



MIDWESTERN
STATE UNIVERSITY

Account Managers Group

mwsu.edu



Account Managers Group

Welcome

Dr. Marilyn Fowle'

MIDWESTERN
STATE UNIVERSITY

Account Managers Group

Interdepartmental Transfers (IDTs)

Chris Stovall

MIDWESTERN
STATE UNIVERSITY

What is an IDT?

- The Interdepartmental Transfer form (IDT) is used to purchase goods or services from another University Department. The exception is Facilities and the MSU Bookstore.
- It is not to be used to transfer funds between departments nor is to be used to purchase goods or services from off-campus vendors.



How do I complete an IDT?

MIDNORTH
STATISTICAL SOCIETY

MIDWESTERN STATE UNIVERSITY
Interdepartmental Transfer

DT 3079

Date Field #1

Department to receive credit Field #2 Fund Field #3 Org. _____ Prog. _____

Department to be charged Field #4 Fund Field #5 Org. _____ Prog. _____

Date	Invoice No.	Account No.	Description	Charges
<u>Field #6</u>	<u>Field #7</u>	<u>Field #8</u>	<u>Field #9</u>	<u>Field #10</u>

RECEIVING REPORT

With the exception of postage, telephone, and supply, if a signed invoice does not accompany this form, the Department charged must verify receipt of the goods or services by signing below before this form can be processed.

Received by Field #11 Date Field #12

Send the pink and gold copies directly to the Business Office for processing after appropriate signatures (if required) from the charged department are obtained.

Please complete the form as follows: date transfer was typed, department to be credited (name, fund, org., prog.), department to be charged (name, fund, org., prog.), date of transaction, invoice number, account number, description, and charges. If more than one charge is included on the transfer, please total the charges.

All interdepartmental transfers for the current month must be typed by the 25th of the month and turned into the Business Office for processing.

Distribution: WHITE—Department charged CANARY—Department credited PINK & GOLD—Business Office

BUSINESS OFFICE USE ONLY

Approved by Field #13 Date _____ and _____

Entered by _____ Date _____

The department receiving the good or services is responsible for initiating the IDT form. The *receiver* must complete the following fields:

- Field 1 – Date the IDT form was prepared.
- Field 4 and 5 – The name of the initiating department and account number to be charged.

MIDWESTERN STATE UNIVERSITY
Interdepartmental Transfer

DT **3079**

Date Field #1

Department to receive credit Field #2 Fund Field #3 Org. _____ Prog. _____

Department to be charged Field #4 Fund Field #5 Org. _____ Prog. _____

Date	Invoice No.	Account No.	Description	Charges
Field #6	Field #7	Field #8	Field #9	Field #10

(Receiving Department cont'd)

- Field 9 – Description of the goods or services.
- Field 11 and 12 – Signature of account manager of the account being charged and date received.

Date	Invoice No.	Account No.	Description	Charges
Field #6	Field #7	Field #8	Field #9	Field #10

RECEIVING REPORT

With the exception of postage, telephone, and supply, if a signed invoice does not accompany this form, the Department charged must verify receipt of the goods or services by signing below before this form can be processed.

Received by Field #11 Date Field #12

Send the pink and gold copies directly to the Business Office for processing after appropriate signatures (if required) from the charged department are obtained.

Please complete the form as follows: date transfer was typed, department to be credited (name, fund, org., prog.).

The supplier must complete the following fields:

- Field 2 and 3 – Name and account number of department to receive credit.
- Field 6 – Transaction date.
- Field 7 – Invoice number (optional).
- Field 10 – Total price for each item.

MIDWESTERN STATE UNIVERSITY
Interdepartmental Transfer

DT 3079

Date **Field #1**

Department to receive credit **Field #2** Fund **Field #3** Org. _____ Prog. _____

Department to be charged **Field #4** Fund **Field #5** Org. _____ Prog. _____

Date	Invoice No.	Account No.	Description	Charges
Field #6	Field #7	Field #8	Field #9	Field #10



Distribution of Completed IDT:

After required fields are completed, follow the distribution listed on the IDT:

White -- Department Charged (“purchaser”)

Canary -- Department Credited (“seller”)

Pink and Gold -- Business Office

Questions?

Account Managers Group

New Things Coming



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New Things Coming

Graduate Assistant
Budget Pool

Chris Stovall

MIDWESTERN
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New Things Coming

Leave Reporting Update (Exempt employees)

Kathy Rice

MIDWESTERN
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Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Dean of College/Assoc Prof -- AB0699-00
Department and Number: Controller -- 3200
Leave Report Period: Apr 01, 2014 to Apr 14, 2014
Submit By Date: Apr 30, 2014 by 05:00 PM

Earning	Total Hours	Total Units	Tuesday Apr 01, 2014	Wednesday Apr 02, 2014	Thursday Apr 03, 2014	Friday Apr 04, 2014	Saturday Apr 05, 2014	Sunday Apr 06, 2014	Monday Apr 07, 2014
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Birthday Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Pay	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Wellness Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 0 0

New Things Coming

Employee EPAFs

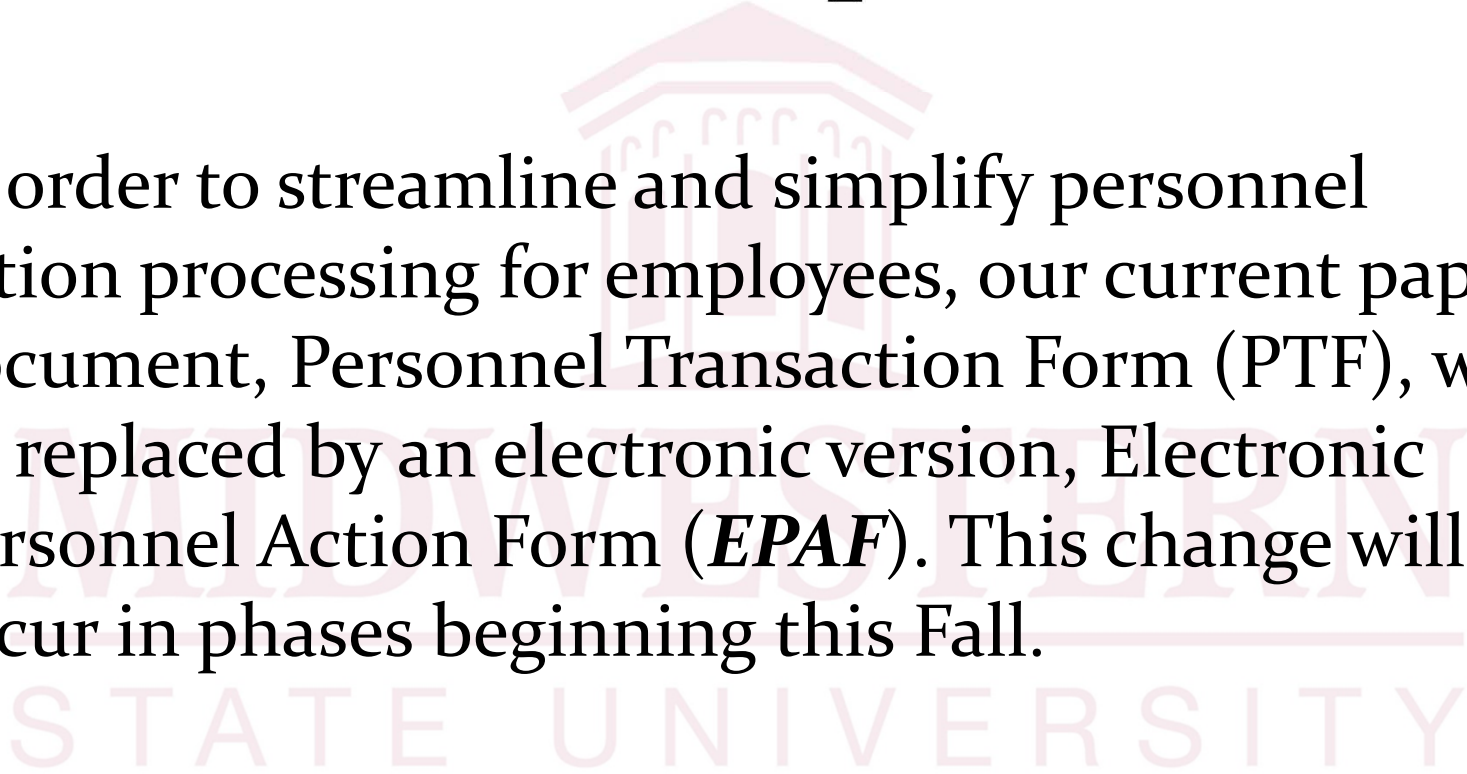
Dawn Fisher

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Banner EPAF Implementation

In order to streamline and simplify personnel action processing for employees, our current paper document, Personnel Transaction Form (PTF), will be replaced by an electronic version, Electronic Personnel Action Form (*EPAF*). This change will occur in phases beginning this Fall.



EPAF Benefits

- Replaces the current high volume, paper intensive process
- Allows the capability to include attachments
- Utilizes electronic routing and approvals
- Automatically feeds data to HR/Payroll system

Pilot Groups

- Facilities Services – Vicky Hodges
- Information Technology – Shauna Kennedy
- Moffett Library – Dr. Clara Latham



Sneak Peak – New Hire EPAF

The screenshot shows the MSU Banner Employee EPAF system interface. At the top, there is a banner with the MSU logo and the text "MSU BANNER". Below the banner, there are navigation tabs for "Personal Information", "Student", "Financial Aid", "Employee", and "Finance". The "Employee" tab is selected. A search bar is present with a "Go" button. Below the search bar, there are links for "RETURN TO EMPLOYEE MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "New EPAF Person Selection". A yellow horizontal line separates the heading from the instructions. The instructions state: "Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go." Below the instructions, there is a note: "* - indicates a required field." The form fields are: "ID: * M20212544" (with a search icon), "Lady Gaga" (with a search icon), "Query Date: MM/DD/YYYY * 04/24/2014", and "Approval Category: *" (with a dropdown menu). The dropdown menu is open, showing "Not Selected" (selected), "Not Selected", "Terminate Hourly Employment, TERMHR", and "Hire Hourly Employee, HIREHR". A "Go" button is located below the "Approval Category" field. Below the form, there are links for "EPAF Originator Summary" and "Return to EPAF Menu". At the bottom, there is a footer with the text "RELEASE: 8.9.0.3" and "© 2014 Ellucian Company L.P. and its affiliates."

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MSU BANNER

Personal Information Student Financial Aid **Employee** Finance

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

New EPAF Person Selection

Enter an ID, select the link to search for an ID, or generate an ID. Enter the Query Date and select the Approval Category. Select Go.

* - indicates a required field.

ID: *

Query Date: MM/DD/YYYY *

Approval Category: *

Not Selected
Not Selected
Terminate Hourly Employment, TERMHR
Hire Hourly Employee, HIREHR

[EPAF Originator Summary](#)

[Return to EPAF Menu](#)

RELEASE: 8.9.0.3

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Sneak Peak – New Hire EPAF



[Personal Information](#) [Student](#) [Financial Aid](#) [Employee](#) [Finance](#)

Search

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

New EPAF Job Selection

Enter or search for a new position number and enter the suffix, or select the link under Title.

ID: Lady Gaga, M20212544

Query Date: Apr 24, 2014

Approval Category: Hire Hourly Employee, HIREHR

Terminate Hourly Employment, TERMHR

Search	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status	Select
<input type="text"/>	New Job	<input type="text"/>	<input type="text"/>							<input type="radio"/>
	Primary	AA0499	00	Athletic Director	13500, Payroll Office	Apr 01, 2014			Active	<input type="radio"/>

[New EPAF](#)

[Return to EPAF Menu](#)

Sneak Peak – New Hire EPAF

Job Status: * Active

Hire Hourly Employee, CM0299-01 Administrative Assistant

Item	Current Value	New Value
Job Begin Date: MM/DD/YYYY*		04/24/2014
Jobs Effective Date: MM/DD/YYYY*		04/24/2014
Job Status: *		Not Selected
Annual Salary: *		
Hours per Day:		
Factor:		
Pays:		
Job Change Reason:		Not Selected
Step: *		

Routing Queue

Approval Level	User Name	Required Action
20 - (DEPT) Department	<input type="text"/>	Approve
30 - (BUS) Business Office	<input type="text"/>	Approve
99 - (PAYROL) Payroll & Superuser	<input type="text"/>	Apply
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected
Not Selected	<input type="text"/>	Not Selected

Comment

Annual Times | Routing Queue | Comments | Transaction History

100%

Tip of the Month

GNU Image Manipulation Program



Jeanette Perry

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What is GIMP?

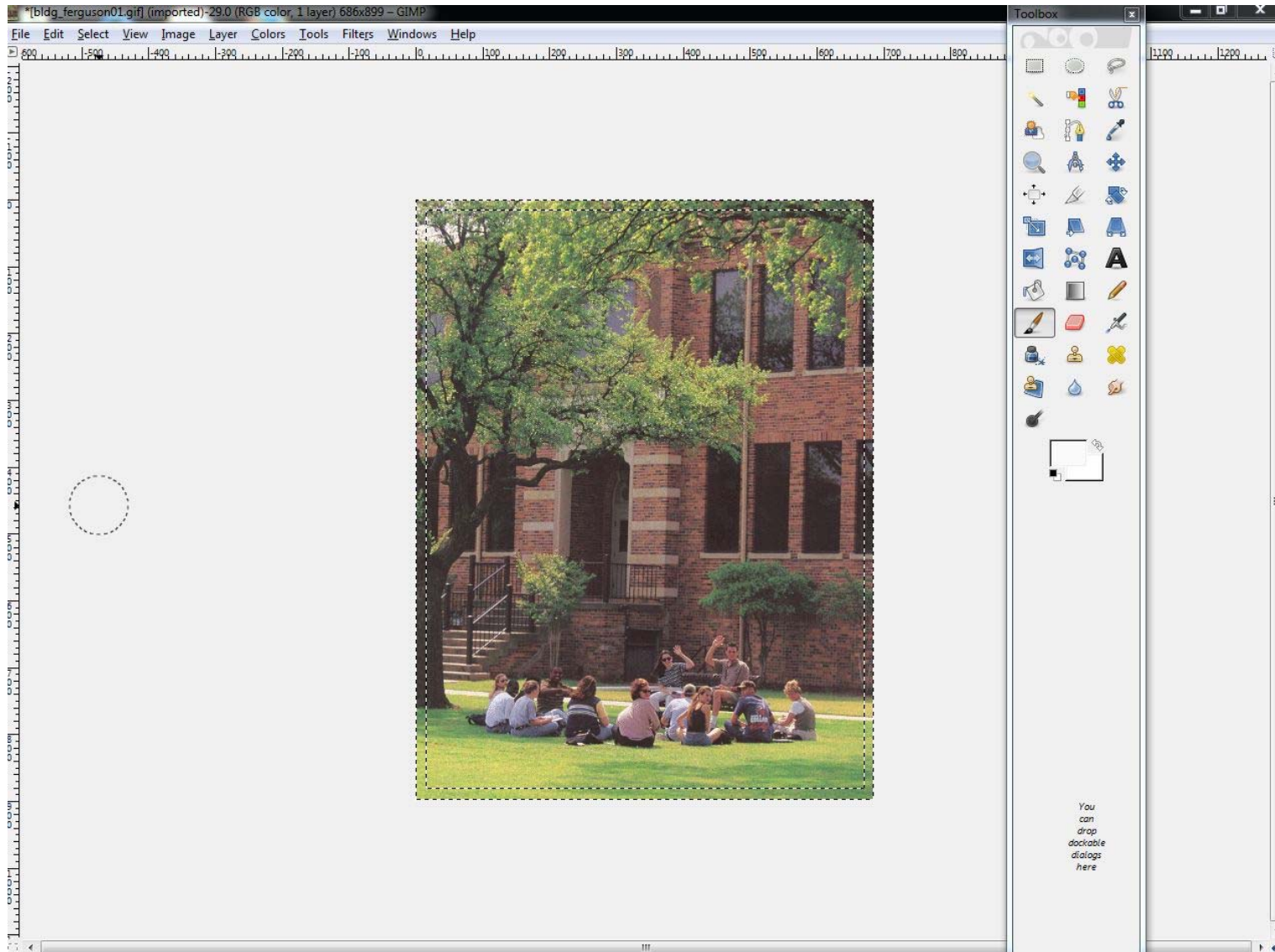
- **Introduction to GIMP**
- GIMP is an acronym for GNU Image Manipulation Program. It is a freely distributed program for such tasks as photo retouching, image composition and image authoring.
- It has many capabilities. It can be used as a simple paint program, an expert quality photo retouching program, an online batch processing system, a mass production image renderer, an image format converter, etc.
- GIMP is expandable and extensible. It is designed to be augmented with plug-ins and extensions to do just about anything. The advanced scripting interface allows everything from the simplest task to the most complex image manipulation procedures to be easily scripted.

Features

- Image retouching
- Adding Text
- Editing
- Image collage
- Resizing
- Cropping
- Converting between different image formats



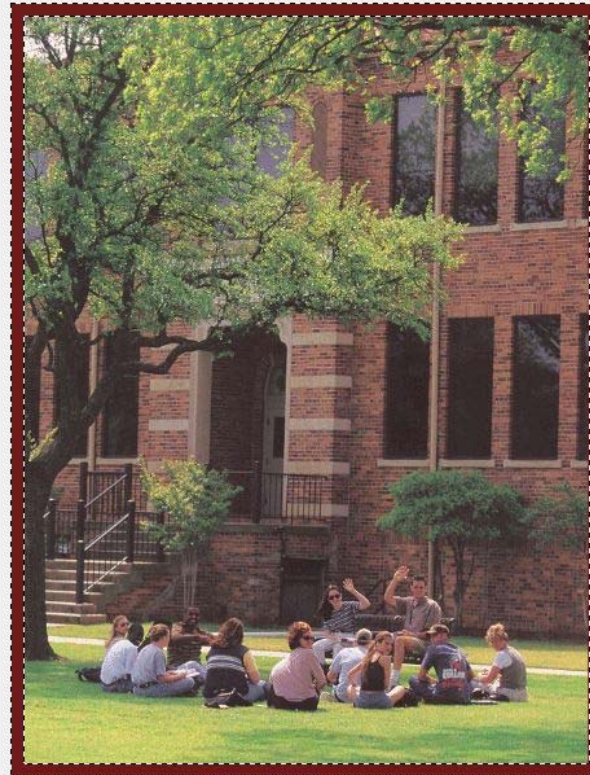
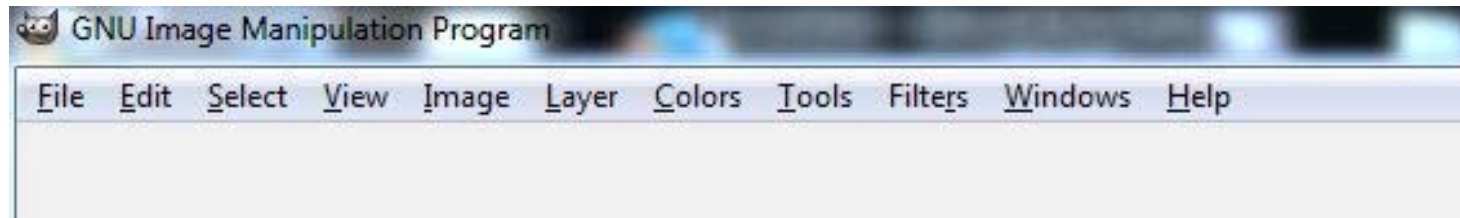
GIMP



GIMP Toolbar



Borders



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Image Retouching



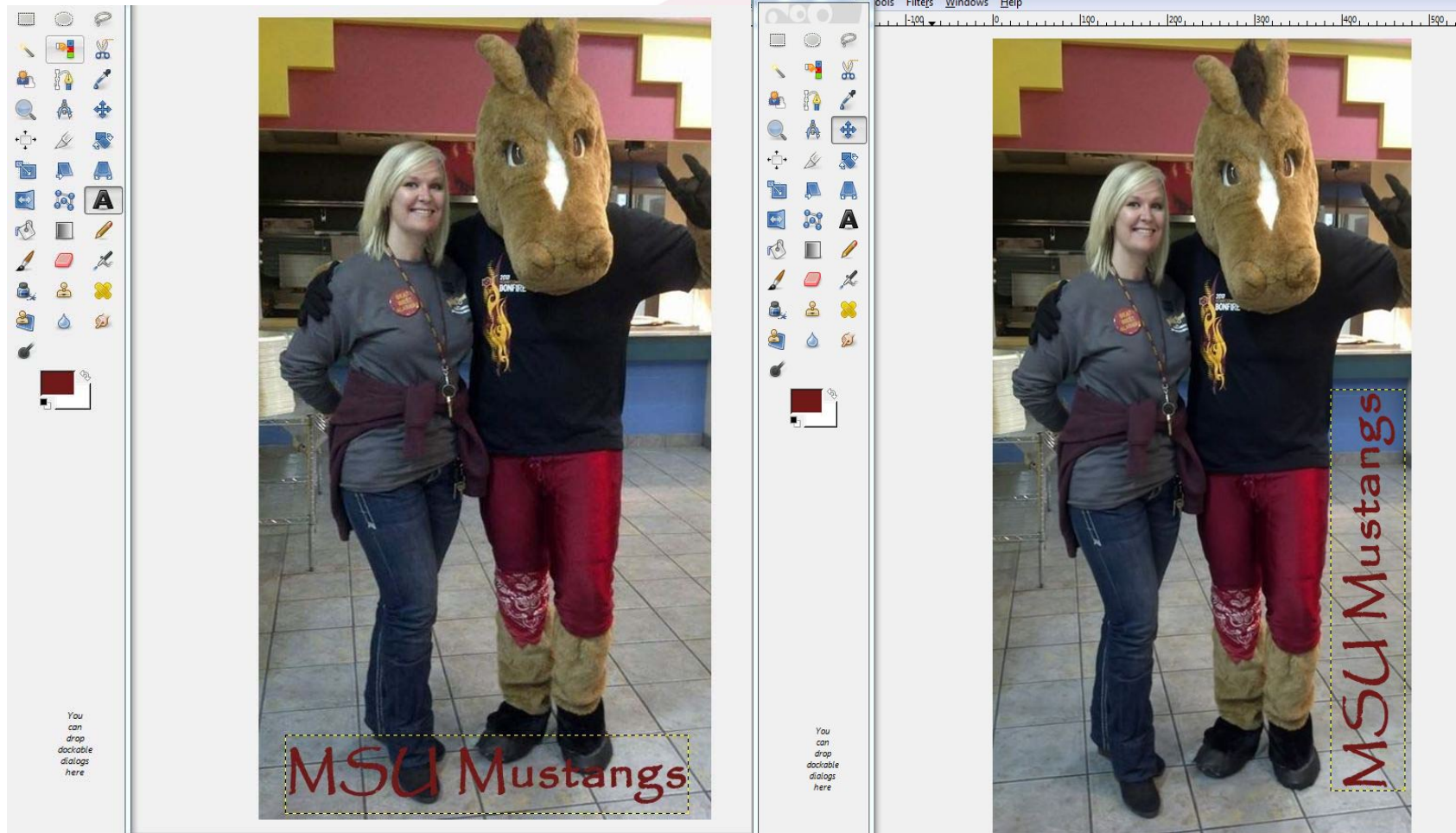
MIL
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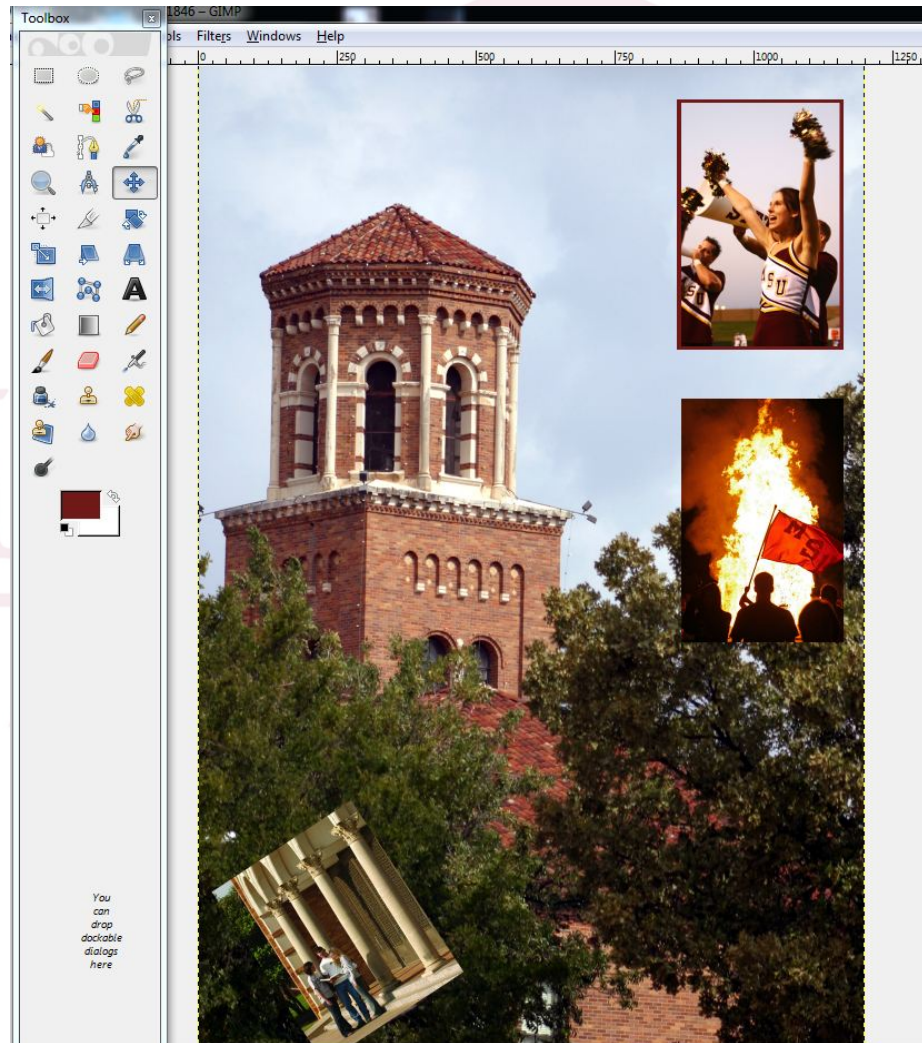
Healing /Clone Tool



Adding and Rotating Text



Inserting Pictures

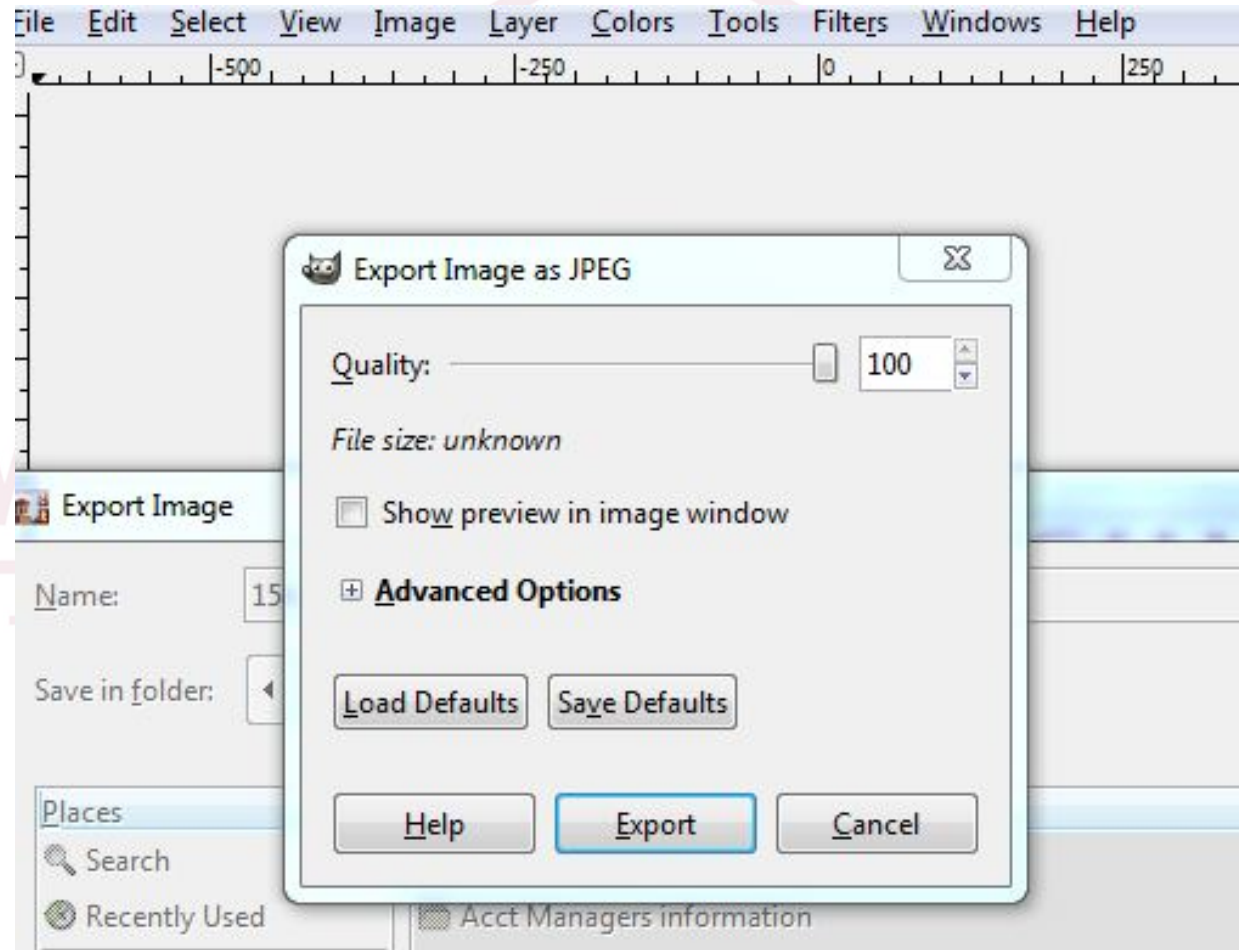


Crop

MSU Mustangs 2014



Saving Your Image



A vertical decorative bar on the left side of the slide, consisting of a wide maroon section and a narrower gold section.

Questions?

A faint, light-colored logo of a classical building with a pediment and columns, positioned behind the text.

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Account Managers Group

Up for Discussion:

- Summer “Mini Sessions” –
Debbie Vaughn
- Creating Reports to Help You –
Chris Stovall

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Next meetings:

- ✓ May 29, 2014 – 10:00 AM
- ✓ *To Be Determined*



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Open For
Questions and Answers



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