Preparing new Financial Managers and Authorized Signers for financial accountability.

At the end of class, you will be able to:

- Describe each code in the FOAP string
- Research the guidelines that govern your FOPs
- Describe Budget Pools, Account Codes, and budget checking
- Describe the fiduciary responsibilities of FOP managers and authorized signers

AFISM Resource Center:

- Phone Assistance (Help Desk): 2-KNOW (742-5669)
- Outlook Address (Help Desk): AFISM 2KNOW
- Registration System for AFISM Classes
- Training Materials, Job Aids, Video Tutorials
- Knowledge Base (Q&A, FAQ)

Before Class: Follow the 6 Step Plan on page 2 to prepare for work and class!
6 Step Plan
Follow these 6 Steps to prepare RaiderLink for your job duties and the hands-on exercises in class.

1. Bring a list of commonly used FOPs from your department (If you have several, don’t bring only one – we will be discussing different types of funding)

2. Set up the A & F Work Tools tab on your RaiderLink portal. The A&F Work Tools tab provides a single source of support for the “Administration and Finance (A & F)” departments of Texas Tech:
   a. Click on the words "Content Layout" in the black banner of RaiderLink.
   b. In the window that opens, click a button titled "Fragments" in the middle of the screen.
   c. In the Content Selector window, click on “Subscribe” to the left of A&F Work Tools.
   d. You will return to the portal page. Between each tab is a small box with a red arrow. Click a red arrow box to position the A&F Work Tools tab where you want it. If the tab does not appear, click the browser back arrow and re-click the desired red arrow box.
   e. Review the A & F Work Tools tab to see the various Administration and Finance departments, each in its own channel (box): AFISM, Budget, Finance, and scroll down to see the others.

3. Indicate [V] the budget Chart(s) you will use when performing your duties. Charts are sometimes abbreviated as COA or COAS, meaning Chart of Accounts. Texas Tech’s data base maintains files for four state agencies, with a codes of E, H, S or T. Check all that apply to your duties:
   [ ] E – Texas Tech at El Paso   [ ] H – Texas Tech University Health Sciences Center
   [ ] S – Texas Tech System Administration   [ ] T – Texas Tech University

4. Set up the Available Budget tab so you can verify budget balances. The Available Budget tab allows you to create channels for your FOPs so that you can verify funds are available before making spending decisions. Follow the same steps 2.a-d listed above to subscribe to the Available Budget tab (and, if needed, use the browser back arrow to repeat step d).

5. Set up your Available Budget tab with the FOPs you will be using regularly. Each Available Budget channel has an Edit button, and you will enter the chart and FOP codes (seek the assistance of a colleague if needed).

6. Find the Training Checklist in the AFISM channel of the A&F Work Tools, and ask your department about the additional classes that are needed for your job duties.
F O P Codes Identify My Budget(s)

Which budget is mine? What can I use it for?

F = Fund

Monies available, separated and coded according to the purpose of the provider (operations, scholarships, grants, etc). Each fund has a Financial Manager who is accountable to Texas Tech and to the provider to use the funds according to the provider’s purpose.

Example

11A006 (six position code) Dept Operating Expense

1st position Fund Group: “1” is “Current Unrestricted”

1st two positions Fund Category: “11” is “Education & General”

1st three positions Fund Class: “11A” is “Appropriations”

All six positions identify the specific fund for your budget.

RaiderLink > A&F Work Tools > AFISM “channel” > Crosswalks and Code Charts > Finance “tab” > Fund >

- Diagram of Fund Group, Category, and Class (.pdf Format), to see where your fund fits in the Fund Hierarchy
- Query of Fund Group, Category and Class (Opens a new tab/window), to find three levels of guidelines for using your FOP. Once the three levels are populated, keep your mouse hovered over the left panel where you clicked down the levels, and do a Ctrl-Rt-Click to cause a printable page to pop up in a new window.

RaiderLink > A&F Work Tools > Finance “channel” > Contact List By Fund Class >

**Back at the Office:** Use the Query of Fund Group, Category, and Class to print (Ctrl and Rt-Clk) the fund guidelines for the FOPs you will be using.
FOP Codes Identify My Budget(s)
Which budget is mine? What can I use it for?

O = Organization
A user of a Fund. It might be a department or office of Texas Tech, or it might identify a budget set up for a specific activity. Each organization has a Financial Manager who is accountable to Texas Tech to use the budget according to its purpose.

Example
B56004 (six position code) Chemical Engineering Dept
1st position Division: “B” is “Sr Vice President and Provost”
1st three positions College or Area: “B56” is “College of Engineering”
All six positions identify the department or budgeted activity.

RaiderLink > A&F Work Tools > AFISM “channel” > Reports (Cognos) > TTU Finance “folder” > FI028
“Organization Hierarchy” > Cognos Report with Division, Area, etc.

RaiderLink > A&F Work Tools > AFISM “channel” > TEAM App
Access to online information is granted by the Level 5 department head or the Level 7 organization manager using TEAM App.
- The manager enters the eRaider of the employee and follows the instructions to request access for Finance, TechBUY, Human Resources, etc.
- TEAM App Reports > Financial Profile provides reports of organization or individual access (view by your eRaider; choose another eRaider; or clear the eRaider and enter the ORGN code).
- Operating Policy 70.40 defines employee responsibility for online usage.

Back at the Office: Ask your department which Level 7 organizations you support; view the Financial Profile for assigned accesses; request access for your duties:
- Shopper – Select items for the shopping cart
- Requestor – Shop and approve POs up to $5000
- Approver – Shop and Approve up to Budget Limit
F O P Codes Identify My Budget(s)
Which budget is mine? What can I use it for?

P = Program
Classifies the fund for reporting purposes, starting with the primary objectives of a university Mission Statement: Teaching, Research and Public Service.

Program Code Definitions (Opens a new window), to review definitions

Descriptions are based on the National Association of College and University Business Officers Financial Accounting and Reporting Manual:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>Instruction</td>
</tr>
<tr>
<td>200</td>
<td>Research</td>
</tr>
<tr>
<td>300</td>
<td>Public</td>
</tr>
<tr>
<td>400</td>
<td>Academic Support</td>
</tr>
<tr>
<td>500</td>
<td>Student Services</td>
</tr>
<tr>
<td>600</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>700</td>
<td>Operations and Maintenance</td>
</tr>
<tr>
<td>800</td>
<td>Scholarships and Fellowships</td>
</tr>
<tr>
<td>900</td>
<td>Unexpended Plant</td>
</tr>
<tr>
<td>A10</td>
<td>Auxiliaries</td>
</tr>
<tr>
<td>E10</td>
<td>Endowment</td>
</tr>
<tr>
<td>G10</td>
<td>Agency Operations</td>
</tr>
<tr>
<td>L10</td>
<td>Loan Funds</td>
</tr>
<tr>
<td>R10</td>
<td>Retirement of Indebtedness</td>
</tr>
<tr>
<td>S10</td>
<td>Service Department Funds</td>
</tr>
</tbody>
</table>
F O A P Codes Identify Transactions

What did I spend/buy? What did I receive/deposit?

**A = Account**

The code for an expenditure (salary/supplies) that subtracts from the budget balance or a receipt (tuition/fees) that adds to the budget balance. Account codes for revenues and expenses are grouped in categories called “Budget Pools.”

**Example**

7C0001 (six position code), Postage
1st position Account Type: “7” is “Operating Expense”
1st three positions Budget Pool: “7C0” is “Supplies”
All six positions identify the budget pool and account distribution.


1. What examples are listed in 7C0001, Postage? ________________________________
2. What account code might you use for paper towels to clean desks? ______________________
3. 7C0010, Consumables Office, includes what examples? ______________________________
4. 7C0011, Consumables Non Office, includes what examples? __________________________

For Definitions: (same as above) Account > “Account Code Descriptions”

5. 7C0010: ________________________________
6. 7C0011: ________________________________
7. Based on your answers to questions 5-6, would you change your answer to question 2? Y N

Back at the Office:

- Does your department have a list of commonly used Account Codes?
- Plan on attending the “Account Code Training for Expenditures” class.
Financial Management 2015 09 04.docx

A = Account (continued)

**FOAP Control** versus **FOP Control**

When an expenditure is entered in the system, budgets are checked to verify funds are available

- Budgets might be checked at the **FOP** level: Does the **Total Available** have sufficient funds?
- Budgets might be checked at the **FOAP** level: Does the **Pool Available** have sufficient funds?

<table>
<thead>
<tr>
<th>Budget Pool</th>
<th>Budget</th>
<th>Expended</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>6A4 Salaries</td>
<td>60,000</td>
<td>20,000</td>
<td>40,000</td>
</tr>
<tr>
<td>7B0 Travel</td>
<td>8,000</td>
<td></td>
<td>8,000</td>
</tr>
<tr>
<td>7C0 Supplies</td>
<td>19,000</td>
<td>14,700</td>
<td>4,300</td>
</tr>
<tr>
<td>7F1 Repairs</td>
<td>13,000</td>
<td>5,500</td>
<td>7,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$100,000</td>
<td>$40,200</td>
<td>$59,800</td>
</tr>
</tbody>
</table>

**FOAP Control** checks the **Budget Pool** Available Balance

**FOP Control** checks the **Total Available Balance**

How can you determine budget checking for your FOP(s)?

- Rule of Thumb: State funds and Research Grants require FOAP budget checking
- Your RaiderLink Available Budget tab provides balances according to FOP or FOAP (You must remember that Salary Fringes are not encumbered!)
- Your Fund Guidelines include the FOP budget checking
- Another reference is: RaiderLink > A&F Work Tools > AFISM “channel” > Crosswalks and Code Charts > Finance “tab” > Fund > Budget by FOP or FOAP

Using the budget above, will a repair PO estimated at $6000 submit for processing:

**FOAP Control:** If the available balance is $____________ can I spend $6000?
**Answer:** Y N

**FOP Control:** If the available balance is $____________ can I spend $6000?
**Answer:** Y N

Using the budget above, will a PO to restock supplies estimated as $6300 submit:

**FOAP Control:** If the available balance is $____________ can I spend $6300?
**Answer:** Y N

**FOP Control:** If the available balance is $____________ can I spend $6300?
**Answer:** Y N
**Budgets**

**Freddy’s Farm, B92011**

<table>
<thead>
<tr>
<th>Account</th>
<th>Orig Bud</th>
<th>Bud Adj</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>5E1 External Sales</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>6A4 Salaries</td>
<td>60,000</td>
<td></td>
</tr>
<tr>
<td>7B0 Travel</td>
<td>8,000</td>
<td></td>
</tr>
<tr>
<td>7C0 Supplies</td>
<td>19,000</td>
<td></td>
</tr>
<tr>
<td>7F1 Repairs</td>
<td>13,000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$100,000</td>
<td></td>
</tr>
</tbody>
</table>

**Larry’s Livestock, B92012**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Pool(s)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Budget Pool(s)</td>
<td>$100,000</td>
<td></td>
</tr>
<tr>
<td>Expense Budget Pool(s)</td>
<td>$100,000</td>
<td></td>
</tr>
</tbody>
</table>

**Dad’s Operating, B92013**

<table>
<thead>
<tr>
<th>Account</th>
<th>Budget Pool(s)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Budget Pool(s)</td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Expense Budget Pool(s)</td>
<td>$25,000</td>
<td></td>
</tr>
</tbody>
</table>

**Spending Management**

<table>
<thead>
<tr>
<th>Account</th>
<th>Mod Bud</th>
<th>Encumb</th>
<th>Rev/Exp</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td>60,000</td>
<td>40,000</td>
<td>20,000</td>
<td>-0-</td>
</tr>
<tr>
<td></td>
<td>8,000</td>
<td>3,500</td>
<td>4,500</td>
<td>4,500</td>
</tr>
<tr>
<td></td>
<td>19,000</td>
<td>14,700</td>
<td>4,300</td>
<td>4,300</td>
</tr>
<tr>
<td></td>
<td>13,000</td>
<td>5,500</td>
<td>7,500</td>
<td>7,500</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$100,000</td>
<td>$43,500</td>
<td>$40,200</td>
<td>$16,300</td>
</tr>
</tbody>
</table>

**Back at the Office**: View FI002 and determine if your department has Fund Management as well as Organization Management responsibilities. Does this affect your job duties?
Finance Charts & Systems

Names of Applications and Systems

60’s Wage and Salary Expenditure Transactions are entered from:
- **Electronic Personnel Action Forms (ePAF)** – Used to enter employee assignments for payroll processing.
- **EOPS, Employee One-time Payment System** – Used for single payments to employees for occasional duties not associated with their normal assignment.

70’s Operating Expenditure Transactions are entered from:
- **TechBuy** – Used to enter Purchase Orders when buying goods and services
- **Travel System** – Used to enter Travel Applications (requests to travel) and Travel Vouchers (completed travel expenses).
- **Citi-Bank Procurement Card (P-Card)** – Credit card used for purchases under $5,000.
- **Gateway** – For posting transaction batches, such as IVs entered by service activities.
- **Financial Transaction System (FiTS)** – For Cost Transfers and Revenue Transactions.

80’s Budget Revision and Transfer Transactions are entered from:
- **Online Budget Revision System** – Used to transfer funds to a new FOP (FOP combination must be approved first), and to revise current FOPs; uses Gateway to upload revisions.

Report for Daily Review and Monthly Reconciliation are generated by:
- **Cognos** – A tool for generating reports from information systems such as Banner.

Digital Documents are stored by:
- **Xtender** – Electronic storage and retrieval system

Access to Online Date:
- **TEAM App** – Allows Financial Managers to assign online permissions for job duties

Finance Document IDs and Rules

*RaiderLink > A&F Work Tools > AFISM “channel” > Crosswalks and Code Charts > Finance “tab” > Finance Code Chart*

**Document Prefix Identifiers (examples)**
- 31, ! Checks
- *, E Encumbrances
- B Budget Revisions
- F Payroll / Student
- G Grant (SPAR)
- I Invoice
- J Journal Voucher, Intra Institutional Voucher, Cost Transfer
- P, R Purchasing & Contracting
- Y, Z Revenue Journal

**Rule Class Codes and Descriptions**
Back at the Office: Consider whether you need to attend

- The [New Fund Request System](#) training (by request)
- [FITS, Financial Transactions System](#) training
- [Gateway](#) voucher entry application (by request)
To Deposit Sales or Services Revenue:

1. Deposit the sales (non-gift) - Use the **DDIS Form** to deposit revenue receipts to a fund/clearing account (balance sheet). State law requires that all deposits must be made within 2 days of receiving the funds.
   - All gift fund deposits must go through Institutional Advancement.
   - Areas collecting funds in exchange for goods or services may be subject to Unrelated Business Income Taxes (UBIT).
   - Areas receiving credit card revenue need to be aware of PCI-DSS (Payment Card Industry Data Security Standards).
   - **RaiderLink A&F Work Tools, Finance channel > Finance Home > Accounts Receivable > Information & Forms > Banner TTU/TTUS DDIS Form**

2. Distribute the Deposit – Use the **Revenue Form (or FiTS)** to transfer the deposit from the clearing fund/account into the proper revenue FOAP or expenditure reimbursement FOAP. The clearing fund/account must be reconciled monthly. Talk to FST before starting revenue activity; revenue activities must be pre-approved and accounted for in the proper fund class. Different income types include:
   - **Gifts** - Deposited by Institutional Advancement
   - **Internal service center** - Entities supporting university functions charge campus departments
   - **Education related business activity** - Sales and services of education related business activity
   - **Auxiliary** - Income from furnishing goods or services to students, faculty, staff or other institutional departments or incidentally to the general public
   - **Workshops and seminars** - Receive funds to support workshops, conferences and seminar activity.
   - **Expense reimbursement** - Receive funds to offset expense such as rebates or reimbursements.
   - **Contractual agreements** – Research contracted through Research Services; deposits are managed by SPAR.
   - **Student Tuition and Fee Income** - Processed though the student system
   - **Agency** - (non-foundation) Funds held in trust by TTU and TTUSA

To Buy from TTU Service Departments:

**Intra-Institutional Voucher (IV) or FiTS** – For purchases from service activities (such as Education Related Business Activities (18D), Designated Workshops and Seminars (16G), Service Centers (17A) and Auxiliaries (31A) approved by FST). The Service Activity prepares an IV to charge departmental FOPs.

To Correct Expense Entries:

**Banner Cost Transfer Request: FiTS or Job Labor Form** – Use FiTS to move a 70’s expense from one FOP to another. Use the Budget Office’s Job Labor forms to correct 60’s Salary expenses. Other transfers must be submitted via paper forms. If restricted grant or contract funds are utilized (12D, 12E, 211 through 23Z, 25B, 25C and 29B), an additional Cost Transfer Explanation & Justification Form must be attached.
The ABC’s of Financial Management

Regents’ Rules 07.01: Financial Managers and Fund Managers have the fiduciary responsibility of managing activity related to the funds and organizations for which they are assigned, including the activities of assigned delegates.

A - Practice Accountability

- Know funding source and policy
  - Query of Fund Group, Category and Class
- Follow proper accounting guidelines
  - OP Series 62 – Finance and Accounting
- Follow procurement guidelines
  - OP Series 72 – Procurement
- Complete appropriate training

B - Maintain Signature Authority

- Organization Manager uses TEAM App to request access
- Manager can assign his own access
- Request Procurement access
  - Shopper – create a purchase order
  - Requestor – order, approve up to $5000
  - Approver – order, approve to budget; has financial manager privileges also
- Request HR access (personal, confidential)
  - ePAF Approver
  - Web Time Entry, Web Leave Reporting
  - HR Reporting access
- Request Budget Prep access
- View your Financial Profile
- Reports of Assignments granted

C - Review Reports Regularly

- Review Balances before transacting; Expenses cannot exceed Receipts; Maintain positive Fund/FOP balances:
  - RaiderLink “Available Budget” tab
  - FI002 / FI004 – Revenue Expense Budget by FOP
  - FI009 – Changes in Fund Balance
  - FI010 – Balance sheet
- Review recent transactions
  - FI026 – Operating Ledger Transactions
  - FI027 – Balance Sheet Transactions
  - FI030 – Encumbrance Transactions
- Conduct reconciliations
  - FI045 – Monthly Ledger Report

NOTE: Each month is held open for final entries until the 10th of the following month.

Back at the Office:

- Reminders on pages 3, 4, 6, 8, and 10.
- Enroll in your Training Checklist choices (pg 2, # 6) when you receive the email notice of completion.
AFISM Class Evaluation

Date: __________________________

Class: Financial Management

Presenter(s): _______________________

Please indicate your evaluation of each statement.

1. The presentation was easy to follow.

2. The Presenter’s knowledge was sufficient for the topics.

3. The Presenter’s delivery helped me learn.

4. The class included opportunities for questions and discussion.

5. I know more than before I came to class.

6. Class materials will be helpful back on the job.

7. I will recommend this class to others.

8. I will recommend this presenter to others.

9. My evaluation of the overall class is:

Strongly Agree Neutral Strongly Disagree

The best part of this course:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

The least useful part of this course:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Suggestions or other comments:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

If you wish to be contacted, please complete the following:

Name: ____________________________________________

Department: _______________________________________

Phone: ____________________________________________

Email: ____________________________________________

When completed, return the form before you leave the session, or mail to: AFISM | MS 5064
TEXAS TECH UNIVERSITY

CONFIDENTIALITY STATEMENT

I agree to hold as strictly confidential all Texas Tech University System information regarding personnel and/or student records, communications, and activities and all other information made confidential by TTU policy or law (including, but not limited to, the Family Educational Rights and Privacy Act of 1974 and the Gramm-Leach-Bliley Act of 1999) to which I have access or obtain as faculty, employee, student, agent, representative or affiliate of TTU.

I agree that I will not read or otherwise gain access to such confidential information except as required to perform my duties and responsibilities at TTU. Further, unless disclosure is authorized or required by law, I agree that I will not disclose any such confidential information now or at any time in the future, either directly or indirectly, except as required to perform my duties and responsibilities at TTU and, then, only to the extent disclosure is consistent with the authorized purpose for which the information was obtained.

I agree to handle all confidential information, whether written, computerized, oral or in some other form, in such a way that it shall not be inadvertently revealed or disclosed to any other person. Except as authorized by my responsibilities and duties, I agree that I will not maintain for my files any permanent record that contains confidential information and will provide for the complete destruction of any rough drafts or unofficial copies of confidential information.

I acknowledge and agree that any breach of the Confidentiality Agreement by me may result in disciplinary action, consistent with Texas Tech University policy, up to and including termination of employment; further, I understand that such a breach may result in legal action.

The terms of this Confidentiality Agreement are effective immediately and apply to all confidential information I have attained in the past as well as future information. I understand that this document will become a part of my permanent personnel and/or student record.

__________________________________________   __________________________
Signature of Faculty, Employee, Student, or Affiliate   Date

__________________________________________   __________________________
Print Your Name and Your R# ID   Witness
Financial Management