AFISM NEWSLETTER

March 2016
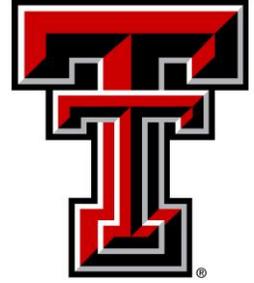
DID YOU KNOW…?

The Receiving process is not automated in TechBuy?

When you enter a receipt, Payment Services will not know that you've don't this unless you send a comment.

This extremely important when attaching an invoice to a receipt.

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

Name	Start Date
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
Intro to Financial Transactions System (FiTS)	3/15/2016
Xtender - Scanning and Indexing	3/17/2016
Session 1, All About HR and ePAF of All About HR and ePAF Session 2, All About HR and ePAF of All About HR and ePAF Session 3, All About HR and ePAF of All About HR and ePAF	3/21/2016 3/22/2016 3/22/2016
HR Reporting - Employee Appointment Reports	3/21/2016
Financial Management 101: Introduction to the FOAP Codes	3/24/2016
Cognos Grant Reporting	3/24/2016
Procurement Reporting in Cognos	3/29/2016
TechBuy Shopper Training	3/31/2016
Finance Reporting Basics	4/4/2016
Finance INB Navigation and Exercises	4/5/2016
Xtender - Scanning and Indexing	4/5/2016
Summer ePAF Appointments	4/6/2016
Travel Training for Travel Preparer	4/7/2016
EOPS: Employee One-time Payment System Overview	4/7/2016
Financial Management 101: Introduction to the FOAP Codes	4/8/2016

**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/Attaching%20Documents%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.

Report: FI137 | Texas Tech University Open Encumbrance Report - 2016 | 2/25/16

New Column

Encumbrance Number	Established Date	Document Reference Number	Chart	Fiscal Year	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance	Fund	Orgn	Acct	Prog
EV186782	2/2/16	1612902	T	2016	Mastergeorge, Ann M.	258.96	0.00	258.96	16A050	B59004	7B0999	100
Total for EV186782						258.96	0.00	258.96				
EV186846	2/2/16	1612968	T	2016	Shine, Stephanie	427.96	0.00	427.96	16A050	B59004	7B0999	100
Total for EV186846						427.96	0.00	427.96				
P0244994	9/12/13		T	2016		836.00	(326.00)	510.00	84A119	B59004	7N4006	G10
Total for P0244994						836.00	(326.00)	510.00				
P0307873	8/9/14		T	2016		836.00	(385.50)	450.50	84A119	B59004	7N4006	G10
	8/9/14		T	2016	Aquaone Inc	0.00	(25.00)	(25.00)	84A119	B59004	7N4006	G10
Total for P0307873						836.00	(410.50)	425.50				
P0340362	12/17/14		T	2016		2,635.57	(2,407.06)	228.51	16A050	B59004	7G0011	100
Total for P0340362						2,635.57	(2,407.06)	228.51				
P0413101	10/16/15		T	2016	Built for Dreams Inc	868.90	(453.20)	415.70	24F004	B59004	7C0131	400
Total for P0413101						868.90	(453.20)	415.70				
P0419490	11/11/15		T	2016	Summus Staples	307.56	(231.72)	75.84	16A050	B59004	7C0010	100
Total for P0419490						307.56	(231.72)	75.84				

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 will 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 Manger is at the various levels. It is the responsibility of the Level 7 Organization Manger 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)*
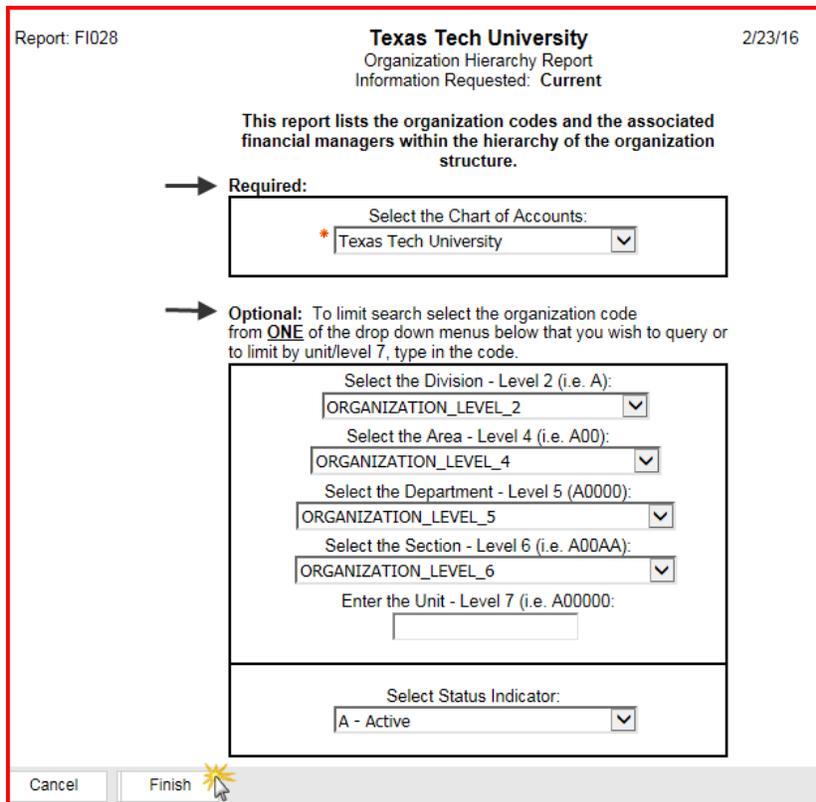
The Report Output is shown below. This particular report was executed for Organization Level 5 – ISQS. Note the Following:

- 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)**

CHART	LEVEL 2: DIVISION	DIVISION DESCRIPTION Financial Manager	LEVEL 4: AREA	AREA DESCRIPTION Financial Manager	LEVEL 5: DEPARTMENT	DEPARTMENT DESCRIPTION Financial Manager	LEVEL 6: SECTION	SECTION DESCRIPTION Financial Manager	LEVEL 7: UNIT	UNIT DESCRIPTION Financial Description
T	B	Provost and Academic Affairs Schovanec, Lawrence	B54	Rawls College of Business Nail, Lance A.	B5405	ISQS Laverie, Debra A.	B54AF	ISQS Nail, Lance A.	B54005	ISQS Mercer, Jeffrey M.
									B54012	William J Conover Mercer, Jeffrey M.
									B54030	ISQS Peter Westfall Mercer, Jeffrey M.

Report: FI028
Texas Tech University
Organization Hierarchy Report
For Fiscal Year 2016
and Status Indicator A
2/23/16
Also referred to as the "Organization Level"

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:

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