

Need Office Supplies? Check Out “Today’s” in TechBuy!

Procurement Services has announced a new Office Supply Contract with Today’s Business Solutions—a Historically Underutilized (HUB) Partner with Office Depot. Today’s is not replacing Summus/Staples, but providing more options for your office supply needs.

They bring benefits such as:

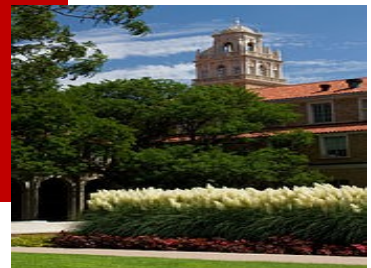
- Intuitive purchasing in TechBuy through the Today’s Business Solution’s punch-out
- 100% HUB Credit on all orders
- Supporting a Woman-Owned, Minority Business Enterprise / Texas HUB and Certified Small Business
- Access to contract pricing in TechBuy with real-time inventory
- Free shipping on all orders and next day delivery available on orders placed by 4:00 p.m. (excluding furniture and special orders)
- Easy return process
- Automated electronic invoicing
- 1% point of sale discount for orders over \$299 at the time of payment

A minimum order of \$50.00 is required.

TTU will still mandate that departments purchase all office supplies from either Summus/Staples or Today’s Business Solutions. Any exception will need to be approved in advance by Procurement Services.

For TTU Employees: A TTU discount will be extended for personal purchases made at any Office Depot or Office Max location. Employees will need to show their TTU identification card to qualify.

- ♦ **Procurement Services Introduces Today’s Business Solutions**
- ♦ **Fiscal 2020 Year-End Deadlines**
- ♦ **Report of the Month—HR145 TTU Summer Appointment Report**
- ♦ **DMFR August Class Schedule**
- ♦ **Need our Services?**



Fiscal Year 2020 Year-End Deadlines

Accounting Services has released the following regarding 2020 Year-End Deadlines:

The following timeline has been established to ensure timely and accurate financial reporting to the State Comptroller's Office. Documents received after these deadlines will be processed in FY20 only with approval from the Chief Accounting Office & Controller.

Tuesday, August 18

- One-time payroll requests (additional compensation, lump sum payments, and payments to temporary employees) entered into EOPS with all departmental and Budget approvals by 5:00pm to process in FY20. FY21 requests should be held and submitted beginning September 1.

Monday, August 31

- Departmental deposits by 2:00pm to CCMS. All cash and check deposits received after this time will be credited to FY21. For questions concerning revenue accrual entries, contact AS at AccountingServices@ttu.edu.
- Year-end valuation letters by 5:00 pm to AS at jennifer.branch@ttu.edu. Reporting templates will be provided via email by July 31:
 - Library book and reference material purchases exceeding \$5000 for the fiscal year
 - Art and historical treasure collections
 - Livestock inventory
- Effort certifications for the January 1 to June 30, 2020 certification period by 5:00pm. Outstanding effort certifications will be escalated after this date in accordance with TTU Operating Policy 65.02. Effort certification questions may be directed to AS at jokari.mcmillen@ttu.edu.
- Salary charges cleared from temporary salary FOPs (18T#) to the extent possible. Requests to carry negative fund balances on these fund types should be directed to AS at larry.allen@ttu.edu.

Tuesday, September 1

- FY21 accounting period 01 opens.

Friday, September 4

- 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.
 - IVs for consumable supplies and services must be processed in the fiscal year in which goods/services were provided/received. However, if IV's are received after the deadline they will be processed in FY21
- Wires claimed by 5:00pm through CCMS at laura.moore@ttu.edu. Unclaimed funds will be swept centrally.
- Accounts receivable amounts in excess of \$10,000 (revenue earned in FY20 but not billed/received as of August 31) to larry.allen@ttu.edu by 5:00pm.
- Year-end inventory of consumable supplies and items for resale in excess of \$10,000 (as of August 31st) by 5:00 pm to Accountingservices@ttu.edu. Reporting templates will be provided via email by August 14.
- Labor redistributions for 9/1/19– 8/31/20 (monthly) and 09/1/15– 8/15/20 (semi-monthly) 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 FY20, they must be submitted by this date.
 - Please review program code on all faculty salaries to ensure that the program code allocation is correct.
- All transfer documentation to clear negative fund balances submitted to AccountingServices@ttu.edu by 5:00pm.
- All money move requests to clear negative grant budget pools submitted to assigned [Grant Specialist](#) by 5:00pm.
- Remember neither negative grant budget pools nor overspent grants are allowed across fiscal years. Please ensure all documents needed to correct (money moves, CT's labor redistributions, etc.) are submitted by deadlines outlined in this memo and contact your assigned [Grant Specialist](#) if you have questions.

Tuesday, September 8

- Labor redistributions for 8/16/20 – 8/31/201 (semi-monthly 17) pay period by 12:00 noon to ambud@ttu.edu.

Report of the Month

HR145 – TTU SUMMER APPOINTMENT REPORT

This report is used to ensure that your Summer Appointments have been completed correctly. Because it is looking at a specific period in time, the report only shows information about Appointment for Summer I and Summer II. This report cannot be used for appointments at any other time of the year. The report can be executed at various levels of the organizational hierarchy or it can be executed by at the employee level as well. This report has security at the Home Organization level.

Report: HR145

Texas Tech University
 TTU Summer Appointment Report

Jun 23, 2015

This report provides Summer I (6/1) and/or Summer II (7/16) appointments for a selected employee or organization level with a specified Employee Class. (Employee Class of F1, F2, F3, F4, F5, F6 or S2) The report will render the employee's Summer I (6/1) and/or Summer II (7/16) appointments if you have access to the employee's home or position organization.

Employee Class	Description
F1	FT 9 Mo Fac Non Vac Elig
F2	FT Exempt Law School Faculty
F3	PT Exempt Law School Faculty
F4	PT 9 Mo Fac Non Vac Elig
F5	Fac JointTxStateAgcyAppt
F6	FT 11-12 Mo Fac Non Vac Elig
S2	PT Exempt TA GPTI GRHA

Select the Fiscal Year:
 * 2015

Select the Summer Session:
 * Summer II

Select the Employee Name: (Optional)
(For best results, enter the last name of the employee.)

Keywords:
Type one or more keywords separated by spaces.

[Options](#)

Choice:

[Deselect](#)

OR

Enter one or more R#s below: (Optional)
The R#s must be in UPPER case.

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

Run By Home Organization(s):

When entering the Home Organization Code below they must be entered in UPPERCASE.

Select 1 or more Home Organizations below. (Optional)

- ☐ T - Texas Tech University
 - ☐ A - President's Office
 - ☐ B - Provost and Academic Affairs
 - ☐ B1 - Provost and Academic Affairs Lbbk
 - ☐ B00 - Provost and SVP Academic Affairs
 - ☐ B12 - Academic Affairs
 - ☐ B13 - International Affairs
 - ☐ B14 - Information Technology and CIO
 - ☐ B60 - School of Law

[Deselect all](#)

OR

Type or paste in one or more Home Organization Codes into the prompt below. (Optional)

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

HR145—TTU Summer Appointment Report, continued

The report output is divided into 4 sections:

Employee Information – details about employee such as R#, Full or Part Time Indicator, Home Organization and Current Hire Date

Job Information – details about Position Number, Position Class, Job Type, Job Begin and End Date, Hourly Rate of Pay, Hours per Pay period, Salary Per Pay Period, Annual Salary

Earnings Information – Position Number, Earn Code, Hours per pay period

Job Labor Information – Position Number, Effective date FOAP began to support salary for current assignment, FOAP paying the summer assignment and Amount being paid for pay period

Within the Job Information section, note the Job Begin Date and Job End Date. These are the start and end date for only the summer appointment. Within the Job Labor Distribution section the Effective Date displayed indicates the date that the FOAP began to support the summer appointment.

Report: HR145

Texas Tech University

TTU Summer Appointment Report

Fiscal Year: 2020 Term: Summer I

Home Organization: [View Details](#)

07/14/20

Employee Information

Employee ID	Employee Name	Employee Status	Current Hire Date	Original Hire Date	E Class	E Class Desc	Full/Part Time	Hiring Location	Hiring Location Desc	Home Chart	Home ORGN	Home ORGN Desc
		A	09/01/2017	05/01/2015	F1	FT 9 Mo Fac Non Vac Elig	F	T0081		Texas Tech University		

Job Information

Status	Position ORGN	Position ORGN Desc	Position Number	Position Title	Job Suffix	P Class	P Class Desc	Payroll ID	Job Type	Job Begin Date	Job End Date	Last Paid Date	FTE	Hourly Rate	Hours/ Units Per Pay	Assign Salary Per Pay Period	Factor	Pay Periods	Annual Salary
Active			T99445	Instructor	20	P5907	Instructor	MN	Secondary	06/01/20	07/15/20	06/30/20	0.500	38.46	86.66	3,333.33	9	9	30,000.00

Earnings Information

Position Number	Job Suffix	Earn Code	Earn Code Desc	Hours/Units	Special Rate	Effective Date	End Date
T99445	20	RGS	Regular Salaried	86.66		06/01/20	

Job Labor Distribution

Position Number	Job Suffix	Effective Date	COAS	FUND	FUND Desc	ORGN	ORGN Desc	ACCT	ACCT Desc	PROG	Amount Pay Per Period	Percent
T99445	20	06/01/20	T	11B179	Core Research Support Fund 20 21			6A1801	SW Faculty Non Tenure Track	200	3,333.33	100.00%
Position Summary											3,333.33	100.00%



TEXAS TECH
UNIVERSITY®

DMFR August Class Schedule

Class	Date
Account Code Training for Expenditures	8/12 , 8/29
Banner 9 Finance Navigation	8/3, 8/12, 8/18, 8/26
Budget Management and Revision	8/14, 8/26
Cognos Grant Reporting	8/6, 8/24
EOPS: Employee One-time Payment System Overview	8/5, 8/18
Financial Management 101: Introduction to FOAP Codes	8/7, 8/19
Financial Reporting - Budget Reports	8/4, 8/18
Financial Reporting - Transaction Reports	8/4, 8/18
HR Reporting - Employee Appointment Reports	8/11, 8/25
HR Reporting - Payroll Reports	8/22, 8/25
Introduction to Cognos	8/3, 8/5, 8/11, 8/13, 8/19, 8/21, 8/24, 8/27
Procurement Reporting in Cognos	8/6, 8/20
TechBuy Shopper	8/10, 8/20
Travel Training for Travel Preparer	8/12, 8/25
Xtender - Scanning and Indexing	8/5, 8/18

*If you are interested in enrolling into one of the sessions above, please log in to Cornerstone. **Please note the class dates and times are subject to change.*



Need our Services?

DMFR 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 DMFR might assist your department, please do not hesitate to reach out.

DMFR Mailbox Changes

In the transition from AFSIM to DMFR, our mailbox addresses have changed. The new mailbox addresses are:

dmfr.support@ttu.edu (formerly afism.2know@tu.edu)
dmfr.applications@ttu.edu (formerly afism.applications@ttu.edu)
dmfr.reporting@ttu.edu (formerly afism.reporting@ttu.edu)
dmfr.training@ttu.edu (formerly afism.training@ttu.edu)

Contact Us

dmfr.support@ttu.edu

Visit us on the web:

<http://www.depts.ttu.edu/dmfr/>

DMFR Training Website:

<https://apps.dmfr.ttu.edu/training/>

DMFR Portal

<https://portal.dmfr.ttu.edu>



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