DMFR News

DMFR Resources— Help is a Click Away

The Resource Page of DMFR's website provides access to job aids, applications and other tools that are useful to your job duties. These resources are broken down into categories: Cognos, Finance, Payroll and TeamApp. Check out the Finance Resource page below. It has tools to help you find the right account code for TechBuy or P-Card reconciliation, aids to understanding FOP and FOAP codes, instruction on using the Available Budget Tab and more.

If you don't find the assistance you need on our Resources page, remember that you can submit questions via our DMFR Customer Portal.

Account Code Descriptions ⬈	Food and Entertainment 🗎
Account Crosswalk ⬈	Introduction to Fits: Training Manual (REV0816) 🗎
Account Crosswalk Instructions 🗎	Program Code Definitions 🗎
Budget by FOP or FOAP 🗎	Property Certification Checklist 🗎
Diagram of FOAP Entry Codes 🗎	Property Inventory System Guide 🗎
Diagram of Fund Group, Category & Class 🗎	Query of Fund Group, Category & Class ⬈
Document Prefix Identifiers ⬈	Rule Class: Codes & Descriptions ⬈
Expenditure Allowability Matrix ⬈	Setting up Available Budget Tab in Raiderlink 🗎

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♦ **Need Our Services?**

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Expenditure Allowability Matrix Application

The Expenditure Allowability Matrix application provides information about expenditures by Budget Pool at the Fund Class Level. This is useful when determining what expenses are allowed and not allowed on your FOP(s). It can be referred to when the need for an out of the ordinary expenditure arises or for learning more about your FOP(s)

Within the application, select the Fund Group(s) that your FOP(s) are in, within the group are options to choose the Fund Category and within the category, the desired Fund Classes.

The selected information displays in the matrix as shown below. Note that the filter on the left identifies the choices that were selected. These are active links and provide details about the Fund Group and category that are shown. The Fund Classes display across the top of the matrix and the budget pools down the side. As you read down the chart below the selected Fund Category, you learn by budget pool if expenditures are allowed , allowed with restrictions or not allowed. These are highlighted green, yellow and red respectively. The Yes, with restrictions is an active link that takes you to the restrictions in that budget pool for the selected Fund Category.

The Expenditure Allowabililty Matrix is found in A&F Work Tools > DMFR> Resources > Finance Filter> Expenditure Allowability Matrix

DMFR November Class Schedule

Class	Dates
Financial Management 101: Introduction to FOAP Codes	11/2, 11/15, 11/30
Account Code Training for Expenditures	11/2, 11/12
Introduction to Cognos	11/2, 11/9, 11/23
TechBuy Shopper	11/3, 11/17
Financial Reporting - Budget Reports	11/3, 11/17
Travel Training for Travel Preparer	11/5, 11/19
Financial Reporting - Transaction Reports	11/5, 11/19
EOPS: Employee One-time Payment System Overview	11/9, 11/23
Xtender - Scanning and Indexing	11/9, 11/23
Banner 9 Finance Navigation	11/9, 11/23
Procurement Reporting in Cognos	11/10
HR Reporting - Employee Appointment Reports	11/10
Budget Management and Revision	11/12
HR Reporting - Payroll Reports	11/12
Account Code Training for Expenditures	11/12
Cognos Grant Reporting	11/19
Travel Training for Travel Preparer	11/19

*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.*

DMFR

Did You Know??

The FI002 Revenue Expense Budget Pools by FOP report shows the budgeted amount for expenses (reductions) at the budget pool level.

This may help in understanding the Matrix information as it applies to your FOP(s)

Reductions

Budget Pool	Budget Pool Description	Budget Original	Fav Unfav
7B0	TV In State Travel Budget Pool	0.00	8.34
7B6	TV Student Group Local Budget Pool	6,500.00	6,500.00
7N0	OE Other Expenses Budget Pool	600.00	600.00
7N1	OE Membership Dues Budget Pool	12,000.00	1,598.00
7N3	OE Services Other Budget Pool	250.00	0.00
7N4	OE Food/Entertainment Budget Pool	3,000.00	1,903.00
Reductions - Total		**73,016.00**	**48,786.07**

Holiday Schedule
November 26-27

HAPPY THANKSGIVING

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.

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