DMFR News

TechBuy Goes Mobile

Procurement Services announces the release of the Jaggaer Mobile App for TechBuy. The app is available for iOS devices (9.0 and higher) and Android devices, and is available from the Apple Store and from the Google Play Store. It will function on the Apple iPad, but is scaled for the smaller iPhone screen, so the display on the iPad may be harder to read. You must be active in TechBuy to utilize the mobile app.

You will like the capabilities that Jaggaer Mobile app provides. They include:

♦ Shopping from Hosted Catalogs, Punchouts, or from your saved favorites
♦ Access to your notifications and action items
♦ Approvals on-the-go
♦ Ability to view important attachments
♦ Capability to add or view comments while approving documents
♦ Viewing account codes
♦ Identifying other approvers to keep workflow moving
♦ Creating receipts

Prior to adding your device and downloading the Jaggaer Business Mobile App, please email techbuy.purchasing@ttu.edu to have your password reset. *The Mobile App password is separate from your Raiderlink password and will not affect or change your regular login.*

Instructions for adding a device are found at: https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/Techbuy-Mobile-App.pdf

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TEXAS TECH UNIVERSITY
Data Management
for Financial Resources™

Introducing.....Cognos Report FI408—Banner Account to Comp Object Crosswalk
(Account Crosswalk)

The Account Crosswalk is now found in Cognos!! This will provide you the account codes needed for your purchases or revenues in an easy to use format. The parameter page is shown below. Notice the following:

♦ A drop down to select the Chart of Account, with a default setting to "T".

♦ Category options to for either Expenses or Revenues, defaulted to "Expenses" .

♦ A field to enter in a 6 digit account code or a field to enter in key words to search for account code.

TEXAS TECH UNIVERSITY
Banner Account to Comp Object Crosswalk

Select Chart of Account :
* T - Texas Tech University

Select Category :
* Expenses (Acct Type : 70)

Note** : Please enter either Account Code or Account Code Description

Enter Account Code :

---- OR ----

Enter Account Code Description :
toner

Once the parameter fields have been completed, select "Finish" in the lower left. *Report output is seen on the following page.*

FI408 continued...

The parameters selected are shown in the report heading. And the possible Account Codes are provided in the report output. The Banner Account Codes that apply to the Account Description entered on the parameter page are shown. From the output, select the code that fits your purpose for the purchase.

TEXAS TECH UNIVERSITY
Banner Account to Comp Object Crosswalk

Chart of Account : T - Texas Tech University
Category : Expenses (Acct Type : 70)
Account Code : Null
Account Code Description : toner

Banner Account Code	Banner Account Description	Comp Object
7C0010	MS Consumables Office	7300
7C0011	MS Consumables Non Office	7300
7C0012	MS Consumables Dining and Kitchen	7300
7C0902	MS Consumables Lab	7300
7F0021	RM Repairs/Maint Computer Equipment	7267

To return to the parameter page to search on another key word, select the clock icon in the upper right of the report output ⊙
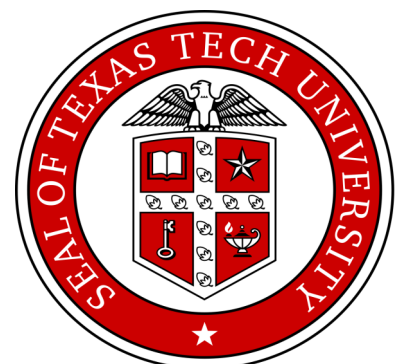
In the drop down, select ⊙ Reset prompts and run

This report is located in:

♦ Cognos> TTU Finance > Procurement Reports > FI408

♦ Cognos> TTU Finance> All Finance Reports> FI408

♦ Raiderlink > A&F Work Tools Tab > DMFR> Resources > Account Crosswalk

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Property Inventory Certification Update

Property Inventory Certifications for FY 2020 have been postponed for Texas Tech University System. Certifications are now due within 3 months after the return to Phase I operations. When we reach Phase I operations, Property Management will begin to send out notices for new certification deadlines to custodians who have not yet certified.

 With the large number of employees who have utilized institutional equipment from home, it is critical to continue TTU's property inventory tracking procedures. We highly encourage voluntary certification by August 31st as faculty and staff transaction to phase II operations in August, but this is not required. Resources available for tracking equipment:

Property Inventory System-to complete departmental transfers, certifications and update asset locations and serial numbers

Property Inventory System Instructions-how to complete tasks in the Property Inventory System

Need Training?? Wonder Where to Start??

DMFR Training Department provides some helpful guides to assist you in scheduling your classes. They are found on the DMFR Training Website:

♦ DMFR Checklist—This guide assists you to create an effective class schedule. In it you learn about the classes that are pre-requisites to other classes, suggested grouping of classes and listing of classes and descriptions. The final pages provide you with an upcoming schedule of the classes that AFISM offers.

♦ Within the DMFR Training website, select the class category as shown below, to find information about class content and training documents.

♦ Have questions? We are here to provide you information to assist you. Use our DMFR Customer Portal to submit your questions. This ensures that you will receive a quick reply. Select "Training" from the category options in the left menu, and enter your question in the space provided.

DMFR September Class Schedule

Class	Date
Financial Reporting - Budget Reports	9/1, 9/15
Financial Reporting - Transaction Reports	9/1, 9/15
Introduction to Cognos	9/2, 9/8, 9/11, 9/14, 9/18, 9/22, 9/29
Banner 9 Finance Navigation	9/2, 9/11, 9/16, 9/22, 9/23, 9/30
Procurement Reporting in Cognos	9/3, 9/17
Cognos Grant Reporting	9/3, 9/17
Travel Training for Travel Preparer	9/4, 9/16, 9/30
HR Reporting - Employee Appointment Reports	9/8, 9/28
HR Reporting - Payroll Reports	9/8, 9/29
Financial Management 101: Introduction to FOAP Codes	9/9, 9/23
TechBuy Shopper	9/10, 9/14
Xtender - Scanning and Indexing	9/11, 9/24
EOPS: Employee One-time Payment System Overview	9/11, 9/24
Account Code Training for Expenditures	9/16, 9/30
Budget Management and Revision	9/18, 9/28

*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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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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