



AFISM NEWS

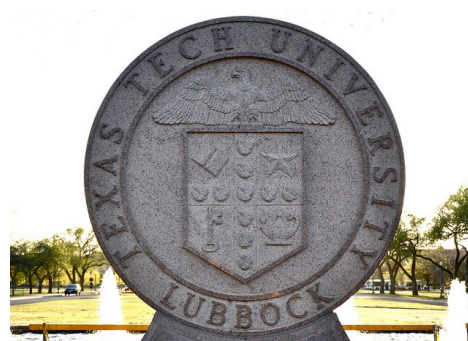
October 2018

| Class Name | Class Date |
|----------------------------------------------------------|------------|
| Financial Reporting Transaction Reports | 10/1 |
| EOPS: Employee One-time Payment System Overview | 10/3 |
| Financial Management 101: Introduction to the FOAP Codes | 10/4 |
| Xtender - Scanning and Indexing | 10/8 |
| Introduction to Cognos | 10/8 |
| TechBuy Shopper Training | 10/9 |
| Finance INB Navigation and Exercises | 10/10 |
| Account Code Training for Expenditures | 10/11 |
| HR Reporting - Employee Appointment Reports | 10/15 |
| All About HR and ePAF | 10/16 |
| HR Reporting - Payroll Reports | 10/16 |
| Travel Training for Travel Preparer | 10/18 |
| Xtender - Scanning and Indexing | 10/22 |
| Financial Management 101: Introduction to the FOAP Codes | 10/23 |
| Budget Management and Revision | 10/24 |
| Account Code Training for Expenditures | 10/25 |
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| Introduction to Cognos | 10/30 |

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



The Question ?

I receive a “User account does not exist” error when I try to register for a class in SumTotal, can you please help me?



The error indicates your account has not been set up in SumTotal so that you can register for trainings. This is because your employment paperwork (ePAF) has either not updated the system or has just updated on the current day. The normal automated procedure, once ePAF has updated will take overnight (sometimes a couple of nights) before your account is created in SumTotal and you can register for classes. Once your account is set up in SumTotal, you will not get this error.

For assistance, HR—Systems supports the SumTotal application. Contact by email hrrs.systems@ttu.edu or phone (806) 742-3851.

Need help with selecting classes?

Use the AFISM Training Checklist to efficiently create a training plan. It is found at this website:

<http://kainz.ttu.edu/afism/training/wp-content/uploads/2016/08/afism-training-checklist.pdf>



FI121 A—Fund Balance Summary Report

This 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 2018 to Fiscal Year 2019. 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 amount displayed in the last column “Uncommitted Balance” is the amount that is available to be rolled forward. The Budget Revision System is used to move the Fund Balance forward.

This report is found in Cognos > Team Content > TTU Finance > Fund Balance Reports > FI121A

Report: FI121A

Texas Tech University

Fund Balance Summary

For Period Beginning August 1, 2018 and Ending August 31, 2018

09/13/18

Fund Manager: - B51004

| Fund | Fund Description | Default Organization | Default Program | Beginning Balance | Revenues | Expenses | Ending Balance | Encumbrances & Reserves | Other Reserves | Uncommitted Balance |
|------------------------|-------------------------------------|----------------------|-----------------|-------------------|----------|----------|----------------|-------------------------|----------------|---------------------|
| 24G649 | Probiotic Ex Fd Adv Pet Food Safety | B51081 | 200 | 867.35 | 0.00 | 0.00 | 867.35 | 0.00 | 0.00 | 867.35 |
| 253468 | Food Safety Scholarship | B51081 | 800 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25F016 | Nutrition Physiology Foodsafety Sch | B51081 | 200 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 84A406 | ICFIE Fund for Excellence | B51081 | G10 | 217.65 | 0.00 | 0.00 | 217.65 | 0.00 | 0.00 | 217.65 |
| Fund Manager: - B51004 | | | | | | | | | | |
| Fund | Fund Description | Default Organization | Default Program | Beginning Balance | Revenues | Expenses | Ending Balance | Encumbrances & Reserves | Other Reserves | Uncommitted Balance |
| 18D060 | Sheep Goat Res Sales and Services | B51083 | 200 | 371.68 | 0.00 | 0.00 | 371.68 | 0.00 | 0.00 | 371.68 |
| 24A463 | B Rasor Livestock Judging Support | B51083 | 400 | 2,150.49 | 0.00 | 0.00 | 2,150.49 | 0.00 | 0.00 | 2,150.49 |
| 25A069 | Bill Rasor Livestock Judging Sch | B51083 | 800 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 |

Did You Know?

AFISM offers a class for “Budget Management & Revision”. This class is for department administrators who manage a budget(s) or who make budget adjustments and/or transfer funds. During this class you will review the annual process of TTU’s budget system with discussion about managing revenue budgets, salary budget pools and salary expenses not encumbered. The Online Budget Revision System that is used to enter and approve budget adjustments will be demonstrated, with a review of the 4 options for revising a budget.

Enrollment into this class is through SumTotal

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

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Visit us on the web:

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

AFISM Portal: <https://portal.afism.ttu.edu/jira/servicedesk/customer/portals>