

# AFISM NEWS



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## End of Year Reminders:

- All fiscal year 2017 transactions must be submitted to the appropriate financial office with approvals by Wednesday, Sept 6th at 5:00 p.m.
- Financial Systems will be unavailable on Monday, Sept. 11th, to run system fiscal year-end closing processes. Cognos will be available. Questions should be directed to the appropriate financial office
- FY 2018 accounting period 01 opened on September 1, 2017.
- Month end close occurs at 5:00 pm on the 10th of the following month.
- FY 2018 data is not visible in Cognos until after 09/11 closing.

## Texas Tech Mobile

- Install Texas Tech Mobile by visiting either the iTunes or Google Play store on your mobile device and searching for Texas Tech Mobile. Select Texas Tech University from the “My Institution” link on the actions menu once installed.
- The Texas Tech University Mobile application can be used with the iPhone, iPad and Android



**Directory**— Search by first and last name for phone numbers, email addresses, and office location for Texas Tech University student, faculty and staff.



**Campus Map** -Navigate around Texas Tech University’s campus by searching for buildings, houses and offices. The map displays the location and has zoom and scroll features. It allows for browsing by building types.



**News** -Browse Stories from TechAnnounce, the Daily Toreador and Texas Tech Today. You can share articles using email, Facebook or Twitter.

Other features of the Texas Tech Mobile app include: Searching for open classes or checking your registration, locating a place to dine, easy access to important emergency contact information, Keep up with Athletics schedules, scores, and your favorite sports.

## What campus says about Texas Tech Mobile:

*“Great App”*

*“Cool app with great functionality”*

*“This app is useful”*



# CLASS SPOTLIGHT

## Budget Information

Budgets maybe budgeted at the FOP level or FOAP level.

- ♦ FOP Budgeted—Expenses can occur from any budget pool as long as funds are available
- ♦ FOAP Budgeted—Funds must exist in the appropriate budget pool prior to spending them.

Budget Revision System is used to:

- ♦ Adjust Expense Budget within a Fund
- ♦ Adjust Fund Balance
- ♦ Change a Revenue Budget
- ♦ Transfer Budget between Funds



## Finance Reporting—Budget Reports

This class is designed for those who will be using Cognos to monitor the Budgets for their FOP(s). A review of financial systems, processes and terminology is provided during this session.

Budget Reports are broken down by section and by budget pool within each section. Discussion is provided on how to use the data within the report to support decision making.

A review of the two most frequently used budget reports is provided, allowing for hands-on practice executing these reports and reviewing the data. Those attending are asked to bring a list of the FOP(s) they manage to allow them to review data for their organization.

*Did You Know?*

**FI121 A—Fund Balance Summary Report** is available to assist Fund Managers in determining the amount of Fund Balance (also called carry forward) that is available to move from Fiscal Year 2017 to Fiscal Year 2018. Though this report shows a “Default Organization”, remember that it is to the discretion of the Fund Manager regarding which Organization will receive the Fund Balance. The Budget Revision System is used to move the Fund Balance forward. It is up to the department to review this report and take necessary action.

## AFISM's September Class Schedule

Class	Date
Travel Training for Travel Preparer	9/5
Xtender - Scanning and Indexing	9/5
EOPS: Employee One-time Payment System Overview	9/7
Finance Reporting Basics	9/7
Financial Reporting - Budget Reports	9/11
Financial Reporting - Transaction Reports	9/12
Finance INB Navigation and Exercises	9/12
TechBuy Shopper Training	9/12
Financial Management 101: Introduction to the FOAP Codes	9/13
Account Code Training for Expenditures	9/13
Budget Management and Revision	9/14
HR Reporting - Employee Appointment Reports	9/18
All About HR and ePAF	9/21
HR Reporting - Payroll Reports	9/19
Cognos Grant Reporting	9/25
Procurement Reporting in Cognos	9/26
Xtender - Scanning and Indexing	9/26
Financial Management 101: Introduction to the FOAP Codes	9/27
Account Code Training for Expenditures	9/27

**Financial Management 101—Introduction to the FOAP Codes** gives the learner an overview of TTU's financial Structure and is the gateway to key terms and terminology for other trainings. It is a pre-requisite for these classes:

- TechBuy
- All Cognos Reporting Classes related to Finance
- Finance INB Navigation & Exercises
- Budget Management & Revision

If you have questions about any of our classes, please contact us at [afism.2know@ttu.edu](mailto:afism.2know@ttu.edu) or by phone at 806.742.KNOW

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

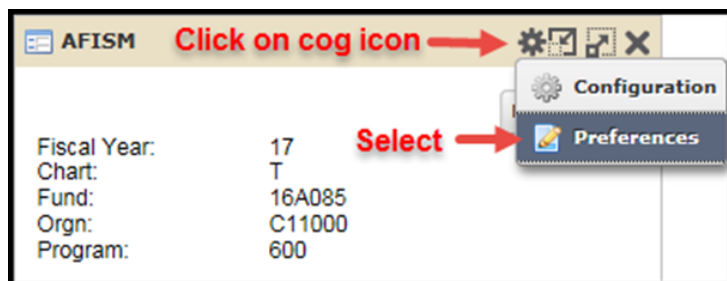
On your RaiderLink 'A&F Work Tools' tab, you will find AFISM's links to additional learning resources:

- ◆ Knowledge Base –a data base of frequently asked questions about different business operations
- ◆ Resources –a file of job aids for different business procedures
- ◆ AFISM Training Website –The online catalog of classes and class materials (where you found this checklist)
- ◆ SumTotal (Register for Classes) –an application for class enrollment/cancellation, and your personal training schedule and transcript. This application is used by departments other than AFISM for university-wide classes.

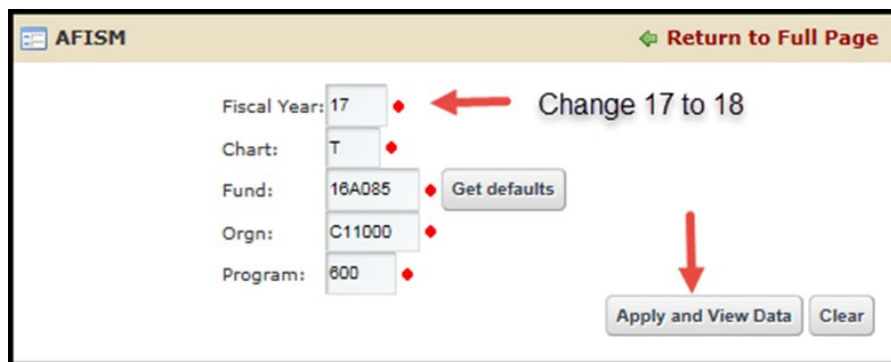
## UPDATE YOUR AVAILABLE BUDGET TAB TO FY 18

To see the new fiscal year data, you have to update your Available Budget Tab. Below are instructions for updating your portlets. You will need to repeat this for each portlet you have set up.

- Click on your Available Budget Tab
- Click the **gear** icon
- Select **Preferences**



- Replace the 17 with an 18 within the **Fiscal Year** field
- Select **Apply and View Data**



### Available Budget Tab Reminders:

- ◆ This displays the expenditure budget for the FOP entered
- ◆ The YTD Activity column shows the summary amount of all year-to-date expenses
- ◆ The Commitments column shows all open encumbrances ( P0's, Travel Encumbrances, General Encumbrances or Salary Encumbrances).
- ◆ Non-encumbered expenses like Pcard, Blanket Purchase Orders, Fringes and Longevity, Student Salaries are not considered in the Available Budget Tab.
- ◆ FY 2018 data is not available until after close of business on 09/11.

## COGNOS REPORT OF THE MONTH

### FI002—Revenue Expense Budget Pools by FOP

This report provides a summary view of the revenue and expense activity for a FOP at the budget pool level. Use this to see the revenue budgeted vs. actual and the expenses budgeted vs. actual. The balance of the FOP is displayed at budget pool level to provide a quick review of the status of each budget pool and for the FOP. You can also choose to see what the budget would look like if Fringes, Longevity and Student Salaries were encumbered.

User must select: Chart of Account, Fiscal Year (beginning and ending) and Ending Fiscal Period and if only actual encumbrance are displayed or if Fringes, Longevity and Student Salaries are displayed as if encumbered.

Report: FI002

Texas Tech University  
Revenue Expense Budget Pools By FOP

02/19/15

Select the Chart of Accounts:  
Chart of Accounts

Select Beginning Fiscal Year:  
Fiscal Year to Begin Report

Select Ending Fiscal Year:  
Fiscal Year to End Report:

Select Ending Fiscal Period:  
Fiscal Period to End Report

Fund Manager  
Select the Last Name of a Fund Manager:  
(search by last name for best results)  
Keywords:  
Type one or more keywords separated by spaces.

Options ▾  
Choice:  

Deselect

Organization Manager  
Select the Last Name of an Organization Manager:  
(search by last name for best results)  
Keywords:  
Type one or more keywords separated by spaces.

Options ▾  
Choice:  

Deselect

Enter Fund:

and/or

Enter Organization

and/or

Enter Program

\*\*Choose Desired Output \*

☒ Display only those expenses actually encumbered  
☐ Display Fringes, Longevity, and Student Salaries as if encumbered

Data will not be available for FY 2018 until after 09/11, following FY 2017 closing. The report output is shown on the following page

## FI002—Revenue Expense Budget Pools by FOP

Report: FI002

Texas Tech University

Revenue Expense Budget Pools By FOP

For Period Beginning September 1, 2014 and Ending August 31, 2015

02/19/15

Return to Prompt

Fund: 16C106  
ADIA Houston Architecture

Orgn: B52000  
Architecture

Prog: 100  
Instruction Expense

Fund Manager: Vernooy, David A.  
Orgn Manager: Smith, Gary W.

Additions

Budget Pool	Budget Pool Description	1 Budget Original	2 Budget Adjustment	3 Budget Current	4 Rev/Exp Actual	Exp Encumbrance	6 Rev/Exp Total	7 Fav Unfav
5A0	TF Tuition Budget Pool	0.00	0.00	0.00	(360.00)	0.00	(360.00)	(360.00)
5A1	TF Fees Budget Pool	14,000.00	0.00	14,000.00	9,765.00	0.00	9,765.00	(4,235.00)
5Z8	Budget Code Fund Balance	0.00	12,740.57	12,740.57	0.00	0.00	0.00	0.00
Additions - Total		14,000.00	12,740.57	26,740.57	9,405.00	0.00	9,405.00	(4,595.00)

Reductions

Budget Pool	Budget Pool Description	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	5 Exp Encumbrance	Rev/Exp Total	Fav Unfav
6A1	SW Faculty Salaries Budget Pool	0.00	4,500.00	4,500.00	4,500.00	0.00	4,500.00	0.00
6A4	SW Other Salaries Budget Pool	0.00	8,000.00	8,000.00	399.20	0.00	399.20	7,600.80
6B4	FB Payroll Related Cost Budget Pool	1,094.00	0.00	1,094.00	752.50	0.00	752.50	341.50
6Z0	Budget Code Unallocated Salary 06	4,500.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00
7B0	TV In State Travel Budget Pool	50.00	0.00	50.00	63.00	0.00	63.00	(13.00)
7C0	MS Materials/Supplies Budget Pool	7,106.00	240.57	7,346.57	1,572.47	0.00	1,572.47	5,774.10
7H0	PR Print/Reproduction Budget Pool	1,250.00	0.00	1,250.00	150.00	0.00	150.00	1,100.00
7N3	OE Services Other Budget Pool	0.00	0.00	0.00	599.80	0.00	599.80	(599.80)
Reductions - Total		14,000.00	12,740.57	26,740.57	8,036.97	0.00	8,036.97	18,703.60
Overall - Total								

**Budget Original (1)** – This is the Annual Fiscal year budget that is approved by the Board of Regents when the budgets are created for the Fiscal Year.

**Budget Adjustment (2)** – The accumulated budget revision/changes since the start of the fiscal year and approval by the Board of Regents.

**Budget Current (3)** – This is the sum of the Budget Original plus or minus the Budget Adjustments that have occurred (if any).

**Rev/Exp Actual- (4)** This is the actual amount of revenue or expense that has occurred.

**Exp Encumbrance (5)** – This column represents outstanding purchase orders for materials or services not yet received and other outstanding commitments such as travel applications and payroll. An encumbrance is a way of reserving money to pay for these outstanding obligations.

**Rev/Expense Total (6)** - The combined total of the Rev/Exp Actual and Exp Encumbrance.

**Fav/Unfav- (7)** In the Additions section Fav means that more revenue has come in than budgeted, (Unfav) means that expected revenues have not been received. In the Reductions section, Unfav means actual expenses have been greater than budgeted and a money move may be necessary. Fav means that expenses are within the amount budgeted.





## 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](mailto:Afism.2know@ttu.edu)

**742-5669**

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



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for most efficient replies,  
rather than to individuals  
within AFISM

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