

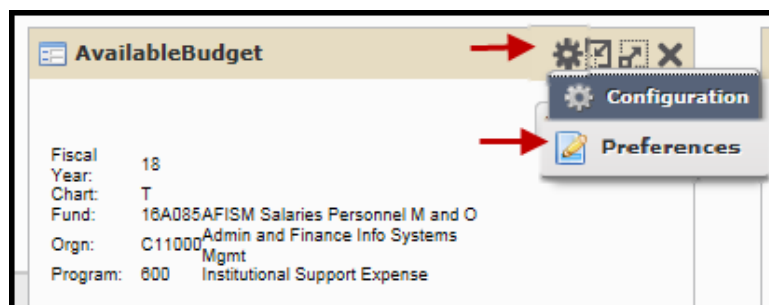
AFISM NEWS

September 2019

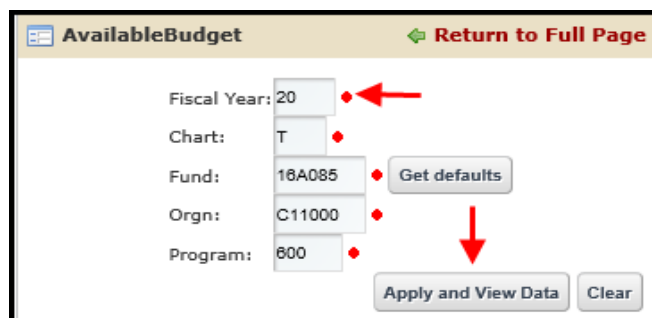
New Fiscal Year.....Update Available Budget Tab

Have you remembered to update the Available Budget Tab in Raiderlink for Fiscal Year 2020? Follow the steps below so that you will have quick access to the expense budget for your FOP(s).

- Select the Available Budget tab in Raiderlink
- Select the cog icon within the portlet you are updating
- Select the link labeled “Preferences”



- Update the Fiscal Year field with 20
- Select “Apply and View Data”



In This Issue

- ♦ Available Budget Tab Update
- ♦ Year End Reminders
- ♦ AFISM Class Schedule
- ♦ Calculating Fringes based on One-Time Payment



End of Year Reminders



Sunday, September 1

FY20 accounting period 01 opens.

Friday, September 6

Institutional vouchers (IV's), cost transfers (CT's), revenue transactions (RT's), and journal vouchers (JV's) entered into FiTS or submitted to AS with all departmental approvals by 5:00pm.

Remember to use a transaction date of August 31, 2019. Cost transfers are not allowed across fiscal years.

IV's for consumable supplies and services must be processed in the fiscal year in which the goods/services were provided/received. However, if IV's are received after the deadline, they will be processed in FY20.

Wires claimed by 5:00pm through UFS at laura.moore@ttu.edu. Unclaimed funds will be swept centrally

Accounts receivable amounts in excess of \$10,000 (revenue earned in FY19 but not billed/received as of August 31) to larry.allen@ttu.edu by 5:00pm.

Unearned revenue amounts in excess of \$10,000 for conferences/events set up in Touchnet Marketplace (revenue collected in FY19 for conferences/events scheduled in FY20) to steph.smith@ttu.edu by 5:00 pm

Year-end of consumable supplies and items for resale in excess of \$10,000 (as of August 31) by 5:00pm to AccountingServices@ttu.edu. Reporting templates were provided via email by August 14.

Labor redistributions for 9/1/18 – 8/15/19 pay periods by 5:00pm to ambud@ttu.edu.

Labor redistributions are not allowed across fiscal years. If you have salary transfers necessary to meet cost share commitments for FY19, they must be submitted by this date.

Review the program code on all faculty salaries to ensure that the programs code allocation is correct.

All transfer documentation to clear negative fund balances submitted to AccountingServices@ttu.edu by 5:00pm

Monday, September 9

Labor redistributions for 8/16/19 – 8/31/19 (SM17) pay period by 12:00 noon to ambud@ttu.edu.

Suggested Reports to use as Fiscal Year Begins

FI002—Revenue Expense Budget Pools by FOP. View budget details at budget pool level for FOPs that you are maintaining. The report can be executed at both the Fund and Organization level, by Fund and Organization Manager and by FOP. This provides your budget starting point for the fiscal year.

FI121A— Fund Balance Summary Report. This report is used to assist Fund Managers in determining the amount of fund balance available to move from FY 2018 to FY 2019. The Budget Revision System is used to move the fund balance forward. The department must take the action to move the funds forward.

HR121—Current and Future Appointment Report. Review personnel assignments for the new fiscal year. Review the status of each employee, the job details and funding for those jobs.

AFISM September Class Schedule

| Class Name | Date |
|--|------------------------|
| Introduction to Cognos | 9/3, 9/11, 9/19 & 9/26 |
| Financial Reporting - Budget Reports | 9/3 & 9/19 |
| Cognos Grant Reporting | 9/3 & 9/17 |
| EOPS - Employee One-time Payment System Overview | 9/3 & 9/19 |
| Xtender Scanning & Indexing | 9/4, 9/11, 9/19 & 9/26 |
| Account Coding for Expenditures | 9/4 & 9/19 |
| All About HR and ePAF | 9/6 & 9/18 |
| Financial Reporting - Transaction Reports | 9/5 & 9/19 |
| Travel Training for Travel Preparer | 9/5 & 9/19 |
| HR Reporting - Employee Appointment Reports | 9/9 & 9/24 |
| TechBuy Shopper | 9/9 & 9/19 |
| HR Reporting - Payroll Reports | 9/10 & 9/24 |
| Financial Management 101 - Intro to FOAP Codes | 9/11 & 9/25 |
| Banner 9 Finance Navigation | 9/12 & 9/25 |
| Procurement Reporting in Cognos | 9/12 & 9/23 |
| Budget Management & Revision | 9/12 & 9/26 |

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.*



Fringe Projection Application

Projecting Fringes for a One-Time Payment

A one-time payment is used to pay a current employee with active job assignment for an unusual task or project that will be completed in 30 days or less. A maximum of two one-time payments per semester to an employee are allowed and they cannot occur in back-to-back months.

- Access the Fringe Projection Application via A&F Work Tools tab of Raiderlink > AFISM Channel >Fringe Projection Application.
- Accept the Disclaimer to access the application
- Select “Current Employee” and “Fringes based on One Time Payment”, enter employee’s R#

Select New or Current Employee:

☒ Current

☐ New

Select Regular Salary or One Time Payment:

☐ Fringes based on Annual Salary

☒ Fringes based on One Time Payment

Enter the R-Number of the employee:

- Select the Position
- Select the Earn Code for EOPs Payment and enter payment amount

Select the Position:

☒ T99023 - Programmer Analyst III (Primary)

Select the Earn Code for EOPs Payment:

ADC - Additional Compensation

Enter the Payment Amount:

7500

Select the Deduction Type:

☒ Amount above is the gross amount to be paid to employee - departmental fringe expense will be calculated in addition to this amount.

☐ Amount above includes both the amount paid to the employee, and departmental fringe expense.

- Verify employee information provided on next screen along with projected fringe amounts

| Payment Amount | 7500 | |
|----------------|---------------------------|------------------------|
| Fringe | Fringe Desc | Fringe Amounts for EOP |
| X02 | FICA OASDI | 465.00 |
| X01 | FICA Medicare Hosp Ins | 108.75 |
| ZTL | Lump Sum Vacation Pool | 93.75 |
| ZTW | Worker's Compensation | 18.75 |
| T02 | Teacher Retirement System | 510.00 |
| | Totals | 1196.25 |

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