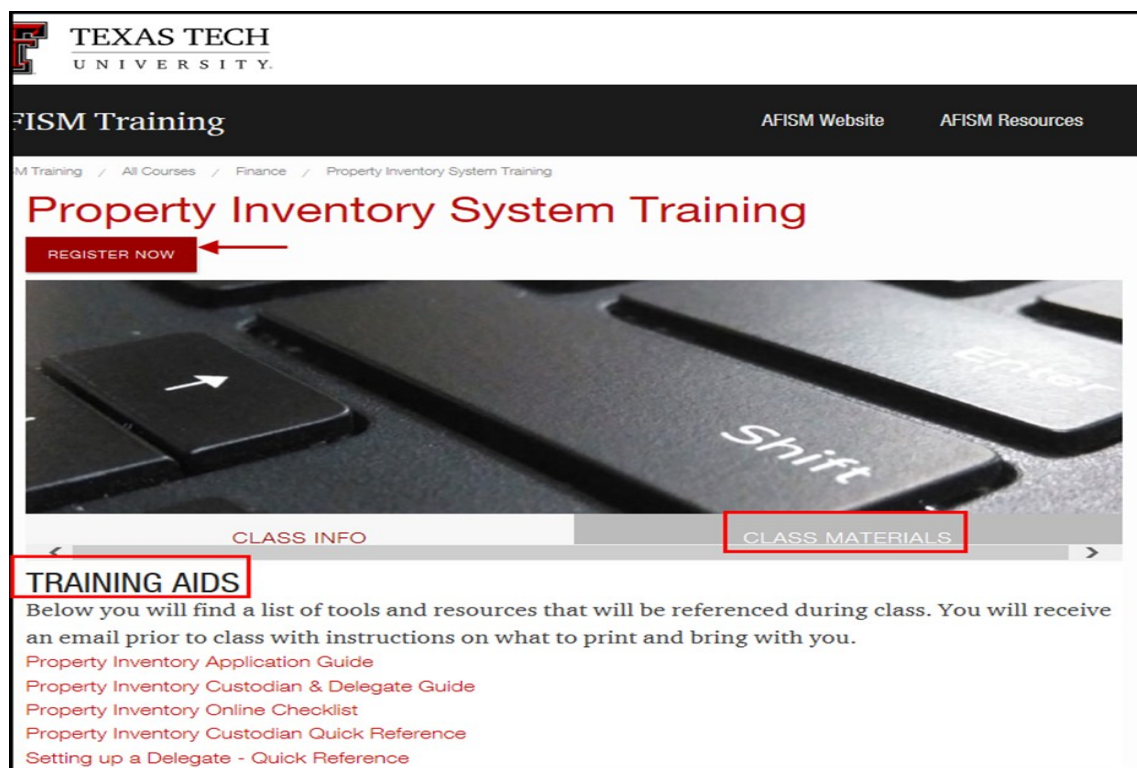


Annual Property Inventory Certification Reminder

NOTE: All Property Inventories must be completed and certified by the Property Custodian on or before 5:00 p.m. **June 30th**.

If you need help or a refresher, AFISM provides both Training Aids and an Online Tutorial for your use. These are accessed via the AFISM Training Website (<http://kainz.ttu.edu/afism/training/>). Select the link labeled "All Courses" and under "Course Topics", select "Finance". Use the "Register Now" button to access the online training tutorial; find training documents within the Class Materials tab. See screen shot below.

For further assistance, please contact property.management@ttu.edu



In This Issue

- Property Inventory Certification
- AFISM Customer Portal
- AFISM Class Schedule
- Budget Prep Training Classes and Reports



INTRODUCING:

AFISM CUSTOMER PORTAL

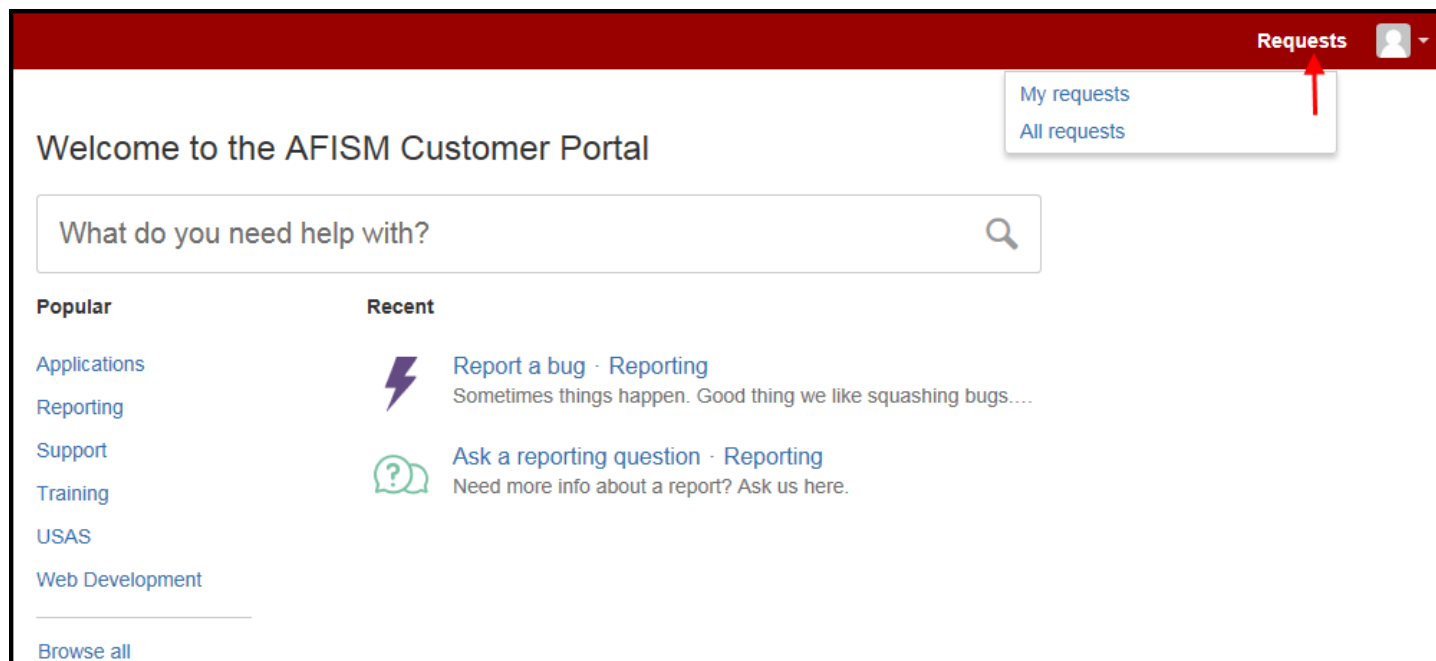
The AFISM Customer Portal is the resource hub for those we serve within the campus community. We are excited to bring you this new way of working with our team and aim to create value adding experiences during your interactions with us.

Below are some things you can expect from this new portal:

- **Submit and monitor requests**—Submitting a request may not be new, but having the ability to keep up with them definitely is! By clicking the “Requests” link in the upper right corner, you will be able to stay up-to-date on active projects, view the current status of a request, and review previously closed requests.
- **Share tickets and conversations** - The Customer Portal gives you the ability to share your tickets with coworkers, colleagues, and other team members. When you share a ticket, the person with whom you’ve shared will be able to keep track of the project just as you, the submitter, are able. They can monitor the project status, contribute to the conversation, or share with others as needed.
- **Scan our knowledge base** - The Customer Portal has been integrated with our knowledge base to make it easier for you to get answers, quicker. When you log in, you’ll notice a search box with the text: “What do you need help with?” Start typing some key words about your issue to see if we have a knowledge base article that addresses it.

You will be prompted to login with your eRaider account when visiting the Customer Portal. You may also continue to send requests to AFISM.2know@ttu.edu and receive assistance as you always have.

The screen shot below shows the home page of the AFISM Customer Portal. URL: <https://portal.afism.ttu.edu>



-Continued on following page-



The new customer portal allows you to see all of the requests that you have created for AFISM and to see the status of each as well. This screen is accessed via the drop -down in the upper right and selecting “My requests”.

Requests

My requests

All requests

Customer Portal

Requests

Any status

Created by me

Any request type

Search for requests

Type	Reference	Summary	Service desk	Status	Requester
	SDR-170	FI002 Layout Change issue	Reporting	CLOSED	Jill
	SDR-147	Error running HR204	Reporting	CLOSED	Jill
	SDR-157	FI333	Reporting	CLOSED	Jill
	SDT-43	Cognos Videos	Training	CLOSED	Jill
	SDR-74	Looking for FI365 Report	Reporting	CLOSED	Jill
	SDR-73	Customer Portal email request test	Reporting	CLOSED	Jill

1-6 of 6

Good to Know

With AFISM’s Customer Portal you can still send your questions to AFISM.2know@ttu.edu. Once the issue has been resolved you will receive an email saying that it has been closed.

AFISM TRAINING NEWS

May Class Offerings

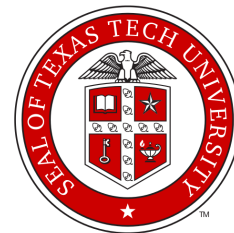
Name	Date
Cognos Grant Reporting	5/1
Account Code Training for Expenditures	5/2
EOPS: Employee One-time Payment System Overview	5/3
Travel Training for Travel Preparer	5/3
HR Reporting - Employee Appointment Reports	5/7
Financial Management 101: Introduction to the FOAP Codes	5/8
Finance INB Navigation and Exercises	5/9
Budget Management and Revision	5/10
Account Code Training for Expenditures	5/11
HR Reporting - Payroll Reports	5/14
All About HR and ePAF	5/15
Xtender - Scanning and Indexing	5/15
Introduction to Cognos	5/15
Procurement Reporting in Cognos	5/15
Budget Prep Training	5/16
Budget Prep Training	5/17
Budget Prep Training	5/18
Budget Prep Workshop	5/21
Financial Reporting - Budget Reports	5/21
Budget Prep Workshop	5/21
Budget Prep Workshop	5/21
Budget Prep Workshop	5/21
Budget Prep Workshop	5/22
Financial Reporting - Transaction Reports	5/22
TechBuy Shopper Training	5/22
Budget Prep Workshop	5/22
Budget Prep Workshop	5/23
Financial Management 101: Introduction to the FOAP Codes	5/23
Account Code Training for Expenditures	5/30
Summer ePAF Appointments	5/30

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

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

No worries, AFISM offers a variety of classes each month and scheduled 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.



Attention Budget Managers: Budget Prep Training Classes Start Soon

Now is the time to update access to Budget Prep for new individuals who will be updating the budgets. Each organization manager may use TeamApp to grant budget prep access to 3 persons, such as:

- ◆ The organization manager plus two individuals
- ◆ Three individuals (does not include organization manager)

The following Budget Prep Training classes are tentatively scheduled to open for registration in Sum Total in early May for these times:

- ◆ May 16, 2-4 p.m.
- ◆ May 17, 2-4 p.m.
- ◆ May 18, 9-11 a.m.

Budget Prep will tentatively open for entry by departments on May 14th.

Budge Prep Workshops are tentatively scheduled to open for registration in Sum Total on May 14th for one-on-one assistance with Budget Analysts. The schedule will offer opportunities on May 21-23.

Cognos Reports to Preview Budget Prep

FI202 – Preview Budget Prep: For FOP and Budget Pool, view the September 1 Original Budget for this FY, any “permanent” revisions entered during this FY, and the new Base Budget for next FY.

HR103 – Preview Employees for Salary Planner: By FOP and Budget Pool, employees are listed with the percent and annual salary expense to that FOAP.

HR104 – Preview Positions for Salary Planner: By FOP and Budget Pool, positions are listed with percent, FTE and Budget for the position, followed by the annual salary expensed and a FAV/(UNFAV) amount indicating if salary expense is under or over the position budget.



FI202—Preview Budget Development

Required parameters are Chart, Budget Prep Year (Select FY18) and Organization Code. Use other parameters as desired.

Report: FI202

Texas Tech
 Preview Budget Development

4/26/18

Select a Chart:

Texas Tech University

Select a Budget Prep Year:

FY18 (for FY19 Budget Prep)

Enter Fund(s):

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

Enter Organization Code(s):

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

Enter Program Code(s):

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

Report output is shown below:

Adopted Budget—this is FY2018 Adopted budget for the FOP

Permanent Adjustments— adjustments made during FY2018 to the adopted budget that were entered as “permanent” which means the change is intended to impact the current and future years.

Base Budget—this is the starting point for building FY2019 Budget

Program	Account Type	Account Code	Title	Adopted Budget	Permanent Adjustments	Base Budget
600	60 Personnel Expenses	6A2	SW Staff Salaries Budget Pool	57,202.00	0.00	57,202.00
		6A5	SW Longevity Budget Pool	183.00	0.00	183.00
		6B4	FB Payroll Related Cost Budget Pool	19,189.00	0.00	19,189.00
		6Z1	Budget Code Payroll Contingency 90	46,315.00	0.00	46,315.00
	60 Personnel Expenses			122,889.00	0.00	122,889.00
	70 Operating Expenses	7A0	PF Prof Fees and Svs Budget Pool	23.00	0.00	23.00
		7B0	TV In State Travel Budget Pool	2,000.00	0.00	2,000.00
		7B1	TV Out of State Travel Budget Pool	13,105.00	0.00	13,105.00
		7C0	MS Materials/Supplies Budget Pool	9,864.00	0.00	9,864.00
		7D0	CU Comm and Utilities Budget Pool	6,818.00	0.00	6,818.00
		7F1	RM Repairs/Maint Other Budget Pool	500.00	0.00	500.00
		7G0	RL Rentals and Leases Budget Pool	8,000.00	2,250.00	10,250.00
		7N0	OE Other Expenses Budget Pool	69,086.00	(2,250.00)	66,836.00
		7N1	OE Membership Dues Budget Pool	200.00	0.00	200.00
	70 Operating Expenses			114,397.00	0.00	114,397.00
	80 Transfers	8A1	TT Nonmand Transfer In Budget Pool	(237,286.00)	0.00	(237,286.00)
	80 Transfers			(237,286.00)	0.00	(237,286.00)
Summary Net			0.00	0.00	0.00	

HR103—Preview Employees for FY19 Salary Planner

View by employee their assigned Position "T number", Title, the Percent of the Salary assigned to FOAP and the Annual Salary amount supported by the FOAP

Budget Pool	Position Organization	Employee ID	Employee Name	Position	Title	JLBD %	Annual Salary on FOAP
6A2	010000 00000000	R 0001400	John Thomas	T8 0001 00	Assistant	100.00	46,137.15
	010000 00000000	R 0001400	John Thomas	T8 0001 00	Assistant	1.51	575.97
	010000 00000000	R 0001400	John Thomas	T8 0001 00	Assistant	69.61	27,186.54
	010000 00000000	R 0001400	John Thomas	T9 0001 00	Assistant	83.00	35,681.94
	010000 00000000	R 0001400	John Thomas	T9 0001 00	Assistant	100.00	61,186.03
	010000 00000000	R 0001400	John Thomas	T9 0001 00	Assistant	100.00	63,138.25
	010000 00000000	R 0001400	John Thomas	T9 0001 00	Assistant	1.96	706.00
	010000 00000000	R 0001400	John Thomas	T9 0001 00	Assistant	1.48	569.32
	010000 00000000	R 0001400	John Thomas	T9 0001 00	Assistant	70.52	25,736.42
	010000 00000000	R 0001400	John Thomas	T9 0001 00	Assistant	0.35	122.53
Total							261,040.15
Summary							261,040.15

HR104—Preview Positions for Salary Planner

View the Base FTE and Budget for each position within the budget pool, the percent of position that is assigned to the FOAP , the Position Budget assigned to the FOAP, the Annual Salary amount for the Position and the Favorable / (Unfavorable) balance for the Position.

Account Pool	Position	Single/Pooled	Position "Base" FTE	Position "Base" Budget	% on FOP	FTE on FOP	Position Budget on FOP	Annual Salary on FOP	Fav/(Unfav)
6A2	T8 0001 00000000	S	1.000	43,767.05	46.70	0.467	20,439.21	0.00	20,439.21
	T8 0001 00000000	S	1.000	46,137.15	100.00	1.000	46,137.15	46,137.15	0.00
	T8 0001 00000000	S	1.000	39,055.51	69.00	0.690	26,948.30	27,186.54	(238.24)
	T9 0001 00000000	S	1.000	40,000.00	100.00	1.000	40,000.00	0.00	40,000.00
	T9 0001 00000000	S	1.000	43,767.05	46.70	0.467	20,439.21	0.00	20,439.21
	T9 0001 00000000	S	1.000	42,990.29	76.00	0.760	32,672.62	35,681.94	(3,009.32)
	T9 0001 00000000	S	1.000	53,867.04	50.00	0.500	26,933.52	0.00	26,933.52
	T9 0001 00000000	S	1.000	61,186.03	100.00	1.000	61,186.03	61,186.03	0.00
	T9 0001 00000000	S	1.000	63,138.25	100.00	1.000	63,138.25	63,138.25	0.00
	T9 0001 00000000	S	1.000	36,495.21	70.00	0.700	25,546.65	25,736.42	(189.78)
Total							0.00	1,973.81	(1,973.81)
Total						7.584	363,440.95	261,040.15	102,400.80

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.



Contact Us:

<https://portal.afism.ttu.edu>

Afism.2know@ttu.edu

742-5669

Visit us on the web:

[http://www.depts.ttu.edu/
afism/](http://www.depts.ttu.edu/afism/)