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Dmfr.support@ttu.edu

Visit us on the web:

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

DMFR Training Website:

<https://apps.dmfr.ttu.edu/training/>

DMFR Portal

<https://portal.dmfr.ttu.edu>

NEWS from Accounting Services

Accounting Services Contact Changes

Accounting Services is continually looking for ways to increase customer service to campus. They are announcing a change that will positively affect you starting January 2022. The Operations Team within Accounting Services is reorganizing to divide their workload by colleges/area rather than by Fund Class.

When you return from the Winter Break you will have a single Financial Analyst for the following Funds: Designated Fund, Gifts & Endowments, Other Restricted (non-sponsored), Agency Funds, and Auxiliary Funds. Be on the lookout for additional details as they will be sent out to campus contacts early this month (December). They feel these changes will make your business interactions with Accounting Services even better. For any questions or concerns about this new process, please contact Larry Allen. (larry.allen@ttu.edu)

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Need our Services?

Multi-Entity Processing

Multi-Entity Processing (MEP) changes will be coming to Banner and the ODS Reporting database the week of December 26th. MEP provides expanded usability of Banner through the use of additional data points to differentiate between Texas Tech University, TTU Health Science Center, and TTU HSC El Paso. This concept is similar to that of Chart of Accounts in the Finance, Human Resources and Payroll domains.

DMFR is working closely with impacted areas to prepare for MEP implementation and ensure our reports are equipped to facilitate the change. During this time, the Cognos environment is planned to be available. However, reports pulling data from Banner Production will produce a database error. ODS reports will be available and produce data however you may see changes in the days following implementation such as additional prompt options if MEP filtering is necessary.

Resources

[Procurement Services Website](#)

[Procurement Services Forms](#)

[Training & Work Aids](#)

[Change Request Guide](#)

[Change Request Video](#)

Contacts:

[TechBuy Support](#)

[Payment Strategies](#)

Updates from Procurement Services

Efficiency is being provided to those who are using TechBuy for departmental purchases. Procurement Services has just released a new process for change orders in TechBuy. They are moving away from the previously used “Change Order Form” and transitioning to “Change Requests.” Change Requests allow users to make changes directly to purchase orders. You can now update these fields within a purchase order: total amount, quantity, fund, organization, account, and program codes. Once a change request is submitted, the change request routes to FOAPAL Approval and Strategic Acquisition Review for approval.

For more information on this new process, please review the [training guide](#) or watch the [training video](#).

Should you have questions regarding other changes to a Purchase Order, the following information is provided for clarification:

1. **What is the process for canceling a Purchase Order?** Contact the vendor and inform them that you are canceling the purchase order. This process is the same for all vendors, including punch-out. Once the vendor confirms that the order has been canceled, submit an encumbrance release request to release the funds and close out the purchase order.
2. **What is the process for a closed purchase order from a previous year?** Closed purchase orders from a previous fiscal year cannot be re-opened. You will need to create a new requisition in TechBuy and add the original purchase order in the internal notes and attachments section.
3. **How do I change a bill to / ship to on a purchase order?** The bill to address cannot change since Payment Strategies is permanently stationed. The shipping information can be modified using the Change Request. You will need to add a comment to the Change Request that you would like to have the updated purchase order with the new shipping address sent to the supplier.
4. **How do I change a vendor?** The vendor information can be changed if an order is still pending as a requisition. If the requisition has completed its workflows, an encumbrance release request will be necessary to return the funds and close out the purchase order. A new requisition with updated vendor information will need to be submitted. If the information is not on the vendor record, the vendor will need to complete a new vendor setup form and send it back to vendor services.
5. **Can I change the open amount on lines that need to be released to 0.1 cents to close the PO?** Yes, you can update your purchase order on the Change Request to 0.1 cents. All will be released except for the penny until the purchase order closes due to the batch process.

Compensatory Leave Time

Resources:

[OP 70.17: Overtime](#)

[Cognos Reporting System](#)

[Introduction to Cognos Training Guide](#)

[HR Reporting Payroll Reports Training Guide](#)

Compensatory Leave Time (Comp Time) is paid to TTU and SYS staff employees in a full-time non-exempt (semi-monthly paid) employee class when the number of hours worked in the FLSA workweek (Sunday-Saturday) exceeds 40 hours of physical work time. All hours worked during the workweek will be paid out at the regular rate and the employee will accrue the 1/2- time portion as compensatory leave time.

The accrual period for Comp Time ends on March 31. All balances remaining following the March 31 pay period end date must be used on the April 1st – 15th pay period, or any remaining balances will be paid out to the employee as a lump sum payment of unused compensatory leave time on their April 25th paycheck. Employees are encouraged to use any compensatory leave balances before the end of the March 31 pay period.

It is suggested that you review the HR207 – Estimated Comp Time Expense Report to determine if any of your employees are eligible for comp time. This report shows the estimated expense by FOP for the current comp time leave balance and rate of pay. The report can be run by ORGN or by FOP.

A modified screen shot of the report is presented below. The person details (Home Org, R#, Employee Name, Employee Email, Supervisor Name, and Supervisor Email) have been removed from the report for privacy purposes.

Notice that the FOAP is shown, followed by percent of employee pay assigned to the FOAP. This is followed by details regarding comp time, with the estimated expense for the FOAP being the final column in this report. All applicable fringes will be charged in addition to the salary

HR027 – Estimated Comp Time Expense Report

Fund	Organization	Account	Program	FOAP Percent	Begin Balance	Accrued	Taken	Total Available Comp Time Hours	Pay Rate	Amount Due	Estimated Expense
16H001	B54044	6A2508	400	0.6500	3.00	4.00	0.00	7.00	20.220000	141.54	92.00
16K004	B54000	6A2508	400	0.3500	3.00	4.00	0.00	7.00	20.220000	141.54	49.54
16H001	B54044	6A2508	400	0.6500	3.00	0.00	0.00	3.00	22.080000	66.24	43.06
16K004	B54000	6A2508	400	0.3500	3.00	0.00	0.00	3.00	22.080000	66.24	23.18
16B009	B54000	6A2508	400	1.0000	0.00	0.50	0.00	0.50	20.820000	10.41	10.41
16E104	B54000	6A2508	100	1.0000	5.00	2.50	2.50	5.00	25.250000	126.25	126.25

Resources:

[Property Inventory System](#)

[Property Inventory System Guide](#)

[Property Inventory System Help](#)

[Requisition & Purchase Order Accounting Guides](#)

[Purchasing Accounting Guidelines](#)

[Account Code Descriptions](#)

[Account Crosswalk](#)

Class: Account Code Training for Expenditures. [Register via Cornerstone.](#)

FY22 Property Inventory Certifications

This year inventory final certifications will be accepted if certified by either custodians or delegates, rather than custodians only. Although the Property Inventory System will still require two steps, initial certification and final certification, we hope this flexibility will help ease the administrative burden of this process. As a custodian, if you do not want your delegates to do the final certification, please let them know.

As a reminder, inventory certifications can be completed at any time during the year. Notifications will begin going out on April 1st to organizations not certified, and final certifications are due June 30. Please refer to the [Property Inventory System Help page](#) on the Accounting Services website for directions and training videos on how to certify in the Property Inventory System.

Account Coding and Property Inventory

Entering the right account code for each item in the funding section of TechBuy ensures that all items that the state requires us to tag and inventory are managed correctly. You may hear this referred to as [Fixed Asset Recording/Reporting](#). Account codes used in the coding process generate certain tags for controlled/capital equipment tracking and recording. Yearly inventory certification is required to be reported to the Texas Comptroller of Public Accounts. See [OP 63.08](#).

Briefly, these items fall into the two categories shown below. The account codes associated with them are provided in the details.

Controlled Purchases – Unit cost is greater than \$500 and less than \$5,000 including shipping, warranty, etc. The item will be tagged and listed as property inventory.

- **Equipment** – [Examples](#) include guns, cameras, audio video equipment, data projectors, stereo system, video recorders, DVD, DVR, televisions, disc players, etc.
 - **7C0190:** MS Furnishings/Equipment Controlled
 - **7C0914:** MS Furnishings/Equipment Controlled Lab
- **Guns** are controlled purchases regardless of the unit cost.
- **Computer** – [Examples](#) include CPUs, laptops, and tablets. If a computer is packaged together as a bundle, use the codes below. If computer items are purchased separately, they should be coded separately.
 - **7C0200** MS Computer Equipment Controlled
 - **7C0916** MS Computer Equipment Controlled Lab

Capital Purchases – **7J0xxx** Unit cost greater than \$5,000 including shipping and associated purchase expenses. The item will be tagged and listed as property inventory.

[Software](#) is capitalized when the cost is greater than \$100,000, 7J0050.

DMFR offers "Account Code Training for Expenditures for campus. Enroll via Cornerstone.

Useful HR Reports for Spring

Resources:

[TeamApp: Granting Access to HR Cognos Reports](#)

[Cognos Reporting System](#)

[Introduction to Cognos Training Guide](#)

[Employee Appointment Reports Training Guide](#)

As we move into the Spring Semester, it is important to review your faculty, staff and student assignments. **HR121 – Current and Future Appointment Report** is useful for this task. This report is used to view both current and future appointments for employees. It can be executed for a single employee or for all employees assigned to a particular Organization at both the Home and Position Org levels. It is necessary to ensure that all employees are appointed correctly at the start of the new semester.

Within the report you are able to view:

- **Employee Information** – Review status, E Class, Home Organization.
- **Job Information** – Ensure employee is assigned to correct Position and job type, along with FTE, hourly pay rate and factor and pays for each position.
- **Earnings Information** - Review earn codes by position including hours and units.
- **Job Labor Distribution Information** – Ensure position is supported by appropriate FOAP with the desired percentage of pay and annual salary.

Should you find someone who is no longer active with your department, consider if their job needs to be ended or if they should be terminated. Remember that your department will continue to pay for fringes for those who are benefits eligible if they show to be an active employee, whether they are working or not.

Utilize the **HR141 – Longevity and Vacation Next Increase Report** to view those employees whose longevity pay or vacation hours will be increasing during the current fiscal year. The information provided allows you to budget these expenses to the end of the year more accurately. This report may be executed by Home Department, Employee R# or Name.

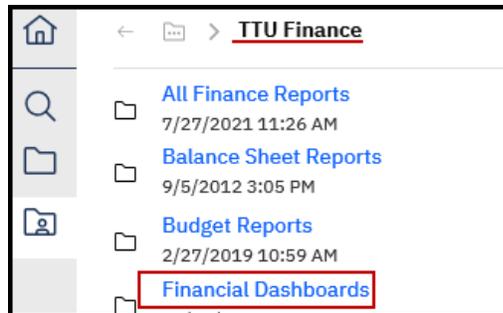
Both of these reports are found in *Cognos > Team Content > Human Resources > Departmental Users > Employee Appointment Reports*

DMFR provides monthly classes on both Payroll and Employee Appointment Reports. Registration is via **Cornerstone**. Access to HR Reports is granted by the Financial Manager of the Organization by using our signature authority system, **TeamApp**.

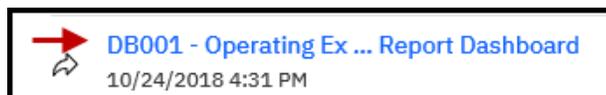
Operating Expense Dashboard

Have you discovered the Operating Expense Dashboard in Cognos? It provides you with 5 useful reports at once. This is a great tool that provides information very similar to that on standard finance reports, but does so for a single fiscal period without the option for multiple periods as you find on traditional finance reports. This dashboard is designed to complement other reports available in Cognos.

The Operating Expense Dashboard is found in Public Folders > TTU Finance > Financial Dashboards as shown below:



To execute, open the link found with the Financial Dashboard folder:



Parameter options are found at the top of the dashboard. You must select Chart, Fiscal Year and Fiscal Period. The Fiscal Period Parameter is set to display for current Fiscal Period, once the 10th of the month has passed. You may choose earlier Fiscal Periods, if desired. Please note that the *current Fiscal Period* will display in the drop down once the report executes, even if an earlier period is chosen. The Report is designed to execute at the FOP level, so enter in the Fund, Organization and Program Code. It is possible to enter just the Organization Code and get all FOPs for the Organization, though this is not suggested. When you exit the dashboard the last parameters used will be saved so that when you access it again, they will auto-populate the parameter fields. You do have the option to change these.

The reports are grouped by section and include:

- Open Encumbrance Section
- Blanket P0 Section
- P-Card Section
- P0 Payments Section
- Travel Payments Section.

You can view each section on the following pages of this newsletter.

Open Encumbrance Section:

This section provides encumbrances created by using the Online Travel System and TechBuy. The travel encumbrances begin with EV and display first in the report, followed by purchase orders, which start with a PO. All activity on the encumbrance is included in the data: Original encumbrance, adjustments and liquidations and the remaining balance.

When an encumbrance rolled forward from a previous fiscal year, the vendor name field will be blank for that encumbrance.

Open Encumbrance				
Encumbrance Number	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance
EV307651	Jeremy Christopher Wahlberg	6,280.00	0.00	6,280.00
EV307746	Peter S Raab	1,514.65	0.00	1,514.65
EV310519	Mahyar Hadighi	629.08	0.00	629.08
P0891122	Summus Dell	0.00	(2,727.34)	(2,727.34)
		2,789.33	0.00	2,789.33
P0892500		11,972.40	0.00	11,972.40
P0917098	Edges Upholstery and Fabric	6,175.00	(3,087.50)	3,087.50
P0920297	Prusa Research s r o	10,370.10	0.00	10,370.10

For more details on open encumbrances, use the FI030 – Encumbrance Ledger Transaction Report, found in Cognos > Team Content > TTU Finance > Departmental Users > Procurement Reports.

Blanket PO Section:

This section provides details for blanket orders. The vendor name, followed by the order date, termination date, original amount of the order, and the remaining balance. Remember that blanket orders are not encumbered and automatically release at the end of the fiscal year in which they were created. This is to be a consideration when determining the uncommitted balance for your FOPs.

Blanket POs				
Vendor Name	Order Date	Termination Date	Original Blanket Amount	Remaining Blanket Amount
Laser M Ages	09/01/21		500.00	476.00
Lubbock Audio Visual Inc	09/01/21		5,000.00	3,255.00
Coca Cola Southwest Beverages LLC	09/01/21		5,000.00	3,825.62

For more details on blanket orders, use the FI070 – Blanket Order Summary Report, found in Cognos > Team Content > TTU Finance > Departmental Users > Procurement Reports.

(Continued on the following page)

P-Card Expenses Section:

This section provides P-Card payment details. The transaction date is the date the payment was issued, the transaction description shows the date the transaction was charged, the card holder, and where the funds were spent. The transaction amount follows these details. The document ID identifies the finance document given to these entries in Banner. Should you have a question regarding an expense, it is best to provide the Document ID associated with the P-Card expense.

P-Card Expenses			
Transaction Date	Document ID	Transaction Description	Transaction Amount
11/04/21	CT015188	0917MECHEN-AMZN Mktp US	(80.49)
11/05/21	CT015264	0920MECHEN-THE HOME DEPOT #6827	250.94
11/05/21		0914MECHEN-AMZN Mktp US 258GO0YR2	679.81
11/05/21		0915MECHEN-BURRITOTOWER1	207.98
11/12/21	CT015701	1110Perez -AMZN Mktp US JF2K02PU3	79.80

For more details on P-Card expenses, use the FI026A – Advanced Op Ledger Transaction Report found in Cognos > Team Content> TTU Finance > Departmental Users> Transaction Reports.

P0 Payments Section:

This section provides by vendor, payments made against purchase orders. The data provides the vendor invoice number and associated purchase order number, the amount of payment with the check number and date the payment was made.

PO Payments								
Vendor Name	Vendor Invoice Number	Document ID	PO Number	Transaction Amount	Check Number	Check Date	Check Amount	
Aquaone Inc	707004/359333	V8138812	P0904947	23.75	!1435753	11/18/21	23.75	
Ricoh USA Inc	105593208	IK220978	P0895881	243.35	!1434408	11/12/21	243.35	
Sigma Aldrich Inc	555097662	V8137808	P0918463	86.80	!1436436	11/22/21	86.80	
Summus Staples TTU	3492276587	V8137943	P0917935	426.80	!1436444	11/22/21	426.80	
	3492276611	V8137946	P0918253	36.35	!1436444	11/22/21	36.35	

For more details on P0 payments, s, use the FI026A – Advanced Op Ledger Transaction Report found in Cognos > Team Content> TTU Finance > Departmental Users> Transaction Reports.

Travel Payments Section:

This section details by Document Reference Number (trip number from travel system) or Encumbrance Number (purchase order) payments that have been made for travel expenses. The details are grouped by the travel event and displayed by account type.

Travel Payments					
Transaction Date	Doc Ref #	Encumbrance #	Transaction Description	Account Description	Amount
11/02/21	2201569		T1023_Dallas_Brennan Renee	TV IS Incidental Other Auth Travel	7.41
11/02/21			T1023_Dallas_Brennan Renee	TV IS Lodging	107.00
11/02/21			T1023_Dallas_Brennan Renee	TV IS Meals	124.21
11/02/21			T1023_Dallas_Brennan Renee	TV IS Public Transport Comm Airfare	318.91
11/16/21	2203357		T1022_Midland_Elnur Adl Zara	TV IS Mileage Personal Auto	65.51

For more details on Travel Payments, use the FI13 – Travel Payment Report found in Cognos – Team Content > TTU Finance > Departmental Users > Procurement Reports.

Resources:

Register for Classes:
Cornerstone Registration System

Access Training Documents and
Upcoming Classes:
DMFR Training Website

Upcoming DMFR Classes

Plan Your Training:
DMFR Training Checklist

Contact DMFR:
mailto:dmfr.support@ttu.edu

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 to us.

DMFR Mailboxes

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