DMFR News

February Class Schedule

CLASS	DATE
TechBuy Shopper	2/2, 2/8, 2/16, 2/22
Financial Reporting - Budget Reports	2/2 , 2/16
Financial Reporting - Transaction Reports	2/4, 2/18
Introduction to Cognos	2/4, 2/17
Procurement Reporting in Cognos	2/4, 2/18
Financial Management 101: Introduction to FOAP Codes	2/5, 2/18
EOPS: Employee One-time Payment System Overview	2/5, 2/18
Travel Training for Travel Preparer	2/8, 2/24
Account Code Training for Expenditures	2/8, 2/26
HR Reporting - Employee Appointment Reports	2/9/, 2/23
Cognos Grant Reporting	2/9, 2/25
Budget Management and Revision	2/10, 2/25
Banner 9 Finance Navigation	2/10/, 2/22
HR Reporting - Payroll Reports	2/11, 2/26
Xtender - Scanning and Indexing	2/11, 2/26

If you are interested in attending one of the above sessions, please log into Cornerstone to register.
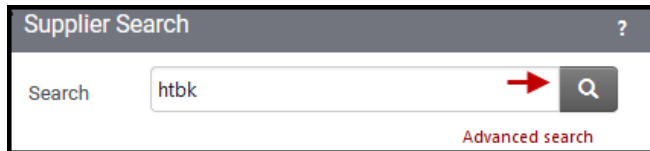***Class dates and times are subject to change.*

TEXAS TECH UNIVERSITY
Data Management
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TechBuy: Manual Vendor Entry
"Doing it Right"

Procurement Services has released a new training guide focusing on how to submit a requisition using a manual vendor entry within TechBuy. In order for an individual, business or governmental entity to provide goods or services to TTU, they must be set up as a Vendor through the Vendor Services department. This guide provides instructions on submitting a requisition in TechBuy when a vendor has not been officially reviewed and set up through the Vendor Services department. Manually entering a vendor in TechBuy allows the transaction and contract review while the vendor setup process is occurring. This allows for an expedited process.

How can you tell if the vendor your want to use has been set up through Vendor Services?

- Utilize the "Supplier Search" tool on the lower left section of TechBuy's home page, or the search field within the Form that you are using for the requisition

- Results not found displays if they are not set up as a vendor.

If you get the result shown above, it does not mean that you may not create a requisition for purchase from that vendor. You can. To do so, follow the Manual-Vendor-Set-up instructions.

It is also helpful if the new vendor paperwork is submitted with the requisition. This aids in expediting the purchase. You can find the needed paperwork in the top right corner of the Manual Vendor Set-up Guide or through the Procurement Services Website:

Resources > Forms> Vendors> New Vendor Registration, Direct Deposit, and W9.

Foreign Individuals will need a W-8BEN and a Foreign Company will need a W-8BEN-E. All Foreign companies will also need to complete the Wire Transfer Form.

Services with vendors that are not a corporation will also need to complete an ICQ. Research participants DO NOT need and ICQ form.
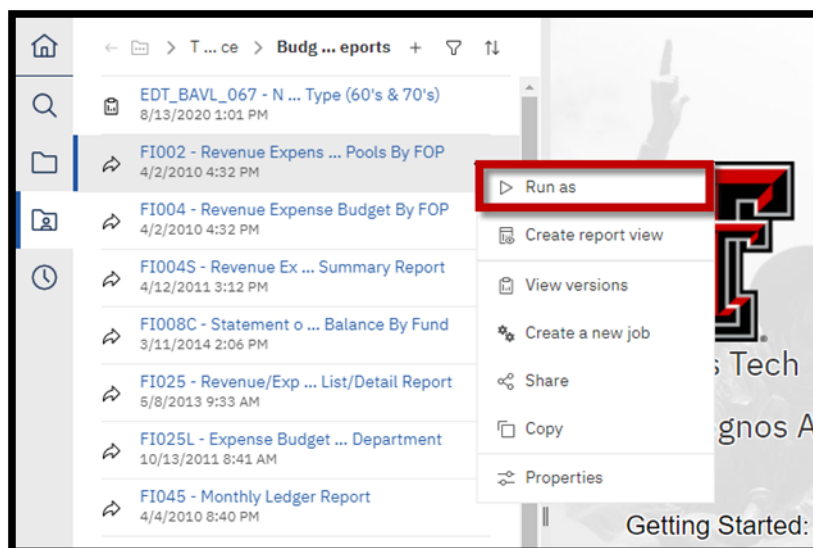
Cognos Upgrade Complete

An upgrade to the Cognos Reporting System took place on January 16th. For the departmental user, the impact of the upgrade is minimal. The icons in the left menu have a fresh design and the process for scheduling a report to run at a later date and time has been streamlined. Instructions are provided below and are also available on the DMFR Resources Page of DMFR Website, under Cognos.
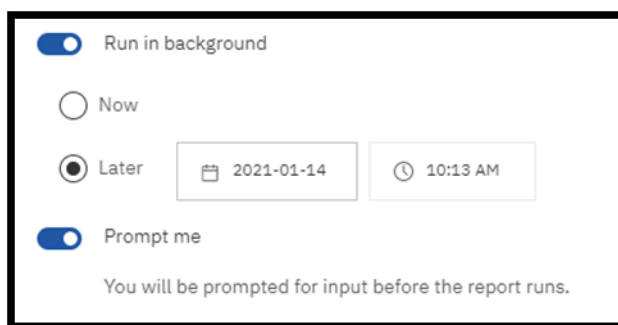
How to Schedule a Report in Cognos

With the updated Cognos System, you can schedule reports from the My Content, Team Content, and Recent Folders.

Hover over the report you would like to schedule, and click on the ellipses (…) that will appear on the right. Then click **RUN as**.

Run the report in the background, and set the time you would like to schedule your report.

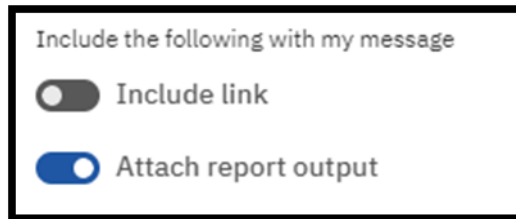Select the format(s) you would like your report to be rendered in.

Choose Delivery Method:

If you would like to **send the report by email**, click **Edit Details** to choose the recipients.
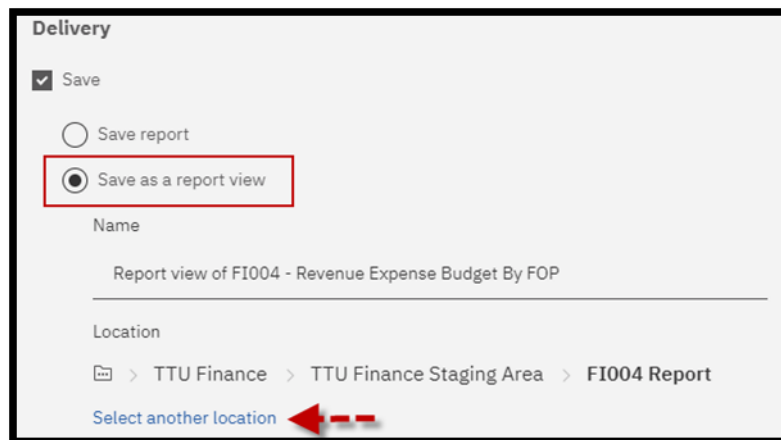
Make sure to **Attach report output**.

When everything is set to your liking, click [Run].
Complete the parameter page and finish.

If you would like to **save your report in My Content**, **Save as a report view**.:

You can keep the report name as already presented or change it to fit your own needs.
Then **Select another Location**

Select the **My content** folder, then **Save**.

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:
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