AFISM NEWS
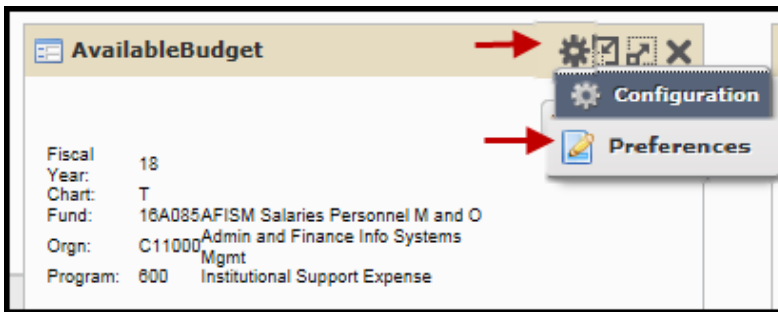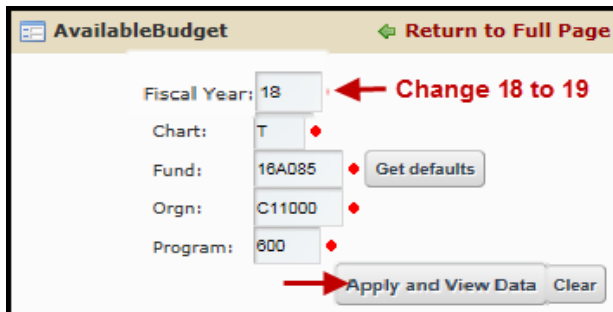
New Fiscal Year…..Update Available Budget Tab

Have you remembered to update the Available Budget Tab in Raiderlink for Fiscal Year 2019? Follow the steps below so that you will have quick access to the expense budget for your FOP(s).

- Select the Available Budget tab in Raiderlink
- Select the cog icon within the portlet you are updating
- Select the link labeled "Preferences"

- Update the Fiscal Year field with 19
- Select "Apply and View Data"

In This Issue

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End of Year Reminders

⇒ FY 2019 Accounting period 01 opens Saturday, September 1

⇒ All fiscal year 2018 transactions must be submitted to the appropriate financial office with approvals by Thursday, September 6th at 5:00 p.m.

- Institutional vouchers (IV's), cost transfers (CT's), revenue transactions (RT's), and journal vouchers (JV's) entered into FiTS or submitted to AS with all departmental approvals by 5:00pm.
  - o Remember to use a transaction date of August 31, 2018. Cost transfers are not allowed across fiscal years.
  - o IVs for consumable supplies and services must be processed in the fiscal year in which the goods/services were provided/received. However, if IV's are received after the deadline, they will be processed in FY19.
- Wires claimed by 5:00pm through UFS at laura.moore@ttu.edu. Unclaimed funds will be swept centrally.
- Accounts receivable amounts in excess of $10,000 (revenue earned in FY18 but not billed/received as of August 31) to AccountingServices@ttu.edu by 5:00pm.
- Unearned revenue amounts in excess of $10,000 for conferences/events set up in Touchnet Marketplace (revenue collected in FY18 for a conferences/events scheduled in FY19) to doris.musick@ttu.edu by 5:00 pm.
- Year-end inventory of consumable supplies and items for resale in excess of $10,000 (as of August 31) by 5:00pm to AccountingServices@ttu.edu. Reporting templates will be provided via email by August 14.
- Labor redistributions by 5:00pm to ambud@ttu.edu.
  - o Labor redistributions are not allowed across fiscal years. If you have salary transfers necessary to meet cost share commitments for FY18, they must be submitted by this date.
  - o Please review the program code on all faculty salaries to ensure that the program code allocation is correct.
- All transfer documentation to clear negative fund balances submitted to AccountingServices@ttu.edu by 5:00pm.

⇒ The financial systems will not be unavailable on Tuesday, September 11th, to run system fiscal year-end closing processes. Cognos will be available. Questions should be directed to the appropriate financial office.

Suggested Reports to use as Fiscal Year Begins

FI002—Revenue Expense Budget Pools by FOP. View budget details at budget pool level for FOPs that you are maintaining. The report can be executed at both the Fund and Organization level, by Fund and Organization Manager and by FOP. This provides your budget starting point for the fiscal year.

FI121A— Fund Balance Summary Report. This report is used to assist Fund Managers in determining the amount of fund balance available to move from FY 2018 to FY 2019. The Budget Revision System is used to move the fund balance forward. The department must take the action to move the funds forward.

HR121—Current and Future Appointment Report. Review personnel assignments for the new fiscal year. Review the status of each employee, the job details and funding for those jobs.

"I am changing titles (or departments). Do I have to contact each department for access, or who do I contact to get access back to all of the programs I utilize?"
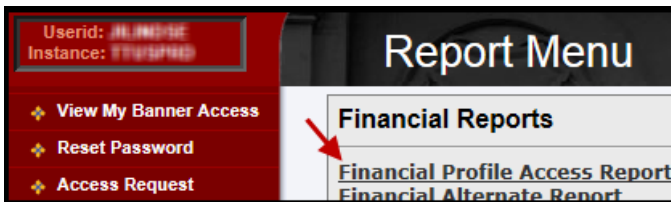
Answer:

If an employee changes departments (or changes titles) then the employee's accesses will be locked, but are kept on the employee's account, including Xtender. The new supervisor should submit a "Jira Request" to EAS Support asking to unlock the employee account and indicating what access the employee needs for the new assignment. The supervisor can also provide a name and eRaider of someone who has the same access that is needed for the department or title. The account will be unlocked and the appropriate access will be assigned.

Make this Jira Request via https://jira.texastech.edu/ Click on the red Create button; select the EAS Support project and fill out the rest of the form.

Using TeamApp to Review Financial Access

- Access TeamApp via the AFISM Channel of Raiderlink or this link: team.texastech.edu

- Select **Reports** via the left menu or **Use Reports** within the main page

- Choose "Financial Profile Access Report".

- Enter Search Criteria, select Search

- A list of permissions with employee names will display.

Cognos Analytics Tips

The Application Toolbar

Utilize the drop down located in the center of the Application Toolbar to select a report that you have executed during your current session of Cognos. If you executed the report, the report data will display when you select it by clicking on the link. If you only accessed the parameter page, the parameter page is provided upon selecting the link. These reports are visible only during your current Cognos session. This history is built for each session of Cognos
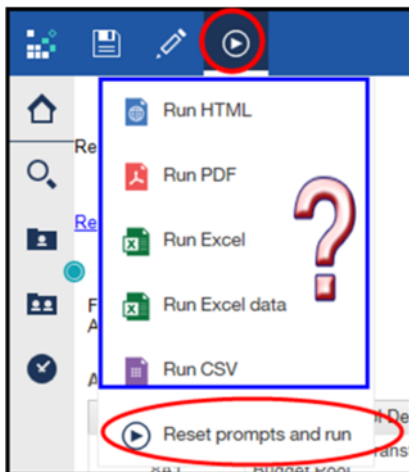

Options From Within a Rendered Report

Using the clock icon in the upper left section of the application toolbar you access the following options:
    Choose a different format for the report
    Reset prompts to run with different parameters

Choose the option to "Reset prompts and run"

AFISM September Class Offerings

DON'T SEE THE CLASS YOU'RE LOOKING FOR?

No worries, AFISM offers a variety of classes each month and schedules them up to two months in advance. Stay tuned through Sum Total to see updated offerings.

If the session is full, get on the waitlist. Cancellations happen frequently opening up a spot.

Name	Date
Cognos Grant Reporting	9/3
Financial Management 101: Introduction to the FOAP Codes	9/4
EOPS: Employee One-time Payment System Overview	9/5
Financial Reporting - Budget Reports	9/6
Finance INB Navigation and Exercises	9/6
Financial Reporting - Transaction Reports	9/6
Account Code Training for Expenditures	9/7
Xtender - Scanning and Indexing	9/10
All About HR and ePAF	9/10
HR Reporting - Employee Appointment Reports	9/10
TechBuy Shopper	9/11
HR Reporting Payroll Reports	9/13
Introduction to Cognos	9/13
Travel Training for Travel Preparer	9/18
Financial Management 101: Introduction to the FOAP Codes	9/18
Budget Management & Revision	9/19
Account Code Training for Expenditures	9/20
Xtender - Scanning and Indexing	9/25
Financial Reporting - Budget Reports	9/27
Procurement Reporting in Cognos	9/27

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

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 let us know.

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Visit us on the web:

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