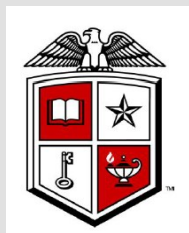
AFISM Resources

The AFISM Resources Page offers a collection of documents and reference materials to provide support and assistance for A&F related tasks and procedures. Using the Finance option you will find such useful tools as:

Account Crosswalk

∗ Used to find expenditure codes for TechBuy purchases and Pcard reconciliation

Budget by FOP or FOAP

∗ Displays how the FOP is budgeted, whether by FOP or at Budget Pool Level

Document Prefix Identifiers

∗ Used with Cognos reports to identify events tied to certain transactions.   Show department to contact regarding transaction

Query of Fund Group, Category & Class

∗ Provides rule regarding Funds such as transfers, allowed / non-allowed expenses, budget procedures

Rule Class: Codes & Definitions

∗ Identifies codes and definitions that are tied to entries in Banner

Setting up Available Budget Tab in Raiderlink

∗ How-to-guide on entering FOPs into the Available Budget tab on Raiderlink.

**The links above are active. Take a minute and check out these great resources

Just Released!!!!!

FI311—Food and Entertainment Expenditures Report

Texas Tech University
Food and Entertainment Expenditures

Select the Chart of Accounts:
* ⦿ Texas Tech University
  ◯ Texas Tech University System

Enter the Beginning and Ending Fiscal Years:

Beginning Year (Required):   Ending Year (Required):

Enter the Beginning and Ending Fiscal Periods:

Beginning Period (Required):   Ending Period (Required):
`01 - September` ▾   `14 - End of Year` ▾

Select one or more Divisions (Optional):   **OR**   Select one or more Departments (Optional):

☐ A02 - Texas Tech Public Broadcasting   ☐ A0000 - President's Office
☐ B53 - College of Arts and Sciences   ☐ A0001 - Institutional Diversity
☐ B56 - College of Engineering   ☐ A0002 - Communications and Marketing
☐ B57 - Graduate School   ☐ A0003 - Alumni Association
☐ B60 - School of Law   ☐ A0004 - Staff Senate

Select all Deselect all   Select all Deselect all

Select the Accounts (Optional):
All accounts are selected by default.

Enter part or all of a Fund (Optional):   Enter Part or All of an Organization Code (Optional):
Keywords: **Keywords:**
Type one or more keywords separated by spaces. Type one or more keywords separated by spaces.

Search 🔍   Search 🔍

Options ⌄   Options ⌄
Choice: **Choice:**

☑ 7N4003 - Departmental Event
☑ 7N4004 - Business Meetings
☑ 7N4005 - Official Function
☑ 7N4008 - Holiday Event
☑ 7N4009 - Recruiting Event
☑ 7N4010 - Participant Event

Select all Deselect all

Use the FI311 Report to keep track of funds spent for Food and Entertainment. This report is designed to let you compare these expenses over previous fiscal years and see the percent decrease or increase in expense types over time. Parameter options include:

- Chart of Account—Defaulted to TTU

- Beginning and Ending Fiscal Year (required)

- Beginning and Ending Fiscal Period (required)

- Options to select the level at which you need the data:

  - Division   - Department   - Organization   - Fund

- Account— select all or only Account desired

Report output is shown on the following page

Report FI311—Output:

Texas Tech University
Food and Entertainment Expenditures
By Organization
Fiscal Year 2016 to 2017
Begining Period: 01 - September Ending Period: 06 - February

Chart: T - Texas Tech University

Department	Department Description	Fund	Fund Description	Organization Code	Organization Description	Fiscal Year	7N4003 - Departmental Event	7N4004 - Business Meeting	7N4005 - Official Functions	Total	Percentage Change
██████	Human Sciences	16A012	Provost	██████	██████	2016	0.00	84.32	0.00	84.32	
						2017	0.00	24.50	0.00	24.50	(70.94%)
		16A050	Dept Oper and Instructional Admin	██████	██████	2016	0.00	40.77	0.00	40.77	
						2017	69.90	51.39	0.00	121.29	197.50%
		██████	Incentive Fund Human Sciences	██████	██████	2016	633.86	2.060.09	491.87	3,185.82	
						2017	2.986.01	1,300.39	736.49	5,022.89	57.66%
		██████	Human Sciences Advising Fee	██████	██████	2016	0.00	99.00	0.00	99.00	
						2017	0.00	10.26	0.00	10.26	(89.64%)
		██████	Burleson Fund for Excellence End Op	██████	██████	2016	800.70	0.00	0.00	800.70	
						2017	286.00	12.48	0.00	298.48	(62.72%)
		24A836	Financial Reporting	██████	██████	2017	0.00	0.00	0.00	0.00	
						2017	0.00	90.90	0.00	90.90	(92.97%)
		██████	██████	██████	██████	2017	277.00	0.00	196.50	473.50	
		██████	██████	██████	██████	2016	215.00	695.67	400.00	1,310.67	
						2017	14.272.50	1.173.48	840.02	16,286.00	1,142.57%
B5900 - Total							**20,365.11**	**6,121.13**	**3,983.31**		
Overall - Total							**20,365.11**	**6,121.13**	**3,983.31**		

The data is organized first by Department., followed by:

- Fund with description

- Organization with description

- Fiscal Year

- Expenses by Account type—drill through on active links to transaction details

- Total Expenses

- Percent Change (if more than one fiscal year is selected)

Use this information to stay on top of expenses for Food and Entertainment , making business decisions based upon the data provided.

AFISM offers a monthly class " Procurement Reporting in Cognos".

This class demonstrates how to use reports such as the FI311 for your departments purchasing activities.

Enroll in these classes via SumTotal.

THE Question ?

Can I add additional tabs (i.e. tab 4 & 5) to my Available Budget tab and add more channels within each of those?

The ANSWER:

RaiderLink is limited to the three Available Budget tabs that you have.

However, you can add FOP Portlets to each tab:

First, select the desired Available Budget tab. Above the Double T in the black Raiderlink banner, find the **Add** drop down list > **More...** > then drag-and-drop the **Available Budget** to tab where you desire.

You can also click the Available Budget **portlet header** and rename it, such as PI and / or FOP
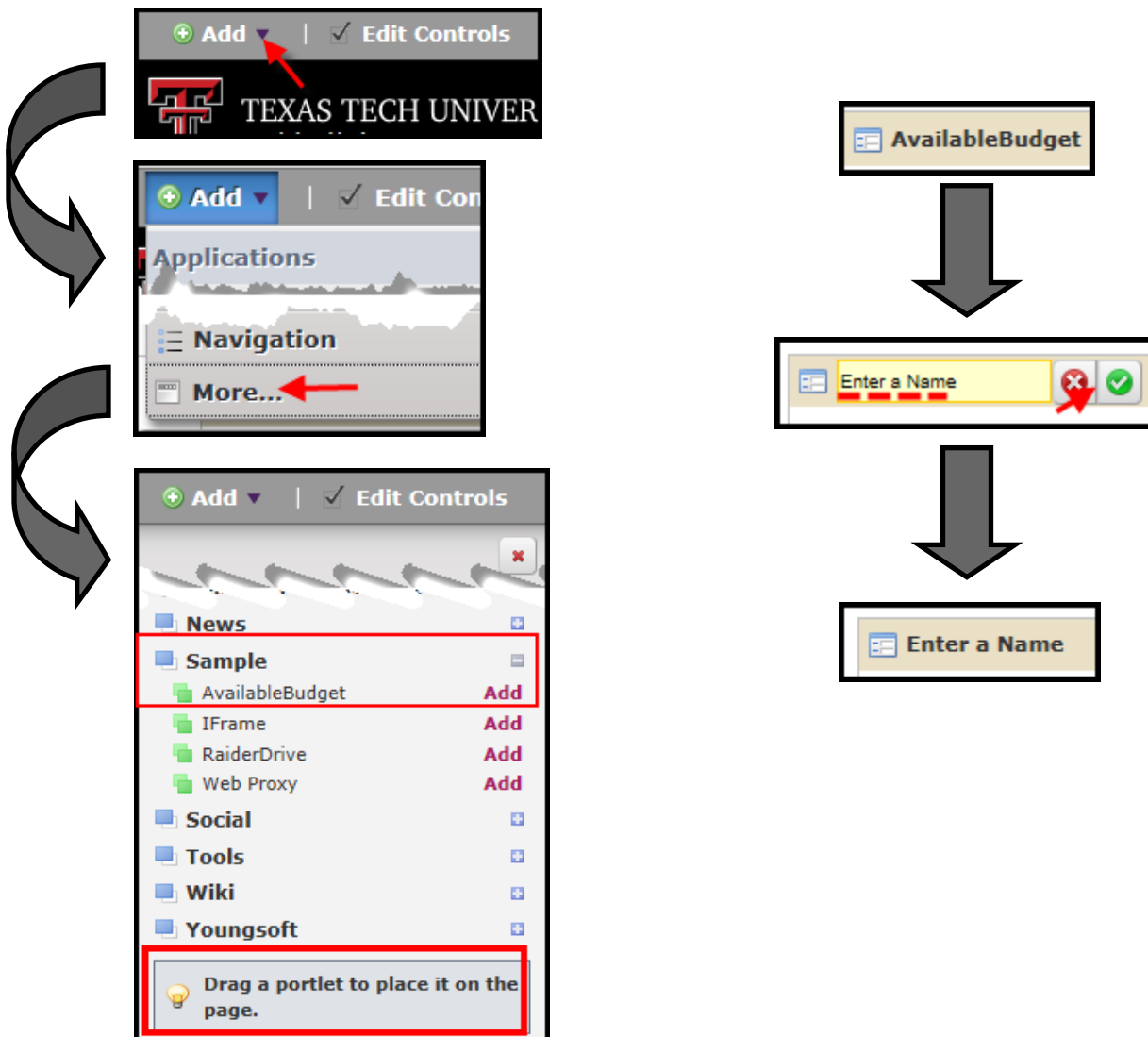
Reminder for Direct Deposit………..

If you have changed banks and have Direct Deposit, you need to update the system with the correct Bank and Account Numbers for both Payroll and Employee Reimbursement Accounts.

Access the "Employee" tab of RaiderLink. Select "Update My Direct Deposit" as shown to the left. Notice there are two tabs. Directions are provided on the right side of the page.

Remind your employees who receive Employee Reimbursements (i.e. travel) that they must also update the information in the Employee Reimbursement Account tab as well as in the Employee Payroll Accounts tab.

If they do not do this, Employee Reimbursements will not be direct deposited to the new banking account but would be deposited to the account that was closed. This results in a delay of up to 2 weeks in receiving reimbursement funds
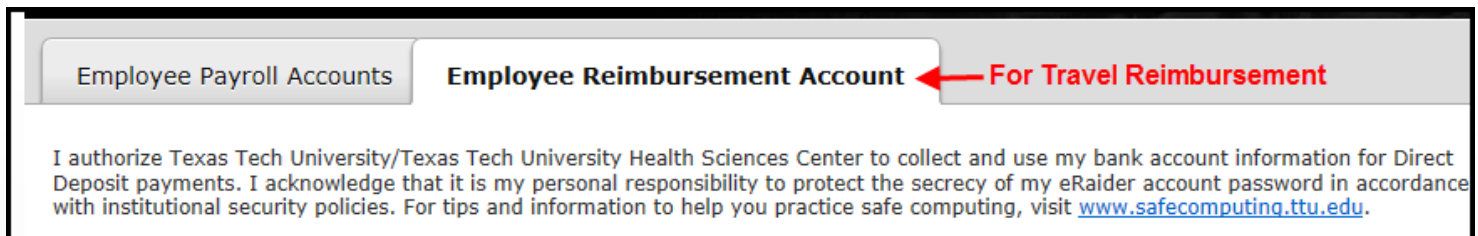
Need our services?

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:

afism.2know@ttu.edu

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