

AFISM News

AFISM Training Classes Offered Remotely

AFISM is now offering remote training classes. Enrollment is via Cornerstone like you have done in the past. The class size has been reduced in order to maintain an effective learning environment for you.

For the classes shown below, please contact afism.2know@ttu.edu for enrollment. These will be trained in a one-on-one setting due to the amount of material covered:

Introduction to Cognos
Xtender
TechBuy

All trainings will be held using the Microsoft Teams app. Instructions for downloading and using this app is emailed to each enrollee prior to the session.



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TEXAS TECH UNIVERSITY
Administration and Finance
Information Systems Management

AFISM May Class Schedule

Class	Date
Financial Reporting - Budget Reports	5/4 & 5/19
Banner 9 Finance Navigation	5/5, 5/13 & 5/21
Cognos Grant Reporting	5/5 & 5/19
EOPS: Employee One-time Payment System Overview	5/5 & 5/20
Financial Management 101: Introduction to FOAP Codes	5/7 & 5/20
HR Reporting - Employee Appointment Reports	5/7 & 5/21
HR Reporting - Payroll Reports	5/11 & 5/26
Account Code Training for Expenditures	5/11 & 5/27
Financial Reporting - Transaction Reports	5/12 & 5/26
Procurement Reporting in Cognos	5/14 & 5/28
Budget Management and Revision	5/15 & 5/27

When starting at Tech, we know that a lot of information comes at you very quickly. All those trainings that you complete over your first few weeks can seem to blend together. Sometimes, you may learn about a specific application or Cognos report at training, but do not actually use them till six months down the road. By then, you may have forgotten all those interesting bits of information or fundamental policies. AFISM would like to remind you that you are always welcome back to repeat any trainings at any time. As staff members become familiar with their job duties or are assigned new roles within their departments, it is very common to need a refresher from time to time. Please do not hesitate to log onto [Cornerstone](#) and sign up. We are always happy to see a familiar face.

Report of the Month: HR010—Vacant Positions by Organization

This report identifies those positions that belong to an organization but do not have anyone assigned to them. The report provides information about the Position, the Labor Distribution assigned to it with Salary amount as well as the Most Recent Incumbent.

The parameter page requires Chart of Account, Selection of the Position Organization and Position Type which can be Pooled or Single or Both.

Texas Tech
Vacant Positions by Organization

Select the Chart of Accounts:
* Texas Tech University ▼

Select the Position Organization:
BUDGETED_ORGANIZATION ▼

Select the Position Type
* ☒ Pooled
☒ Single

Within the **Position Information**, the Budgeted Organization is shown in the section header. Then the Position (T#) is shown along with the description, the Position Class, Position type (S=Single, P=Pooled), Status of Active or Frozen, the Amount Budgeted for the position and the FTE assigned to the Position.

The **Position Labor Distribution** sections shows the FOAP supporting the salary expense along with the Salary Budget and the Percent of the Salary assigned to the displayed FOAP.

The **Most Recent Incumbent** section details the last person who held the position.

Position Information

Budgeted Organization: T00000 - Texas Tech University

Position	Position Class	Position Type	Active / Frozen	Amount Budgeted	Position FTE
T00000 - Coordinator	S0619 - Coordinator	S	A	\$35,714.97	1.000

Position Labor Distribution Information

Position Fund	Position Organization	Position Account	Position Program	Position Type	Salary Budget	Percent
16A274 - Incentive Fund	T00000 - Texas Tech University	6A2508 - SW Office Mgt Support Non Exempt	100 - Instruction Expense	S	\$35,714.97	100.00%
Totals					\$35,714.97	100.00%

Most Recent Incumbent

ID	Name	Position	Job Suffix	Position Type	FTE	Termination Date
R1000000	Coordinator	T00000 - Coordinator	00	S	1.000	3/31/20

This report is found in Cognos > Team Content > Human Resources > Departmental Users > Position Reports. As a reminder, access to HR Reports is restricted and requires access to be granted by the Financial Manager of an organization.

Budget Prep Information

“Budget Prep” refers to the period where departments enter and submit next year's budgets (FY21). This year, Budget Prep is set to start mid-May. Please keep an eye out for announcements in the Tech Announce and from upper management about the “official” start and end dates.

Training

Because the majority of staff are currently working remotely, our regular Budget Prep Training classes and pre-scheduled workshops have been canceled. Nevertheless, since we know how vital this training is for many departments, AFSIM, under the direction of the Budget & Resource Planning and Management Office, have produced several [videos](#) to aid you in completing Budget Prep. These [videos](#), in combination with the [Budget Prep User Guide](#), are good resources for those new to Budget Prep and for experienced administrators who have completed the steps before but need a refresher.

Videos

All [Budget Prep videos](#) can be found on [AFSIM's Video Resource](#) page and consist of the necessary information and directions to complete Budget Prep.

- **Budget Prep Overview:** This video introduces the main steps and modules/applications that are necessary to complete the Budget Prep process. There is also directions for finding [Budget Prep resources](#).
- **Assigning Budget Prep Access:** This video shows how the Financial Manager can assign access to the different Budget Prep modules.
- **Salary Planner:** This video instructs you on the Salary Planner module. This is the human resources application used to verify employee and position salary information. It automatically updates Salary Budget Pools 6A1, 6A2, and 6A4 for the new budget year.
- **Budget Development:** This video takes you through the steps involved with completing the Budget Prep module. This module is the finance application used to edit and submit annual budgets for the next year.

Workshops

If you would like to schedule a one-on-one workshop to aid in completing Budget Prep, please contact your [Budget Analyst](#) directly, and they will set up a 1 hour session to meet with you via Skype.

Assistance

- All questions about Budget Prep policies and procedures should be directed to your [Budget Analyst](#) or the [Budget & Resource Planning & Management](#) office at ambud@ttu.edu or 742-3228.
- Please use the [Budget Prep User Guide](#) to aid in completing Budget Prep.
- Questions about when budgets are due should be directed to your next level of management.
- Questions about the [Budget Prep Videos](#) may be directed to AFISM.2know@ttu.edu

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>



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