

AFISM's January Class Schedule

Class Name	Date
Financial Reporting Budget Reports	01/07 & 01/16
Financial Reporting Transaction Reports	01/07 & 01/21
Financial Management 101: Introduction to FOAP Codes	01/08 & 01/21
Banner 9 Finance Navigation	01/08 & 01/22
EOPS: Employee One-time Payment System Overview	01/08 & 01/22
Introduction to Cognos	01/09 & 01/22
Cognos Grant Reporting	01/09 & 01/21
Xtender Scanning & Indexing	01/09 & 01/22
TechBuy Shopper	01/09 & 01/20
Procurement Reporting in Cognos	01/13 & 01/28
HR Reporting - Employee Appointment Reports	01/14 & 01/27
Budget Management & Revision	01/15 & 01/28
Travel Training for Travel Preparer	01/15 & 01/29
HR Reporting - Payroll Reports	01/16 & 01/30
Account Code Training for Expenditures	01/16 & 01/29

If you are interested in enrolling into one of these sessions, please log in to Cornerstone. Access it using this link: <https://apps.afism.ttu.edu/enterRegistrationSystem/>. ***Please note the class dates and times are subject to change.*

Changes to Class Offerings:

Beginning in calendar year 2020, "All About HR & ePAF" and "Summer ePAF Appointment" classes will transition to Human Resources. Look for more information from HR regarding schedules for these classes.

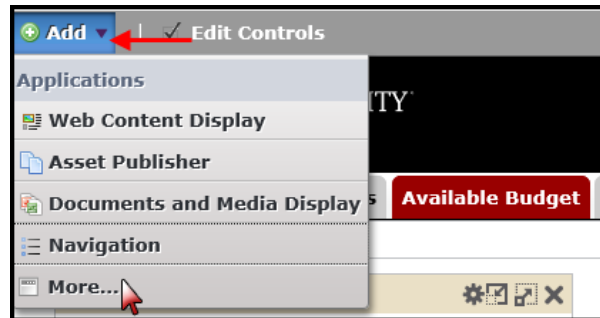
In this issue:

- ♦ **January Class Schedule**
- ♦ **Adding Additional Channels to Available Budget Tab**
- ♦ **Xtender Update**

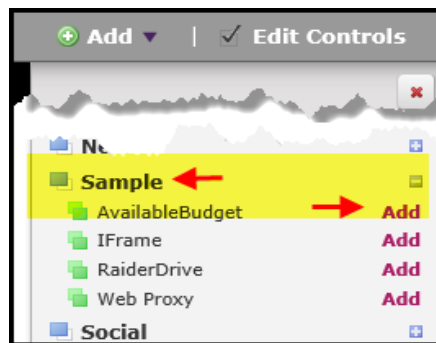
Adding Additional Channels to Available Budget Tab

Select the Available Budget tab on Raiderlink and follow these steps:

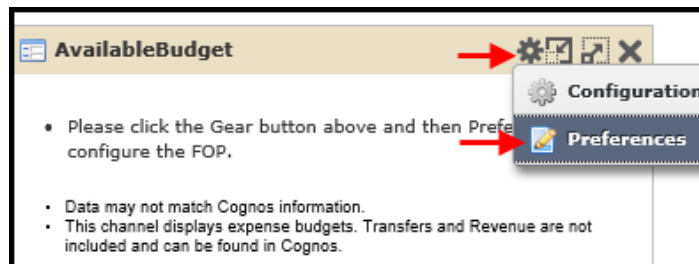
1. Open Drop down in header of Raiderlink labeled “Add” then select “More”



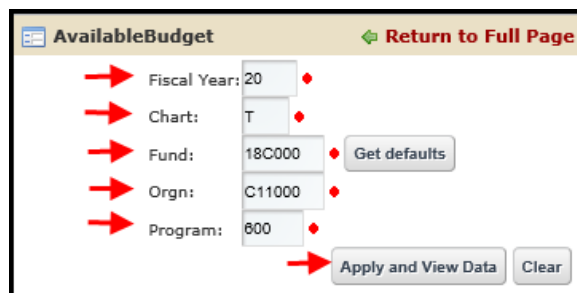
2. Open Content Management link, then select “Sample” then “Add”



3. Select the “Gear” icon and then “Preferences” to configure the FOP



4. Enter current FY, Chart and desired FOP codes, select “Apply and View Data”



To position channel within the tab, lift click inside the box and drag to desired location.

Xtender Upgrade

As users of Xtender may have already heard, there will be some updates to the system that will go live on January 5th. Some of the new features include; the ability to scan larger batches, not having to click the scanner every time you log in, displaying the user's full name on the batch list, and exporting multiple documents as a zip file. One of the new features many people are looking forward to is being able to Copy and Paste SnagIts or Snippings directly into the Xtender system using Chrome or Firefox. If you would like to learn how to use this, please take a look at our Job Aid.

As always, if you need help using Xtender, please refer to our [Xtender Help Guide](#). If more guidance is needed, contact AFSIM.2Know@ttu.edu and, one of our knowledgeable trainers will assist you.

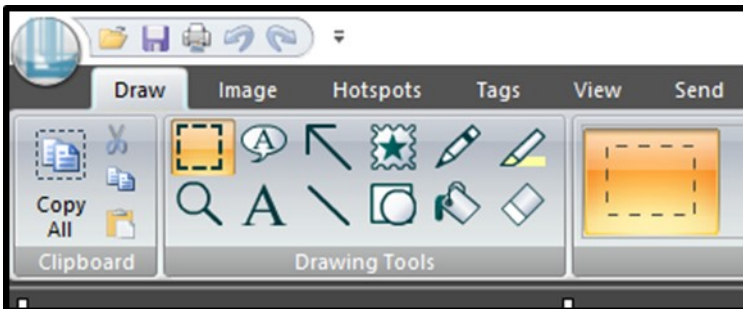
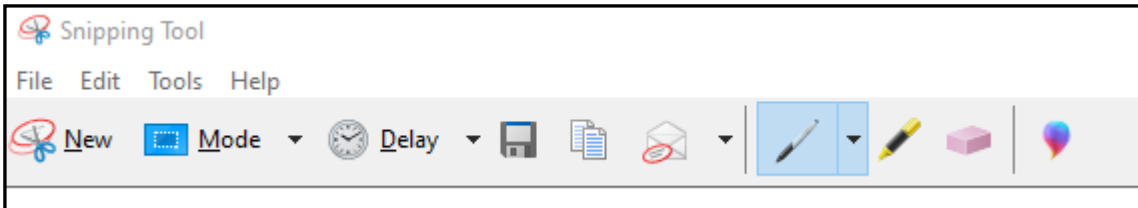
Copy from a *snipping/snagging* tool and Paste directly into Xtender

1. Snip or Snag a screenshot

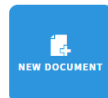
2. Copy your Snip or SnagIt using



or from using the Copy icons within the application.



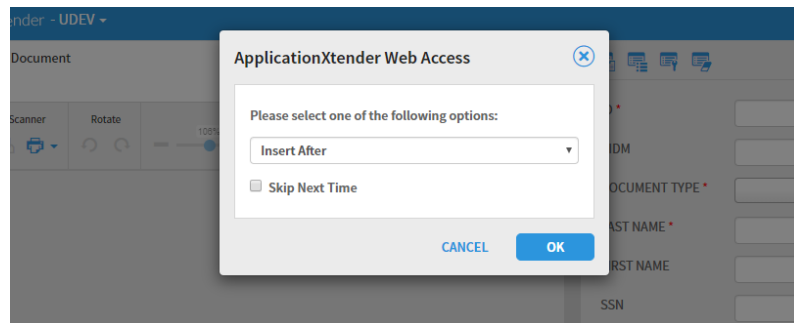
3. Open a New Document in Xtender.



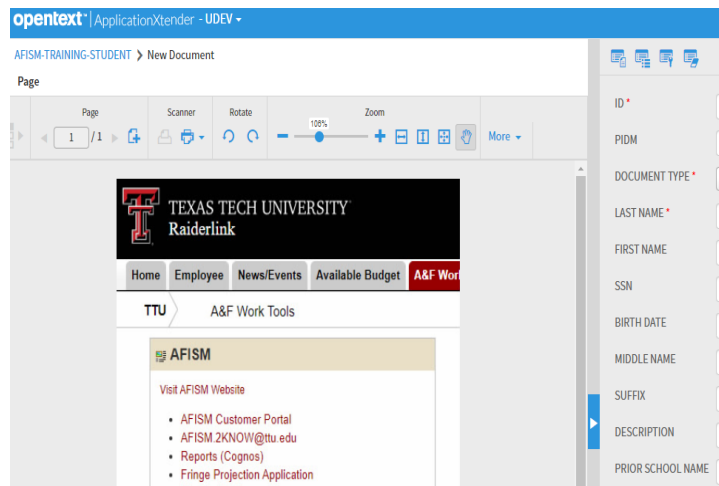
4. After the new document page has opened, paste the snip/snag into the system using



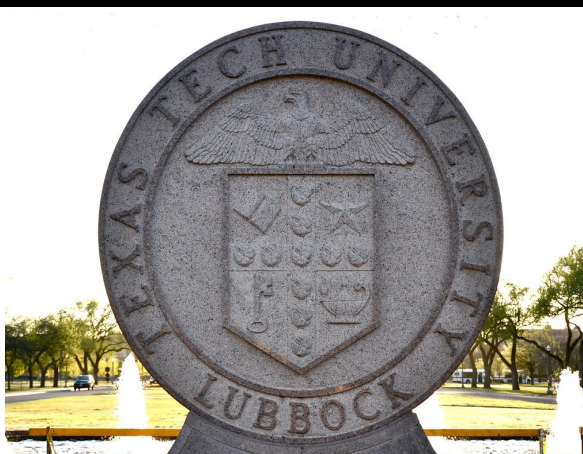
5. The Xtender system will prompt you about where you would like the item to be located within the new document. Choose from the drop down and then click “OK”.



6. After a brief moment, your Snip/Snag should appear in the Document window.



7. Index and Save your document.



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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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