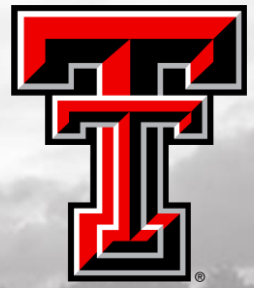# AFISM NEWSLETTER

MAY 2016

ATTENTION

FOR THOSE WHO TRAVEL ON FEDERAL & GRANT FUNDS:

- **Accounting Services is requesting electronic submission of receipts on Travel Vouchers for Federal and Grant Funds to be uploaded as ONE document instead of by expense type.**

- **This is for funds that begin with 21, 22 and 23.**

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

AFISM MAY & EARLY JUNE 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	Name
5/3	HR Reporting - Payroll Reports
5/3	Intro to Financial Transactions System (FiTS)
5/4	Xtender - Scanning and Indexing
5/5	EOPS: Employee One-time Payment System Overview
5/6	Financial Management 101: Introduction to the FOAP Codes
5/9	Finance Reporting Basics
5/10	All About HR and ePAF
5/10	TechBuy Shopper Training
5/10	Finance INB Navigation and Exercises
5/10 & 5/11	All About HR and ePAF -Session 1, 2 & 3
5/11	Summer ePAF Appointments
5/12	Budget Management and Revision
5/12	Financial Reporting - Budget Reports
5/12	Introduction to Cognos
5/17	Summer ePAF Appointments
5/17	Financial Reporting - Transaction Reports
5/18	Budget Prep Training
5/19	Financial Management 101: Introduction to the FOAP Codes
5/19	HR Reporting - Employee Appointment Reports
5/19	Xtender - Scanning and Indexing
5/19	Budget Prep Training
5/20	Budget Prep Training
5/26	Cognos Grant Reporting
5/26	Procurement Reporting in Cognos
5/30	HR Reporting - Payroll Reports
5/31	All About HR and ePAF
5/31	Introduction to Cognos
5/31& 6/1	All About HR and ePAF -Sessions 1, 2 & 3
6/1	Xtender - Scanning and Indexing
6/2	EOPS: Employee One-time Payment System Overview

Property Inventory

Did you know that you can certify your department's property inventory at any time in the fiscal year?

All inventories must be certified on or before **June 30th** for the 2016 fiscal year.

Need a refresher or have questions about the Annual Property Certification process?

We currently have classes available on the following dates:

- May 25th
- June 22nd
- June 29th

A representative from Property Management will be present for all classes to assist with questions.

REPORT MODIFICATIONS

F1233 – PRMO – Property Inventory Custodian Report

What does this report show?

This report displays the Custodian and Delegate within the Property Inventory System and the status of the Annual Property Inventory submission and certification.

What's changed?

The report Parameters were updated to reflect:

- Chart of Accounts
- Fiscal Year
- Department

XTENDER REQUESTS

Where do I go to request access for my new employees?

Below are updated instructions on how to request access to the Xtender Application:

- Visit this website: http://bit.ly/xtendersupport
- Fill out the **Summary** and **Description** fields (i.e. the Folder(s) needed, the eRaider username(s) and the level of access for each person).
- Click **Create**.

EAS will then contact the appropriate owner of each application (folder) and will email you information that:

- Your request has been approved and access has been set up, or
- Additional information is needed prior to granting access

In Xtender, what happens if a batch is scanned in, never indexed and the employee leaves?

- This batch will display as an *Orphaned Batch*. The content will stay there indefinitely until someone indexes it. This allows for another user to index and file away the information preventing anything from being lost.

NEW WEBSITES AVAILABLE

Over the past several months AFISM has partnered with different departments to enhance and re-design their web pages. We are pleased to announce that the Administration & Finance, Student Business Services and Accounting Services pages are currently LIVE and now available. The URL has not changed for any of these sites.

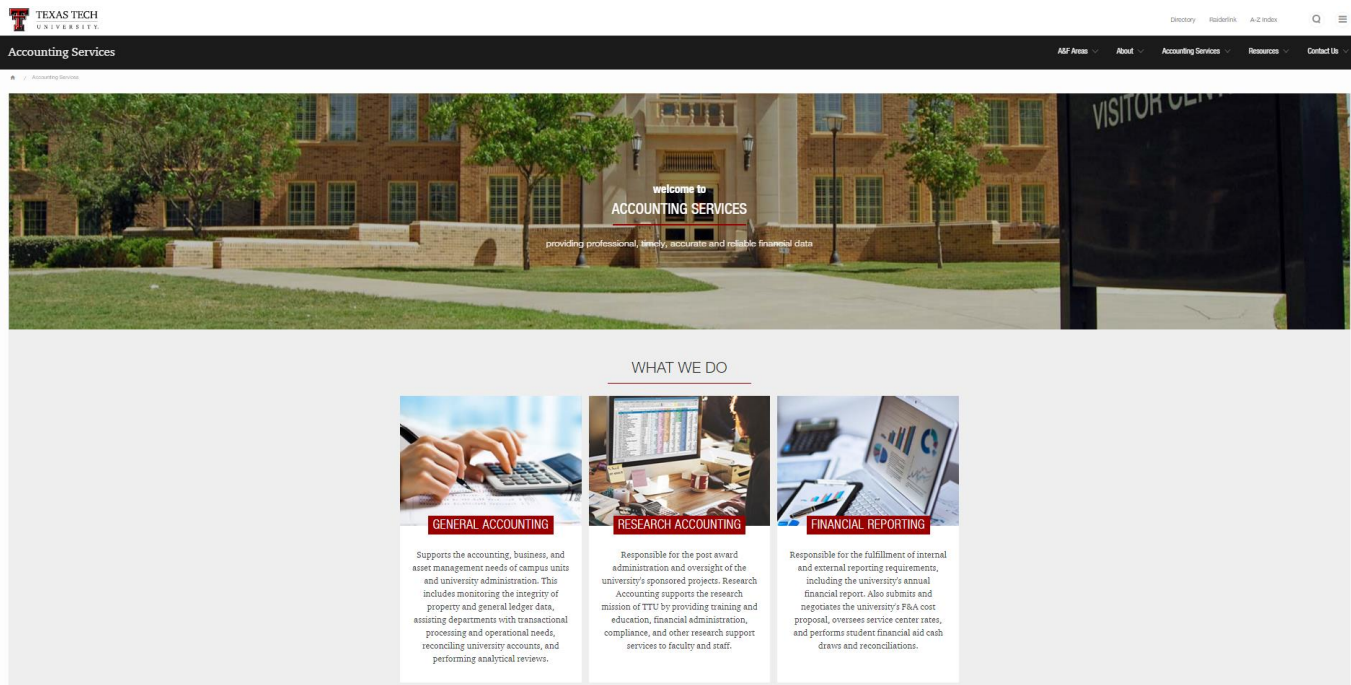Below is sneak peak at each home page:

Administration & Finance: http://www.depts.ttu.edu/adminfinance/
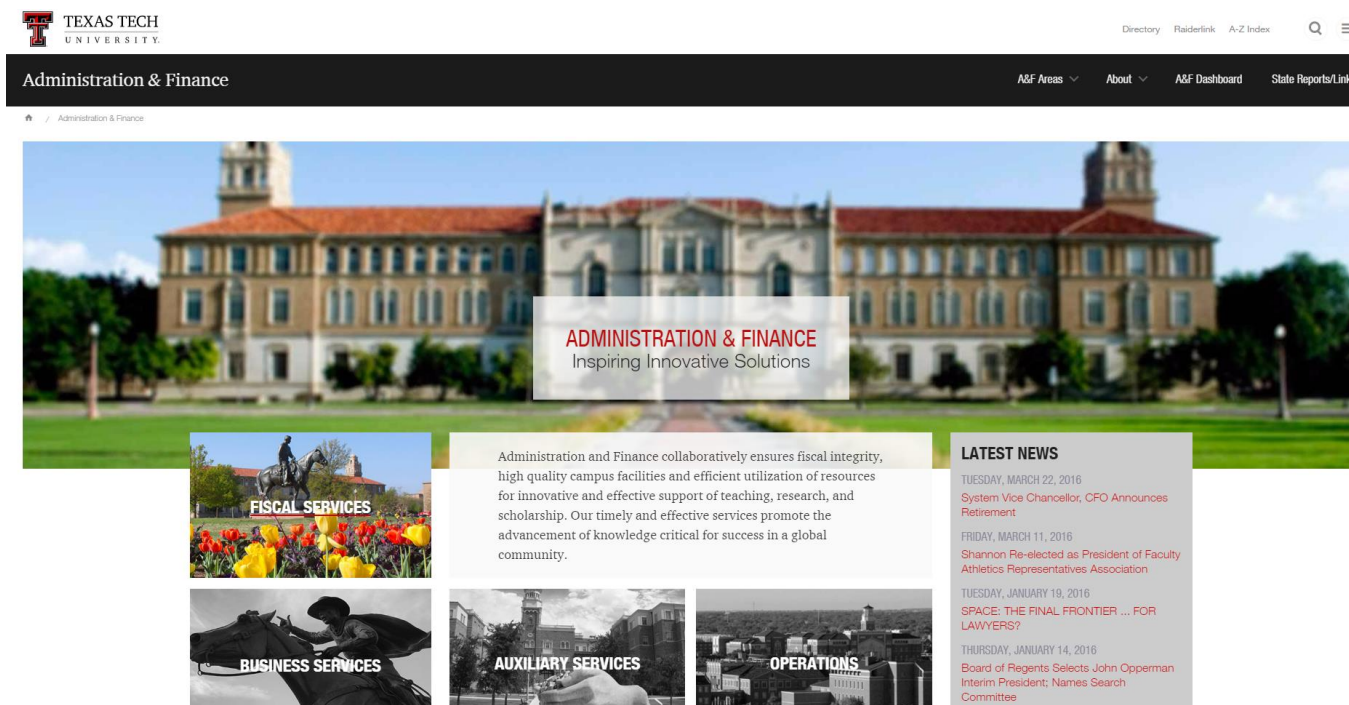
Student Business Services: https://www.depts.ttu.edu/studentbusinessservices/
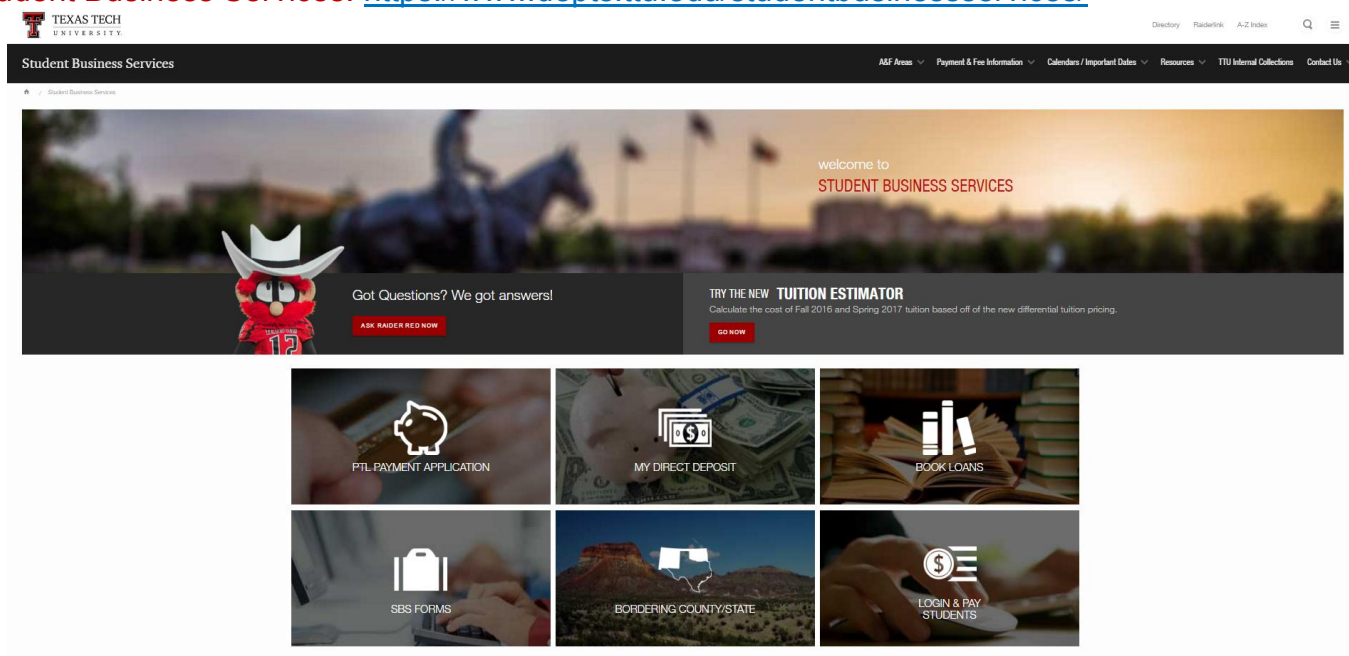
Accounting Services: https://www.depts.ttu.edu/accountingservices/

REPORT SPOTLIGHT

RPT_EARN_1– Fringe Estimate for Overloads

What does this report show?

This report is used to estimate the cost of fringes when an employee is going to be receiving pay for overload pay (i.e. Car Allowance, Additional Compensation, Cell Phone Allowance, etc.). The report is found in the Public Folder tab of Cognos with the Human Resource Folder>Departmental Users> **Position Reports**.
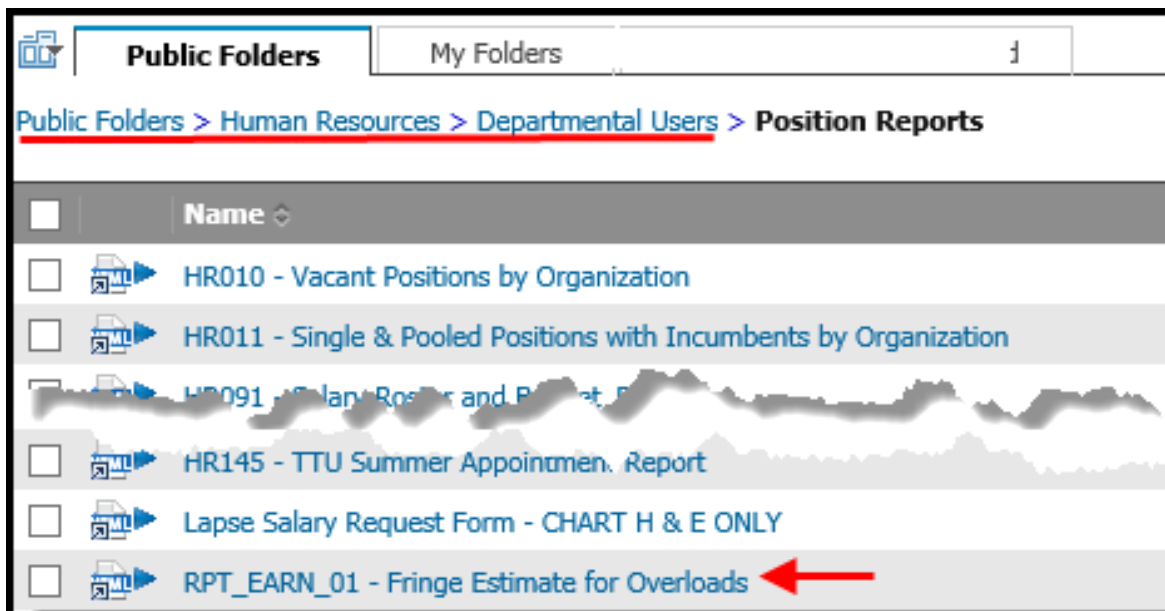
The parameter page has three fields:

- Chart of Accounts (required)
- Earn Code (optional)
- Annual Salary (required)

The report displays in two pages. The first page provides the total estimated fringe amount for the salary and earn code selected.

Fringe Estimate for Overloads

T - ADC - 12000.00

PTREARN CODE	PTREARN LONG DESC	FRINGE PCT	FRINGE AMT
ADC	Additional Compensation	15.95%	1,914.00

The second page of the report provides the details for the fringe amount by fringe expense type, rate and amount.

Earn Code Fringe Detail

T - ADC - 12000.00

PTREARN CODE	PTREARN LONG DESC	PTRBDPL BDCA CODE	PTRBDPL DESC	FRINGE RATE	FRINGE AMT
ADC	Additional Compensation	T02	Deduct/Matching	6.80%	816.00
ADC	Additional Compensation	X01	FICA Medicare Hosp Ins	1.45%	174.00
ADC	Additional Compensation	X02	FICA OASDI	6.20%	744.00
ADC	Additional Compensation	ZTL	TTU Lump Sum Vacation Pool	1.25%	150.00
ADC	Additional Compensation	ZTW	TTU Workers Comp Insurance	0.25%	30.00
Overall - Total				15.95%	$1,914.00

BUDGET PREP CLASSES COMING SOON…

Need to attend a Budget Prep Class?

The opening date to enter next year's budgets has been _tentatively_ set for Friday afternoon, May 20th. Watch for additional announcements or review the Budget Announcements on RaiderLink A&F Work Tools.

**No new resources are being prepared for this year's classes.*

Review for experienced budget preparers will be presented at the **May 5th Administrators Group Meeting**.

Budget Prep Training Classes are for new administrators who will prepare and submit budgets for the first time, and can be attended by experienced administrators as a refresher. This training session is a presentation of Salary Planner and Budget Development, the two online applications used to prepare and submit budgets:
- Salary Planner is the human resources application used to verify employee and position salary information that automatically updates Salary Budget Pools 6A1, 6A2, and 6A4 for FY17.
- Budget Development is the finance application used to edit and submit annual budgets for next year.
- **Registration is open for Budget Prep Training through SumTotal:**
  - **Wednesday, May 18th, 2-4 pm**
  - **Thursday, May 19th, 2-4 pm**
  - **Friday, May 20th, 9-11 am**

Workshops to meet with Budget Analysts: The schedule in SumTotal is _tentatively_ set to open for registration on May 18th, with daily workshops beginning on Monday, May 23rd.

- Questions about Budget Prep Training may be directed to the AFISM Resource Center, afism.2know@ttu.edu , or 742-5669.

- Questions about the Workshops or Budget Prep entry may be directed to the Budget Office at ambud@ttu.edu or 742-3228.

AFISM CLASS EVALUATIONS ARE GOING DIGITAL

What does this mean?

AFISM has been partnering with HR to create online class evaluations through SumTotal. We are currently working to make the transition and they will be COMING SOON!

Contact Us:

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