

## Xtender Training Updates

AFISM is fully supporting current Xtender users with training and work aids during the transition to the new version of Xtender, which is scheduled to go-live on June 24th.

All of the classes scheduled for this month will be in the new version of Xtender. However, if you have someone who needs to be trained in the current version so that they can complete work prior to go live, please contact us at [AFISM.2know@ttu.edu](mailto:AFISM.2know@ttu.edu) and we will schedule a one-on-one session with them.

June Xtender—Scanning & Indexing classes will be open for enrollment starting June 4th in Cornerstone, TTU's new class registration system. There are multiple dates available before and after June 24th, the Xtender go live date.

AFISM-TRAINING-STUDENT

NEW QUERY

NEW DOCUMENT

NEW BATCH

MANAGE BATCHES

Saved Queries

Name	Created By
All R #	VGT915

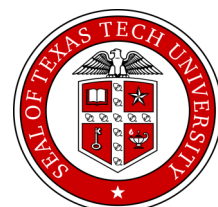
Recently Created Documents

Document Title	Created Time	Created By
R77777777	2018-12-13 13:09:35	Jody Leon (jodleon)

A video library of the Xtender Upgrade is available via Raiderlink > A&F Work Tools > AFISM > Video Resources > Xtender Upgrade. <http://www.depts.ttu.edu/afism/resources/video-resources/>

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# AFISM June Class Schedule

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

Class Name	Dates
Financial Reporting - Budget Reports	6/4 & 6/17
Financial Reporting Transaction Reports	6/4& 6/18
All about HR and ePAF	6/4 & 6/18
EOPS - Employee One-time Payment System Overview	6/5 & 6/21
Xtender - Scanning and Indexing	See Below
HR Reporting - Employee Appointment Reports	6/6 & 6/18
HR Reporting - Payroll Reports	6/6 & 6/20
Introduction to Cognos	6/10 & 6/25
Cognos Grant Reporting	6/10 & 6/25
Travel Training for Travel Preparer	6/11 & 6/27
Financial Management 101: Introduction to the FOAP Codes	6/11 & 6/25
Procurement Reporting in Cognos	6/11 & 6/25
Account Code Training for Expenditures	6/12 & 6/28
Banner 9 Navigation	6/12 & 6/27
TechBuy Shopper	6/13 & 6/24
Budget Management and Revision	6/13 & 6/26

**Xtender** classes are scheduled for these dates in June:

7,10,12,14,18,19,20,21,25,26,28



Registration to these classes can be completed via the A&F Work Tools tab of Raiderlink.

Raiderlink > A&F Work Tools > AFISM > Cornerstone  
(Register for Classes)

Downloaded from <http://www.sagepub.com> at NANYANG TECH UNIV LIBRARY on June 11, 2015

<p>Select Chart of Accounts:  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Texas Tech University</div></p> <p>Enter Beginning Fiscal Year: <div style="border: 1px solid black; padding: 2px; display: inline-block;">2019</div>      Enter Ending Fiscal Year: <div style="border: 1px solid black; padding: 2px; display: inline-block;">2019</div></p> <p>Enter Vendor ID: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>      Enter Doc Reference Number: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>      Enter Encumbrance Number: <div style="border: 1px solid black; width: 100px; height: 20px;"></div></p> <p>Enter Termination Date (optional):          Selection of termination date returns open encumbrances that have Fund, Organization, Account, or Program codes that terminated by date selected.  <div style="border: 1px solid black; padding: 2px; display: inline-block;">Dec 31, 2099</div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; vertical-align: middle;"></div></p>	<p>Select one or more Fund Classes from the list.</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> 11A - EG Appropriations  <input type="checkbox"/> 11B - EG Appropriations Special Items  <input type="checkbox"/> 11C - EG Institutional Administration  <input type="checkbox"/> 11D - EG Pass Thru Benefits Paid State  <input type="checkbox"/> 11E - EG Pass Thru Other  <input type="checkbox"/> 11F - EG ARRA Appropriations Special Item  <input type="checkbox"/> 11G - EG ARRA Appropriations  <input type="checkbox"/> 11H - EG ARRA Pass Thru Other  <input type="checkbox"/> 11M - EG Appropriations Matching  <input type="checkbox"/> 12A - EG Dedicated MY         </div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>
<p>Enter all or part of a Fund Code. Then select one or more from the list below.</p> <p>Keywords: Type one or more keywords separated by spaces.  <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div> </p> <p>Options </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Results:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> </div> <div style="width: 45%;"> <p>Choice:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">16B003 - Information Tech Fee Seco</div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> </div> </div>	<p>Enter all or part of an Organization Code. Then select one or more from the list below.</p> <p>Keywords: Type one or more keywords separated by spaces.  <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div> </p> <p>Options </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Results:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> </div> <div style="width: 45%;"> <p>Choice:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">B52000 - Architecture</div> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> </div> </div>
<p>Enter all or part of an Account Code. Then select one or more from the list below.</p> <p>Keywords: Type one or more keywords separated by spaces.  <div style="border: 1px solid black; padding: 2px; display: inline-block;"></div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div> </p> <p>Options </p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Results:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> </div> <div style="width: 45%;"> <p>Choice:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p> </div> </div>	<p>Select one or more Program Code(s):</p> <div style="border: 1px solid black; padding: 5px;"> <input type="checkbox"/> 700 - Operations and Maint Expense  <input type="checkbox"/> 720 - Operations and Maint Research Exp  <input type="checkbox"/> 800 - Scholarships and Fellowships Exp  <input type="checkbox"/> 820 - Scholarships for Research Exp  <input type="checkbox"/> 900 - Unexpended Plant  <input type="checkbox"/> 920 - Unexpended Plant for Research  <input type="checkbox"/> A10 - Auxiliaries Expense  <input type="checkbox"/> C10 - Compensable Leave  <input type="checkbox"/> D10 - Depreciation Expense  <input type="checkbox"/> E10 - Endowment Funds         </div> <p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>

- Top left parameter box contains required Chart of Account and Fiscal Year parameters. Enter Vendor ID, Document Reference number, Encumbrance Number and / or Termination date of FOP if desired.
- Select from Fund classes and Program codes as desired in select boxes.
- Select one or more Fund, Organization and Account Codes based upon desired data.
- Utilize the tree prompt (not shown) to execute at a higher level of an Organization.

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## FI137—Open Encumbrance Report

Encumbrance Number	Established Date	Document Reference Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance	Fund	Orgn	Acct	Prog
EC002738	10/2/18	C0109125		272.91	0.00	272.91	243847	B54006	7D0030	200
Total for EC002738				272.91	0.00	272.91				
EV269408	3/1/19	1915244		427.70	0.00	427.70	16K004	B54006	7B1999	200
Total for EV269408				427.70	0.00	427.70				
P0561254	7/18/17			6,500.00	(1,677.72)	4,822.28	243847	B54006	7A0080	200
Total for P0561254				6,500.00	(1,677.72)	4,822.28				
P0577278	9/12/17			3,000.00	(1,807.33)	1,192.67	243847	B54006	7N3050	200
Total for P0577278				3,000.00	(1,807.33)	1,192.67				
P0662088	9/6/18		Xerox Benchmark	7,854.96	(4,199.64)	3,655.32	16K004	B54006	7G0013	100
Total for P0662088				7,854.96	(4,199.64)	3,655.32				
P0663903	9/12/18		Lone Star Ice Machine Rentals	1,680.00	(980.00)	700.00	84A063	B54006	7G0010	G10
Total for P0663903				1,680.00	(980.00)	700.00				
P0678463	11/8/18		NextGen Code Company LLC	1,500.00	(500.00)	1,000.00	243847	B54006	7A0080	200
Total for P0678463				1,500.00	(500.00)	1,000.00				
P0711217	4/4/19		Overton Hotel and Conference Center	100.58	(100.58)	0.00	16G030	B54006	7B7006	300
Total for P0711217				100.58	(100.58)	0.00				

The report provides the Encumbrance Number against which the funds are encumbered, and the date the encumbrance was established.

- EC refers to Communications Services encumbrance, EV a Travel Encumbrance, P0 represents a Purchase Order and PR a Payroll Encumbrance.
- The Established Date is when the encumbrance was created. Review those from previous years and current year encumbrances that have been open for several months. They may need to be closed.
- A Vendor Name will not populate when the encumbrance was created in a prior fiscal year. See yellow highlights in above screenshot.
- Original Encumbrance is the dollar amount encumbered when the encumbrance was initially created.
- Adjustments and Liquidations include releases for payment and closing, and increase of an encumbrance if a change order was submitted
- Remaining balance is the amount remaining encumbered



# 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

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