AFISM NEWSLETTER

AUGUST 2016

AFISM AUGUST & EARLY SEPTEMBER 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:

http://webapps.tosm.ttu.edu/itts/sumtotalsystems

Date	Class Description
8/2	Xtender - Scanning and Indexing
8/2	TechBuy Shopper Training
8/4	Intro to Financial Transactions System (FiTS)
8/4	EOPS: Employee One-time Payment System Overview
8/9	Introduction to Cognos
8/9	Finance INB Navigation and Exercises
8/10	Financial Management 101: Introduction to the FOAP Codes
8/11	Budget Management and Revision
8/11	Finance Reporting Basics
8/15	Financial Reporting - Budget Reports
8/16	Financial Reporting - Transaction Reports
8/16	Xtender - Scanning and Indexing
8/18	Financial Management 101: Introduction to the FOAP Codes
8/23	Cognos Grant Reporting
8/23 & 8/24	All About HR and ePAF Session 1, 2 & 3
8/25	Procurement Reporting in Cognos
8/25	Account Code Training for Expenditures
8/25	HR Reporting - Employee Appointment Reports
8/29	HR Reporting - Payroll Reports
8/30	Xtender - Scanning and Indexing
8/30	Financial Management 101: Introduction to the FOAP Codes
8/30	TechBuy Shopper Training
9/1	EOPS: Employee One-time Payment System Overview

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

AFISM offers are wide variety of training classes to support needs for campus.

This month we are spotlighting **Cognos Procurement Reporting**.

This is offered monthly and provides users with hands on training for those who:

- Monitor procurement activity.
- Monitor encumbrance activity on a FOP.
- Review encumbrances created in TechBuy, Travel System and Payroll.
- Review HUB reports to track percent to goal.
- Tie vendor payments to specific encumbrances.

You can register for the class through SumTotal.

CLASS OFFFERING UPDATES

Account Code Training for Expenditures is back!

AFISM has partnered with Procurement Services and Payroll & Tax to begin teaching *Account Code Training for Expenditures*. We are excited about teaching this offering. The class will be offered monthly. We appreciate the time and collaboration to make this happen.

Our first session will be **Thursday August 25th** from 10:30am-11:45am, you can register through SumTotal. Representatives from Procurement Services and Payroll & Tax will be in attendance to help support the transition for the first class.

UPDATED PCARD GUIDELINES

What you need to know…

Updated PCard Program Guidelines reflecting recent changes (allowing services, updated links to new PCard website, etc.) have been added to the Procurement Services website:
http://www.depts.ttu.edu/procurement/departments/procurement-card/

REPORT MODIFICATION

FI233 – PRMO – Property Inventory Custodian Report

What changed?

This report is now available in the TTU Finance>Property Management folder. This is the only report in this folder.

The report allows you to run by Fiscal Year and Department to see who the Property Custodian and Delegate are for the Organization. It also provides displays if the Property Inventory has been submitted and certified.

In SumTotal you can pull up your **Training Schedule** and **Training Transcript**. This allows for you to see your upcoming registrations and classes that you've taken:

- Hover over the **Learner** menu option at the top.
- To view your **Training Schedule**, hover over **Learn** and select **Training Schedule**.
- To view your **Training Transcript**, hover over **Learn** and click **Training Transcript** under **Learning Activity Reports**.

NEW REPORT & FEATURED REPORT OF THE MONTH

FI278– Vendor Invoice Payment Research

What does this report do?

FI278, Vendor Invoice Payee Research, was created to assist departments in verifying vendor payments.

It is requested that departments first research Cognos report FI278 to verify the status of a vendor payment prior to contacting Payment Services or TechBuy support. If the report confirms that a payment has not been made, displaying "No Data Available", you may contact payment.services@ttu.edu for assistance.

This report is flexible and permits the user to enter variable fields depending on what information is available. It is recommend that you only enter the purchase order number to simplify the search. The report includes information on all purchase orders entered in TechBuy. This report is found in **Public Folders** > **TTU Finance** > **Procurement Reports**.

To find open Purchase Orders, utilize the FI137 Report. Take the open P0 number from this report **(it is a zero 0 rather than a capital O in P0)** and enter it into the parameter page of the FI278 as shown below:

Select Chart of Accounts, Enter Purchase Order Number into box outlined in red. Select **Finish**.

Texas Tech University
Vendor Invoice Payee Research

Select Chart of Accounts:
Texas Tech University
Texas Tech University System
Texas Tech Univ Health Sciences Ctr
Texas Tech Unv Hlth Sci Ctr El Paso

Select all Deselect all

Select Fiscal Year(s):
2016
2015
2014
2013
2012
2011

Select all Deselect all

Banner Invoice Number:
Choices:
Insert ➡
⬅ Remove
Select all Deselect all

Vendor Invoice Number:
Choices:
Insert ➡
⬅ Remove
Select all Deselect all

Purchase Order Number:
Choices:
P0474352   P0474352
Insert ➡
⬅ Remove

P0 does not have letter O but has number 0

Select all Deselect all

Vendor ID (R-Number)
Choices:
Insert ➡
⬅ Remove
Select all Deselect all

Check Number:
Choices:
Insert ➡
⬅ Remove
Select all Deselect all

*** At least one prompt value must be entered for the report to return data. ***

Sort Options on next Page
< Back   Next >   Finish

**It is recommended to leave Fiscal Year blank in order to view multiple payments

If the report displays as shown below, please contact payment.services@ttu.edu for assistance:

Report: FI278	Texas Tech University Vendor Invoice Payee Research	07/26/16

No Data Available ←

The report displaying below shows that payment will be processed by **payment due date** of 07/29/16:

Report: FI278			Texas Tech University Vendor Invoice Payee Research						07/26/16

Banner Invoice Number	Purchase Order Number	Vendor ID	Vendor Name	Vendor Invoice Number	Invoice Date	Payment Due Date	Transaction Date	Check Number	Check Amount
V9409902	P0474352	R10215994	Summus Staples	3308329928	07/14/16	07/29/16	07/14/16		

You can use this report to find check information as well. The report output displaying below shows the payment information for P0243564. Note the **check number and payment date** are provided.

Report: FI278			Texas Tech University Vendor Invoice Payee Research						07/26/16

Banner Invoice Number	Purchase Order Number	Vendor ID	Vendor Name	Vendor Invoice Number	Invoice Date	Payment Due Date	Transaction Date	Check Number	Check Amount
IM166557	P0454361	R10414999	Red Gate Software Ltd	292917	04/19/16	05/06/16	05/06/16	26032655	445.50

Below is a screen shot of report output from FI137 – Open Encumbrance Report

You may use the Po numbers from this report to review in the **FI278**. Items with an EV are a travel encumbrance and PR are a payroll encumbrance and will not display within the **FI278**. It's designed for Purchase Order review only.

Encumbrance Number	Established Date	Document Reference Number	Chart	Fiscal Year	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance	Fund	Orgn	Acct	Prog
P0278888	3/19/14		T	2016		1,155.60	(987.48)	168.12	16A085	C11000	7G0011	600
Total for P0278888						1,155.60	(987.48)	168.12				
P0399776	8/27/15		T	2016	Ricoh USA Inc	2,773.44	(2,605.32)	168.12	16A085	C11000	7G0011	600
Total for P0399776						2,773.44	(2,605.32)	168.12				
P0470215	6/23/16		T	2016	Governors Center for Management Development	595.00	0.00	595.00	16A085	C11000	7N0013	600
Total for P0470215						595.00	0.00	595.00				
PR160001	9/12/15					580,584.24	(487,153.52)	93,430.72	11A002	C11000	6A2002	600
	9/12/15					37,374.72	(32,702.88)	4,671.84	11A002	C11000	6A2508	600
	9/12/15					900.00	(900.00)	0.00	16A085	C11000	6A9014	600
Total for PR160001						618,858.96	(520,756.40)	98,102.56				
PR160002	1/20/16					7,326.81	(7,326.81)	0.00	16A085	C11000	6A2002	600
	1/20/16					1,250.01	(416.67)	833.34	11A002	C11000	6A2011	600
Total for PR160002						8,576.82	(7,743.48)	833.34				
Summary						631,959.82	(532,092.68)	99,867.14				

These are PR Encumbrances - meaning "Payroll" Encumbrances

NEW PROCUREMENT SERVICES WEBSITE

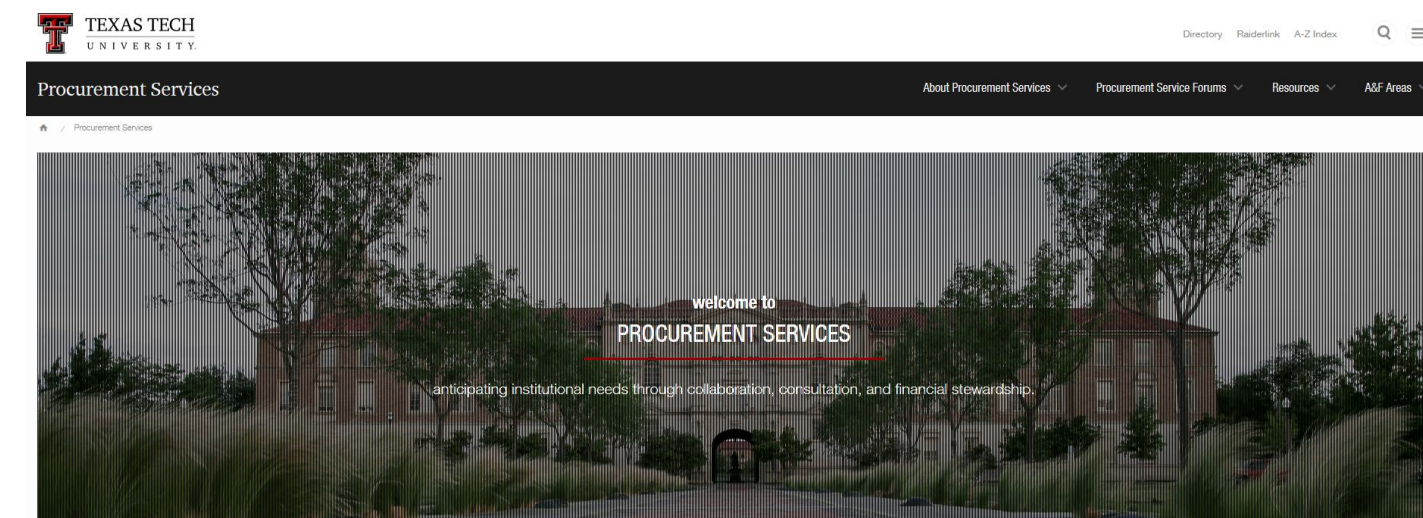## The new site went live on Thursday July 21st

Procurement Services has a new look. AFISM partnered with Procurement Services to design and create the new site. Below is a look into some of the areas and where you can find some key pieces of information.

Access the site through Raiderlink: A&F Work Tools Tab>Procurement Services Portlet>Visit Procurement Services Website or the URL: http://www.depts.ttu.edu/procurement/

Available Drop Down Menu at the Top (all the same resources, just a new look and location):

New Home Page:

The Procurement Services department includes purchasing and contracting, payment services, travel, procurement card, vendor services, and property surplus.

Procurement Services' mission is to provide excellent customer service while adhering to the highest ethical values in the purchase, receipt, and payment of goods and services in support of the University's mission and goals; to maintain resourceful practices that follow the laws of State of Texas and to maintain and expand vendor relations that enable competitive and diversified vendor sources that will provide the best value to the University. More>>

Helpful contacts

Purchasing	Contracting
techbuy.purchasing@ttu.edu	purchasing.contracting@ttu.edu
806-742-3844	806-742-3844

Payment Services	Travel Services
payment.services@ttu.edu	travelservices@ttu.edu
806-742-3844	806-742-3844

PCard Services	Vendor Services
purchasing.pcard@ttu.edu	vendor.services@ttu.edu
806-742-3844	806-742-3844
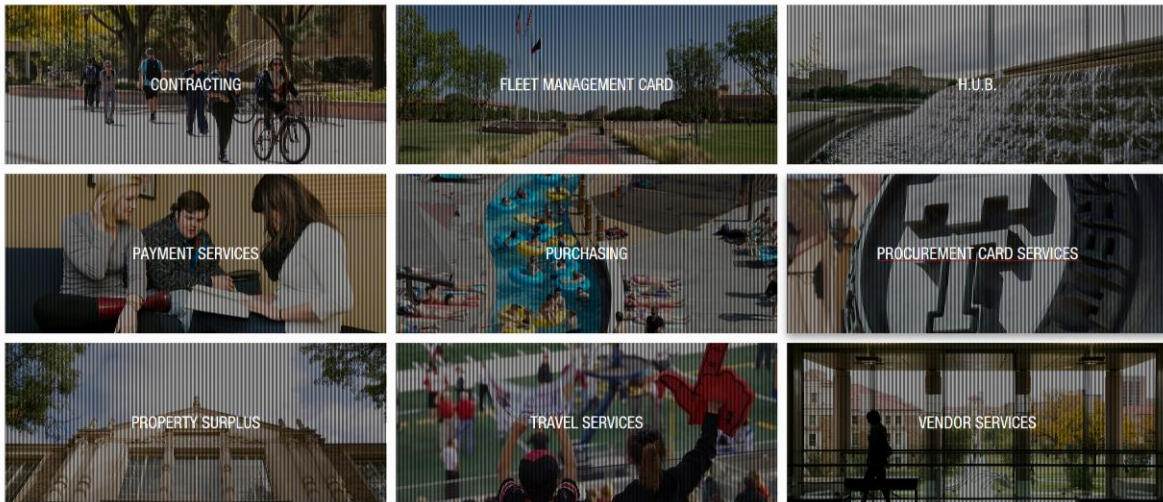
NEW Feature Added to the Site: Procurement Dashboard

To access click on **About Procurement Services**>**Analytics**
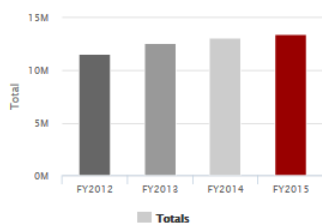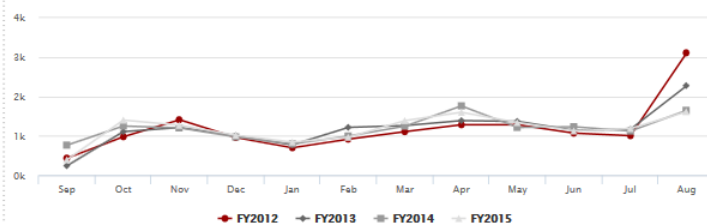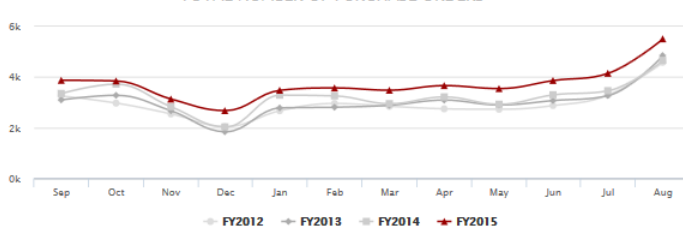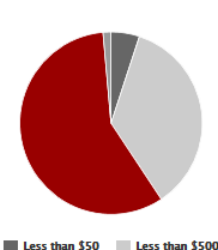
NEWS FROM TRAVEL SERVICES

For Travel Preparers:

In order to comply with federal Export Control Regulations, International Travel (including U.S. possessions, Canada and Mexico) will require the following information when processing an Application in the Online Travel System. All fields will need to be completed and the box stating that the traveler has listed all known travel destinations must be checked in order to continue with the Application.

Applications for International Travel should be submitted at least 30 days prior to departure in order for Office of International Affairs (OIA) to provide approval. OIA will be notified via email once an International Travel Application is submitted and will continue to provide approval or request additional information through the Comments section of the Online Travel System.

International Travel

For TTU travel outside of the U.S., **prior approval** is required from Office of International Affairs (OIA) at least 30 days prior to departure. OIA will automatically receive an email notification once a Travel Application for International Travel is submitted. OIA will review and approve via the Comments section of the Online Travel System.

For more information please contact travel.oia@ttu.edu or travelservices@ttu.edu.

Also, please refer to TTU OP 79.04 Section 4.
TTU OPs

Please enter the following information _for all destinations_.
This information is necessary to comply with Federal Export Control regulations.

List _ALL_ Destinations:
(All cities/countries that may be visited on this trip including the one already mentioned on the previous page.)

Destination Contacts: (Conference planner, travel agent, university faculty, etc.)

Destination Affiliations: (Institute, company, university, etc.)

Business Equipment/Supplies:

☐ I have listed ALL known travel destinations. Furthermore, I understand that failure to list all travel destinations could result in a violation of Federal Export Control regulations.

Foreign Airfare on Federal Grants

Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel services funded by the United States Government.

If you are using federal grant funds, you will only be able to pay for services from US flag air carriers if available. If you are unable to use a US flag air carrier, you must find an alternate source of funding for your airfare.

Next ->

Contact Us:

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