AFISM NEWSLETTER

OCTOBER 2016

AFISM OCTOBER & EARLY NOVEMBER CLASS OFFERINGS

If you are interested in attending one of the trainings offered, please follow the link below to our training website:

http://kainz.ttu.edu/afism/training/

Name	Start Date
HR Reporting - Payroll Reports	10/3
Cognos Grant Reporting	10/3
Introduction to Cognos	10/4
Procurement Reporting in Cognos	10/4
EOPS: Employee One-time Payment System Overview	10/6
Intro to Financial Transactions System (FiTS)	10/6
Financial Reporting - Budget Reports	10/10
Financial Management 101: Introduction to the FOAP Codes	10/11
Finance INB Navigation and Exercises	10/11
Finance Reporting Basics	10/11
Xtender - Scanning and Indexing	10/12
Account Code Training for Expenditures	10/13
Budget Management and Revision	10/13
Travel Training for Travel Preparer	10/13
HR Reporting - Employee Appointment Reports	10/17
All About HR and ePAF Sessions 1, 2 & 3	10/17 & 10/18
TechBuy Shopper Training	10/17
Financial Management 101: Introduction to the FOAP Codes	10/20
Financial Reporting - Transaction Reports	10/20
Travel Training for Travel Preparer	10/25
Xtender - Scanning and Indexing	10/25
Introduction to Cognos	10/26
Procurement Reporting in Cognos	10/27
Intro to Financial Transactions System (FiTS)	11/1
Cognos Grant Reporting	11/1
TechBuy Shopper Training	11/3

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

HAVE YOU UPDATED YOUR AVAILABLE BUDGET TAB TO FY 17'?

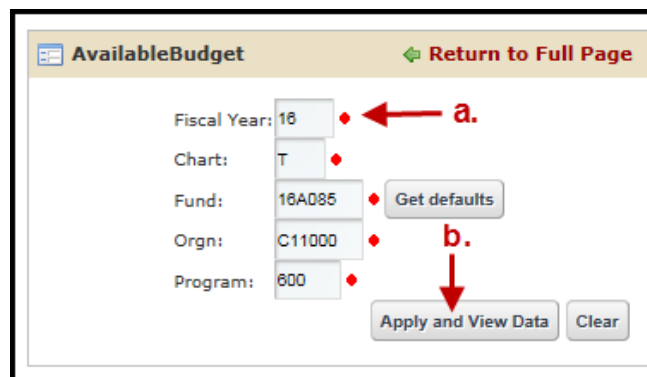Don't forget that to see the new fiscal year data, you have to update your Available Budget Tab.

To update your portlets (this process will need to be repeated for each portlet you have set up):

Click on your Available Budget Tab:

- Click the **gear** icon
- Select **Preferences**
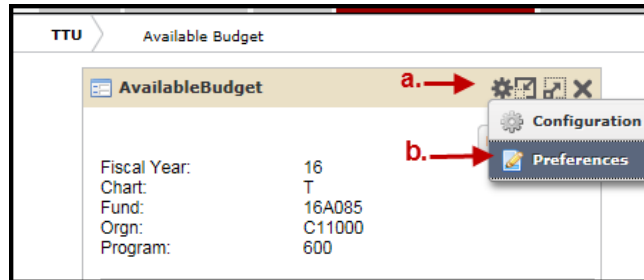
- Enter **17** within **Fiscal Year Field**
- Select **Apply and View Data**

CLASS SPOTLIGHT – BUDGET MANAGEMENT & REVISION

This class is for those who manage a budget(s) or who make budget adjustments and/or transfer funds. This class includes a demonstration of the online Budget Revision System that is used to enter and approve budget adjustments.

During the class, you will review:

- The annual process of TTU's budget system
- Budgeting procedures based on revenue flow
- Considerations of budgeting for wages and salaries
- The 4 options for revising a budget

**Register through SumTotal.

REPORT OF THE MONTH

FI121A – Fund Balance Summary

What does this report do?

The Fund Balance Summary Report aids Fund Managers in determining the amount of Fund Balance (also called carry forward) that is available to move from Fiscal Year 2016 to Fiscal Year 2017. Though this report shows a "Default Organization", remember that it is to the discretion of the Fund Manager regarding which Organization(s) will receive the Fund Balance. The Budget Revision System is used to move the Fund Balance forward.

The parameter page of this report can be executed by Fund Manager, Fund Manager by Home Organization and By Fund Only. To view funds available to carry forward from 2016 to 2017, Fiscal Year 2016 was chosen. The Report was executed for Beginning Fiscal Period of 00 and Ending Fiscal Period of 14. The report can be executed for more than one fund at a time.

The report is shown below. The Fund is identified in the first column with the Uncommitted Balance in the final column is the amount to be brought forward. The Default Organization whose budget had the funds displays; however, it is to the discretion of the Fund Manager as to which Organization receives those funds.

Report: FI121A   **Texas Tech University**   09/2

Fund Balance Summary
For Period Beginning September 1, 2015 and Ending August 31, 2016

Fund: 16C044, 16D065, 16C128   Student Teaching Funds
Fund Manager: All

Fund Manager:

Fund	Fund Description	Default Organization	Default Program	Beginning Balance	Revenues	Expenses	Ending Balance	Encumbrances & Reserves	Other Reserves	Uncommitted Balance
16C044	ADIA Education	B55029	100	142,330.01	240,661.07	282,719.28	100,271.80	53,343.11	0.00	46,928.69
16C128	Distance Delivery	B55029	100	27,174.90	(300.00)	23,978.52	2,896.38	0.00	0.00	2,896.38
16D065	Student Teaching Funds	B55106	100	50,318.23	61,620.00	84,928.85	27,009.38	18,000.00	0.00	9,009.38
Total for All Funds				**219,823.14**	**301,981.07**	**391,626.65**	**130,177.56**	**71,343.11**	**0.00**	**58,834.45**

AFISM RESOURCES

Our website got a face-lift in late August. We still have all of the same great tools and resources available, they are just located in a new place. Through **Raiderlink**, click on the **A&F Work Tools Tab**, in the **AFISM channel** there is a link to **Resources (Crosswalks, Code Charts & Job Aides)**.

This will take you to the page pictured below:

This page features the full list of Resources available and offers a **Filter** option on the right hand side or the option to **Search** by key word.

- This list does contain some training class materials, but our Training Site now features all of the handouts used in these sessions, listed by class.

Contact Us:

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