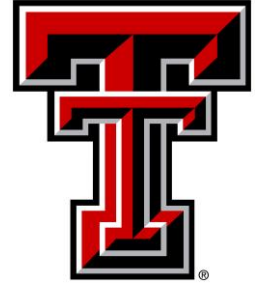


# AFISM NEWSLETTER

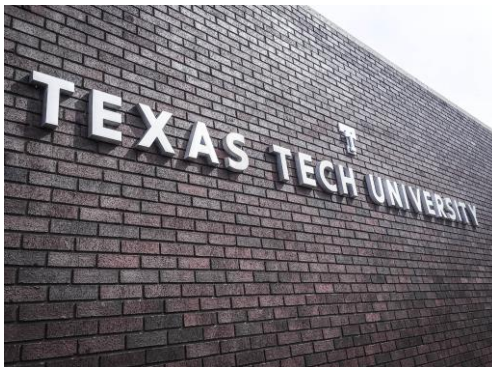


APRIL 2016

## AFISM TRAINING CHECKLIST UPDATED!

- Classes are now grouped by focus area.
- Links to SumTotal and the AFISM website have been added to assist with easier navigation and registration.
- Pre-requisites are better defined.
- Courses have corresponding codes to help with registration.

Access through the AFISM website or through **Raiderlink>AFISM Portal>Training Checklist**



## AFISM APRIL & EARLY MAY 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	Date
Finance Reporting Basics	4/4
Finance INB Navigation and Exercises	4/5
HR Reporting - Payroll Reports	4/5
Intro to Financial Transactions System (FITS)	4/5
Xtender - Scanning and Indexing	4/5
Summer ePAF Appointments	4/6
Property Inventory System Training	4/6
EOPS: Employee One-time Payment System Overview	4/7
Travel Training for Travel Preparer	4/7
Financial Management 101: Introduction to the FOAP Codes	4/8
Financial Reporting - Budget Reports	4/12
Budget Management and Revision	4/14
Financial Reporting - Transaction Reports	4/14
HR Reporting - Employee Appointment Reports	4/18
Introduction to Cognos	4/18
Xtender - Scanning and Indexing	4/19
Finance Reporting Basics	4/21
Financial Management 101: Introduction to the FOAP Codes	4/22
Cognos Grant Reporting	4/25
Session 1, All About HR and ePAF of All About HR and ePAF	4/25
Session 2, All About HR and ePAF of All About HR and ePAF	4/26
Session 3, All About HR and ePAF of All About HR and ePAF	4/26
Property Inventory System Training	4/27
Summer ePAF Appointments	4/27
Procurement Reporting in Cognos	4/28
Travel Training for Travel Preparer	4/28
HR Reporting - Payroll Reports	5/3
Xtender - Scanning and Indexing	5/4
EOPS: Employee One-time Payment System Overview	5/5
Financial Management 101: Introduction to the FOAP Codes	5/6

## NEW TUITION ESTIMATOR APPLICATION AVAILABLE

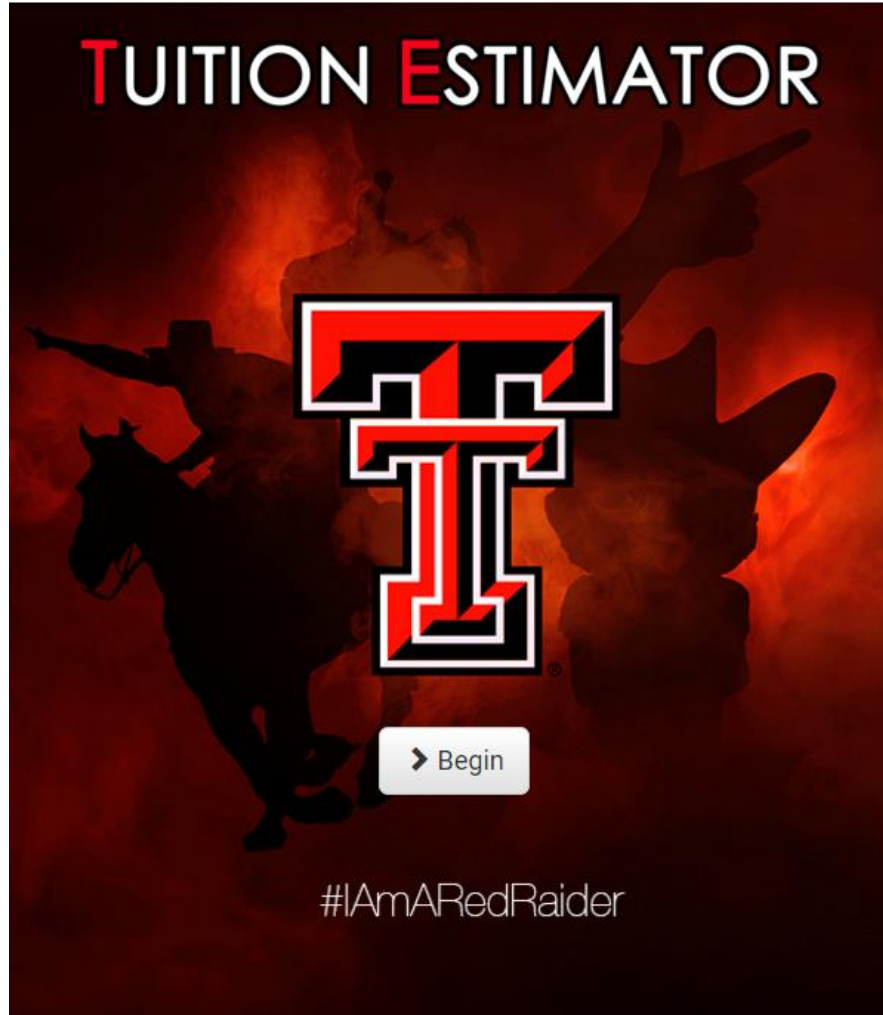
AFISM has been working vigorously to debut the NEW Tuition Estimator Application for students. We are pleased to announce that it is NOW AVAILABLE through the Student Business Services webpage. **This tool is intended to be used for the Fall 2016 term (and beyond).**

To access to the application visit the Student Business Services webpage:

<https://www.depts.ttu.edu/studentbusinessservices/> > **Tuition & Fee Information** > **Tuition Estimator** or directly through the following link: <http://www.depts.ttu.edu/studentbusinessservices/TuitionEstimator.php> Click **Begin** and follow the prompts to get an estimate of tuition for an upcoming semester.

### Highlights of the Application:

- Ability to select from multiple fields to provide the closest estimated tuition for Fall and Spring Semesters
- Supports Differential Tuition calculations
- Ability to *Go Back* to make changes or *Start Over*
- Select number of hours anticipated on taking in the semester
- Ability to split hours between colleges to provide a closer estimation
- Provides functionality to factor in online courses



*\*\*This application is intended only for the purpose of estimating tuition and fees based on information entered. Costs for housing, food, books, and other personal expenses are not included. A Disclaimer is included at the start of the application.*

## ATTENTION TRAVEL PREPARERS

The Programmers for the Online Travel System added NEW features in March for those submitting their receipts electronically.

Here is what you need to know:

1. Travelers and Supervisors now have the ability to view documentation PRIOR to approving their voucher.

2. Travelers, Preparers, Supervisors and Financial Organization Managers have the ability to view uploaded documentation AFTER it has been submitted from an Application or Voucher by:

- Clicking on Reports >> View Application or Voucher by Trip Number. Enter Trip Number (View Application or Voucher documentation), or

- Clicking on Reports >> Travel Search. Enter Search Criteria. (Only for trips that have had vouchers submitted – able to view Application or Voucher documentation), or

- Clicking on Applications >> View Submitted Applications (Only for Application documentation)

No documentation is required in the Travel Office if you submit your receipts electronically.

### Uploaded Documentation

Filename	Expense	Description	Size
<a href="#">Commercial Air.pdf</a>	Commercial Air	Airfare	36K
<a href="#">Hotel.pdf</a>	Lodging	Hotel	133K
<a href="#">Parking.pdf</a>	Parking	Parking	9K
<a href="#">Taxi.pdf</a>	Taxi, Shuttle, and Limo	Taxi	82K
<a href="#">Mileage.pdf</a>	Personal Auto Mileage	Mileage	42K
<a href="#">Baggage Fees.pdf</a>	Other	Baggage Fees	49K

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Link to the Travel Website: <http://www.depts.ttu.edu/procurement/TravelService/index.asp>

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## NEW COGNOS FOLDER FOR PROPERTY MANAGEMENT

Annual Property Certification time is here! In an effort to help with submission and certification tracking we have added a new folder located in **Cognos>Public Folders>TTU Finance>Property Management**.

What's in there? :

The folder contains Report **FI233 – PRMO- Property Inventory Custodian Report**. The report parameters are simple, select the desired **Fiscal Year** and the **Organization** you want to view and click **Finish**.

What does this report show?

- Custodian Name & R#
- Delegate Name & R#
- Submission & Certification Status

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*Updated Property Inventory System Training documents are available through the Property Inventory System today. We have included Quick Reference Guides for Setting up a Delegate and for the Property Inventory Annual Certification.*

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# REPORT SPOTLIGHT

## FI144 – Monitoring Indirect Costs (Excluding Salaries) on Sponsored Project Funds

### What does this report show?

This report is used to see Indirect Costs related to Sponsored Project(s). Indirect Costs are facilities and administrative costs which are necessary, but not tied directly to performing the work required for the project. This report does not provide any Indirect Salary Costs. It's possible to execute the report across fiscal years so that inception to date expense data can be extracted.

The parameter page includes:

### Required Parameters:

- Chart of Accounts
- Beginning and Ending Fiscal Year

### Optional Parameters

- Fund
- Grant ID
- Grant Specialist
- Fund Class

Report: FI144

**Texas Tech University**  
Monitoring Indirect Costs (Excluding Salaries) on Sponsored Project Funds

Select the Chart of Accounts:  
\* Texas Tech University

Select the Beginning Fiscal Year:  
\* 2015

Select the Ending Fiscal Year:  
\* 2016

Select the Beginning Fiscal Period:  
\* 01 - September

Select the Ending Fiscal Period:  
\* 06 - February

Enter a Fund (Optional): ?

Enter a Grant ID (Optional): ?

Select the Grant Specialist (Optional):  
(For Best results, enter the last name of the Accountant)

Select the Fund Class (Optional):

**Keywords:**  
Type one or more keywords separated by spaces.  
Search

**Options** ▾

**Results:**

**Choice:**

21A - US Department of Agriculture  
21B - Department of Commerce  
21C - Department of Defense  
21D - Department of Education  
21E - Department of Energy  
21F - Dept of Health and Human Services  
21G - Dept of Housing and Urban Dev  
21H - Department of Interior  
21J - Environmental Protection Agency  
21K - Department of State  
21L - Department of Transportation

Select all Deselect all

Select all Deselect all

\*\*The report output is show on the following page. It displays in cross-tab design and the report header contains the parameters selected for the executed report.

This report was generated for multiple years which display in the *Year* column. The year is followed by the *Grant ID* to the right of which display all of the *FOPs* tied to that grant. The expenses are displayed at the FOP level. These expenditures are considered Indirect Costs related to the grant, and display by FOP. The final column on the right of the report provides a summary of expenses by FOP for the Fiscal Year indicated. The summary row at the bottom of the report provides total expense by Account or Budget Pool for all FOPs related to the grant.

To view the details about an expenditure, **click** on the **hyperlink(s)** (fields underlined in blue) within the expense column. This will provide access to the transaction(s) tied to that cost.

In the example below, the total amount expended in the MS Consum Office – 7C0010 for \$150.75 was selected.

Report: F1144		Texas Tech University						
		Monitoring Indirect Costs (Excluding Salaries) on Sponsored Project Funds						
Beginning Fiscal Year:		2015						
Beginning Fiscal Period:		01 - September						
Ending Fiscal Year:		2016						
Ending Fiscal Period:		07 - March						
Grant Specialist:		All						
Fund Class:		All						
Fund:		All						
Grant ID:		21A379						
Year	Grant ID	Fund - Organization - Program	PR Printing - Reprod 7H0	MS Consum Office 7C0010	MS Comp - Equip Contrl Above 500 7C0200	MS Postage 7C0001	MS Furn - Equip Noncap Office 7C0131	Total
2015	21A379	21A383 - B53057 - 200		<a href="#">175.17</a>	<a href="#">600.00</a>	<a href="#">162.36</a>	<a href="#">131.15</a>	<a href="#">1,068.68</a>
		21A387 - B51223 - 200		<a href="#">38.31</a>				<a href="#">38.31</a>
		21A398 - B51211 - 200				<a href="#">94.24</a>		<a href="#">94.24</a>
		21A400 - B53419 - 200	<a href="#">117.00</a>	<a href="#">6.79</a>				<a href="#">123.79</a>
		21A418 - B51385 - 200		<a href="#">14.46</a>				<a href="#">14.46</a>
2016	21A379	21A383 - B53057 - 200	<a href="#">38.00</a>	<a href="#">61.68</a>		<a href="#">83.99</a>		<a href="#">183.67</a>
		21A387 - B51223 - 200		<a href="#">150.75</a>				<a href="#">150.75</a>
		21A400 - B53419 - 200				<a href="#">11.22</a>		<a href="#">11.22</a>
<b>Total</b>			<a href="#">155.00</a>	<a href="#">447.16</a>	<a href="#">600.00</a>	<a href="#">351.81</a>	<a href="#">131.15</a>	<a href="#">1,685.12</a>

The Drill down will open in a new tab. Shown below is the expense line for the link selected above. The Document Column starts with a *CT* indicating this transaction was tied to a P-Card purchase. The *Trans Description* shows this occurred on 9/23 at Office Max. To view other events on the FOP, return to the main report tab and select another hyperlink to view the events tied to that transaction amount.

Report: F1144A		Texas Tech University											03/15/1		
		Monitoring Indirect Costs (Excluding Salaries) on Sponsored Project Funds													
Account: 7C0010															
Fiscal Year	Rule Class	Rule Class Description	Trans Date	Document	Trans Amount	Trans Description	Doc Ref Number	Fund	Fund Description	Organization	Organization Description	Account Description	Program	Program Description	Bank
2016	TU2	TTU AP Interchart	11/20/15	CT001951	150.75	0923XU - OFFICEMAX/OFFICEDEPOT6	CT160000	21A387	Sub of 21A379 Optimal Water	B51223	PI Wenwei Xu	MS Consumables Office	200	Research Expense	4Z
<b>7C0010 - Total</b>					<b>150.75</b>										
<b>Overall - Total</b>					<b>150.75</b>										

## REPORT MODIFICATIONS

### **FI028– Organization Hierarchy Report**

#### **What's new?**

This report now provides you with the option to run for any Fiscal Year since the inception of Banner in 2008.

### **FI033– Grant Information Worksheet**

#### **What's new?**

This report was modified to show the Agency R# in the report header.

### **FI040– Operating Ledger Transaction Report by FOP**

#### **What's new?**

We modified the group sorting to match the detailed FI026A Transaction History report. Now, revenue/expense as well as budget/actual are in consistent order, which allows for quicker reconciliations.

### **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

### **HR117– Departmental Fringes/Longevity Estimate Report**

#### **What's new?**

We added the **Pay ID** field which allows you to see which employee's jobs are paid semi-monthly (non-exempt) and which are paid monthly (exempt). We also corrected the formatting in PDF, allowing for larger text which is more legible.

### **HR121– Current and Future Appointment Report & HR122– Payroll Distribution Report**

#### **What's new?**

These reports were modified so that when the user runs the report in Excel the tab will show the employee name.

**ALL Budget Prep reports parameter pages** have been updated to only show the prior fiscal year and upcoming fiscal year as options. Also, budget 'phases' that were only used by Administration have been removed as options. This allows users a condensed list of options to prevent confusion.



## THE AFISM TEAM IS GROWING, MEET OUR NEW TEAM MEMBERS



**Myka Bingham** joined the team in February and will be an addition to our Training Team. Myka is a graduate of Texas Tech and the new instructor for the Xtender Scanning & Indexing class. She will take on additional classes in the coming months so you may see her in class in Doak Hall attending sessions. Myka brings with her extensive training experience and technical skills which will allow us greater opportunities to enhance tools/materials the campus will be able to utilize to make their jobs easier.



**Josh Mathis** joined us in March and will be responsible for Web and Graphic Design. Josh is also a graduate of Texas Tech. He immediately jumped in and started working on web design for several departments. Josh has worked a wide variety of projects for the Ranching Heritage Center. He has also been an Adjunct Professor for the School of Art here at Texas Tech. We are excited about the portfolio and experience that Josh brings to the team to allow us to create new and innovative designs for web pages, print design and more.



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