AFISM NEWSLETTER

February 2016

UPDATES FROM TRAVEL SERVICES

February 1st was the go live date for electronically attaching travel expense documentation in the Online Travel System. Utilizing this feature is optional at this time but may become mandatory in the future.

Things you need to know regarding the new process:

Do not upload any credit, bank or personal information.
- Any confidential or private information should be marked out.

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.
- Retain original receipts until the Travel Voucher has been approved by the Travel Office. They may be destroyed at that time.
- Options for attaching documentation include uploading the entire document on the Expense Page of the Travel Voucher, using "Other" as the Expense Category or documents can be attached as each expense is entered.

Travel advance documentation can be uploaded during completion of the Travel application as well as after the application is submitted.
- To access the documents later in the Online Travel system, select Application>Advance/BTA Documentation

Supporting documents submitted with the Application will be required when the Voucher is submitted, because the Application and Voucher are two separate documents.

Paper documentation does not need to be sent to Travel Services if you attach the documents electronically.

If the balance is due back to the University for advances, deliver checks to the Travel Office with a copy of the coversheet.

Link to the training document for this process:
http://www.depts.ttu.edu/procurement/travelservice/workaids.asp

AFISM FEBRUARY & MARCH 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

Class Name	Start Date
TechBuy Shopper Training	2/15/2016
HR Reporting - Employee Appointment Reports	2/16/2016
Xtender - Scanning and Indexing	2/16/2016
Financial Management 101: Introduction to the FOAP Codes	2/18/2016
All About HR and ePAF	2/22/2016
Introduction to Cognos	2/22/2016
Procurement Reporting in Cognos	2/22/2016
Cognos Grant Reporting	2/23/2016
Intro to Financial Transactions System (FiTS)	2/23/2016
HR Reporting - Payroll Reports	2/25/2016
Procure to Pay	2/25/2016
Finance Reporting Basics	2/29/2016
EOPS: Employee One-time Payment System Overview	3/3/2016
Financial Management 101: Introduction to the FOAP Codes	3/4/2016
Introduction to Cognos	3/7/2016
Finance INB Navigation and Exercises	3/8/2016
Travel Training for Travel Preparer	3/8/2016
Budget Management and Revision	3/10/2016
Financial Reporting - Budget Reports	3/10/2016
TechBuy Shopper Training	3/14/2016
Financial Reporting - Transaction Reports	3/15/2016
All About HR and ePAF	3/21/2016
HR Reporting - Employee Appointment Reports	3/21/2016
Cognos Grant Reporting	3/24/2016
Financial Management 101: Introduction to the FOAP Codes	3/24/2016
Procurement Reporting in Cognos	3/29/2016

Contact Us

AFISM

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

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

No worries, AFISM offers a variety of classes that vary month to month. Please stay tuned through SumTotal to see our updated offerings.

What happens if a session is full? Get on the waitlist, cancellations happen all the time opening up a spot.

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

REPORT SPOTLIGHT

FI185-Fund, Organization & Account Validation Report

Found in the **TTU Finance > All Finance Report folder** is a seldom used but very helpful report that can be used to determine if a Fund, Organization or Account code is valid. For codes that have terminated, this report can be used to view the date of termination.

The parameter page is shown below:

The two required parameters are placed at the top of the page. First select the status of the Code in question: Active, Inactive or Both. Next, select the Chart of Accounts. All other parameters are optional. Enter all or part of the code(s) in question.

For the example in this document, the Status selected was "Both"; the Chart of Accounts, "TTU"; and the Organization search was on B55, pulling in all Organizations starting with "B55".

Notice that the report provides the Organization code, sorted in numerical order, with a description of the code, followed by the Status. In the event that the status is inactive, the date the Organization was made inactive is provided.

You can execute the report for a Fund, Organization and Account at the same time. The report does not group these together but provides a separate section for each, showing the status of Active or Inactive.

Report: FI185			**Texas Tech University**
			Fund, Organization & Account Validation Report
		Status: Both Active and Inactive	Chart: Texas Tech University

Organization

Organization	Organization Desc	Status	Termination Date
B55000	EDUC Deans Office	Active	
B55001	PI Alfredo H Benavides	Active	
B55002	PI Deann Lechtenberger	Active	
B55003	Brent Cejda	Active	
B55004	Carol Ann Layton	Active	
B55005	PI Carole Janisch	Active	
B55006	PI Dora A Salazar	Active	
B55007	PI Douglas D Hamman	Active	
B55008	Gerald D Skoog	Active	
B55009	Graduate Office	Active	
B55010	PI Jennifer Wilhelm	Inactive	6/1/14
B55011	Joann L Klinker	Active	
B55012	PI Juan Munoz	Inactive	5/9/14
B55013	Judy A Simpson	Active	
B55014	National Science Teachers Assn	Active	
B55015	Loretta J Bradley	Active	
B55016	Margaret Johnson	Active	
B55017	Pat A Kelley	Active	
B55018	Reese H Todd	Active	
B55019	Robin Lock	Active	

Created by: AFISM   1

Xtender Tips:
- IE is the preferred browser and where you can maximize the functionality. Use of Chrome, Firefox or other browsers only allows viewing and limited menu options.
- Did you know that Xtender supports Excel documents?
- We offer monthly classes to assist you with how to use Xtender to help you manage your digital files, storage and go paperless!