

AFISM NEWS

October 2019

AFISM October Class Schedule

Class Name	Date
Financial Reporting - Budget Reports	10/1 & 10/17
Financial Reporting - Transaction Reports	10/1 & 10/17
Travel Training for Travel Preparer	10/3 & 10/21
Account Code Training for Expenditures	10/3 & 10/15
Cognos Grant Reporting	10/3 & 10/22
EOPS - Employee One-time Payment System Overview	10/3 & 10/15
Procurement Reporting in Cognos	10/7 & 10/29
TechBuy Shopper	10/8 & 10/24
Financial Management 101: Introduction to the FOAP Codes	10/9 & 10/23
Xtender - Scanning & Indexing	10/9 & 10/24
Introduction to Cognos	10/9 & 10/24
HR Reporting - Employee Appointment Reports	10/15 & 10/22
Banner 9 - Finance Navigation	10/10 & 10/23
Budget Management and Revision	10/10 & 10/24
HR Reporting - Payroll Reports	10/15 & 10/28
All About HR & ePAF	10/15 & 10/29

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.

EPAF Calculator

CALCULATOR: Labor Distribution Percent

Labor Distribution Percent

Amount Paid to Employee		
Employee Name	\$0.00	0.00%
Pay Distribution		
Desc - Fund 1	\$0.00	0.00%
Remaining Amount	\$0.00	0.00%

Complete the cells highlighted in green above.

RESET EXPORT TO EXCEL

The left column is for notes: Overtyping the **Employee Name** with the person’s name, or overtyping 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.

FI121A—Fund Balance Summary Report

This report is designed to assist Fund Managers in determining the amount of Fund Balance (also called carry forward) that is available to move from Fiscal Year 2019 to Fiscal Year 2020. Though this report shows a “Default Organization”, remember that it is to the discretion of the Fund Manager regarding which Organization will receive the Fund Balance.

The amount displayed in the last column “Uncommitted Balance” is the amount that is available to be rolled forward. These will not roll forward automatically, but require that the Budget Revision System be used to move the Fund Balance forward.

This report is found in Cognos > Team Content> TTU Finance > Fund Balance Reports > FI121A

Report: FI121A 09/10/19 Texas Tech University Fund Balance Summary For Period Beginning September 1, 2018 and Ending August 31, 2019 Fund Manager: ██████████ - B51004										
Fund	Fund Description	Default Organization	Default Program	Beginning Balance	Revenues	Expenses	Ending Balance	Encumbrances & Reserves	Other Reserves	Uncommitted Balance
25GA8P	Morrison Family Livestock Judg Sch	B51004	800	11,495.48	6,515.01	3,700.00	14,310.49	0.00	0.00	14,310.49
25GB0B	Martha Jane Barber Mem End Sch	B51072	800	131.98	886.20	0.00	1,018.18	0.00	0.00	1,018.18
25GB2E	Keith Glenda Hansen Resrch End Fel	B51004	200	6,157.28	4,731.22	3,000.00	7,888.50	0.00	0.00	7,888.50
25GB3K	Dr R Preston End Grad Fellowship	B51004	200	429.78	728.25	0.00	1,158.03	0.00	0.00	1,158.03
25GB6T	Katie Robinson Memorial End Sch	B51004	800	1,892.95	593.61	750.00	1,736.56	0.00	0.00	1,736.56
31A049	Equestrian Center	B51079	A10	(10,587.74)	560,044.64	521,034.73	28,422.17	224.00	350.00	27,848.17
81D004	AFS Workshop	B51004	G10	54,568.43	3,000.00	2,351.39	55,217.04	0.00	0.00	55,217.04
83A037	Ranch Horse Program Enrichment	B51004	G10	13,320.54	41,235.95	11,145.78	43,410.71	600.92	0.00	42,809.79
84A418	Equestrian Team Enhancement Fund	B51072	G10	9,120.37	20,612.98	0.00	29,733.35	0.00	0.00	29,733.35

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



HR 221—Leave Management Reports

Texas Tech Leave Management Reports

Select Chart of Accounts:

* ▼

To see balances for the entire organization - enter org code.

Please enter a Organization Code: (Optional)

Select employee status:

All ▼

Select Leave Code(s):

*
▶ VACA - Vacation
SICK - Sick
COMP - Comp Time

[Select all](#) [Deselect all](#)

This report helps to identify those employees who are not taking vacation or are not reporting it during the fiscal year. This report also provides a way for management to research and determine if sick time is being abused by employees. The report is defaulted to excel output with 6 tabs of information:

- ◆ Tab 1 - Prior Year - provides data for the prior fiscal year.
- ◆ Tab 2 - Current Year - provides data for the current fiscal year.
- ◆ Tab 3 - No Vacation Reported - shows employees with a beginning vacation balance great than 96 hours and have no vacation leave taken during the current fiscal year.
- ◆ Tab 4 - Vacation <40 Hours Reported - Shows only those employees with a beginning vacation balance of > 96 hours and who have leave taken of vacation > 0 but less than or = 40 hours taken in the current fiscal year.
- ◆ Tab 5 - Sick Taken > 40 hours - shows those employees who have leave taken sick hours > 40 during the current fiscal year.
- ◆ Tab 6 - Comp Time / Holiday Comp time - Dependent upon the COA, this shows either comp time or holiday comp time for employees who have 0.00 hours of leave taken in the current fiscal year for either Comp Time or Holiday Comp time.

The report allows drill through capability (if executed in HTML format) on leave type to see daily history allowing patterns of absences to be discovered. This report is a combination of the HR030 and the HR028 report.

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.



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