



# DMFR News

## TTU Annual Property Inventory Certifications

Mark your calendar for June 30, 2021. That is the day that Annual Property Inventory Certifications are due. You will begin receiving reminder emails starting April 1st. These will be sent to all department Property Custodians and Delegates. These notifications will continue to be sent until the department's inventory certifications have been completed.

It is important that you not wait until June 30 to begin certifying your departmental inventory. Sufficient time must be allowed to complete the certification process. It involved physically verifying that inventory tags are visible and that the correct serial number, location and condition are listed in the Property Inventory System. Updates to incorrect or missing information must be entered prior to certifying. Certifications submitted with blanks will be returned to allow the necessary adjustments.

Off-campus equipment and equipment in restricted areas that the persons performing the physical review do not have access to may be verified with photos that include the asset tag and serial number. The photos should be kept on record in the department. In addition, the location in the Property Inventory System for off campus equipment should be *remove inventory*. Off-campus equipment should be signed out of the department on a [Temporary Use of Property Authorization form](#).

As you begin the inventory certification process, remember that there are resources available to assist you. They include:

- [Property Inventory System Guide](#)
- [Property Inventory Certification Checklist](#)
- [Property Forms](#)
- [Property Inventory System](#)
- [Property Inventory Video Tutorials](#)

To submit Property forms, or if you have questions during this process, please contact Property.Management @ttu.edu

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# Check Your Budget Before You Spend

When submitting a Purchase Requisition or a Travel Application, a best practice is to always check your budget before you submit. If your funds are not sufficient to cover the expense, a delay in processing takes place, and extra effort is required by both the purchaser and the functional team.

You may use the FI002—Revenue Expense Budget Pools by FOP report found in Cognos to review your budget. It is a simple report to use and displays at the budget pool level which is easy to use whether budgeted by the FOP or FOAP. This report is located in Cognos > TTU Finance > Departmental Users > Budget Reports > FI002

The first row of the report has the required parameters. From the drop down, you need to provide the following:

- Chart of Account
- Beginning Fiscal Year
- Ending Fiscal Year
- Ending Fiscal Period

The second row allows to select report output. Choose if you want to see only actual encumbrances or if you want the report output to show fringes, longevity and student salary as if encumbered. After choosing output, enter:

- Fund Code
- Organization Code
- Program Code

Cognos is case sensitive and alpha characters must be capitalized. Select Finish to execute the report.

The screenshot shows the Cognos report interface for 'Texas Tech University' and 'Revenue Expense Budget Pools By FOP'. The report is identified as 'FI002'. The interface includes several input fields and checkboxes:

- Select the Chart of Accounts:** A dropdown menu with 'Chart of Accounts' selected.
- Select Beginning Fiscal Year:** A dropdown menu with 'Fiscal Year to Begin Report' selected.
- Select Ending Fiscal Year:** A dropdown menu with 'Fiscal Year to End Report' selected.
- Select Ending Fiscal Period:** A dropdown menu with 'Fiscal Period to End Report' selected.
- Display options:** Two radio buttons. The first is selected: 'Display only those expenses actually encumbered'. The second is 'Display Fringes, Longevity, and Student Salaries as if encumbered'.
- Input fields:** Three text boxes labeled 'Enter Fund:', 'Enter Organization:', and 'Enter Program:'.



The report output is shown below. The Budget Pool with description are shown in the first two columns. If you are FOAP Budgeted, find the budget pool that correlates to the purchase being made and follow the row over to the final column, Fav/Unfav. This column shows how much money is available in that particular budget pool to spend. For Example:

- 7B0—Instate Travel Budget Pool has \$140.00 available to spend. If submitting a travel application or purchase order that has a cost greater than \$140.00, you would need to submit a budget revision prior to submitting either document.
- 7C0—Materials / Supplies Budget Pool has \$838.17 available. If you requisition is less than this amount, you may submit it. If more than, then you will need to do a budget Revision

If you are FOP budgeted, you look at the final row and see the available budget for the FOP. This shows \$135, 423.34. However, you do have to consider non-encumbered expenses such as Student Salaries, Fringes, Longevity, Pcard Expense when making purchases.

Budget Pool	Budget Pool Description	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Exp Encumbrance	Rev/Exp Total	Fav Unfav
6A2	SW Staff Salaries Budget Pool	209,620.00	(82,709.08)	126,910.92	58,861.60	68,049.32	126,910.92	0.00
7B0	TV In State Travel Budget Pool	4,768.00	(2,768.00)	2,000.00	0.00	1,860.00	1,860.00	140.00
7C0	MS Materials/Supplies Budget Pool	5,000.00	3,777.45	8,777.45	7,939.28	0.00	7,939.28	838.17
7D0	CU Comm and Utilities Budget Pool	1,000.00	(781.93)	218.07	182.97	0.00	182.97	35.10
7F1	RM Repairs/Maint Other Budget Pool	1,000.00	(1,000.00)	0.00	0.00	0.00	0.00	0.00
7G0	RL Rentals and Leases Budget Pool	2,000.00	2,250.51	4,250.51	3,561.25	689.16	4,250.41	0.10
7N3	OE Services Other Budget Pool	4,000.00	4,148.28	8,148.28	7,428.25	709.00	8,137.25	11.03
7N4	OE Food/Entertainment Budget Pool	11,892.00	(11,417.00)	475.00	118.75	356.25	475.00	0.00
Reductions - Total		339,051.00	(13,187.55)	325,863.45	118,776.38	71,663.73	190,440.11	135,423.34

In addition to the FI002—Revenue Expense Budget Pools by FOP report, you may also use the Available Budget Tab to view the available budget for your FOP. This is found on Raiderlink and displays the expense section of your FOP only. Instructions are found at: <https://www.depts.ttu.edu/dmfr/resources/documents/finance/afism-finance-setting-up-available-budget-tab.pdf>



## DMFR **April Class Schedule**

Event Name	Date
Account Code Training for Expenditures	04/12, 04/28
Banner 9 Finance Navigation	04/14, 04/27
Budget Management and Revision	04/14, 04/30
Cognos Grant Reporting	04/08, 04/20
EOPS: Employee One-time Payment System Overview	04/09, 04/21
Financial Management 101: Introduction to FOAP Codes	04/07, 04/23
Financial Reporting - Budget Reports	04/01, 04/19
Financial Reporting - Transaction Reports	04/01, 04/20
HR Reporting - Employee Appointment Reports	04/12, 04/27
HR Reporting - Payroll Reports	04/13, 04/27
Introduction to Cognos	04/07, 04/15, 04/20, 04/30
Procurement Reporting in Cognos	04/05, 04/13
TechBuy Shopper	04/06, 04/22
Travel Training for Travel Preparer	04/15, 04/28
Xtender - Scanning and Indexing	04/09, 04/21

If you are interested in attending one of the above sessions, please log into [Cornerstone](#) to register.

*\*\*Class dates and times are subject to change.*

DMFR schedules classes up to two months in advance to make it easier for you to create your learning plan. If a session is full, get on the waitlist. Cancellation happens frequently, allowing those on the waitlist to get those seats first.



# 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 Mailboxes

Should you need to contact us, our mailbox addresses are:

[dmfr.support@ttu.edu](mailto:dmfr.support@ttu.edu)  
[dmfr.applications@ttu.edu](mailto:dmfr.applications@ttu.edu)  
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## Contact Us

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