

Property Annual Certifications

The information below is for those who are Property Custodians, Delegates and Contacts.

Property Inventory Certifications for fiscal year 2020 were postponed for Texas Tech University System due to the pandemic. However, Property Management highly encourages voluntary certifications be processed by departments. Fiscal Year 2020 is still active in the Property Inventory System to allow for processing. Reviewing inventory now can help identify items that have missing data (locations and serial numbers) that need to be entered. Starting in 2021, certifications will not be accepted with missing information. The options for 2021 Property Inventory Certifications are currently being explored and notices will be send out once a determination has been made. If you have any questions or concerns, please send them to property.management@ttu.edu.

With employees still utilizing equipment from home, it is critical to continue TTU's property inventory tracking procedures. Departments are responsible for maintaining signed paperwork that identifies equipment that is not on a TTU campus. The equipment can be tracked on HR's [Emergency Remote Work Agreement](#) or Property Management's [Temporary Use of Property Authorization Form](#). If equipment is out of the state of Texas, the form should be forwarded to property.management@ttu.edu.

These resources are 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 the tasks in the Property Inventory System.

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Reminder: TechBuy is Mobile

If you have not checked out the Jaggaer Mobile App for TechBuy, you might want to do so. The app is available for iOS devices (9.0 and higher) and Android devices. It is available from the Apple Store and from the Google Play Store. It is scaled for a smaller iPhone screen, but will function on the Apple iPad, though the display may be harder to read. In order to utilize this app you must be active in TechBuy.

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

- Shopping from Hosted Catalogs, Punchout's or from your saved Favorites
- Access to your notifications and action items
- Approvals on-the-go
- Capability to add or view comments while approving documents
- Viewing account codes
- Identifying other approvers to keep workflow moving
- Creating Receipts

Before adding this to 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>

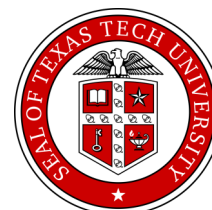


DMFR January Class Schedule

Class	Date
Financial Reporting - Budget Reports	1/5
Financial Management 101: Introduction to FOAP Codes	1/5
Travel Training for Travel Preparer	1/75
Introduction to Cognos	1/5
TechBuy Shopper	1/5
Xtender - Scanning and Indexing	1/11
Procurement Reporting in Cognos	1/11
Banner 9 Finance Navigation	1/11
HR Reporting - Employee Appointment Reports	1/12
HR Reporting - Payroll Reports	1/12
Account Code Training for Expenditures	1/12
Financial Reporting - Transaction Reports	1/14
Cognos Grant Reporting	1/14
Travel Training for Travel Preparer	1/18
EOPS: Employee One-time Payment System Overview	1/18
Financial Management 101: Introduction to FOAP Codes	1/19
Introduction to Cognos	1/19
Xtender - Scanning and Indexing	1/19
Financial Reporting - Budget Reports	1/21
TechBuy Shopper	1/21
Banner 9 Finance Navigation	1/25
Budget Management and Revision	1/25
Financial Reporting - Transaction Reports	1/26
Cognos Grant Reporting	1/26
HR Reporting - Employee Appointment Reports	1/28
HR Reporting - Payroll Reports	1/28

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.*





Class Spotlight

Financial Management 101: Introduction to the FOAP Codes

Financial Management 101 introduces you to TTU's financial structure. This course gives an overview of the structure, codes, expenditure guidelines and available budget balances. During this class you are introduced to key concepts and terms that are foundationally necessary to your job duties as related to finance and procurement processes. This class is a pre-requisite to Finance, Budget and Procurement classes offered by DMFR. Learning outcomes provided during this session include:

- Discover the purpose and use of the FOAP Codes for your department
- Discover the differences in funds, budgets, and associated managers
- Review terms and procedures common to Texas Tech's financial system
- Review the fiduciary responsibilities of financial managers

The suggested class order for understanding finance at Texas Tech, going from top to bottom is:

- Financial Management 101
- Introduction to Cognos
- Financial Reporting—Budget Reports
- Financial Reporting—Transaction Reports
- Procurement Reporting in Cognos
- Cognos Grant Reporting
- Budget Management & Revision



Report of the Month

FI025L—Expense Budget by Fund / Org Department Report

This report is designed to show Expense Budget data at Organization Level 5. Level 5 is at Departmental Level. For example, B5200 (Architecture), the report pulls in all organizations tied to Architecture. This report does provide grant information as well, including the project end date..

Required parameter are:

- Chart of Accounts
- Fiscal Year
- Ending Fiscal Period
- Optional Parameters are:
- Fund Code or Fund Class
- Department (Orgn Level 5)
- Program

The report is shown below. The Organization Department is displayed first, following by the Fund, Organization and Program that the budget details belong to. Descriptions for both Fund and Organization are shown, along with the Fund Financial Manager (cut out for display purposes) and the Organization Financial Manager. If a sponsored program FOP, the project end date displays. The budget information follows the FOP details. Shown are the Budget Original, total of Budget Adjustments, Budget Current, Actual Expenses, Expenses Encumbered, Total Expenses and the final column shows the Favorable / (Unfavorable) budget amount.

Should you be budgeted by the FOP, the favorable/unfavorable is useful when making purchases to ensure there are enough funds to support it. Should the FOP be in a negative state, that is display in () in the final column.

To look more closely at a FOP the FI004—Revenue Expense Budget by FOP or the FI002—Revenue Expense Budget Pools by FOP provide data at the budget pool level, while the FI004 provides the ability to drill to transaction level data within the Budget Pool.

Organization Department	Fund	Organization	Program	Fund Description	Organization Description	Organization Financial Manager	Project End Date	Budget Original	Budget Adjustment	Budget Current	Expense Actual	Expense Encumbrance	Expense Total	Fav/(Unfav)
B5106	16D335	B51007	100	Special Instruction Fee Hort	Plant and Soil Science	Ritchie, Glen		19,750.00	1,394.80	21,144.80	4,221.96	0.00	4,221.96	16,922.84
B5106	16D380	B51007	100	Spec Instr Function Genomics	Plant and Soil Science	Ritchie, Glen		0.00	2,168.30	2,168.30	0.00	88.16	88.16	2,080.14
B5106	16G020	B51007	300	PSS Workshops College of Ag and Natural Resources	Plant and Soil Science	Ritchie, Glen		0.00	2,786.63	2,786.63	0.00	0.00	0.00	2,786.63
B5106	16K001	B51007	200		Plant and Soil Science	Ritchie, Glen		13,571.00	24,823.00	38,394.00	3,511.58	12,326.86	15,838.44	22,555.56
B5106	16M121	B51501	200	Match for 22R068	Pl Luis Herrera-Estrella	Herrera Estrella, Luis R.	08/31/21	0.00	106,689.49	106,689.49	3,085.10	30,857.17	33,942.27	72,747.22

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

dmfr.applications@ttu.edu

dmfr.reporting@ttu.edu

dmfr.training@ttu.edu

Contact Us

dmfr.support@ttu.edu

Visit us on the web:

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

DMFR Training Website:

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DMFR Portal

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