

DMFR News

December 2020

DMFR December Class Schedule

Class	Date
Financial Management 101: Introduction to FOAP Codes	12/01/2020
TechBuy Shopper	12/01/2020
Introduction to Cognos	12/01/2020
Procurement Reporting in Cognos	12/03/2020
Travel Training for Travel Preparer	12/03/2020
EOPS: Employee One-time Payment System Overview	12/03/2020
Financial Reporting - Budget Reports	12/07/2020
Xtender - Scanning and Indexing	12/07/2020
Cognos Grant Reporting	12/08/2020
Account Code Training for Expenditures	12/08/2020
Budget Management and Revision	12/08/2020
TechBuy Shopper	12/10/2020
HR Reporting - Employee Appointment Reports	12/14/2020
HR Reporting - Payroll Reports	12/14/2020
Banner 9 Finance Navigation	12/14/2020
Procurement Reporting in Cognos	12/15/2020
Introduction to Cognos	12/15/2020
Financial Reporting - Budget Reports	12/15/2020
Travel Training for Travel Preparer	12/17/2020
Financial Reporting - Transaction Reports	12/17/2020
Financial Management 101: Introduction to FOAP Codes	12/21/2020

Register for the above sessions via Cornerstone: <https://apps.dmfr.ttu.edu/enterRegistrationSystem/> . Class schedules are subject to change.

In This Edition:

- ♦ DMFR December Class Schedule
- ♦ Report of the Month—FI027 Balance Sheet Transaction Report
- ♦ New Search Features in TechBuy
- ♦ Holiday Schedule

Report of the Month

FI027—Balance Sheet Transaction Report

The Balance Sheet Report provides an itemized list of transactions for Assets, Liabilities and Control Accounts. The General Ledger shows “What I own, what I owe and the net difference”, displaying Account Types: 10- Assets, 20- Liabilities, 30- Control Accounts 40 –Fund Balance.

This report can be executed for single or multiple charts. Required parameters include, Chart, Fiscal Year and Posting Period. Optional parameters include Document ID and Reference Number, Fund, Fund Category and Account.

The Report displays as shown below, showing Assets first, followed by Liabilities, and then Control Accounts. The calculation is Assets + Liabilities - Control Accounts =0. Should the report show a Summary Balance of anything other than –0-, you will need to contact [Accounting Services](#).

Assets:

Assets											
Chart	Posting Period	Rule Class	Rule Class Description	Transaction Date	Document ID	Transaction Amount	Transaction Description	Fund	Account	Bank	
T	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143275	(21.60)	HR Payroll 2020 MN 11 0	18D050	1A0096	25	
T	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143275	(1,607.18)	HR Payroll 2020 MN 11 0	18D050	1A0096	25	
T	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143275	(468.82)	HR Payroll 2020 MN 11 0	18D050	1A0096	25	
T	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143275	(797.84)	HR Payroll 2020 MN 11 0	18D050	1A0096	25	
Assets						110,532.63					

Liabilities:

Liabilities											
Chart	Fiscal Year	Posting Period	Rule Class	Rule Class Description	Transaction Date	Document ID	Transaction Amount	Transaction Description	Fund	Account	Bank
T	2021	02	DNEI	Check - Invoice w encumbrance	10/22/20	I1271244	9.48	Summus Staples	18D050	210000	26
T	2021	02	DNEI	Check - Invoice w encumbrance	10/22/20	I1271244	3.79	Summus Staples	18D050	210000	26
T	2021	02	DNEI	Check - Invoice w encumbrance	10/22/20	I1271244	3.49	Summus Staples	18D050	210000	26
T	2021	02	DNEI	Check - Invoice w encumbrance	10/30/20	I1273129	222.10	Today's Business Solutions Office D	18D050	210000	26
T	2021	02	DNEI	Check - Invoice w encumbrance	10/30/20	I1273129	12.57	Today's Business Solutions Office D	18D050	210000	26
T	2021	02	DNEI	Check - Invoice w encumbrance	10/30/20	I1273129	14.22	Today's Business Solutions Office D	18D050	210000	26
Liabilities							17,005.25				

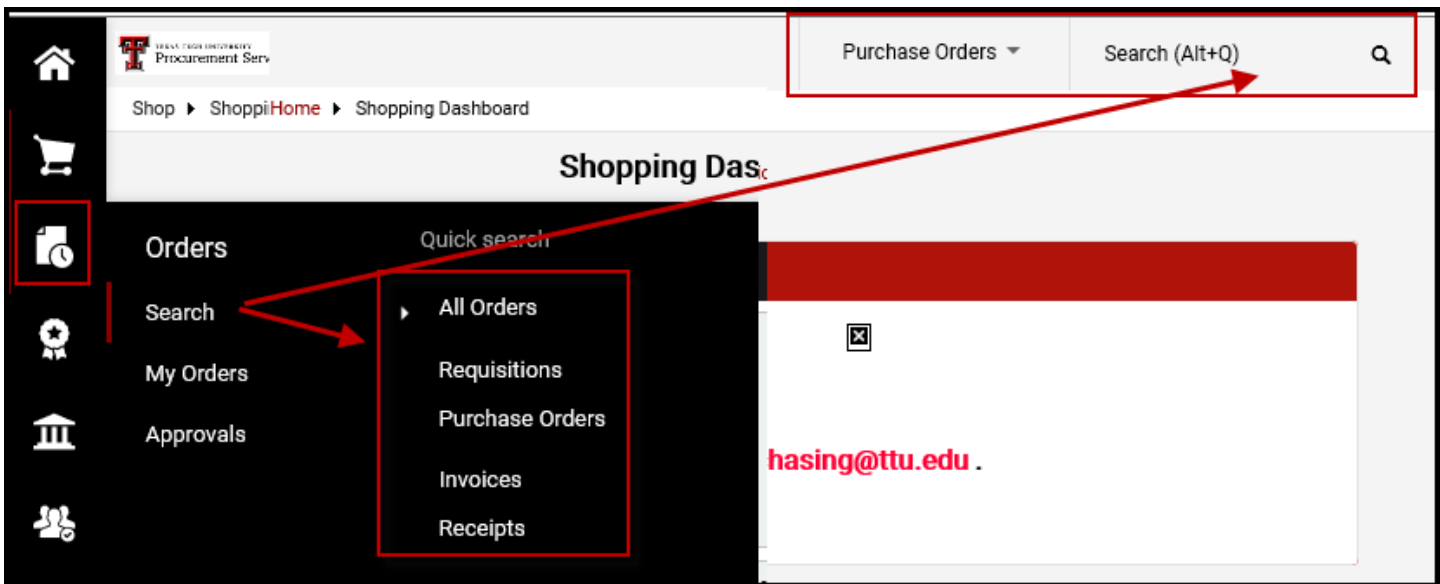
Control Accounts:

Control Accounts											
Chart	Fiscal Year	Posting Period	Rule Class	Rule Class Description	Transaction Date	Document ID	Transaction Amount	Transaction Description	Fund	Account	Bank
T	2021	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143275	92.65	HR Payroll 2020 MN 11 0	18D050	3A0002	25
T	2021	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143275	770.22	HR Payroll 2020 MN 11 0	18D050	3A0002	25
T	2021	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143275	(1,607.18)	HR Payroll 2020 MN 11 0	18D050	3A0002	25
T	2021	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143453	30.47	HR Payroll 2020 SM 21 0	18D050	3A0002	25
T	2021	02	HGRB	Payroll - Gross Benefit Expense	10/31/20	F0143453	45.71	HR Payroll 2020 SM 21 0	18D050	3A0002	25
T	2021	02	POBC	Purchase Order Batch Close	10/31/20	*0064091	0.00	Batch Close PO P0836905	18D050	3A0004	
Control Accounts							(127,537.88)				
Summary							0.00				

Check Out the New Search Features in TechBuy

The search capabilities in TechBuy were updated recently. This change enables a faster and easier search experience within the TechBuy System. It is now possible to create searches from the Home Screen and within “My Searches”.

The system has a “quick search” feature that supports searching on a keyword or phrase such as a Purchase Order Number, Requisition Number, Vendor Names, etc. It also allows saving search criteria so that the search can be executed when needed. This can be something like the Chart, Fund, and Organization Code.



A training guide is available for this upgrade at: <https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/TechBuy-New-Search-Experience.pdf>

Need to Enroll in TechBuy for the Shopper?

DMFR provides several sessions a month for those that will be using the TechBuy System. Prior to enrolling, you must have completed “Financial Management 101: Introduction to the FOAP Codes”. Registration is via [Cornerstone](#).



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.



Holiday Schedule

Winter Break ~ December 23~Dec 31

New Years Day ~ Jan 01

Contact Us

dmfr.support@ttu.edu

Visit us on the web:

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

DMFR Training Website:

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