Texas Tech Mobile

Install Texas Tech Mobile by visiting either the iTunes or Google Play store on your mobile device and searching for Texas Tech Mobile. Select Texas Tech University from the “My Institution” link on the actions menu once installed. The Texas Tech University Mobile application can be used with the iPhone, iPad and Android.

- **Directory** – Search by first and last name for phone numbers, email addresses, and office location for Texas Tech University student, faculty and staff.
- **Campus Map** – Navigate around Texas Tech University’s campus by searching for buildings, houses and offices. The map displays the location and has zoom and scroll features. It allows for browsing by building types.
- **News** – Browse Stories from TechAnnounce, the Daily Toreador and Texas Tech Today. You can share articles using email, Facebook or Twitter.

Other features of the Texas Tech Mobile app include: Searching for open classes or checking your registration, locating a place to dine, easy access to important emergency contact information, Keep up with Athletics schedules, scores, and your favorite sports.

End of Year Reminders:

- All fiscal year 2017 transactions must be submitted to the appropriate financial office with approvals by Wednesday, Sept 6th at 5:00 p.m.
- Financial Systems will be unavailable on Monday, Sept. 11th, to run system fiscal year-end closing processes. Cognos will be available.
- FY 2018 accounting period 01 opened on September 1, 2017.
- Month end close occurs at 5:00 pm on the 10th of the following month.
- FY 2018 data is not visible in Cognos until after 09/11 closing.

What campus says about Texas Tech Mobile:

“Great App”

“Cool app with great functionality”

“This app is useful”
Budget Information

Budgets maybe budgeted at the FOP level or FOAP level.

- FOP Budgeted—Expenses can occur from any budget pool as long as funds are available
- FOAP Budgeted—Funds must exist in the appropriate budget pool prior to spending them.

Budget Revision System is used to:

- Adjust Expense Budget within a Fund
- Adjust Fund Balance
- Change a Revenue Budget
- Transfer Budget between Funds

Finance Reporting—Budget Reports

This class is designed for those who will be using Cognos to monitor the Budgets for their FOP(s). A review of financial systems, processes and terminology is provided during this session.

Budget Reports are broken down by section and by budget pool within each section. Discussion is provided on how to use the data within the report to support decision making.

A review of the two most frequently used budget reports is provided, allowing for hands-on practice executing these reports and reviewing the data. Those attending are asked to bring a list of the FOP(s) they manage to allow them to review data for their organization.

FI121 A—Fund Balance Summary Report is available to assist Fund Managers in determining the amount of Fund Balance (also called carry forward) that is available to move from Fiscal Year 2017 to Fiscal Year 2018. Though this report shows a “Default Organization”, remember that it is to the discretion of the Fund Manager regarding which Organization will receive the Fund Balance. The Budget Revision System is used to move the Fund Balance forward. It is up to the department to review this report and take necessary action.
AFISM’s September Class Schedule

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
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<tr>
<td>Travel Training for Travel Preparer</td>
<td>9/5</td>
</tr>
<tr>
<td>Xtender - Scanning and Indexing</td>
<td>9/5</td>
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<tr>
<td>EOPS: Employee One-time Payment System Overview</td>
<td>9/7</td>
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<tr>
<td>Finance Reporting Basics</td>
<td>9/7</td>
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<tr>
<td>Financial Reporting - Budget Reports</td>
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<tr>
<td>Financial Reporting - Transaction Reports</td>
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<tr>
<td>Finance INB Navigation and Exercises</td>
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<tr>
<td>TechBuy Shopper Training</td>
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<tr>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
<td>9/13</td>
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<tr>
<td>Account Code Training for Expenditures</td>
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<tr>
<td>Budget Management and Revision</td>
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<tr>
<td>HR Reporting - Employee Appointment Reports</td>
<td>9/18</td>
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<td>All About HR and ePAF</td>
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<td>HR Reporting - Payroll Reports</td>
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<td>Cognos Grant Reporting</td>
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<tr>
<td>Procurement Reporting in Cognos</td>
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<tr>
<td>Xtender - Scanning and Indexing</td>
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<tr>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
<td>9/27</td>
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<td>Account Code Training for Expenditures</td>
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Financial Management 101—Introduction to the FOAP Codes gives the learner an overview of TTU’s financial structure and is the gateway to key terms and terminology for other trainings. It is a pre-requisite for these classes:

- TechBuy
- All Cognos Reporting Classes related to Finance
- Finance INB Navigation & Exercises
- Budget Management & Revision

If you have questions about any of our classes, please contact us at afism.2know@tttu.edu or by phone at 806.742.KNOW

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

On your RaiderLink ‘A&F Work Tools’ tab, you will find AFISM’s links to additional learning resources:

- Knowledge Base—a data base of frequently asked questions about different business operations
- Resources—a file of job aids for different business procedures
- AFISM Training Website—The online catalog of classes and class materials (where you found this checklist)
- SumTotal (Register for Classes)—an application for class enrollment/cancellation, and your personal training schedule and transcript. This application is used by departments other than AFISM for university-wide classes.
UPDATE YOUR AVAILABLE BUDGET TAB TO FY 18

To see the new fiscal year data, you have to update your Available Budget Tab. Below are instructions for updating your portlets. You will need to repeat this for each portlet you have set up.

- Click on your Available Budget Tab
- Click the gear icon
- Select Preferences
- Replace the 17 with an 18 within the Fiscal Year field
- Select Apply and View Data

Available Budget Tab Reminders:

- This displays the expenditure budget for the FOP entered
- The YTD Activity column shows the summary amount of all year-to-date expenses
- The Commitments column shows all open encumbrances (P0’s, Travel Encumbrances, General Encumbrances or Salary Encumbrances).
- Non-encumbered expenses like Pcard, Blanket Purchase Orders, Fringes and Longevity, Student Salaries are not considered in the Available Budget Tab.
- FY 2018 data is not available until after close of business on 09/11.
This report provides a summary view of the revenue and expense activity for a FOP at the budget pool level. Use this to see the revenue budgeted vs. actual and the expenses budgeted vs. actual. The balance of the FOP is displayed at budget pool level to provide a quick review of the status of each budget pool and for the FOP. You can also choose to see what the budget would look like if Fringes, Longevity and Student Salaries were encumbered.

User must select: Chart of Account, Fiscal Year (beginning and ending) and Ending Fiscal Period and if only actual encumbrance are displayed or if Fringes, Longevity and Student Salaries are displayed as if encumbered.

Data will not be available for FY 2018 until after 09/11, following FY 2017 closing. The report output is shown on the following page
**Budget Original (1)** – This is the Annual Fiscal year budget that is approved by the Board of Regents when the budgets are created for the Fiscal Year.

**Budget Adjustment (2)** – The accumulated budget revision/changes since the start of the fiscal year and approval by the Board of Regents.

**Budget Current (3)** – This is the sum of the Budget Original plus or minus the Budget Adjustments that have occurred (if any).

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

**Exp Encumbrance (5)** – This column represents outstanding purchase orders for materials or services not yet received and other outstanding commitments such as travel applications and payroll. An encumbrance is a way of reserving money to pay for these outstanding obligations.

**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 has come in than budgeted, (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.
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
742-5669
Visit us on the web at http://www.depts.ttu.edu/afism/

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