



AFISM NEWS

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NEW ASSISTANT MANAGING DIRECTOR NAMED FOR AFISM: MARK WILLIAMSON



Mark is very solution focused. He prefers to create solutions at the intersection of Higher Education, Software, Engineering and Business Intelligence. He says that he likes to work with teams to design creative ways to overcome new challenges.

Leveraging his Master's Degree in Software Engineering from Texas Tech University, Mark spent nine years with University Student Housing prior to joining AFISM. He helped design much of the way on-campus living arrangement for exclusive academic communities and others are gained efficiently, online. He also identified common ground among the various interests of those involved to find best solutions for all needs.

Mark said that the AFISM team's positive reputation in regards to the support they provide campus was a key factor in him considering the position.

When not busy designing solutions for campus needs, Mark enjoys traveling and landscape photography.

Reminder about Property Inventory

Remember that you need to complete your department's property inventory on or before June 30th for the 2017 Fiscal Year.

AFISM provides both Training Aids and an Online Tutorial for your assistance. Access these via the AFISM Training Website. (<http://kainz.ttu.edu/afism/training/>)





AFISM TRAINING NEWS

June Class Schedule

Class	Date
EOPS: Employee One-time Payment System	6/1
Introduction to Cognos	6/6
Finance Reporting Basics	6/6
Financial Management 101: Introduction to	6/7
Account Code Training for Expenditures	6/7
Financial Reporting - Budget Reports	6/8
Budget Management and Revision	6/8
HR Reporting - Payroll Reports	6/12
Financial Reporting - Transaction Reports	6/13
Travel Training for Travel Preparer	6/13
Finance INB Navigation and Exercises	6/13
All About HR and ePAF	6/14
Xtender Scanning and Indexing	6/15
TechBuy Shopper Training	6/20
Financial Management 101: Introduction to	6/21
Account Code Training for Expenditures	6/21
HR Reporting - Employee Appointment Re-	6/26
Procurement Reporting in Cognos	6/27
Cognos Grant Reporting	6/27
Introduction to Cognos	6/29

*** Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information*

Class Spotlight

Cognos Grant Reporting

This class is for those who are responsible for managing grant accounts. In a hands on session, learners review the finance reports designed to support campus users as they manage grant accounts.

During this session you will

- *Learn how grant accounts differ from other financial accounts

- *Be introduced to reports available for tracking grant activity and how to apply them to business needs

- *Gain understanding of data within a grant report

- *Review the grant reports that are available for campus use.

SumTotal Updated

When you access SumTotal to register for classes, you will find that the system has received a fresh new user interface. Should you need assistance with SumTotal, please contact:

Hrs.systems@ttu.edu

REMINDER:

Final Budget Requests are due back to the Budget Office on June 7, 2017 at 5:00 pm.



After Budget Prep, What Happens?

Now that the budgets have been entered for next year, it is good to remember that FY18 budgets are active through the summer.

As HR and Finance transactions are processed for the current budget year (FY17), some of those transactions are also updating FY18. To assist you regarding the transactions that might update FY18, the Budget Office has a job aid on the website, "HR/Finance Document Impact on Budget Prep". This document lists ePAF and other procedures with a description of whether Salary Planner and Budget Development are updated by current year transactions. It is a great reference to have available through the summer!

<http://www.depts.ttu.edu/budget/budgetPrep/documents/bprep/Budget-Prep-8-HR-Finance-Documents-Impact-on-BP.pdf>

Permanent vs. Temporary Budget Revision

Budget revisions may be processed as permanent or temporary. A permanent revision means the change is intended to impact the current and future years. Temporary adjustments are only reflected in the current year.

Each budget transaction uses a rule class code. Those codes defined as permanent are captured by the budget prep process when Banner budget data is loaded into the Prep Database that departments use as a starting point when preparing annual budgets. Permanent adjustments only impact FOPs that are budgeted as part of the annual budget cycle. These rule class codes are listed in most Cognos Budget reports. The codes impacting budgets are:

Permanent Budget Rule Class Codes

- ◆ **TB1** Initial Budget Prep Load
- ◆ **TB2** Permanent adjustments used by Budget staff and various automated processes
- ◆ **TB5** Permanent adjustments used by

Temporary Budget Rule Class Codes

- ◆ **BD04** Temporary budget roll associated with prior year encumbrances
- ◆ **TB4** Temporary Adjustments used by Budget staff and various automated processes.
- ◆ **TB6** Temporary adjustments entered by budget staff
- ◆ **J020** Temporary budget used for year-end carry forward of uncommitted budget for multi-year funds.

Introducing Texas Tech Mobile

TTUS Information Systems is excited to share that they have completed the launch of the new Texas Tech Mobile App!

This app allows students, faculty and staff to easily connect to institutional services and resources and provides useful information for Texas Tech visitors, friends and alumni.

Features:

- * Current Courses –View and access resources in Blackboard, Sakai, Canvas
- * Registration – Add or Drop Classes
- * Grades
- * DegreeWorks
- * Directory
- * Import/Emergency Numbers
- * Campus Maps
- * News and Events Feeds
- * Update My Direct Deposit

The app is called “Texas Tech Mobile” on the App/Store and Google Play.

**What campus users
say about Texas
Tech Mobile:**

“Great App”

*“Cool app with great
functionality....”*

*“This application is
useful....”*

Reminder: Online Learning Modules

AFISM has 3 optional Online Learning Modules to assist campus users. You can enroll in these courses through SumTotal or through the AFISM Training Web site:

<http://kainz.ttu.edu/afims/training/>

Current online offerings include:

- ⇒ **Introduction the Financial Transaction System (FiTS)**
- ⇒ **Property Inventory**
- ⇒ **Xtender: Browse User Role**



Report of the Month:

FI137—Open Encumbrance Report

This report is used to assist with the management of Encumbrances. Displayed within the report are those encumbrances that remain open. These need to be reviewed on a monthly basis to determine if any actions need to be taken. It may be that receiving needs to be completed before payment can be made. It might also be that the department needs to request the encumbrance be closed. Reasons that an encumbrance would be closed include cancellation of a back order, a speaker not fulfilling their sessions, a scheduled trip being cancelled, as well as other reasons.



Report: FI137 Texas Tech University 8/9/16
Open Encumbrance Report

<p>Select Chart of Accounts: ? Texas Tech University</p> <p>Enter Fiscal Year: 2016</p> <p>Enter Vendor ID: </p> <p>Enter Doc Reference Number: </p> <p>Enter Encumbrance Number: </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. Dec 31, 2099 📅</p>	<p>Select one or more Fund Classes from the list.</p> <div style="border: 1px solid black; padding: 5px; min-height: 150px;"><ul style="list-style-type: none"><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</div> <p style="text-align: right;">Select all Deselect all</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. Search</p> <p>Options ⌵</p> <div style="display: flex; align-items: flex-start;"><div style="flex: 1;"><p>Results:</p><div style="border: 1px solid black; height: 100px; width: 100%;"></div></div><div style="flex: 0.5; text-align: center; padding: 5px;"><p>Choice:</p><div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div></div><div style="flex: 0.5; text-align: center; padding: 5px;"><p>Insert ➡</p><p>Remove ⬅</p></div></div> <p style="text-align: right;">Select all Deselect all</p>	<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. Search</p> <p>Options ⌵</p> <div style="display: flex; align-items: flex-start;"><div style="flex: 1;"><p>Results:</p><div style="border: 1px solid black; height: 100px; width: 100%;"><div style="background-color: #e0f0ff; padding: 2px;">B59000 - College of Human Sci...</div></div></div><div style="flex: 0.5; text-align: center; padding: 5px;"><p>Choice:</p><div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div></div><div style="flex: 0.5; text-align: center; padding: 5px;"><p>Insert ➡</p><p>Remove ⬅</p></div></div> <p style="text-align: right;">Select all Deselect all</p>
<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. Search</p> <p>Options ⌵</p> <div style="display: flex; align-items: flex-start;"><div style="flex: 1;"><p>Results:</p><div style="border: 1px solid black; height: 100px; width: 100%;"></div></div><div style="flex: 0.5; text-align: center; padding: 5px;"><p>Choice:</p><div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div></div><div style="flex: 0.5; text-align: center; padding: 5px;"><p>Insert ➡</p><p>Remove ⬅</p></div></div> <p style="text-align: right;">Select all Deselect all</p>	<p>Select one or more Program Code(s):</p> <div style="border: 1px solid black; padding: 5px; min-height: 150px;"><ul style="list-style-type: none"><input type="checkbox"/> 100 - Instruction Expense<input type="checkbox"/> 200 - Research Expense<input type="checkbox"/> 300 - Public Service Expense<input type="checkbox"/> 400 - Academic Support Expense<input type="checkbox"/> 500 - Student Services Expense<input type="checkbox"/> 600 - Institutional Support Expense<input type="checkbox"/> 700 - Operations and Maint Expense<input type="checkbox"/> 700 - Operations and Maint Research Exp</div> <p style="text-align: right;">Select all Deselect all</p>

Parameter options are as follows:

- Top left box contains required Chart of Account and Fiscal Year Parameters. Enter Vendor ID, Document Reference Number, Encumbrance (PO) Number and/or Termination date of FOP Codes
- Select from Fund Classes and Program Codes as desired in select boxes (optional)
- Select one or more Fund, Organization and Account Codes based upon desired data (optional)

Utilize only the parameters needed to get desired information. The executed report is shown on the following page.

FI137—Open Encumbrance Report

The report lists all open encumbrances for the FOAPAL elements selected on the parameter page. Some of the columns within the report have been removed in order to provide a clearer snapshot. Those columns are Chart, Fiscal Year, Fund, Organization, Account and Program.

Report: FI137		Texas Tech University Open Encumbrance Report - 2017				
Encumbrance Number	Established Date	Document Reference Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance
EV221935	4/27/17	1720790	Jin, Fang	900.00	0.00	900.00
Total for EV221935				900.00	0.00	900.00
P0427799	12/18/15			4,094.69	(3,996.53)	98.16
Total for P0427799				4,094.69	(3,996.53)	98.16
P0476445	7/20/16			928.68	(834.39)	94.29
Total for P0476445				928.68	(834.39)	94.29
P0494637	9/21/16		Xerox Corporation	1,750.44	(1,169.50)	580.94
Total for P0494637				1,750.44	(1,169.50)	580.94
P0495702	9/26/16		Aquaone Inc	840.00	(424.00)	416.00
Total for P0495702				840.00	(424.00)	416.00
P0496640	9/28/16		Xerox Corporation	1,800.84	(1,155.76)	645.08
Total for P0496640				1,800.84	(1,155.76)	645.08
P0522587	1/26/17		Action Printing and Copy Center	190.15	0.00	190.15
Total for P0522587				190.15	0.00	190.15
P0546038	5/8/17		Herrera, Jeremy A.	14.04	(14.04)	0.00
Total for P0546038				14.04	(14.04)	0.00

The report provides the Encumbrance Number against which the Funds are encumbered.

- ◆ EV refers to Travel Encumbrance, PO represents a Purchase Order and PR represents a Payroll Encumbrance.
- ◆ The Established Date is the date the encumbrance was created. Review those that were created several months in the past.
- ◆ Two PO's in this report have a creation date in a prior fiscal year with an outstanding balance. These should be reviewed to determine why they remain open. Any purchase order with a remaining balance of more than \$10 can be closed at the request of the department.
- ◆ Document Reference Number is the trip number given when the Travel System was used to create a travel application
- ◆ Vendor Name identifies the traveler if travel is involved and the vendor if a Purchase Order is involved. If an encumbrance rolled forward from a previous year, the Vendor Name does not display
- ◆ Original Encumbrance is the dollar amount encumbered when the event was first submitted
- ◆ Adjustments and Liquidations includes releases for payment and closings and increase if a change order was submitted
- ◆ Remaining Balance is the amount remaining encumbered.

The Question



We are hiring an employee coming from HSC El Paso. Can I do the transfer losing /transfer gaining ePAF since it is between H and S entities?

The multi-action Transfer Losing / Transfer Gaining ePAF is used only when the employee remains within one entity (one chart: T, S, H, or E). When an employee changes to a job in another entity/chart, each department must complete their own ePAF. The losing department should complete a Transfer Losing ePAF and the gaining department should complete the Transfer Gaining ePAF. The departments should agree on the losing end date and the gaining begin date so that the employee can transfer without a break in service.

The Transfer Losing ePAF must apply before the Transfer Gaining will submit. Instructions are found within the ePAF templates found on the AFISM Resources page, filter by category "ePAF" and sub-category "Starting Primary":

Contact Us

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Visit us on the web:
<http://www.depts.ttu.edu/afism/>

Need Help?? Send your questions to
AFISM.2Know@ttu.edu
for most efficient replies,
rather than to individuals
within AFISM



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