DMFR News

Tired of all those filing cabinets? Use Xtender!

What is Xtender?

Xtender is a document management system that provides users the ability to capture, organize, and retrieve documents and is best used for long-term document archival. Documents can be imported from your computer or uploaded from a desktop scanner directly into the Xtender system. Xtender is both FERPA and HIPPA compliant, so you can keep any type of documentation organized, safe, and secure.

How to get Xtender set up for your department?

To set up specific applications/folders for your department, contact EAS directly via email at *EnterpriseAppSecurity.IS@ttu.edu* , or if you have access, you can submit a *Jira request* to EAS Support.

EAS will walk you through the process of setting up your specific application/folders, help you assign different levels of access for your team members, and can guide you through selecting the various indexing/search fields that will best fit your department's needs.

How can DMFR help?

- To learn more about how Xtender works, submit a ticket through our *Customer Portal* to set up a one -on-one meeting with one of our trainers.

- When your staff is ready to be trained on how to use Xtender, either register them via *Cornerstone* for our Xtender Training class, or reach out to us directly via our *Customer Portal* to create a specialized training class for just your team!!

- If you have already attended training, but need assistance using specific features within the system, please visit our *Xtender Help Guide* or reach out to us via our *Customer Portal*.

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TEXAS TECH UNIVERSITY
Data Management
for **Financial Resources**™

DMFR July Class Schedule

Class	Date
Account Code Training for Expenditures	7/17, 7/29
Banner 9 Finance Navigation	7/1, 7/8, 7/16, 7/21, 7/30
Budget Management and Revision	7/15, 7/30
Cognos Grant Reporting	7/7, 7/21
EOPS: Employee One-time Payment System Overview	7/8, 7/22
Financial Management 101: Introduction to FOAP Codes	7/9, 7/22
Financial Reporting - Budget Reports	7/2, 7/21
Financial Reporting - Transaction Reports	7/2, 7/23
HR Reporting - Employee Appointment Reports	7/14, 7/28
HR Reporting - Payroll Reports	7/16, 7/30
Introduction to Cognos	7/3, 7/6, 7/10, 7/14, 7/16, 7/21, 7/24, 7/28, 7/30
Procurement Reporting in Cognos	7/23, 7/9
Travel Training for Travel Preparer	7/15, 7/29
Xtender - Scanning and Indexing	7/1, 7/7, 7/14, 7/22

*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 (AFISM) is committed to supporting the training needs of the campus. Through our ***Customer Portal***, you can request a new training class, ask a question about the trainings we offer, or ask for assistance in finding different resources that are available. To register for training, visit the ***Cornerstone*** website. If you do not see the class you are looking for or need assistance in using the Cornerstone system, please let us know via our ***Customer Portal***.

In addition, we encourage you to use these resources to assist you in your job duties:

- ***AFISM Resources***

- ***AFISM Video Resources***

- ***AFISM Training Checklist***

AFISM is now Data Management for Financial Resources

Administration and Finance Information Systems Management (AFISM) is beginning the process of transitioning to Data Management for Financial Resources (DMFR). Under this new name our department's mission will be to leverage data for the purposes of gaining insight, improving processes, and increasing efficiency. We will strive to create high-quality reporting tools and data products which directly add value to the Administration & Finance Division and Texas Tech University, with an emphasis on developing Operational, Managerial, and Strategic analytics.

What can you expect?

In the coming weeks you will begin seeing references to 'AFISM' replaced with 'DMFR'; this includes website information, training content, documentation, applications, Cognos reporting products, departmental inboxes, and more. As we approach transition dates, we will be sure to convey these changes in a timely manner via TechAnnounce and other means of communication so you can have the most up-to-date information.

While we will still be receiving and accepting certain project requests, we will also be proactive and engage key stakeholders in projects which seek to address some of the division's more challenging data needs. Additionally, DMFR will continue to support the A&F Division's web presence and various training needs as we did under the AFISM name.

We look forward to the opportunities that lie ahead of us and are excited to begin working with our partners in this new paradigm.

DMFR

Report of the Month

FI137—Open Encumbrance Report

Reviewing the status of encumbrances is a task that needs to be completed monthly for your FOP(s). This report identifies open encumbrances and you determine if there are those that need to be closed due to events such as backorders being cancelled, trips not being taken, as well as others. The monies encumbered cannot be used for other purposes until the encumbrance is released.

For travel, if a trip is not taken, the application must be cancelled so the encumbered funds can be released back into the FOP. For TechBuy, any remaining balance greater than $25 after all invoices are paid or if receipt of goods or services did not occur at all, the ***Encumbrance Release System*** should be used to release the encumbrance..

- Encumbrance Number identifies the encumbrance. EV = Travel P0 = Purchase Order

- Encumbrance date is the date the funds were initially encumbered

- Document Reference Number shows trip number from Travel System

- Vendor Name identifies traveler for travel encumbrances and vendor for purchase orders

- *Original Encumbrance* is the amount initially encumbered, *Adj & Liquidations* are the amounts that have been released for payment of invoices and the *Remaining Balance* is what is still encumbered against FOP. The *FOP* encumbered is displayed to the right of the Remaining Balance.

The screen shot below displays the report output for a FOP that has opportunity for better encumbrance management. Note the purchase orders established in 2015 and 2016. These should be reviewed and action taken based on result of review, possibly closed with the funds being released back to the FOP. It would be good to review the Travel Encumbrance as well. Verify if voucher needs submitted or if trip did not take place.

Encumbrance Number	Established Date	Document Reference Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance	Fund	Orgn	Acct	Prog
EV295829	2/20/20	2014568		2,438.40	0.00	2,438.40	16A050		7B1999	400
Total for EV295829				2,438.40	0.00	2,438.40				
P0405093	9/17/15			876.00	(30.00)	846.00	84A359		7B7005	G10
Total for P0405093				876.00	(30.00)	846.00				
P0474680	7/13/16			1,044.16	0.00	1,044.16	24G585		7C0181	400
Total for P0474680				1,044.16	0.00	1,044.16				
P0498677	10/6/16			100.37	0.00	100.37	84A234		7B0005	G10
Total for P0498677				100.37	0.00	100.37				

This report shows a FOP that has well-managed encumbrances:

Encumbrance Number	Established Date	Document Reference Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance	Fund	Orgn	Acct	Prog
P0741464	8/11/19		Aquaone Inc	950.00	(532.00)	418.00	16A050		7N4006	100
Total for P0741464				950.00	(532.00)	418.00				
P0746754	8/25/19		Ricoh USA Inc	434.02	(217.01)	217.01	16A050		7G0013	400
Total for P0746754				434.02	(217.01)	217.01				
P0759896	10/9/19		Ricoh USA Inc	2,149.60	(1,504.72)	644.88	16A050		7G0013	400
Total for P0759896				2,149.60	(1,504.72)	644.88				
P0804184	5/29/20		Sartorius Corporation	5,029.00	0.00	5,029.00	16A044		7C0912	400
Total for P0804184				5,029.00	0.00	5,029.00				
P0805354	6/5/20		Summus Staples	25.38	0.00	25.38	14A022		7C0902	200
Total for P0805354				25.38	0.00	25.38				

This report is found in Team Content > TT Finance > Departmental Users > Procurement Reports

DMFR

Need our Services?

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

Contact Us
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Visit us on the web:
http://www.depts.ttu.edu/afism/
AFISM Training Website:
https://apps.afism.ttu.edu/training/
AFISM Portal
https://portal.afism.ttu.edu

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