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.
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.
  - IV’s 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 contract 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.
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.

<table>
<thead>
<tr>
<th>Employee Class</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1</td>
<td>FT 9 Mo Fac Non Vac Elg</td>
</tr>
<tr>
<td>F2</td>
<td>FT Exempt Law School Faculty</td>
</tr>
<tr>
<td>F3</td>
<td>PT Exempt Law School Faculty</td>
</tr>
<tr>
<td>F4</td>
<td>PT 9 Mo Fac Non Vac Elg</td>
</tr>
<tr>
<td>F5</td>
<td>Fac JointTxStateAgrcAppt</td>
</tr>
<tr>
<td>F6</td>
<td>FT 11-12 Mo Fac Non Vac Elg</td>
</tr>
<tr>
<td>S2</td>
<td>PT Exempt TA GPTI GRHA</td>
</tr>
</tbody>
</table>
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.
## DMFR August Class Schedule

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

*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@ttu.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