AFISM NEWSLETTER

VIKRAM NALLA JOINS AFISM

Vikram will be working with AFISM as a Web Designer / Developer. His role is to design, develop, test and maintain websites and web applications in support of business requirements. Additionally, Vikram will be involved developing new systems and controlling interfaces between existing systems.

Vikram graduated in 2015 with a Master's Degree in Computer Engineering in Software Development. He has spent the last four years working both as a Web/UI developer and designer in various domains like Airlines, Healthcare, IT Services, etc. As a web developer and designer, he collaborated with several graphic designers in places such as Krakow, Mexico City, Bangalore and Melbourne, while maintaining clients in UK, Poland, Australia and the US.

In his spare time he likes to play chess and watch sports. We welcome Vikram to TTU and to Lubbock.

In This Issue

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- Summer ePAFS
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WELCOME TO AFISM TRAINING.

We make learning happen

Announcing Classes for Summer Term ePAF Appointments

For Summer School terms I and II, ePAFs have been crated to assist with the appointment procedures. Concerning faculty and / or graduate students appointments, this workshop provides an overview of the various employment situations that occur during summer terms I and II.

Choose from the following Presentations:

For New or Experienced Originators:

Classes are available for registration via the SumTotal Registration site:
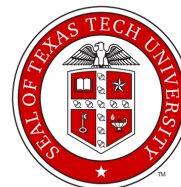
◊   Thursday, April 19

◊   Wednesday, May 30

Need Help?? Send your questions to AFISM.2Know@ttu.edu for most efficient replies, rather than to individuals within AFISM

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Training Schedule

Class Name	Class Date
Xtender - Scanning and Indexing	4/2
HR Reporting - Employee Appointment Reports	4/3
Account Code Training for Expenditures	4/4
EOPS: Employee One-time Payment System Overview	4/5
Cognos Grant Reporting	4/5
Travel Training for Travel Preparer	4/5
TechBuy Shopper Training	4/10
HR Reporting - Payroll Reports	4/1
Financial Management 101: Introduction to the FOAP Codes	4/11
Finance INB Navigation and Exercises	4/11
Budget Management and Revision	4/12
Financial Reporting - Budget Reports	4/16
Procurement Reporting in Cognos	4/17
Financial Reporting - Transaction Reports	4/17
All About HR and ePAF	4/17
Account Code Training for Expenditures	4/18
Introduction to Cognos	4/19
Summer ePAF Appointments	4/19
Xtender - Scanning and Indexing	4/23
Introduction to Cognos	4/23
Financial Management 101: Introduction to the FOAP Codes	4/25
Cognos Grant Reporting	5/1

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

Class Spotlight

Financial Management 101: Introduction to the FOAP Codes

Prior to attending Finance, Budget & Procurement classes, it is necessary to learn about TTU's financial structure.

This course provides an overview of the structure, codes, expenditure guidelines and available budget balances. It also introduces key concepts and terms for finance processes.

This class is a pre-requisite to many classes offered by AFISM.

Learning outcomes:

- Know purpose and use of FOAP codes
- Discover difference in funds, budgets and associated managers
- Learn terms and procedures related to Texas Tech's Finance Systems
- Review fiduciary responsibilities of financial managers

FI106—Valid FOP Report

This report is used to view all active FOP(s) for the hierarchical level selected.:

- View by Fund Category, Class or by Fund
- View by Organization Area, Section or by Organization
- View by Fund Manager
- View by Organization Manager
- View by Program Code within any of above options

This report is located in Cognos > Public Folders > TTU Finance > All Finance Reports

A screenshot of the report output is provided on the following page.

Report of the Month

Texas Tech University
Valid FOP Report

03/20/

Active Date: Mar 20, 2018
Fund Type: Non-Grant Funds
Org Section: B12AQ - Center for Active Learning

Fund	Fund Title	Orgn	Orgn Title	Prog	Prog Title	Fund Manager ID	Fund Manager Name	Orgn Manager ID	Orgn Manager Name	Effective Date	Termination Date
11A006	Departmental Operating Expense	B12036	CALUE	400	Academic Support Expense	R00514114	Sloan, Noel A.	R00911092	Justyna, Erin B.	09/01/13	
15A007	CUR Scholars Designated	B12036	CALUE	800	Scholarships and Fellowships Exp	R00911092	Justyna, Erin B.	R00911092	Justyna, Erin B.	09/01/06	
15A008	CALUE Soph Designated Sch	B12036	CALUE	800	Scholarships and Fellowships Exp	R00911092	Justyna, Erin B.	R00911092	Justyna, Erin B.	02/26/15	
15A052	Undergraduate Research Scholarship	B12036	CALUE	800	Scholarships and Fellowships Exp	R00911092	Justyna, Erin B.	R00911092	Justyna, Erin B.	09/01/08	
16A31...	...S Operating	B1203...	CALUE	400	...pport Expense	...	...tyna, Erin B.	...	...na, Erin B.	09/01/13	
....8	CALUE Plains Bridges Program	B12...	CALUE	300	Public Service Expense	R009...92	Justyna, Erin D.	...09...092	Justyna, Erin B.	09/01/15	
18B001	Indirect Cost Research Support	B12036	CALUE	200	Research Expense	R11555730	Heppert, Joseph A.	R00911092	Justyna, Erin B.	09/01/09	
18B002	Indirect Cost Research Incentive	B12036	CALUE	200	Research Expense	R11555730	Heppert, Joseph A.	R00911092	Justyna, Erin B.	09/01/06	
25F195	Dr Sarah Kulkofsky Scholarship	B12036	CALUE	800	Scholarships and Fellowships Exp	R00090640	Hughes, Patrick C.	R00911092	Justyna, Erin B.	09/01/12	
25F351	Kulkofsky Social Sciences Scholarsh	B12036	CALUE	800	Scholarships and Fellowships Exp	R00911092	Justyna, Erin B.	R00911092	Justyna, Erin B.	09/01/16	

The data within the report provides all FOPs for the Section selected in the parameter. Details include:

- **Fund with description**
- **Organization with description**
- **Program with Description**
- **Fund Manager and Organization Manager , including t R#**
- **Effective date of the FOP**
- **Termination date of FOP, if applicable**

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 at http://ww.depts.ttu.edu/afism/