AFISM News

Training for the Xtender Upgrade

AFISM is fully supporting current Xtender users with training and work aids during the transition to the new version of Xtender, which is scheduled to go-live on June 24th.

These sessions are for those who are currently using Xtender. They provide an opportunity to have hands-on training in the new system prior to it being released for campus use. During the session, navigation within the upgraded system is provided as well as opportunity to import and index documents in the system. New features are also introduced during the session.

Classes are now open for enrollment. Registration is completed via SumTotal by selecting the class titled "Xtender Upgrade".

For those who are new to Xtender, you will continue to register for "Xtender—Scanning & Indexing" until June 1, when training will only be for the upgraded version of Xtender.

A video library of the Xtender Upgrade is available via Raiderlink > A&F Work Tools > AFISM > Video Resources > Xtender Upgrade. http://www.depts.ttu.edu/afism/resources/video-resources/

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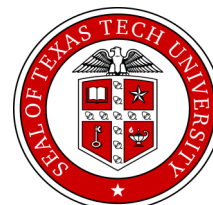
AFISM May Class Schedule

*__**Please note that class dates and times are subject to change__*

Class Name	Class Date
EOPS: Employee One-time Payment System Overview	5/1 & 5/13
Introduction to Cognos	5/2 & 5/14
Financial Reporting - Budget Reports	5/2 & 5/14
TechBuy Shopper Training	5/2 & 5/13
Financial Management 101: Introduction to the FOAP Codes	5/6 & 5/29
Cognos Grant Reporting	5/6 & 5/21
All About HR and ePAF	5/7 & 5/21
Account Code Training for Expenditures	5/9 & 5/31
HR Reporting - Payroll Reports	5/9 & 5/23
Xtender - Scanning and Indexing	5/10 & 5/20
Travel Training for Travel Preparer	5/13 & 5/20
Budget Management & Revision	5/14 & 5/30
HR Reporting - Employment Appointment Reports	5/14 & 5/21
Banner 9 Finance Navigation	5/15 & 5/29
Budget Prep Training	5/15 & 5/16
Procurement Reporting in Cognos	5/16 & 5/27
Financial Reporting - Transaction Reports	5/16 & 5/28
Summer ePAF Appointments	5/23

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.

May – The Month for Budget Prep

"Budget Prep" refers to the period for entering and submitting next year's budgets (FY20), tentatively starting May 20th.

Budget Prep Training classes are for new administrators who will prepare and submit budgets for the first time, and can be attended by experienced administrators as a refresher. This training session is a presentation of Salary Planner and Budget Development, the two online applications used to prepare and submit budgets:

• **Salary Planner** is the human resources application used to verify employee and position salary information that automatically updates Salary Budget Pools 6A1, 6A2, and 6A4 for the new budget year.

• **Budget Development** is the finance application used to edit and submit annual budgets for next year.

No new training resources are being prepared for this year's classes.

Timeline
- ♦ Budget Prep Training classes will open for registration in SumTotal soon.

- ♦ Class dates and times will be before Budget Prep opens for entry, tentatively on May 20th.

- ♦ Upper management will advise their reporting departments when those budget are due.

- ♦ A schedule of Workshops, times when budget preparers can meet with Budget Analysts, will open for registration in mid-May, with dates/times after the tentative May 20th opening date.

Questions about Budget Prep Training may be directed to the AFISM Resource Center, AFISM_2KNOW in Outlook, or 742-5669.

Questions about the Workshops or Budget Prep entry may be directed to the Budget Office at ambud@ttu.edu or 742-3228.

Questions about when budgets are due should be directed to your next level of management.

Report Updates

FI137— Open Encumbrance Multi-Year Report

A tree prompt has been added to the parameter page of this report. It supports the selection to view data at various levels of an Organizations' hierarchy: Division, Area, Section, Department, or Organization. Previously, the report could only be executed at the Organization level which required multiple runs in order to get data at a higher level or for multiple organizations. To use the tree prompt, click the + to the left of the desired level and continue to select the + as the tree prompt opens until desired level is reached.

Select Organization Levels:
(Default is to include all Organization Levels)
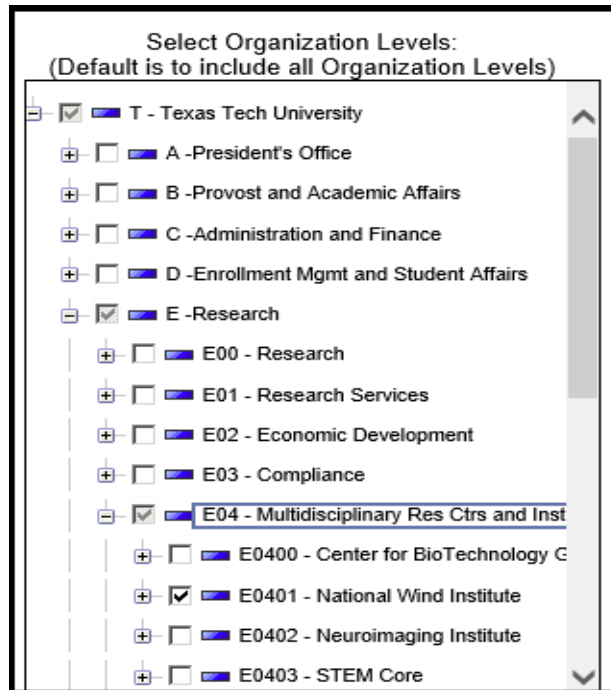
Notice the multiple organizations visible in the Orgn column of the report below. The report was modified to fit the newsletter page.

Encumbrance Number	Established Date	Document Reference Number	Fiscal Year	Vendor Name	Original Encumbrance	Remaining Balance	Fund	Orgn
EV272544	4/5/19	1918543	2019	Barroso, Raymond M.	181.96	181.96	210403	E04209
Total for EV272544					181.96	181.96		
P0512883	12/7/16		2019		2,310.00	2,310.00	18B002	E04037
P0594933	11/22/17		2019		448.00	448.00	18B002	E04009
	11/22/17		2019	Excalibur Engineering	0.00	(448.00)	18B002	E04009
Total for P0594933					448.00	0.00		
P0660252	8/30/18		2019		44.49	44.49	18B002	E04001
Total for P0660252					44.49	44.49		
P0663240	9/11/18		2019	Berryhill Sewer Service Inc	1,800.00	600.00	210331	E04210
Total for P0663240					1,800.00	600.00		
P0667616	9/26/18		2019	Xerox Benchmark	3,255.00	1,578.13	18B002	E04001
Total for P0667616					3,255.00	1,578.13		
P0672709	10/16/18		2019	Tadlock Water Solutions	300.00	75.45	16A050	E04001
Total for P0672709					300.00	75.45		

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:

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

AFISM Training Website:

https://apps.afism.ttu.edu/training/

AFISM Portal

https://portal.afism.ttu.edu