AFISM News

AFISM November Class Schedule

Class Name	Date
Procurement Reporting in Cognos	11/4 & 11/25
Financial Reporting - Budget Reports	11/5 & 11/19
Cognos Grant Reporting	11/5 & 11/21
Introduction to Cognos	11/6 & 11/20
Budget Management & Revision	11/7 & 11/21
Financial Reporting - Transaction Reports	11/7 & 11/19
Travel Training for Travel Preparer	11/7 & 11/19
Account Code Training for Expenditures	11/8 & 11/21
EOPS: Employee One-time Payment System Overciew	11/8 & 11/21
Xtender - Scanning & Indexing	11/8 & 11/20
Banner 9 Finance Navigation	11/8 & 11/20
Financial Management 101: Introductino to FOAP Codes	11/11 & 11/22
TechBuy Shopper	11/11 & 11/26
All About HR & ePAF	11/12
HR Reporting - Employee Appointment Reports	11/12
HR Reporting - Payroll Reports	11/12

If you are interested in enrolling into one of the sessions above, please log in to Cornerstone. It can be accessed using this link: https://apps.afism.ttu.edu/enterRegistrationSystem/. **Please note the class dates and times are subject to change.**

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Labor Distribution Percent Calculator

Welcome to the Labor Distribution Percent Calculator!

The Labor Distribution Percent is one calculator on the ePAF Calculator application. This is used when you are splitting an employees pay across two or more FOAPs. To access, select RaiderLink > A&F Work Tools > Resources >Category "ePAF" > Sub-category "Calculators". In the drop down at the top, find the Labor Distribution Percent within the Calculator Drop-down list.

The left column is for notes: Overtype the **Employee Name** with the person's name, or overtype the **Desc – Fund** with a label for the FOAP.

Amount Paid to the Employee. Enter the dollar amount and tab; the percent will default to 100%.

Pay Distribution. On each FOAP row, enter either a dollar amount or a percent:
- Enter a dollar amount and tab; the percent will be inserted.
- Enter a percent and tab; the dollar amount will be inserted.
- After entering the first FOAP amount or percent, the **Remaining Amount** row will display the amount and percent for a second FOAP. Or,
- click the "+"icon to add an additional FOAP row, and the **Remaining Amount** row will show the third FOAP. Multiple FOAP rows can be added as needed for a split funded pay amount.

The final display shows the amount and the percentage of pay that would be entered for each FOAP.

Tips for Effective Budget Management

- Maintain **positive** budget pools and BAVL balances

    *FOP-Controlled budgets may have negative balances

- Ensure **revenue budget** is adjusted quarterly (or by semester) based on unusual low/high revenue streams

- Review **6A5-Longevity & 6B4 Fringe Budgets** quarterly

    *Increase when employees are added onto the FOP

    *Decrease when employees are removed from the FOP

- Ensure an ample budget balance **is available prior to submitting** ePAFs, labor redistributions, etc.

Budget Adjustments—Temporary or Permanent:

Original Budget - The Approved Budget for September 1

The Original Budget remains the same for future years, unless a permanent adjustment is approved**.**

Adjustments– Revisions to increase or decrease the Original Budget

    *Temporary Adjustments are changes that only affect the current budget and do not carry forward to future years

    *Permanent Adjustments are changes that affect the current budget and do carry forward to future years

Revenue

- When revenue exceeds the budget projection, the revenue and expense budgets should be adjusted upward allowing expenditures from the increased revenue flow

- When revenue is below budget projection, the revenue and expense budget should be adjusted downward to restrict expenditures to the revenue shortfall.

Good to Know

AFISM offers a class for "Budget Management & Revision". This class is for department administrators who manage budgets or who make budget adjustments and/or transfer funds. During this class you 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 is demonstrated, with a review of the 4 options for revising a budget.

Enrollment into this class is through Cornerstone

Understanding OE Charitable Contributions (Chart T) — Code 7N6039

Account Code 7N6039 is to be used for charitable contributions. This means that it is used for contributions made to an external, verifiable, non-profit, charitable organization. The use of this code requires:

- Contributions must be made to a qualifying organization, such as 501(c)

- You must forward a copy of the gift acknowledgement to Payroll & Tax Services for retention

7N6039 is never to be used for…

- Contributions to another TTU / HSC / ELP/ SYS department or chart

- Contributions to organizations that are not a qualifying organization

- The purchase of any goods or services. If you have received any type of goods or service, it is not a charitable donation

- Payment to charitable organization for membership fees, dues, or conference fees

Enroll in **Account Code Training for Expenditures** to learn more about how to find the appropriate account codes to use for expenditure transactions. This session provides the following learning outcomes:

- Formulate an understanding of how to appropriate code expenditure transactions

- Understand how to access tools and resources to make coding decisions

- Understand the importance of account coding

- Learn tips to prevent common account code mistakes.

To ensure that you have the best financial foundation to support business decisions, AFISM has made the decision to require that you complete Financial Management 101 prior to taking Account Code Training for Expenditures. This decision was based upon feedback received from our campus constituents. Both of these classes are offered twice a month, enrollment is via Cornerstone.

Holiday Schedule

Thanksgiving Break ~ November 27~29

Winter Break ~ December 23~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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AFISM Training Website:

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