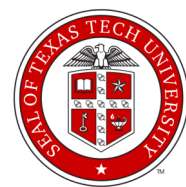


AFISM NEWS



December 2018

AFISM December Class Offerings

Class	Date
Cognos Grant Reporting	12/3
Financial Reporting - Transaction Reports	12/3
Financial Reporting - Budget Reports	12/4
Financial Management 101: Introduction to the FOAP Codes	12/4
EOPS: Employee One-time Payment System Overview	12/5
Procurement Reporting in Cognos	12/6
Travel Training for Travel Preparer	12/6
Introduction to Cognos	12/10
HR Reporting - Employee Appointment Reports	12/10
Finance INB Navigation and Exercises	12/11
TechBuy Shopper Training	12/11
HR Reporting - Payroll Reports	12/13
Budget Management and Revision	12/13
Account Code Training for Expenditures	12/14
All About HR and ePAF	12/18
Xtender - Scanning and Indexing	12/18

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

In This Issue

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- Did You Know?
- Holiday Schedule





AFISM Welcomes new Staff

Jody Leon joins AFISM as Section Coordinator

Jody is a west-coast transplant who has been teaching ESL for the past 14 years in Japan and Houston. Throughout her time in teaching English, she became more and more interested in teaching her students, colleagues, and occasionally her supervisors about technology. It started out as a way to help students, but resulted in her running seminars for fellow teachers on how to grade papers online, use QR codes, and add videos to PowerPoint.



When she saw the opportunity with AFISM to train people on how to use technology full-time, she jumped at it. You will soon be seeing her in some of the classes offered by AFISM.

When Jody is not at work, she enjoys cooking, bullet-journaling, traveling and keeping her houseplants thriving. She is new to Lubbock, so please make her feel welcome to both Lubbock and to TTU.



AFISM Training Checklist: Registering for AFISM Classes



Directory Raiderlink A-Z Index



AFISM Training

AFISM Website

AFISM Resources

Training Checklist

Upcoming Classes

AFISM Training

Planning your training schedule? Use AFISM's Training Checklist to guide you. It is accessed via AFISM's Training website <http://kainz.ttu.edu/afism/training>. Select "Training Checklist" as shown above.

This printable guide presents pre-requisite classes, followed by class groupings to assist you in creating an effective class schedule. It also provides a list of upcoming classes with the dates offered. It is recommended that you work with your supervisor to identify the classes needed based upon your job assignment. To aid in effective scheduling, the checklist highlights:

- **Pre-requisites**—these are classes that must be completed before registering for certain other classes. They are open for immediate registration
- **No Pre-requisite required**—these classes are available for immediate registration
- **Class Groups for certain job assignments**
 - TechBuy
 - Preparing ePAFs
 - Cognos Reports for Finance
 - Cognos Reports for HR and Payroll

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 various business procedures
- ♦ AFISM Training Website—The online catalog of classes and class materials
- ♦ 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

Report of the Month

FI319—College Designated Revenues

This report provides Designated Revenues by College. Funds included in this report are the 16C- ADIA Funds and 16K- Designated Funds. The report can be executed for more than one Fiscal Year, for the College(s) and / or Area(s) of choice.

The parameters used for the report below are Fiscal Year: 2019, College: B52 and Fund Type: Both ADIA and Designated Funds.

What does this report do?

The report shows the Designated Revenues by FOP within the College or Area selected. The first column identifies the College or Area, followed by the FOP(s) tied to the Designated Revenue Funds. A description of both the Fund Code and Organization Code follows. For each FOP the Fund Balance Budget is provided, followed by the Permanent Revenue Budget. The Total Revenue Budget is then shown. This is followed by Actual Revenue, Exemptions and Total Revenue. The final column shows the Permanent Expense Budget for the FOP. The summary row of the report gives the total by College or Area.

This report is found in the TTU Finance Folder > Departmental Reports > All Finance Reports > FI319– College Designated Revenues.

Report: FI319			Texas Tech University					11/20/1	
			College Designated Revenues						
			College / Area: B62 - College Visual and Performing Arts						
			2019						
			Fund Balance Budget	Perm Revenue Budget	Total Revenue Budget	Revenue	Exemptions	Total Revenue	Perm Expense Budget
B62 - College Visual and Performing Arts	16C065 - B62000 - 100	ADIA Visual Performing Arts - Visual and Perform Arts	14,615.68	0.00	14,615.68	0.00	0.00	0.00	28,530.00
	16C066 - B62001 - 100	ADIA Art - School of Art	6,970.51	0.00	6,970.51	0.00	0.00	0.00	0.00
	16K012 - B62000 - 100	College Visual and Performing Arts - Visual and Perform Arts	24,429.41	1,859,427.00	1,883,856.41	1,036,080.37	(65,443.50)	970,636.87	192,668.00
	16K012 - B62001 - 100	College Visual and Performing Arts - School of Art	33,194.75	0.00	33,194.75	0.00	0.00	0.00	553,607.00
	16K012 - B62002 - 100	College Visual and Performing Arts - School of Music	25,632.02	0.00	25,632.02	0.00	0.00	0.00	650,001.00
	16K012 - B62003 - 100	College Visual and Performing Arts - Department of Theatre and Dance	0.00	0.00	0.00	0.00	0.00	0.00	463,151.00
Total College →			104,842.37	1,859,427.00	1,964,269.37	1,036,080.37	(65,443.50)	970,636.87	1,887,957.00

Did You Know?

16C- (ADIA) funds are fees collected as authorized by the State to cover an academic department's instructional activities of the classroom; expenses in the allowable budget pools must be used for the specific purpose for which the fee was collected.

16K– Differential Tuition funds come from tuition collected above statutory amounts at rates set by the governing board for the effective operation of the institution.



Holiday Schedule

Winter Break ~ December 24~Dec 31

New Years Day ~ Jan 01

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>