AFISM NEWSLETTER

JUNE 2016

JONATHAN BOTROS TRANSITIONS TO ATHLETICS

- **It was with great sadness that we said goodbye to Jonathan on May 31st. We are excited for Jonathan in his new role as Senior Associate Director Athletics, Finance and Administration. Jonathan truly *Inspired Innovative Solutions* and led the AFISM team to drive results across campus. We wish nothing but the best for him as he makes his transition.**

Shawn Massie, will serve as the Interim Managing Director.

AFISM JUNE & EARLY JULY 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
6/1	Xtender - Scanning and Indexing
6/2	EOPS: Employee One-time Payment System Overview
6/7	Financial Management 101: Introduction to the FOAP Codes
6/7	Finance Reporting Basics
6/8	Intro to Financial Transactions System (FiTS)
6/9	Budget Management and Revision
6/9	Travel Training for Travel Preparer
6/14	TechBuy Shopper Training
6/14	Finance INB Navigation and Exercises
6/15	Xtender - Scanning and Indexing
6/16	Financial Reporting - Transaction Reports
6/16	Financial Reporting - Budget Reports
6/21	Financial Management 101: Introduction to the FOAP Codes
6/21	HR Reporting – Employee Appointment Reports
6/22	Property Inventory System Training
6/23	Procurement Reporting in Cognos
6/27	Cognos Grant Reporting
6/27	Introduction to Cognos
6/28 & 6/29	Session 1,2 & 3 All About HR and ePAF
6/29	Property Inventory System Training
6/30	HR Reporting - Payroll Reports
6/30	TechBuy Shopper Training

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

ePAF Tips for the Preparer

When preparing your ePAF, don't forget about the tools and resources available through the AFISM website under Job Aides.

[Link to ePAF Job Aides]

This page includes the following tools and resources:

- ePAF Calculator
- ePAF Templates
- The Condensed Guide of ePAF Tips & Tricks
- The Guide for Choosing an ePAF
- And more…

NEWS FROM TRAVEL SERVICES

New Requirements for Travel to a Conference or Event

What you need to know:

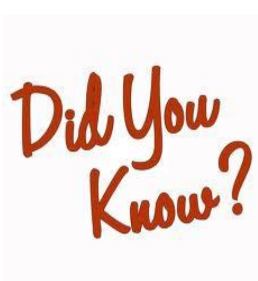
For trips starting **June 1, 2016** or later, it is MANDATORY that the conference event brochure be submitted with the documentation for the trip. This will aide in expediting the vouchers submitted for the travel. Using the brochure, the Travel Office will be reviewing the following information:

- Was lodging at the conference/event hotel? Does the brochure show the conference rate?

- If YES No Travel Exception Form is required if the amount exceeds lodging per diem for that locale. State funds cannot be used for any overage exceeding per diem, however an unrestricted FOP can be used for the overage amount.
- If NO A completed Travel Exception Form IS required if the lodging rate exceeds the per diem.
- If the lodging cost exceeds per diem and the conference rate, a completed Travel Exception Form is required.

- Were meals provided at the Conference?

- If YES Meal expense may not be claimed on the Travel Voucher.
- If the meal is shown as being provided in the brochure:
  - Continental Breakfast – breakfast per diem may be claimed if the meal provided was not sufficient.
  - If the traveler chooses not to eat the meal that is shown to be provided, an itemized receipt may be turned in for reimbursement, but may not exceed the per diem limit for the meal.



How do you tell how much leave time an employee has?

- **HR030 – Employee Current Leave Balances**; located in the Human Resources>Departmental Users>Web Leave Reports Folder.
- This report can be executed for the entire organization or for one employee.
- You can also drill down to the leave type (i.e. sick, vacation, etc.)

AFISM CLASS EVALUATIONS ARE NOW AVAILABLE IN SUMTOTAL

What does this mean?

The day after you complete a Training Class taught by AFISM, you should receive an email from AFISM 2 Know Requesting for you to complete an online evaluation (pictured below):

Dear ,

An evaluation for Property Inventory System Training which you attended on 5/25/2016 1:30:00 PM CDT, is available for you to complete. Your responses are anonymous. In order to access the evaluation, please go to SumTotal Class Evaluation
Please note that if you are not already logged into SumTotal, once logged in, you will need to follow the steps below to access the evaluation.

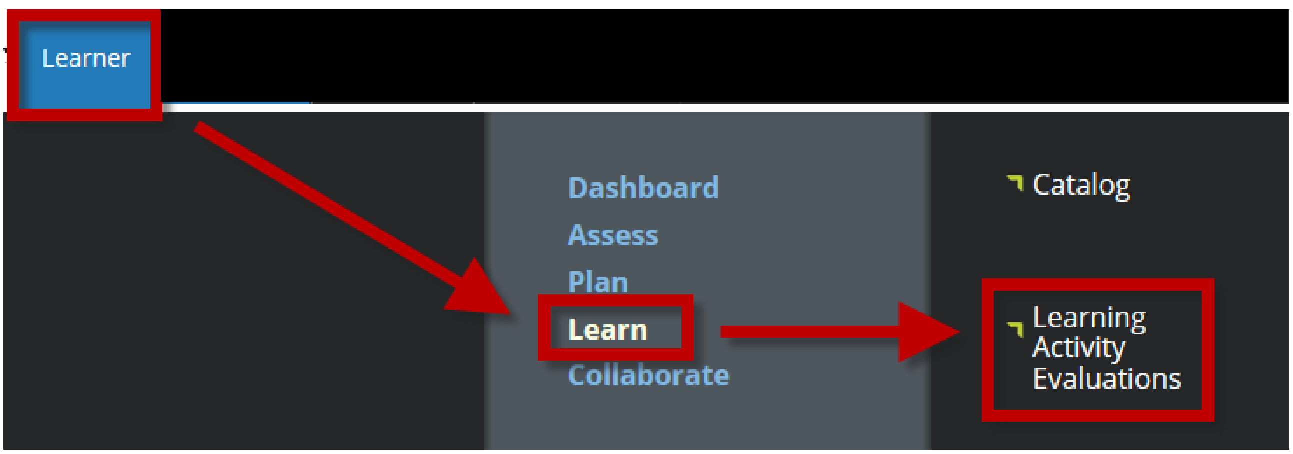
- Hover over the Learn tab
- Hover over Learn
- Select Learning Activity Evaluations, and then select the start button.

Please contact afism.2know@ttu.edu for questions or concerns.

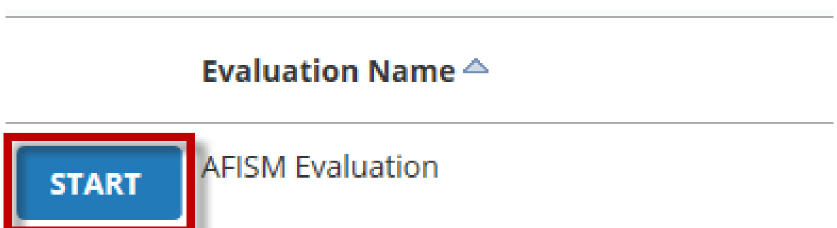
Thank you

TEXAS TECH UNIVERSITY
Administration & Finance
Information Systems Management

Once logged into SumTotal, hover over **Learner**>**Learn**> Click on **Learning Activity Evaluations:**



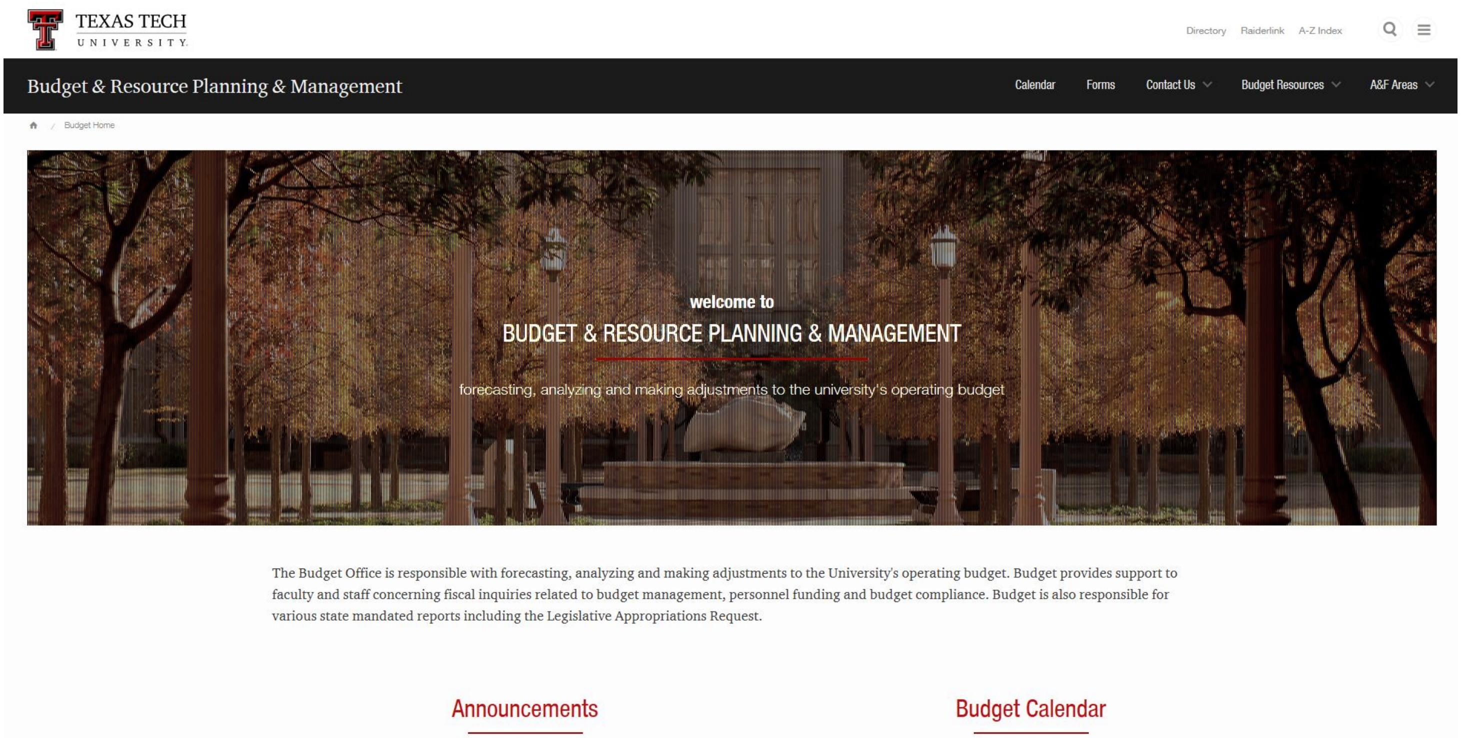
You should then see a blue **START** button to begin the evaluation. There are multiple choice questions at the top for overall effectiveness of the course and a comments section. The entire evaluation should only take about 3 - 5 minutes to complete. The evaluation will be available for 5 to complete. We thank you for your feedback.



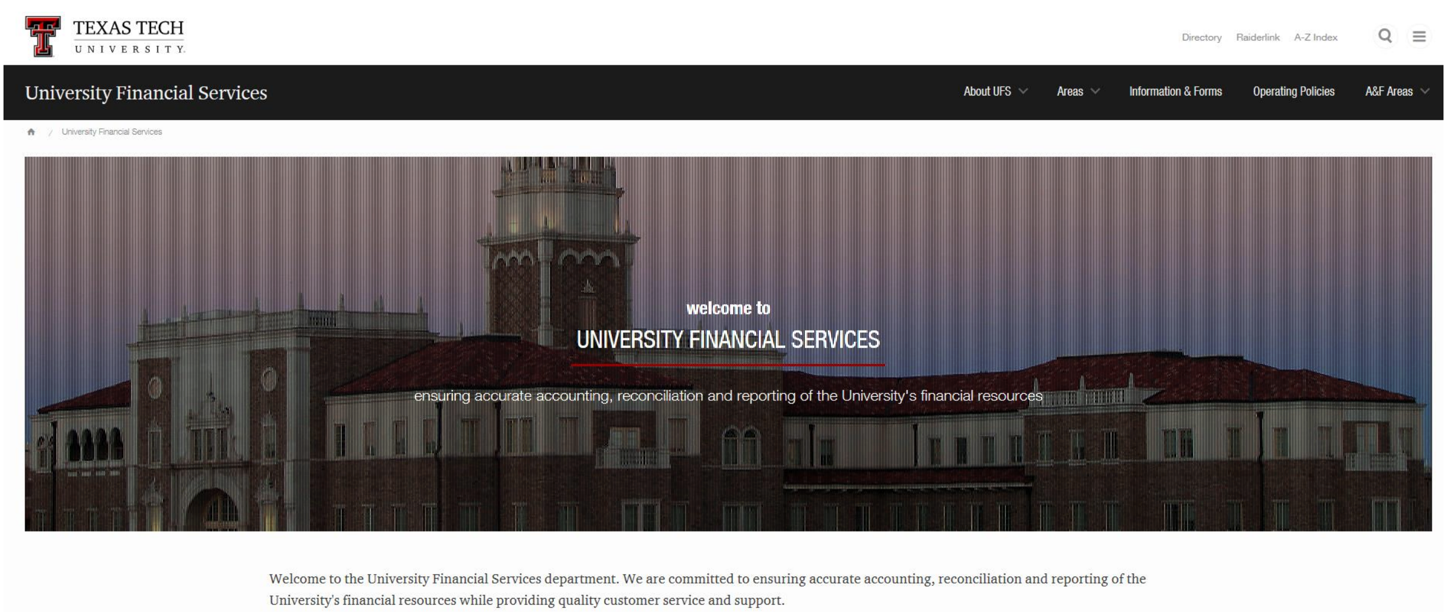
NEW WEB PAGES AVAILABLE

AFISM has been working with several departments to update their web pages. We are pleased to announce additional sites that are LIVE and available. Our new AFISM site is coming soon…

Budget & Resource Planning & Management: http://www.depts.ttu.edu/budget/



University Financial Services: http://www.depts.ttu.edu/ufs/



REPORT MODIFICATIONS

HR035 – Employee Search Report

What changed?

The report now reflects the **Job Title** instead of the Position Title. This eliminated an issue with re-classed positions.

HR117 – Departmental Fringes/Longevity Estimate Report

What changed?

We made a correction which showed some fringe amounts doubled if an employee has multiple pay codes.

NEW REPORT

FI333– Research Expenditures by Source

What are the parameters? (Asterisk denotes required)

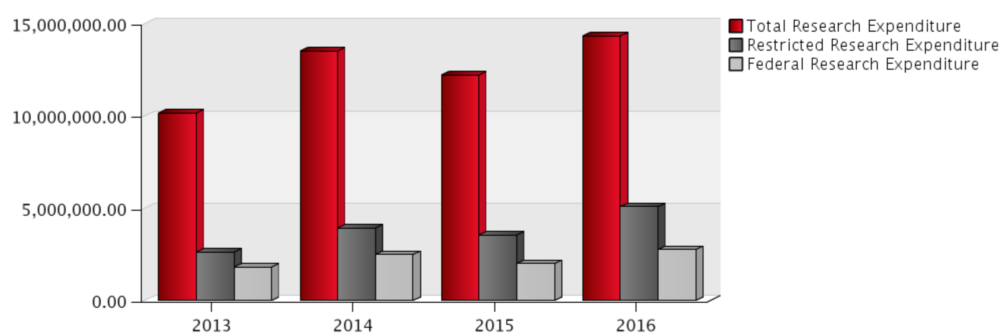
- Beginning Fiscal Year*
- Ending Fiscal Year*
- Fiscal Period*
- College

The report depicts the **Total Research Expenditures, Restricted Research Expenditures and Federal Research Expenditures** by Fiscal Year. This data is only available for closed periods.

This is a great high level view for Colleges to monitor and review three key metrics for TTU's research success.

Report: FI333

Texas Tech University
Research Expenditures by Source
Comparison by Fiscal Year through Fiscal Period 01 - September



	2013	2014	2015	2016
Total Research Expenditure	10,158,027.08	13,536,252.02	12,232,299.76	14,343,867.75
Restricted Research Expenditure	2,641,603.81	3,927,228.38	3,542,613.53	5,081,931.36
Federal Research Expenditure	1,810,902.58	2,506,605.46	2,005,968.67	2,759,667.13

ANNUAL PROPERTY INVENTORY CERTIFICATION REMINDER

When is the FY16 inventory due?

All Property Inventories must be completed and certified by the Property Custodian on or before **June 30th**. All training documents are available in the Property Inventory System under Help>TTU.

Need help or a refresher? Classes are available on the following dates, register through SumTotal:

- June 22nd
- June 29th

***These are the last 2 classes offered before the 2016 Certification due date.*

Need help understanding your role in the Property Inventory System?

We partnered with Property Management to create a **NEW** Quick Reference Guide. This is an *at a glance* view of what functions each role can perform in the system.

PROPERTY INVENTORY SYSTEM ROLES

	EDIT & SUBMIT INVENTORY	ENTER & SUBMIT OUTGOING TRANSFERS	APPROVE INCOMING TRANSFERS	CERTIFY INVENTORY
USER	✓	✓	✗	✗
DELEGATE	✓	✓	✓	✗
CUSTODIAN	✓	✓	✓	✓

This document is available through the Property Inventory System>Help>TTU> Property Inventory – Roles Quick Reference.

COGNOS SPOTLIGHT - DASHBOARDS

Operating Expense Dashboard Overview

Looking for an easier way to review key reports?

The Operating Expense Dashboard is designed to complement and complete the reports available in Cognos. Using this, you can see 5 reports at one time related to Operating Expenses. The data provided is for one Fiscal Period, providing a snapshot of a select data set.

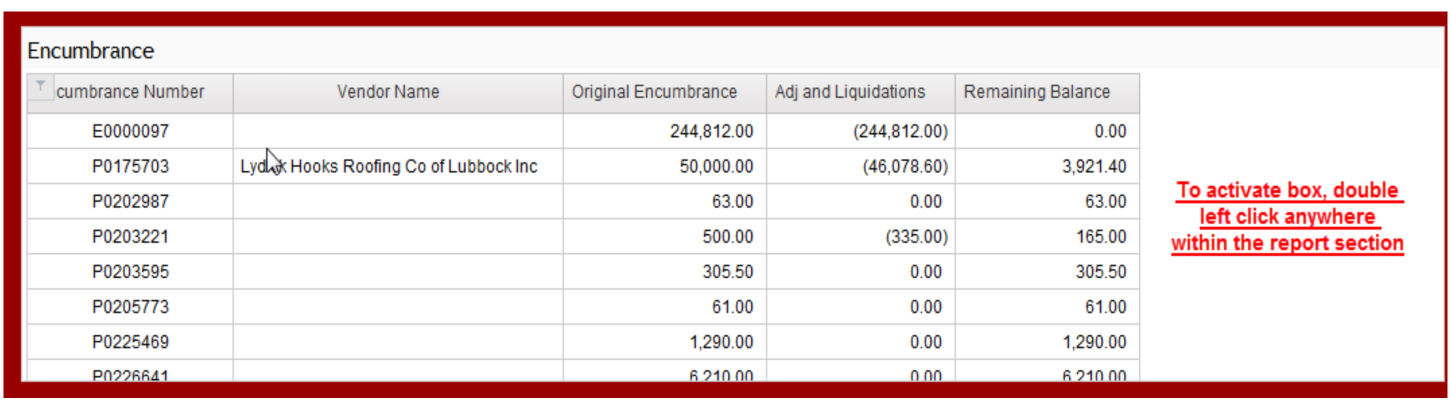
The dashboard is comprised of 5 sections of data**: Encumbrance, Blanket PO's, P-Card, PO Payments and Travel Payments.** The column titles reflect the same information as found in the Cognos reports. The dashboard allows viewing of all at one time.

To access the dashboard,start at the Home Page of Public Folders, select the link labeled "TTU Finance" TTU Finance . Within this folder, select the link labeled "Financial Dashboards" Financial Dashboards . The Operating Expense Report Dashboard is housed in the Financial Dashboards folder and appears as: DB001 - Operating Expense Dashboard Click on the link to access the parameter page.

Parameter Options are found at the top section of the dashboard. When the parameter page opens, you will find the Chart, Fiscal Year and Fiscal Period defaulted as shown below with yellow highlights. These can be modified using the drop downs provided. The Organization Code is required and will populate with the last Organization Code used. Both the Fund Code and Program Code are optional, allowing you to execute it at various combinations of the FOP. You may find the dashboard easier to use if you will enter a complete FOP rather than just an Organization Code.

Each section can be expanded to see all of the data.

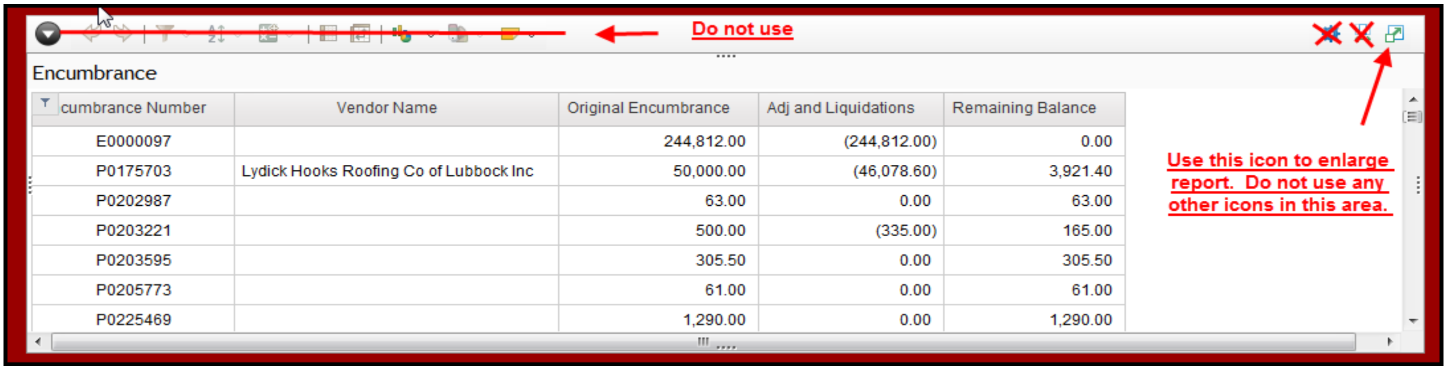
To activate a section in order to see the complete report, simply do a double-left click of the mouse anywhere within the report section:



Encumbrance

cumbrance Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance
E0000097		244,812.00	(244,812.00)	0.00
P0175703	Lydick Hooks Roofing Co of Lubbock Inc	50,000.00	(46,078.60)	3,921.40
P0202987		63.00	0.00	63.00
P0203221		500.00	(335.00)	165.00
P0203595		305.50	0.00	305.50
P0205773		61.00	0.00	61.00
P0225469		1,290.00	0.00	1,290.00
P0226641		6,210.00	0.00	6,210.00

The double-click action causes the options shown below to display. The only icon that should be used is the one with the arrow pointing to it in the screen shot below. Clicking on this “Maximizes the Widget”.

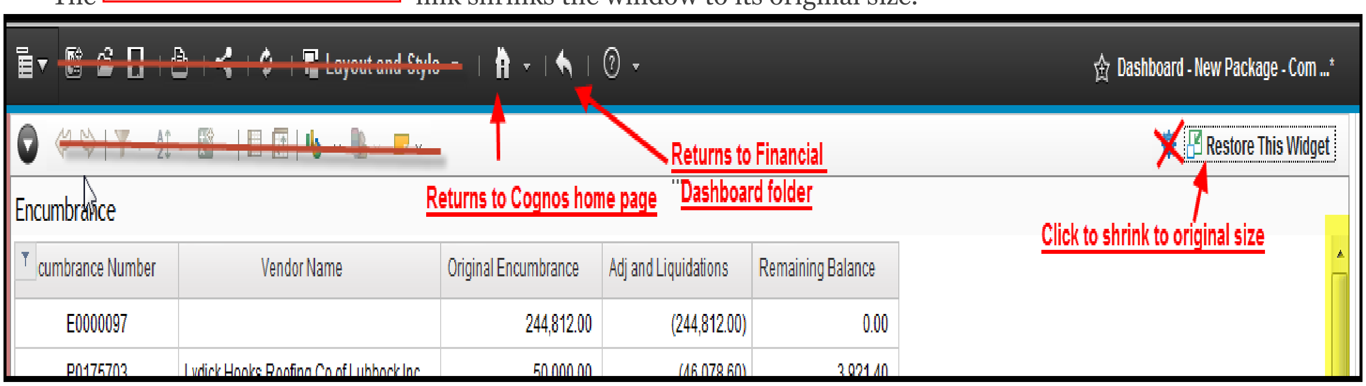


When the report (widget) is maximized , either a sliding bar is found along the right side to navigate through the data or page down and page up options exist to navigate through the data.

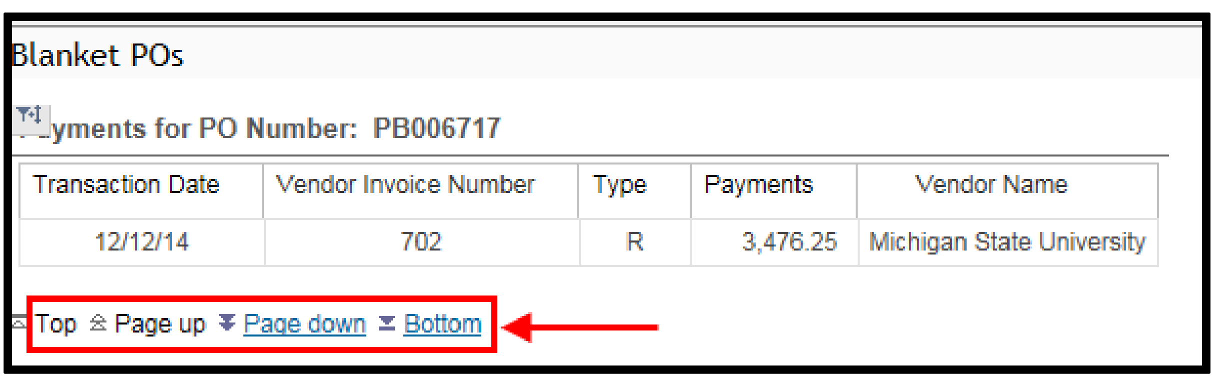
In the screen shot below, notice the yellow highlighted bar in the far right of the window. This is the slider bar that allows navigation of the report. Many of the icons found within an expanded widget should not be used.

Shown below are the three options that you should use:

- The Home Icon  returns you to the home page of Cognos,
- The curved arrow icon  returns you to the Financial Dashboard folder. A window displays requiring you to select **Leave This Page**.
- The  link shrinks the window to its original size.



The section below shows the links within the report display that allow you to page down. Notice in the lower left, the options: Top, Page up, Page down, Bottom. These links will be active only if there is more than one page to be displayed.



Open Encumbrance Section:

Provides Encumbrance Number, Vendor, Original Amount, Adjustments and Liquidations and Remaining Balance

- For more details, use a Cognos Report such as **FI030** or **FI026A**

Open Encumbrance

cumbrance Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance
P0374708	Armstrong Transportation Services	3,000.00	0.00	3,000.00
P0375078	Summus Staples	107.83	(51.29)	56.54
P0377846	Shimadzu Scientific Instruments Inc	4,480.00	0.00	4,480.00
P0378459	CDW Government Inc	330.21	0.00	330.21

Blanket PO Section:

View the details regarding the Original Blanket Order as well as payments made against the Blanket Order. The Remaining Blanket Amount displays within the top section. Remember that Blanket Orders do not encumber funds.

Blanket POs

iginal Blanket Order for PO Number: PB006717

Vendor Name	Order Date	Termination Date	Original Blanket Amount	Remaining Blanket Amount
Michigan State University	09/01/14		10,000.00	6,523.75

yments for PO Number: PB006717

Transaction Date	Vendor Invoice Number	Type	Payments	Vendor Name
12/12/14	702	R	3,476.25	Michigan State University

P-Card Section:

This section provides Pcard payment details. The Document ID is provided along with a description of the transaction and the amount paid for that transaction.

P-Card

ansaction Date	Document ID	Transaction Description	Transaction Amount
06/03/15	CT001807	0427SANCHE-LUNAMETRICS LLC	499.00
06/03/15		0420MCCLUR-CVS/PHARMACY #10521	3.96
06/03/15		0406ELLIS -COMPUTER PARTS USA LUB	70.00
06/03/15		0410CARSON-SKYVIEWS OF TEXAS TECH	56.14
06/03/15		0420MCCLUR-FEDEX 850125487669	16.99

PO Payments Section:

This section provides by Vendor, the payments made against Purchase Orders. Notice that both the Vendor Invoice Number a well as the Check Number are provided for each PO payment.

PO Payments

Vendor Name	Vendor Invoice Number	Document ID	PO Number	Transaction Amount	Check Number	Check Date	Check Amount
Aquaone Inc	718793/351829	IW158332	P0321179	8.00	!0547644	06/16/15	8.00
	718793/352077	IW158687	P0321179	13.00	!0550004	06/26/15	13.00
Cardinals Sport Center	O694789-01	IL157996	P0372793	77.50	26012598	06/16/15	77.50
Muthen and Muthen	54841	IK158068	P0378452	1,630.09	26012950	06/22/15	1,630.09
Possible Missions Fisher Scientific	4266778	V9292980	P0374675	6,406.00	!0549780	06/25/15	6,406.00

Travel Payments Section:

This section provides details by Trip Number, the amount spent on the various types of expense. If travel was completed on a PO, it will display within this report.

Travel Payments

ansaction Date	Doc Ref #	Encumbrance #	Transaction Description	Account Description	Amount
06/23/15	1518136		T0517_Washington_	TV OS Meals	16.68
06/23/15			T0517_Washington_	TV OS Public Transport Comm Airfare	437.79
06/23/15			T0517_Washington_	TV OS Public Transport Taxi Limo	4.72
06/23/15	1518140		T0517_Washington_	TV OS Public Transport Comm Airfare	751.10
06/17/15	1520535		T0512_Atlanta_	TV OS Public Transport Comm Airfare	257.20
06/18/15	1520816		T0531_San Jose_	TV Foreign Commercial Airfare	1,040.93
06/18/15			T0531_San Jose_	TV Foreign Other Authorized Travel	19.99

Contact Us:

AFISM
806-742-KNOW
afism.2know@ttu.edu
http://www.depts.ttu.edu/afism/