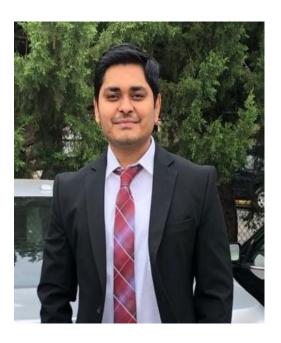# DMFR News

DMFR Welcomes Anurag Sharma

Anurag joins DMFR as a Programmer Analyst III. He will be working with the Analytics and Data Management Team. His role with them will be developing Cognos reports and Database Programming.

After completing his Bachelor's degree, Anurag began his career as a Data Engineer. He has over 4 years experience in data-centric roles. He has worked with data scraping, feature engineering, and machine learning for solar and wind power forecast, and visualization for business intelligence solutions based on data analysis. Anurag received his Master's degree in Data Science from Rawls College of Business in 2020.

In his spare time, Anurag enjoys a good game of cricket and has recently developed an autonomous stock trading bot that is based on algorithmic trading. We welcome Anurag to TTU and our team.

Changes Are Coming to the DMFR Newsletter

We are excited to announce that the DMFR Newsletter is going to be given a facelift. One of the many changes that we are making is the delivery date. Instead of a monthly edition, we will be releasing a quarterly edition to be published the end of September, December, March and June. It will be published via TechAnnounce as you are accustomed to. Be watching in September for the new version.

TEXAS TECH UNIVERSITY
Data Management
for Financial Resources™

DMFR Provides Flexible Training Options

To best serve the learning needs of campus, DMFR is making changes to their class offerings. Starting July 1 and going forward you will be able to enroll in In- Person Training or Virtual Training. Feel free to choose any class that fits your availability and/or learning methodology. Details for each are below:
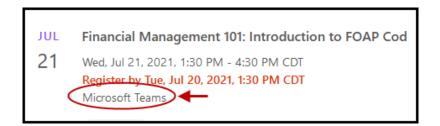
Face-to-face training will be held in Doak Training Center. These sessions will be offered the *first two weeks of each month* for those who learn best in this environment. Some things to consider with this training:

- Parking is not available at Doak for the trainees
- Texas Tech Courtesy Shuttle is not operating and won't be available to transport the learner from their office to Doak Training Center and back
- Learner will need to be prepared to walk across campus to attend sessions
- Learner may wear face masks if desired, but is not required

Virtual Training sessions are provided via Microsoft Teams . These sessions will be offered the *final 2 weeks of each month*. This is the type of training that we have provided during the past year.

- Learner needs access to computer with microphone
- Learner needs to have Microsoft Teams installed

Enrollment remains through the Cornerstone system. In the session details it is indicated if the class is offered via Microsoft Teams or if an in-person session at Doak Training Center.

If you have any questions regarding training, please remember that you may always contact us Via the DMFR Customer Portal. Select the "Training" link in the left menu. You will received a prompt response.
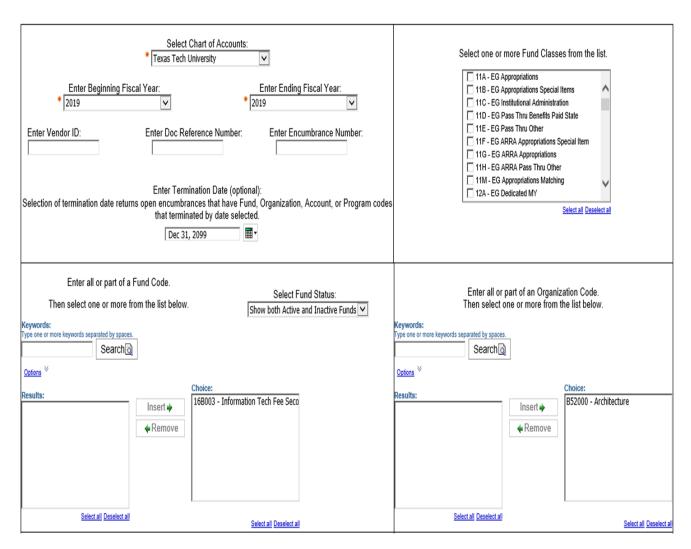
Report of the Month: FI137—Open Encumbrance Report

Have you reviewed your open encumbrances recently? Managing encumbrance is an essential function of sound financial management. This report is used to assist with that and should be executed monthly. This allows review of open encumbrances and determination of what action needs to be taken, if any.

The required Parameters, Chart of Accounts, Beginning and Ending Fiscal Year are pre-populated. You may enter:

- **Vendor R#** to view open purchase orders by vendor.

- **Doc Reference Number** to view open Travel Applications, use trip number from application submission.

- **Encumbrance Number** is where you enter a purchase order.

- **The Termination Date** parameter supports viewing purchase orders that we open when a grant ended.

- **Encumbrance Number** supports a purchase order.

- You may choose **Fund Class**(es).

- You may enter **Fund** Code(s0 .

- You may enter **Organization** Code(s).

The most common parameter combination is to search by Fund and Organization Codes combined or to simply search

The report output for the FI137-Open Encumbrance Report is shown below. This is all open encumbrances based on the parameters entered.

- **Encumbrance Number** identifies the purchase order that is open.

- **Established Date** is the date the purchase order was created.

- **Fiscal Year** is the Fiscal Year the report was executed for. Purchase orders roll forward to the current fiscal year.

- **Vendor Name** is the vendor associated with the purchase. It will be blank if the purchase order rolled forward from the previous year. That is a clue that you need to research it.

- **Original Encumbrance** shows the amount that was encumbered when the purchase order was established.

- **Adj. and Liquidations** shows the funds released to support payment or reduction of encumbrance.

- **Remaining Balance** shows the balance still encumbered to support the open purchase order.

- **Fund**, **Organization**, **Account** and **Program** Codes are to the right of the Remaining Balance. This is the FOP with Account Code that is encumbered/

It is good to review all open purchase orders. Note the ones highlighted in yellow below. Three were established in 2016 and 2018. The one dated 10/15/20 could be reviewed as it appears to be a back order or cancelled order.

Encumbrance Number	Established Date	Fiscal Year	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance	Fund	Orgn	Acct	Prog
P0474680	7/13/16	2021		1,044.16	0.00	1,044.16	24G585	B52000	7C0181	400
Total for P0474680				1,044.16	0.00	1,044.16				
P0498677	10/6/16	2021		100.37	0.00	100.37	84A234	B52000	7B0005	G10
Total for P0498677				100.37	0.00	100.37				
P0607470	1/26/18	2021		513.00	(438.00)	75.00	16D054	B52000	7B6002	100
Total for P0607470				513.00	(438.00)	75.00				
P0742938	8/14/19	2021		28,482.48	(27,789.47)	693.01	16K002	B52000	7H0026	100
Total for P0742938				28,482.48	(27,789.47)	693.01				
P0753757	9/17/19	2021		4,950.00	(4,147.20)	802.80	81D012	B52000	7N4005	G10
Total for P0753757				4,950.00	(4,147.20)	802.80				
P0830273	9/21/20	2021	Aquaone Inc	1,097.00	(366.70)	730.30	16A050	B52000	7N4006	100
Total for P0830273				1,097.00	(366.70)	730.30				
P0835761	10/15/20	2021	Therese Barrett Fine Art Photography	600.00	(500.00)	100.00	16A050	B52000	7N3050	100
Total for P0835761				600.00	(500.00)	100.00				

It is the responsibility of the department to request closure of any encumbrance that has a remaining balance of $25 or more.   This request is completed using the Encumbrance Release System. Reasons that an encumbrance would be closed include cancellation of a back-order, a speaker not fulfilling their obligation, a scheduled trip being cancelled, as well as other reasons.

Directions for using the Encumbrance Release System can be found at:

https://www.depts.ttu.edu/procurement/resources/training-and-work-aids/documents/purchasing/purchasing-info/Encumbrance-Release-System-Training-Manual.pdf.   Review section titled Submitting an encumbrance close/decrease request.

DMFR

DMFR June Class Schedule

Class	Date
Financial Reporting - Budget Reports	06/01/, 06/14
Cognos Grant Reporting	06/02, 06/22
Financial Reporting - Transaction Reports	06/03, 06/17
TechBuy Shopper	06/03, 06/15
HR Reporting - Employee Appointment Reports	06/08, 06/29
Procurement Reporting in Cognos	06/08, 06/22
EOPS: Employee One-time Payment System Overview	06/09, 06/24
Financial Management 101: Introduction to FOAP Codes	06/09, 06/24
HR Reporting - Payroll Reports	06/10, 06/29
Introduction to Cognos	06/11, 06/23
Xtender - Scanning and Indexing	06/11, 06/23
Travel Training for Travel Preparer	06/15, 06/30
Banner 9 Finance Navigation	06/15, 06/30
Account Code Training for Expenditures	06/16, 06/29
Budget Management and Revision	06/16, 06/29

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
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:
https://apps.dmfr.ttu.edu/training/
DMFR Portal
https://portal.dmfr.ttu.edu

TEXAS TECH UNIVERSITY
Data Management
for Financial Resources™