

Vijaya Lakshmi Mandava Joins AFISM



Vijaya will be working with AFISM as a Report Author. Her role is to develop, test, analyze, and maintain reporting solutions in support of business requirements. Additionally, she will be involved with developing new systems and controlling interfaces between existing systems.

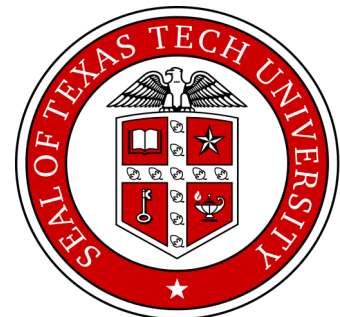
Vijaya graduated in 2014 with a Bachelor's degree in Computer Science and Engineering. She has four years of full-time Business Intelligence (BI) experience designing solutions to fit customer requirements. Three of those years were spent working for IBM, where she used SharePoint, contributed to AT&T APIs, and built reports with different BI tools. She worked as a consultant, report author, and software developer. She also enjoys challenges and adopting new techniques.

In her spare time, Vijaya loves to spend time with her family. She also enjoys traveling, cooking, and playing tennis. We welcome Vijaya to TTU and our team.

Xtender Upgrade is coming soon. See information on page 3 of this newsletter.

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- Introducing Vijaya Lakshmi Mandava
- AFISM April Class Schedule
- Xtender Upgrade is coming
- AFISM Classes Twice a month
- Need our Services?



AFISM April Class Schedule

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

Class Name	Date
Introduction to Cognos	4/1 or 4/15
TechBuy Shopper	4/2 or 4/16
All About HR & ePAF	4/2 or 4/16
Financial Reporting - Budget Reports	4/2 or 4/16
EOPS - Employee One-time Payment System Overview	4/3 or 4/17
Procurement Reporting in Cognos	4/4 or 4/18
Cognos Grant Reporting	4/9 or 4/22
Xtender Scanning & Indexing	4/8 or 4/22
Financial Reporting - Transaction Reports	4/9 or 4/29
Travel Training for Travel Preparer	4/9 or 4/23
Financial Management 101: Introduction to the FOAP Codes	4/10 or 4/23
Budget Management & Revision	4/11 or 4/24
HR Reporting - Employee Appointment Re-	4/11 or 4/25
HR Reporting - Payroll Reports	4/11 or 4/25
Account Coding for Expenditures	4/11 or 4/25
Banner 9 Finance Navigation	4/12 or 4/26
Summer ePAF Appointments	4/18

If you don't find the class you are looking for...

Refer to the list of Upcoming Classes found on the AFISM Training website at: <https://apps.afism.ttu.edu/training/class-schedule/>.

View a list of classes available for registration through SumTotal: <https://texastech.sumtotal.host/core/>

If the class is full when you attempt to register, you will be put on a wait list. If a cancellation occurs, you will be offered that seat.



Xtender Upgrade is Coming

The anticipated go-live date for the upgraded Xtender system is late in June. For you, this upgrade brings new and improved functionality as well as easier navigation within the system. It also has a new interface. Some of what you will experience with this upgrade includes:

- ◆ Drag and drop functionality to bring a document from the desktop into Xtender
- ◆ New user interface that supports fluid navigation and quick access to documents
- ◆ Quick access to links for managing batches, creating documents and querying.

AFISM-TRAINING-STUDENT

NEW QUERY

NEW DOCUMENT

NEW BATCH

MANAGE BATCHES

Saved Queries

Name	Created By
All R #	VGT915

Recently Created Documents

Document Title	Created Time	Created By
R77777777	2018-12-13 13:09:35	Jody Leon (jodleon)

TTUS Information Systems has asked AFISM to support this initiative by offering training in the upgraded system to campus prior to go-live. Watch for information regarding training in TechAnnounce and through email. When available, enrollment will be completed in SumTotal.



TEXAS TECH
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AFISM CLASSES

TWICE - A - MONTH

Starting in April, AFISM Classes will be offered twice each month, as an effort to assist employees to complete a list of classes in a shorter period of time. Since some new employees need to take the majority of AFISM's 20 classes, the Twice-a-Month schedule provides more opportunities to complete a list of classes.

In addition, AFISM provides a **Training Checklist** of classes (with descriptions, like a catalog of classes). The cover page lists **Pre-requisite** classes that might need to be taken soon, **No-prerequisite** classes that can be taken immediately, and **groups of classes** for certain job skills. With this information, it is easy to identify and prioritize the classes that need to be taken. Attached to the Checklist is a current **list of upcoming classes** with dates and times, making it easier to create a possible schedule without searching the online class schedule (the list is updated each month-end for the next two months). The Training Checklist can be found via **Raiderlink** at **A&F Work Tools > AFISM channel > AFISM Training Website > Training Checklist** (in the black AFISM Training banner at the top of the webpage).

As soon as a new employee arrives, download the Training Checklist, decide the best schedule for completing classes, and help the employee get to work sooner!

Pre-requisites: These classes must be completed before registering for certain other classes. They have no pre-requisite and are open for immediate registration. If needed, schedule pre-requisites first:

- Financial Management 101: Introduction to FOAP Codes (FIMGT101). This class must be completed before registering for certain Finance, Procurement, and all **Finance** Cognos Reporting classes.
- All About HR and ePAF (HREPAF01). This is a pre-requisite for all **HR** Cognos Reporting classes.
- Introduction to Cognos (COGRPT06). This class must be completed before registering for other Cognos Reporting classes.

No Prerequisite Required: These classes are available for immediate registration.

- Budget Prep Training (BDGPRP01): Only offered in May
- Citibank Procurement Card Training (PCARDH01)
- EOPS: Employee One Time Payment System Overview (EOPS001)
- Intro to Financial Transaction System: Online Training Module
- Property Inventory Online Training Module (PRINV100): Inventory is verified in the Spring
- Travel Training for Travel Preparer (TRVL001)
- Xtender- Scanning & Indexing (XTSCAN)



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>