AFISM News

Introducing DMFR

What is happening?

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.

In this issue:

♦ **Welcome to DMFR**

♦ **June Class Schedule**

♦ **Account Code Training for Expenditures**

♦ **Report of the Month - HR058 - Leave Without Pay With Benefits**

TEXAS TECH UNIVERSITY
Administration and Finance
Information Systems Management

DMFR June Class Schedule

Class	Date
Financial Reporting - Budget Reports	6/2 & 6/15
Cognos Grant Reporting	6/2 & 6/18
Banner 9 Finance Navigation	6/3 & 6/18
EOPS: Employee One-Time Payment System Overview	6/3 & 6/17
HR Reporting-Employee Appointment Reports	6/4 & 6/16
Financial Management 101: Introduction to FOAP Codes	6/5 & 6/17
Financial Reporting-Transaction Reports	6/8 & 6/23
HR Reporting– Payroll Reports	6/9 & 6/23
Budget Management and Revision	6/10 & 6/23
Budget Management and Revision	6/10 & 6/23
Travel Training for Travel Preparer	6/12 & 6/24

Sharing Job Duties?

Are you possibly sharing or taking on more or new job responsibilities while working from home? Do you suddenly need to learn how to run and read Cognos reports? Would you like your entire department to learn how to use Xtender or choose the correct Account Codes in TechBuy?? The AFSIM training staff is here for you and ready to conduct online trainings. Please do not hesitate to log onto Cornerstone and sign up. If you would like us to create and facilitate a specialized training for your team/department please reach out to us at AFSIM.2know@ttu.edu . We look forward to helping you!

Account Code Training for Expenditures
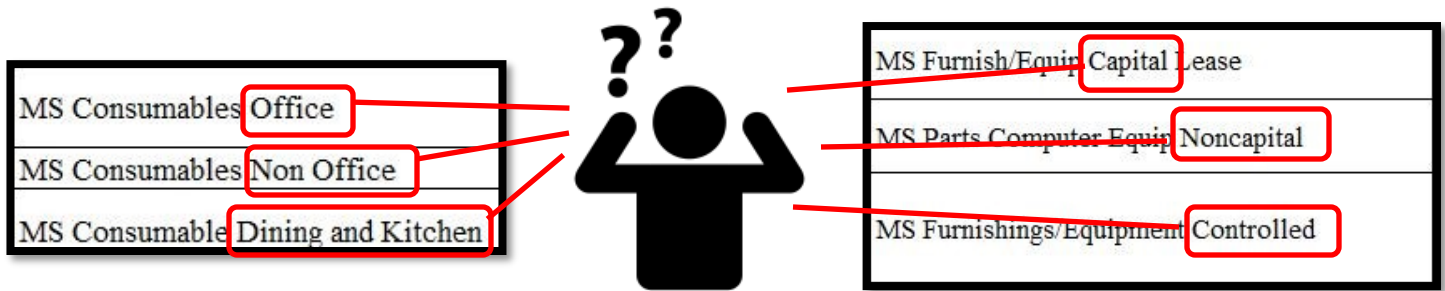
If you find yourself calling Procurement Services for clarification about Account Codes more than you would like, may we suggest the Account Code Training for Expenditures class. This class is great for anyone who works in TechBuy or Pcard reconciliation, and is beneficial for those who are new to these job duties or for those who have worked in these systems for a while and need a refresher.

In this class you will learn about …

- why it is so important that you choose the correct Account codes.
- basic terminology associated with the Account Code Descriptions .
- Account codes for specialty items, including codes that start with 7N4.
- resources such as the Expenditure Allowability Matrix and the Account Crosswalk

The Account Code Training for Expenditures class is offered twice a month, and, as long as you have already taken Financial Management 101, you can register to-day via the Cornerstone application. We hope to see you in an upcoming class!

AFISM

Report of the Month

HR058—Leave Without Pay With Benefits

For Faculty Paid with 9 checks and All GA, GPTI, TA and RA's by Position Org

This report is used to verify that Faculty, GA, GPTI, TA and RA appointments are properly set up for leave with-out pay with benefits. These employees receive their salary over 9 months and go on leave during the summer months, while still receiving designated benefits.

The parameter page has two entries:

- Chart of Accounts (Required)

- Budgeted Organization - If no Organization is selected, all Organizations that the person executing the report has permission to view are displayed.

Texas Tech
Leave Without Pay With Benefits For Faculty Paid with 9 checks, and all GA, GPTI, TA and RA's By Position Organization.

Select a Chart of Accounts:
* Texas Tech University

Select a Budgeted Organization: (Optional)
Budgeted Orgn

The report provides a list of Faculty, GA, GPTI, TA and RA's who are set up for Leave without Pay with Benefits, displaying by Position Organization. Employee R-Number and Name are shown, followed by Employee Class and the Position assigned to. Note the Factors and Pays columns followed by "Personnel Date". This is the date that Leave without Pay with Benefits will go into effect for the employee. Job Status will be active if employee is still assigned to the position shown in the report.

Tech ID	Employee Name	Employee Class	Position	Job Suffix	Factors	Pays	Personnel Date	Job Status
Position Organization: B5								
		F1-FT 9 Mo Fac Non Vac Elig	T9 - Associate Professor	10	9	9	06/01/20	Active
		F1-FT 9 Mo Fac Non Vac Elig	T9 - Associate Professor	L1	9	9	06/01/20	Active
		F1-FT 9 Mo Fac Non Vac Elig	T9 - Department Chairperson	10	9	9	06/01/20	Active
		S2-PT Exempt TA GPTI GRHA	T9 - Teaching Assistant	10	9	9	06/01/20	Active
		S8-PT Exempt Research Assistant	T9 - Research Asst - Grad Student	10	12	12	06/01/20	Active
		S1-PT Non Exempt Graduate Asst	T9 - Graduate Assistant	10	24	24	06/01/20	Active

To access, within in Cognos, select: Team Content > Human Resources > Departmental Users > Employee Appointment Reports. HR Reports require access in order to use them. This access is granted by the Financial Manager of the Organization for which the information is needed.

AFISM

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.

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