DMFR News

## Reminder…..Update Your Available Budget Tab

Have you remembered to update the Available Budget Tab in Raiderlink for Fiscal Year 2020? Follow the steps below so that you will have quick access to the expense budget for your FOP(s).

- Select the Available Budget tab in Raiderlink

- Select the cog icon within the portlet you are updating

- Select the link labeled "Preferences"
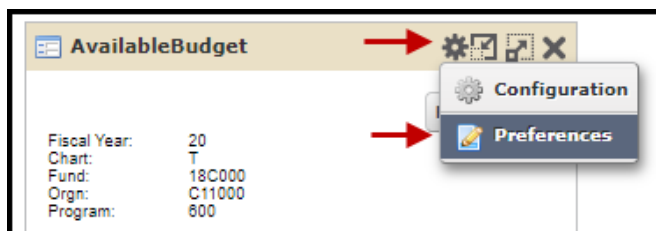
- Update the Fiscal Year field with 21

- Select "Apply and View Data"
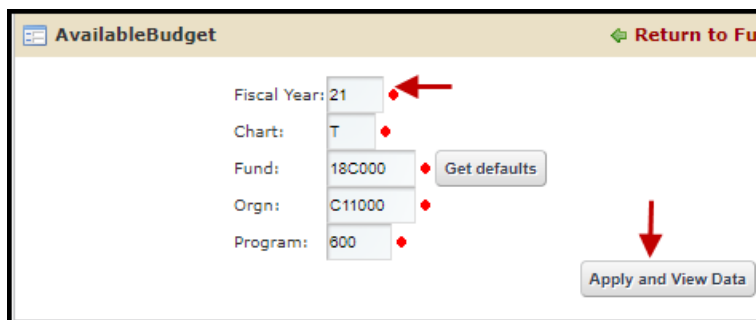
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Data Management
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FI121A—Fund Balance Summary Report

This report is designed to assist Fund Managers in determining the amount of Fund Balance (also called carry forward) that is available to move from Fiscal Year 2020 to Fiscal Year 2021. Though this report shows a "Default Organization", remember that it is to the discretion of the Fund Manager regarding which Organization will receive the Fund Balance.

The amount displayed in the last column "Uncommitted Balance" is the amount that is available to be rolled forward. These will not roll forward automatically, but requires that the Budget Revision System be used to move the Fund Balance forward.

This report is found in Cognos > Team Content> TTU Finance > Fund Balance Reports > FI121A

Report: FI121A

Texas Tech University
Fund Balance Summary
For Period Beginning September 1, 2019 and Ending August 31, 2020

Fund Manager: Botte, Gerardine G. - B56004

Fund	Fund Description	Default Organization	Default Program	Beginning Balance	Revenues	Expenses	Ending Balance	Encumbrances & Reserves	Other Reserves	Uncommitted Balance
16D092	Student Off Campus Travel Expense	B56004	100	560.40	0.00	0.00	560.40	0.00	0.00	560.40
18A338	Chemical Engineering Royalty	B56004	200	2,000.00	7,028.54	0.00	9,028.54	0.00	0.00	9,028.54
18F185	Chemical Engineering Residual	B56004	200	609.25	0.00	0.00	609.25	0.00	0.00	609.25

Questions about Budget Revisions?

Let DMFR help you! Enroll in the session "Budget Management and Revision" . This session is designed for those who manage a budget or who make budget adjustments or transfer funds. This class provides a demonstration of the Budget Revision System that is used to move the fund balance forward and enter or approve other budget adjustments during the year.

In addition, this class also provides:
- A review of the annual process of TTU's budget system
- A review of budgeting procedures based on revenue flow
- A review of the considerations of budgeting for wages and salaries
- A review of the 4 options for revising a budget

This session is offered at least twice monthly by DMFR and enrollment is completed via Cornerstone.

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DMFR October Class Schedule

Class	Date
Financial Reporting - Transaction Reports	10/1, 10/15
Xtender - Scanning and Indexing	10/1, 10/5, 10/19
Cognos Grant Reporting	10/12
Financial Management 101: Introduction to FOAP Codes	10/6, 10/12, 10/29
TechBuy Shopper	10/6, 10/13, 10/20, 10/26,
Introduction to Cognos	10/6, 10/13, 10/20, 10/27
Financial Reporting - Budget Reports	10/13, 10/27
Travel Training for Travel Preparer	10/15, 10/29
Banner 9 Finance Navigation	10/5, 10/19
Account Code Training for Expenditures	10/5, 10/19, 10/27
EOPS: Employee One-time Payment System Overview	10/5, 10/19
Budget Management and Revision	10/20 10/29
HR Reporting - Payroll Reports	10/22
HR Reporting - Employee Appointment Reports	10/22
Procurement Reporting in Cognos	10/26

*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.*

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HR009—Salary Roster by Organization

The HR009 report can be used to provide information such as:

- Which FOAP(s) support salary for a specific employee.
- The total salary amount supported by a specific FOAP.
- The percent of a certain employees salary paid by a FOAP.
- Verification that all Student Employee salary assignments are correct.
- Identification of a FOAP supporting an employee salary in error.

Fund	Organization	Account	Program
11A004		6A1801	100
Faculty Salaries		SW Faculty Non Tenure Track	Instruction Expense

Position Class: F5957 - Lecturer

P-Class	ID	Name	Employee Class	Position	Job Suffix	Pay Code	Job Type	Single or Pooled	Job Labor Dist Eff Date	FOAP Percent	FOAP Annual Salary
	R00		F1 - FT 9 Mo Fac Non Vac Elig	- Lecturer	00	MN	P	S	09/01/20	100.00	53,014.59
F5957 - Lecturer	R11	I	F1 - FT 9 Mo Fac Non Vac Elig	- Lecturer	00	MN	P	S	09/01/19	100.00	41,287.00
									F5957 - Lecturer - Total		94,301.59

Fund	Organization	Account	Program
11A004	B53011	6A1802	100
Faculty Salaries	History	SW Faculty Tenure Track	Instruction Expense

Position Class: F5204 - Professor

P-Class	ID	Name	Employee Class	Position	Job Suffix	Pay Code	Job Type	Single or Pooled	Job Labor Dist Eff Date	FOAP Percent	FOAP Annual Salary
F5204 - Professor	R0		F8 - FT 12 Mo Fac Vac Elig	- Professor	00	MN	S	S	09/01/19	100.00	65,455.39
									F5204 - Professor - Total		65,455.39

Report Data

- Salaries supported by the FOAP are displayed below the FOAP header .
- Employee Position Assignment is provided with both the T-number and Title
- Pay Code defines frequency of pay. M = monthly and SM= semi-monthly
- Single (S) or Pooled (P) Position. Only one person can be assigned to an S Position and more than one person can be assigned to a P Position
- FOAP Percent—the percent of the Annual Salary supported by the FOAP displayed above. An employee can have their salary supported by more than one FOAP
- FOAP Annual Salary—the dollar amount that the FOAP will pay towards the shown position for the employee

This report is located in Cognos > Human Resources> Employee Appointment Reports> HR009

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 AFISM 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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