RAIDERLINK UPDATE

An update is coming soon to Raiderlink:

- Relatively same look and feel
- NEW My Content Tab
- Available Budget and A&F Work Tools tab will no longer have to be added (will be default for all employees)

More information coming soon!

A special edition Newsletter and new Job Aides will come out in early in March.

AFISM MARCH & APRIL CLASS OFFERINGS

If you are interested in attending one of the trainings offered, please follow the link below to SumTotal to register for a class, as well as to find up-to-date information about trainings offered by AFISM.

http://webapps.tosm.ttu.edu/itts/sumtotalsystems

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<tr>
<th>Name</th>
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<td>EOPS: Employee One-time Payment System Overview</td>
<td>3/3/2016</td>
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<td>Introduction to Cognos</td>
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<td>Session 1, All About HR and ePAF of All About HR and ePAF</td>
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<td>HR Reporting - Employee Appointment Reports</td>
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<td>Financial Management 101: Introduction to the FOAP Codes</td>
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<td>Cognos Grant Reporting</td>
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**Please note that class dates and times are subject to change**
ATTACHING DOCUMENTS ELECTRONICALLY IN THE ONLINE TRAVEL SYSTEM

As a reminder Travel Preparers now have the capability of submitting receipts electronically in the Online Travel System. Please note the most recent information from Travel Services regarding this process.

Things you need to know regarding the new process:

Do not upload any documents with visible Credit Card Numbers, Bank Account Numbers or other Personal Identifiable information.
- Use a black marker to redact this sort of information (except the last 4 digits of the card card) prior to uploading.

Receipts need to be scanned and saved to your computer for each travel expense for the entire trip:
- Tape original receipts to a blank sheet of paper prior to scanning, avoid getting tape on any printed portion of the document
- When opening Office files (Work, Excel, etc.) you can ignore the warning about the file being corrupt.

No documentation is required in the Travel Office if you submit your receipts electronically.

Travel advance documentation can be uploaded at the Application stage-you will have the opportunity to submit documentation after the Application is submitted.
- To access the documents later in the Online Travel system, select Application>Advance/BTA Documentation to add to documentation.

Supporting documentation submitted with the Application will also be required when the Voucher is submitted. The Application and the Voucher are two separate documents.
- In order to calculate the correct reimbursement and clear advances, the expenses will need to be included with the Voucher.

Vouchers will be returned if all of the supporting documentation for the expenses claimed are not submitted with the Voucher.
- Approvals will need to be obtained again from the Traveler and Supervisor.
- Notification to Travel Services is not required when submitting electronically.

Travel Services will not “Receive” a Voucher until it’s submitted manually or electronically:
- Check the status and Email History in the Online Travel System under Reports.
- Vouchers are in Travel Services for review when electronic uploads show “Voucher Received by Travel Office”.
- Manual submissions will require a hard copy of the coversheet, worksheet and receipts delivered to Travel Services prior to being “Received”.
- In cases where a balance is due back to the University for advances, checks will need to be delivered to the Travel Office with a copy of the coversheet so that we can appropriately apply against the travel voucher.

Notification via the Comments section in the Online Travel System is required for Vouchers that have manual signatures.
- The documentation containing the manual signature needs to be scanned in with the voucher.

Retain original receipts until the Travel Voucher has been APPROVED by the Travel Office.
- Once approved by Travel Services the receipts may be destroyed.

Link to the Travel training document for this process:
http://www.depts.ttu.edu/afism/AFISMFormRepository/ProcurementDept/TravelandPay/workaids/AttachingDocuments%20in%20the%20Online%20Travel%20System.pdf
REPORT MODIFICATIONS

FI137 – Open Encumbrance Report

What's new?

This report now provides the “Established Date” for all encumbrances that are open. This is the date the Purchase Order was first created.

- With the addition of this column you can quickly see how long the funds have been encumbered and then determine if the PO should be open or if action should be taken to close the Purchase Order (PO).
- Keep in mind that a PO with a balance of less than $10.00 will automatically be closed by the system.
- Those POs with a $10.00 balance and above require the department to contact techbuy.purchasing@ttu.edu and request the Purchase Order be closed.

HR035 – Employee Search Report

What's new?

The reports prompt page has been modified to allow multiple entries to be entered at one time for the following prompts:

- Banner ID
- eRaider ID
- Employee Name

**Report not pictured.

REPORT NOW AVAILABLE

HR121O – Current and Future Appointment Report w/ Security Based on Position

What's does the report show?

Similar to the current HR121 report, the new HR121O returns the same data but with modified report security. If you have access to an employee’s home organization, you will see all information for the employee. If you have access to the employee’s position organization but not their home organization this report will show the employee’s positions you have access to.
REPORT SPOTLIGHT

FI028 – Organization Hierarchy Report

This report is a useful report in learning the hierarchical structure within an organization on campus. This report can be used for many different purposes. One of the primary uses is to learn who the Financial Manager is at the various levels. It is the responsibility of the Level 7 Organization Manager to use our Signature Authority System, TeamApp, to grant access to various systems to those within their department. This report identifies who that person is.

Parameter Page 1: Select the Desired View (a) Current or (b) Historical

Parameter Page 2: Select the Chart of Accounts (Required)

Select the Desired Organization Level (Optional)

SUMMER EPAFS

Are you ready? Summer is almost here!

Whether you need a refresher or this if your first time to complete a Summer ePAF, we have classes coming in April to help you:

- Wednesday April 6th
- Wednesday April 27th

More dates for May and June coming soon!

Dates and times are subject to change.

DID YOU KNOW..?

The receiving process is not automated in TechBuy?

When you enter a receipt, Payment Services will not know that you’ve done this unless you send a comment.

This is extremely important when attaching an invoice to a receipt.
The Report Output is shown below. This particular report was executed for Organization Level 5 – ISQS. Note the Following:

- The Organizations all fall under the Provost and Academic Affairs (Division)
- The Organizations are within the Rawls College of Business (Area or College)
- The Level 5 Organization is ISQS (Department)
- The Level 6 Organization is ISQS (Section)
- The Level 7 Unit has multiple Units with different Financial Managers (Organization)

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<td>Provost and Academic Affairs Schoovance, Lawrence</td>
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<td>ISQS Peter Woodfall, Mercer, Jeffrey M.</td>
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Access to various systems, reports and applications are granted by the Level 7 (Organization) Manager. This report defines who that person is. In the event that the person shown within the report is no longer the Financial Manager of that Organization, a Financial Manager Form must be submitted in order to change that information. That form is found on the Accounting Services website.

**EPAF ONE ON ONE HELP**

For ePAF Originators that have completed *All About HR and ePAF*: Did you know that we can come to you? Has it been a while since you completed an ePAF? Or do you have a stack of Summer ePAFs to prepare and want assistance deciding what to do?

Schedule a meeting through AFISM 2 KNOW to help you prepare. If you haven’t attended *All About HR and ePAF* or would like to attend again enroll today through SumTotal. *Offer for Originators who have previously attended All About HR and ePAF.*

Contact Us:

AFISM
806-742-KNOW
afism.2know@ttu.edu
http://www.depts.ttu.edu/afism/index.php