



TEXAS TECH UNIVERSITY
Administration and Finance
Information Systems Management

AFISM is committed to providing a valuable knowledge base to the TTU employee infrastructure and our directive is to meet the individual needs of all our customers. You may or may not have heard of the changes that have occurred and new products that have been developed in the past few months. Below, you will find a highlight of the most recent items and the business need for each. Each month, our newsletter ends with a "Quick-Tip" of some useful tools that you may or may not be aware of.

This month's newsletter contains a reminder about updating your Available Budget tab information in RaiderLink. In addition, you will find a schedule of trainings offered by AFISM for October through November, and a review of the F1002 Revenue Expense Budget Pools by FOP as this month's 'Report of the Month'.

AFISM 2 KNOW - October 2015 Edition

New Class Offered

- Finance Reporting Basics -

We are excited to introduce a new class. The class, Finance Reporting Basics, is designed to bridge the gap between Financial Management 101 and the various Cognos reporting classes that are offered. The concept of a FOP vs. FOAP is reviewed as are the tools available to help you manage your accounts.

This class provides an in depth review of terminology used in both Cognos Reports as well as financial transactions on campus. Reports that are useful to determine the Funds assigned to a specific Financial Manager and the Organizations assigned to a specific manager are introduced in this class. Discussion is also provided that helps to understand the hierarchical structure of our University.

During this class you will also be introduced to an in depth review of a budget report and a transaction report, and will be able to complete practice exercises to help capture the concepts introduced.

You are also introduced to various Finance Systems that you will use to manage your FOP(s).

Classes are now available for registration via SumTotal:

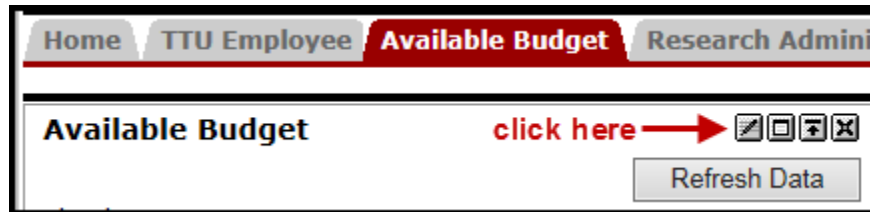
<http://rod.sumtotalsystems.com/ttu/learner/catalog/index?UserMode=0>

Look in the Cognos Reporting Category.

REMINDER

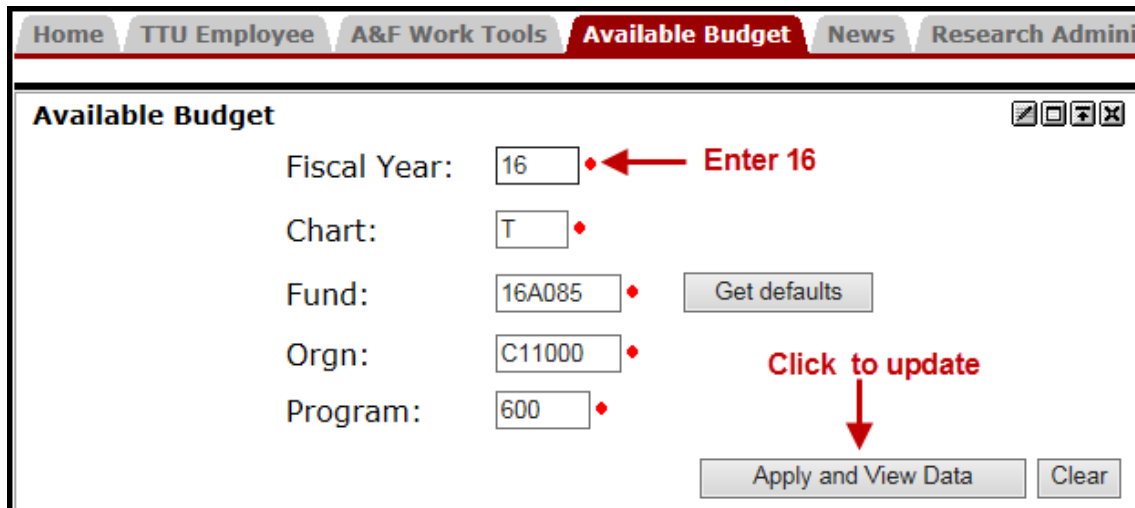
It is time to update your Available Budget tab to the new fiscal year!!

Step 1: Click on the pencil icon within the Available Budget channel:



Step 2: Type 16 into the Fiscal Year field

Click "Apply and View Data" to update



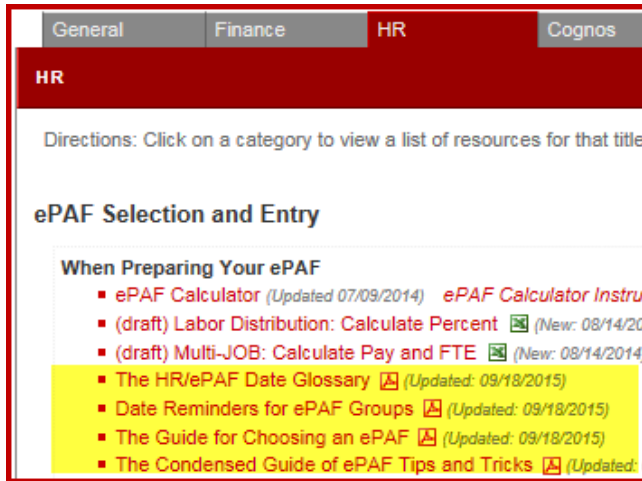
Revised Job Aids for the ePAF

NOTES: No change has been made to the ePAF itself. There are no changes to current ePAF procedures.

First, the revisions are to the Job Aid that defines the different ePAFs, and **second**, to the definitions of the various dates associated with ePAFs and employee reporting. The definitions are shorter, more specific and easier to use. In addition, 2 new job aids are available. All four Job Aids are on the HR Job Aids webpage now.

What are the revised Job Aids?

1. Date Glossary (new) – like a dictionary useful for comparing the differences similar terms
2. Date Reminders (revised) – Guidelines for the Personnel and Query Date; also definitions found on each ePAF
3. The Guide for Choosing an ePAF definition of each ePAF, with before illustrations and the appropriate Date
4. The Condensed Guide of ePAF Tips and Tricks from reports and items to consider an ePAF, to procedures and practices time and clicks for greater efficiency.



of definitions, between by ePAF Groups the specific Template (revised) – The and after Reminders Tricks (new) – before starting that reduce

Who will this benefit?

- New Originators as they learn in class and prepare their first ePAFs
- Infrequent and Backup Originators (not frequent users) will find better ‘reminder’ job aids
- Experienced Originators will find better references, when needed, and clearer definitions for those ‘exception situations’

For those interested in an overview and discussion, register in SumTotal for the “Revised ePAF Job Aids” presentation:
October 13, Tuesday afternoon, 2-3:30pm
October 16, Friday morning, 9-10:30

Questions may be directed to AFISM, 742-5669 or afism.2know@ttu.edu in the Outlook Address book.

Upcoming Trainings Offered By AFISM

- For October through November -

The list on the following page includes all trainings offered by AFISM from October through November. If you are interested in attending one of the trainings offered please follow this link 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	Date
HR/ePAF Update: Revised ePAF Job Aids	10/16/2015
Financial Reporting - Transaction Reports	10/19/2015
Account Code Training For Expenditures	10/20/2015
All About HR and ePAF	10/20/2015
Finance Reporting Basics	10/20/2015
Introduction to Cognos	10/20/2015
Financial Management 101: Introduction to the FOAP Codes	10/22/2015
Procure to Pay	10/23/2015
Xtender - Scanning and Indexing	10/26/2015
HR Reporting - Employee Appointment Reports	10/27/2015
New Fund Request System Training	10/27/2015
HR Reporting - Payroll Reports	10/29/2015
TechBuy Shopper Training	10/29/2015
Financial Management 101: Introduction to the FOAP Codes	11/3/2015
Travel Training for Travel Preparer	11/3/2015
Intro to Financial Transactions System (FITS)	11/4/2015
EOPS: Employee One-time Payment System Overview	11/5/2015
Xtender - Scanning and Indexing	11/9/2015
Finance INB Navigation and Exercises	11/10/2015
Financial Reporting - Budget Reports	11/10/2015
Budget Management and Revision	11/12/2015
Procurement Reporting in Cognos	11/12/2015
TechBuy Shopper Training	11/12/2015
Cognos Grant Reporting	11/16/2015
Financial Reporting - Transaction Reports	11/16/2015
All About HR and ePAF	11/17/2015
Travel Training for Travel Preparer	11/17/2015
Account Code Training For Expenditures	11/18/2015
Finance Reporting Basics	11/19/2015
Financial Management 101: Introduction to the FOAP Codes	11/19/2015
Introduction to Cognos	11/19/2015
Procure to Pay	11/19/2015

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

REPORTING NEWS

Report of the Month

FI002 – Revenue Expense Budget Pools by FOP

This report is one of the most frequently used to view information about your budget(s). The data provided is a summary of revenue and expense activity at the Budget Pool level, and an overall Summary for the entire FOP. This provides a quick review of the status of each budget pool and for the FOP as well.

Recent changes to this report include the option to view Fringes, Longevity and Student Salaries “as if” encumbered. This is a helpful addition, providing a more realistic of actual available amounts when considering that these expenses will be incurred but that they are not encumbered in Banner.

With this being the beginning of a New Fiscal Year, this report will not reflect 2016 budgets until the budget load on 09/11/2015. You are encouraged to review your budgets once they are loaded and make any adjustments as you see necessary.

User must select these parameters: Chart of Account, Fiscal Year (beginning and ending) and Ending Fiscal Period and display options regarding actual or “as if” encumbered funds.

The optional parameters allow you to select to view the report at the Fund or Organization Manager Levels or at various combinations of the FOP.

Report: FI002 Texas Tech University 02/19/15
Revenue Expense Budget Pools By FOP

Select the Chart of Accounts:

Select Beginning Fiscal Year:

Select Ending Fiscal Year:

Select Ending Fiscal Period:

Fund Manager
Select the Last Name of a Fund Manager:
(search by last name for best results)
Keywords:
Type one or more keywords separated by spaces.

Organization Manager
Select the Last Name of an Organization Manager:
(search by last name for best results)
Keywords:
Type one or more keywords separated by spaces.

Options ▾
Choice:

Enter Fund: and/or **OR** and/or

**Choose Desired Output* → Display only those expenses actually encumbered
 Display Fringes, Longevity, and Student Salaries as if encumbered

FI002- Revenue Expense Budget Pools by FOP

Selected Display Option: Only those expense actually encumbered.

Report: FI002	Texas Tech University						02/19/1	
	Revenue Expense Budget Pools By FOP							
	For Period Beginning September 1, 2014 and Ending August 31, 2015							
Return to Prompt								
Fund: 16C106 ADIA Houston Architecture	Orgn: B52000 Architecture	Prog: 100 Instruction Expense	Fund Manager: Vernooy, David A. Orgn Manager: Smith, Gary W.					
Additions								
Budget Pool	Budget Pool Description	1 Budget Original	2 Budget Adjustment	3 Budget Current	4 Rev/Exp Actual	Exp Encumbrance	6 Rev/Exp Total	7 Fav Unfav
5A0	TF Tuition Budget Pool	0.00	0.00	0.00	(360.00)	0.00	(360.00)	(360.00)
5A1	TF Fees Budget Pool	14,000.00	0.00	14,000.00	9,765.00	0.00	9,765.00	(4,235.00)
5Z8	Budget Code Fund Balance	0.00	12,740.57	12,740.57	0.00	0.00	0.00	0.00
Additions - Total		14,000.00	12,740.57	26,740.57	9,405.00	0.00	9,405.00	(4,595.00)
Reductions								
Budget Pool	Budget Pool Description	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	5 Exp Encumbrance	Rev/Exp Total	Fav Unfav
6A1	SW Faculty Salaries Budget Pool	0.00	4,500.00	4,500.00	4,500.00	0.00	4,500.00	0.00
6A4	SW Other Salaries Budget Pool	0.00	8,000.00	8,000.00	399.20	0.00	399.20	7,600.80
6B4	FB Payroll Related Cost Budget Pool	1,094.00	0.00	1,094.00	752.50	0.00	752.50	341.50
6Z0	Budget Code Unallocated Salary 06	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
7B0	TV In State Travel Budget Pool	50.00	0.00	50.00	63.00	0.00	63.00	(13.00)
7C0	MS Materials/Supplies Budget Pool	7,106.00	240.57	7,346.57	1,572.47	0.00	1,572.47	5,774.10
7H0	PR Print/Reproduction Budget Pool	1,250.00	0.00	1,250.00	150.00	0.00	150.00	1,100.00
7N3	OE Services Other Budget Pool	0.00	0.00	0.00	599.80	0.00	599.80	(599.80)
Reductions - Total		14,000.00	12,740.57	26,740.57	8,036.97	0.00	8,036.97	18,703.60
Overall - Total								

- **Budget Original (1)** – This is the Annual Fiscal year budget that is approved by the Board of Regents when the budgets are created for the Fiscal Year.
- **Budget Adjustment (2)** – The accumulated budget revision/changes since the start of the fiscal year..
- **Budget Current (3)** – This is the sum of the Budget Original plus or minus the Budget Adjustments that have occurred (if any).
- **Rev/Exp Actual- (4)** - This is the actual amount of revenue or expense that has occurred.
- **Exp Encumbrance (5)** – This column represents outstanding purchase orders for materials or services not yet received (excluding Blanket Purchase Orders) and other outstanding commitments such as travel applications and payroll. An encumbrance is a way of reserving money to pay for these outstanding obligations.
- **Rev/Expense Total (6)** - The combined total of the Rev/Exp Actual and Exp Encumbrance.
- **Fav/Unfav- (7)** In the Additions section Fav means that more revenue has come in than budgeted, (Unfav) means that expected revenues have not been received. In the Reductions section, Unfav means actual expenses have been greater than budgeted and a money move may be necessary. Fav means that expenses are within the amount budgeted.

Selected Display Option: Display fringes, longevity and student salaries as if encumbered.

The highlighted area in the report below shows those items that are programmed to display “as if encumbered”. This helps to plan for the expenses for student salaries, fringe benefits and longevity that will be incurred during the fiscal year, which then helps to maintain the FOP in a positive state. Not all Budget reports have this option, so if you are comparing one report to another, keep this in mind. Also, remember that the “Available Budget” tab only displays those expenses actually encumbered as well.

Report: F1002		Texas Tech University						02/19/15
		Revenue Expense Budget Pools By FOP						
		For Period Beginning September 1, 2014 and Ending August 31, 2015						
Return to Prompt								
Fund: 16C106 ADIA Houston Architecture		Orgn: B52000 Architecture		Prog: 100 Instruction Expense		Fund Manager: Vernooy, David A. Orgn Manager: Smith, Gary W.		
Additions								
Budget Pool	Budget Pool Description	1 Budget Original	2 Budget Adjustment	3 Budget Current	4 Rev/Exp Actual	Exp Encumbrance	6 Rev/Exp Total	7 Fav Unfav
5A0	TF Tuition Budget Pool	0.00	0.00	0.00	(360.00)	0.00	(360.00)	(360.00)
5A1	TF Fees Budget Pool	14,000.00	0.00	14,000.00	9,765.00	0.00	9,765.00	(4,235.00)
5Z8	Budget Code Fund Balance	0.00	12,740.57	12,740.57	0.00	0.00	0.00	0.00
Additions - Total		14,000.00	12,740.57	26,740.57	9,405.00	0.00	9,405.00	(4,595.00)
Reductions								
Budget Pool	Budget Pool Description	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	5 Exp Encumbrance	Rev/Exp Total	Fav Unfav
6A1	SW Faculty Salaries Budget Pool	0.00	4,500.00	4,500.00	4,500.00	0.00	4,500.00	0.00
6A4	SW Other Salaries Budget Pool	0.00	8,000.00	8,000.00	399.20	7,600.80	8,000.00	0.00
6B4	FB Payroll Related Cost Budget Pool	1,094.00	0.00	1,094.00	752.50	341.50	1,094.00	0.00
6Z0	Budget Code Unallocated Salary 06	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
7B0	TV In State Travel Budget Pool	50.00	0.00	50.00	63.00	0.00	63.00	(13.00)
7C0	MS Materials/Supplies Budget Pool	7,106.00	240.57	7,346.57	1,572.47	0.00	1,572.47	5,774.10
7H0	PR Print/Reproduction Budget Pool	1,250.00	0.00	1,250.00	150.00	0.00	150.00	1,100.00
7N3	OE Services Other Budget Pool	0.00	0.00	0.00	599.80	0.00	599.80	(599.80)
Reductions - Total		14,000.00	12,740.57	26,740.57	8,036.97	7,942.30	15,979.27	10,761.30
Overall - Total								
<p>Note 1: Budget Pool 5Z8 has been programmed to show 0.00 in the Fav/(Unfav) column</p> <p>Note 2: Available amounts in the Student/Other Salaries (6A4), Longevity (6A5), and Fringe Benefit (6B4), have been programmed to appear in this report as encumbered</p>								

When comparing the report above to the report on the previous page, notice that the difference in the Favorable amount for Reductions is \$7942.30. This is the amounts shown “as if” Fringes, Longevity and Student Salaries were encumbered.

Quick TIP

The QUESTION “?”

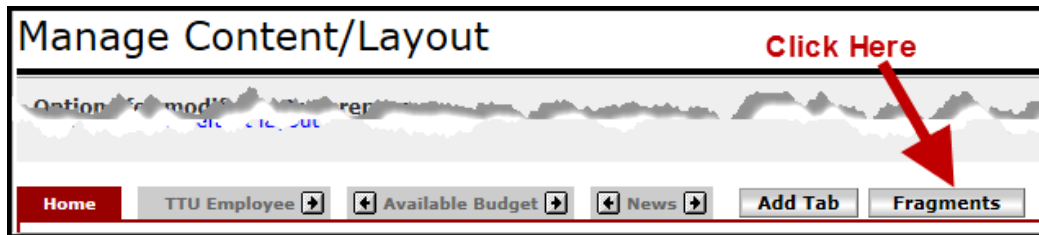
How do I get the “A&F Work Tools” tab on my Raiderlink?

THE ANSWER: This tab is available to all employees. You must “subscribe” to this tab, following the instructions below:

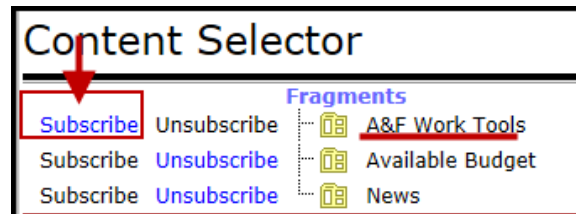
Step 1: Click on Content layout in the upper section of Raiderlink:



Step 2: Click on tab labeled: “Fragments”



Step 3: Select “Subscribe” to left of A&F Work Tools link:



Step 4: Click on small box (placeholder) between other tabs to activate the A&F Work Tools tab:

Do not click on “Cancel”

