

AFISM NEWS

In this issue:

- August Class Schedule
- Class Spotlight— HR Reporting Employee Appointment Reports
- AFISM Training Updates
- Report of the Month—HR030 Employee Current Leave Balances
- Discontinued Account Codes
- The Question ?

AUGUST CLASS SCHEDULE

Class	Date
EOPS: Employee One-time Payment System Overview	8/3
Financial Reporting - Budget Reports	8/7
Finance INB Navigation & Exercises	8/8
Introduction to Cognos	8/8
Financial Management 101: Introduction to the FOAP Codes	8/9
Account Code Training for Expenditures	8/9
Financial Reporting - Transaction Reports	8/10
Budget Management and Revision	8/10
TechBuy Shopper Training	8/14
Travel Training for Travel Preparer	8/15
Xtender Scanning and Indexing	8/17
HR Reporting - Employee Appointment Reports	8/21
All About HR and ePAF	8/22
HR Reporting Payroll Reports	8/22
Cognos Grant Reporting	8/24
Procurement Reporting in Cognos	8/24
Introduction to Cognos	8/29
Financial Management 101: Introduction to the FOAP Codes	8/30
Account Code Training for Expenditures	8/30

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

AFISM Resources

Remember that AFISM provides a collection of documents and key reference materials to provide support and assistance for A&F related tasks and procedures. (<http://www.depts.ttu.edu/afism/resources/>)

AFISM also provides both Training Aids and an Online Tutorial for your assistance. Access these via the AFISM Training Website. (<http://kainz.ttu.edu/afism/training/>)





AFISM TRAINING NEWS

Class Spotlight

HR Reporting: Employee Appointment Reports

This class provides a review of reports that are used to provide information to departments about Employee Appointments. The class provides some opportunity to execute these reports in a hands-on environment. During this class you are introduced to the terminology that is used within the reports, the purpose of each report and how to use the information they provide to support business needs and processes.

To enroll into this class you must have completed the following:

- ⇒ All About HR and ePAF
- ⇒ Introduction to Cognos Reporting

Training Updates

Finance Reporting—Budget Reports

This class has been restructured to provide better learning opportunity for those attending. During this class, a Budget Report is broken down by section—Additions (Revenue) and Deductions (Expenses) with a complete review of the types of entries that will be found in each. Following the section by section review, each person attending will have opportunity to use the Budget Reports that are used most often by campus to view data for their FOPs and ask questions regarding that data. There is also a question & answer section where attendees use reports provided and answer questions regarding the data they provide.

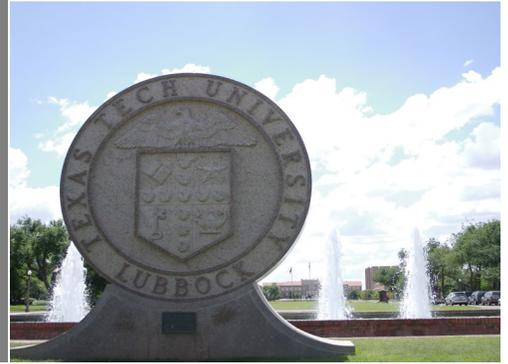
Finance Reporting—Transaction Reports

This class has been restructured to mirror the changes made to the Budget Reports class described above. The learner will be introduced to terminology used within the transaction reports and will review each section of the report, revenues and expenses, by event type. Following the review, each attendee will have opportunity to use two transaction reports to look at data related to their department. The class ends with a hands-on practice using reports provided to answer questions regarding the data within them.

Report of the Month

HR030—Employee Current Leave Balances

View leave balances by leave type(s) by Organization or by Person



The HR030 Report is designed to provide you current information regarding Leave Balances for your employees. You have the option to execute this by the Organization or for a specific employee. Also provided is the option to choose, if executing by Organization, the status of the employee. The final parameter requires that the Fiscal Year be selected. If Current Fiscal Year is selected the report will provides Current Leave Balances. For Prior Year selection, the leave details are given. The report features drill through option providing data regarding the effective date the leave was taken.

The parameter page is shown below. If Organization is entered, choose employee status if desired. If executing by employee, search on last name of that person. For both options, you must choose the FY option, either current year or a prior year.

Texas Tech
Employee Current Leave Balances

To see balances for the entire organization - enter org code.
Please enter a Organization Code: (Optional)

Select employee status:

→ ▼

OR

To see Balances by Employee, search by employee last name. To select that employee click on their name in the Choice box.

Select the Employee Name: (Optional)

Keywords:
Type one or more keywords separated by spaces.

[Options](#) ▼

Choice:

[Deselect](#)

→ Select the Current Fiscal Year to view Current Leave Balances or Prior FY to view Prior FY Leave Details:

* ▼

Texas Tech
Employee Current Leave Balances

Choose the Leave Type:

- ADOG - AsistDog
- BLDO - DonBlood
- BMTL - BoneMaro
- CASA - CASA
- FFEM - Fire/EMS
- FOSP - FosParnt
- FUNE - Funeral
- HCMP - HolComp
- JURY - JuryDuty
- MELF - MilEmerF
- MELV - MilEmerS
- MILL - Military
- NOPL - NoPay Lv
- ORDL - OrgDonor
- REDC - RedCross
- SELA - SrvExcel

[Select all](#) [Deselect all](#)

The second parameter page (shown to the left) allows selection of Leave Type that you desire to see balances for. The most common choices are vacation and sick leave.

The report is shown below. The report sorts by employee R-number and name if executed at the organization level. For each employee their current status with description I provided. The leave type is provided followed by beginning balance when the year began, the leave accrued during the year. The amount of leave taken and the ending balance available. The banked hours is allotted to new employees who will have 8 banked hours but cannot use them until they have been an employee for 6 months.

The active link within the Leave Type column allows you to drill down to see the entries made related to that type of leave.

Report: HR030 Texas Tech 07/24/17
Employee Current Leave Balances

Home Organization: C11000 - Admin and Finance Info Systems Mgmt

Employee ID	Employee Name	Employee Status	Employee Status Description	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours(Not Available for use)
R0082	[Name]	A	Active	SICK - Sick	150.50	80.00	29.00	201.50	0.00
		A	Active	VACA - Vacation	70.50	93.00	33.00	130.50	0.00
R0092	[Name]	A	Active	SICK - Sick	287.80	52.80	45.00	295.60	0.00
		A	Active	VACA - Vacation	121.25	67.20	35.00	153.45	0.00
R0052	[Name]	A	Active	SICK - Sick	0.00	80.00	80.00	0.00	0.00
		A	Active	VACA - Vacation	48.00	100.00	123.00	25.00	0.00



Discontinued Account Codes

Accounting Services has discontinued the Prepaid Asset Account Codes. These are the account codes that were used to record down payments or partial payments for an asset that will be shipped or received at a later date. These codes have been removed from Texas Tech's Account Code list. They are:

- ◇ **7J0029** Prepaid Furniture/Equipment
- ◇ **7J0039** Prepaid Computer Equipment
- ◇ **7J0059** Prepaid Computer Software
- ◇ **7J0099** Prepaid Telecomm Equipment

The Question ?

How do I give access to departmental folders within Xtender?

You request access to these folders by submitting a JIRA request. You will provide:

- Summary of your request for Xtender (name of folder, etc)
- Details of what you need assistance with in Xtender
- Use the Create button in the top banner to begin your JIRA Request. More instructions are available in the Xtender Training Document found at: <http://kainz.ttu.edu/afism/training/class/xtender-scanning-indexing/> Jira is accessed via: <https://jira.texastech.edu/>

Create Issue

Configure Fields

Project ^{*}

Issue Type ^{*} ?

Some issue types are unavailable due to incompatible field configuration and/or workflow associations.

Summary ^{*}

Priority ?

Component/s ^{*}

Start typing to get a list of possible matches or press down to select.

Description ^{*}

Style | B | I | U | A | ^aA | | | | | | + |

Please Grant Access to (provide folder(s))

To: Provide Name, R#

Provide type of access desired: Options are Browser, Update, Master

Need our Services?

AFISM is here and eager to support the growing data and technology needs of the University. Our services include training, report writing, data delivery, data presentation, web development, and much more. Should you have any questions of how AFISM might assist your department, please do not hesitate to reach out.

Contact Us

Afism.2know@ttu.edu

742-5669

Visit us on the web:
<http://www.depts.ttu.edu/afism/>

Did You Know?

Phishing emails aimed at obtaining your user name and password have been found in some TTU email accounts. **Please disregard** any emails in which someone asks you to authenticate or verify something using your TTU credentials.

