



DMFR News

New Release: Property Inventory System Videos

DMFR in conjunction with Property Management have created several short videos to aid you with the different processes in the Property Inventory System. All the videos can be found on the [DMFR Video Resources](#) page, as well as on Accounting Service's [Property Inventory System Help](#) page. There are four different videos to assist you, and all these videos can be used in conjunction with the [Property Inventory System Guide](#).

Annual Certification: This video outlines the Annual Certification process. This certification can be completed anytime throughout the year but has a June 30th deadline.

Reviewing Reports: This video will guide you in reviewing all the reports necessary to complete the Annual Certification. Additionally, it is recommended that you use this video in conjunction with the [Property Inventory Certification Checklist](#).

Updating Data in the Property Inventory System: This video shows you how to update your property's condition, serial number, building, and room. This video also shows you what [forms to fill out](#) when an item is stolen, missing, damaged, discovered, or donated.

Property Transfers: This video will take you through the process of initiating a transfer, receiving a transfer, transferring items to surplus, where to locate the different [forms](#) necessary to complete any other types of transfers, and how to search for transfers.

If you have any questions about working within the Property Management System, please direct all queries to Property.Management@ttu.edu.

- New Release: Property Inventory System Videos
- Budget Prep Information
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Budget Prep Information

“Budget Prep” refers to the period where departments enter and submit next year's budgets (FY22). This year, Budget Prep is set to start in early May. Please keep an eye out for announcements in Tech Announce and from upper management about the “official” start and end dates.

Budget Prep Training

Since campus found the Budget Prep Training Videos so helpful last year, the Budget & Resource Planning & Management office has decided to have campus continue to use the Budget Prep Video Resources in conjunction with the [Budget Prep User's Guide](#) instead of having the traditional Budget Prep Training.

Videos

All Budget Prep videos can be found on the [DMFR Video Resources](#) page and consist of the necessary information and directions to complete Budget Prep.

Budget Prep Overview: This video introduces the main steps and modules/applications that are necessary to complete the Budget Prep process. Additionally, there are also directions for finding [Budget Prep Resources](#).

Assigning Budget Prep Access: This video shows how the Financial Manager can assign access to the different Budget Prep modules within Team App.

Salary Planner: This video instructs you on the Salary Planner module. This is the human resources application used to verify employee and position salary information. It automatically updates Salary Budget Pools 6A1, 6A2, and 6A4 for the new budget year. It is recommended that you use the [Budget Prep Checklist](#) in conjunction with the video.

Budget Development: This video takes you through the steps involved with completing the Budget Prep module. This module is the finance application used to edit and submit annual budgets for the next year. For assistance, use with the [Budget Prep Checklist](#).

Workshops

If you would like to schedule a one-on-one workshop to aid in completing Budget Prep, please contact your [Budget Analyst](#) directly, and they will set up a 1-hour session to meet with you via Skype.

Assistance

All questions about Budget Prep policies and procedures should be directed to your [Budget Analyst](#) or the Budget & Resource Planning & Management office at ambud@ttu.edu or 742-3228.

Please use the [Budget Prep User Guide](#) to aid in completing Budget Prep.

Questions about when budgets are due should be directed to your next level of management.





Summer Appointments

Don't forget to review your Cognos reports for summer appointments for Faculty, RA's, TA's, GA's, and GPTI's for Texas Tech University. It is essential that you ensure they are correctly appointed and processed to avoid overpayments and/or underpayments.

These reports in Cognos are valuable in verifying the summer appointments:

- HR058—Leave Without Pay With Benefits for Faculty Paid With 9 Checks and All GA, GPTI, TA and RA's by Position Org
- HR121—Current and Future Appointment Report
- HR145—TTU Summer Appointment Report

These reports are found in Cognos > Team Content > Human Resources > Employee Appointment Reports

This report is useful to verify the payroll for each pay cycle, for both semi-monthly and monthly events:

- HR005—Departmental Payroll Register

This report is found in Cognos > Team Content > Human Resources > Payroll Reports



Enroll now in these HR Reporting Classes provided by DMFR:

- Employee Appointment Reports
- Payroll Reports

Each session is offered twice monthly and registration is via [Cornerstone](#). These sessions are a hands-on training with opportunity for the learner to view data for their organization.



DMFR **May Class Schedule**

Class	Date
Financial Reporting - Budget Reports	5/3 , 5/17
Financial Reporting - Transaction Reports	5/4 , 5/18
Cognos Grant Reporting	5/4, 5/18
TechBuy Shopper	5/6, 5/20
Financial Management 101: Introduction to FOAP Codes	5/6, 5/21
EOPS: Employee One-time Payment System Overview	5/6, 5/19
Xtender - Scanning and Indexing	5/7, 5/19
Introduction to Cognos	5/7, 5/12, 5/19, 5/27
Procurement Reporting in Cognos	5/10, 5/24
HR Reporting - Employee Appointment Reports	5/11, 5/25
Account Code Training for Expenditures	5/12, 5/27
Budget Management and Revision	5/12, 5/27
HR Reporting - Payroll Reports	5/13, 5/25
Travel Training for Travel Preparer	5/14, 5/26
Banner 9 Finance Navigation	5/14, 5/26

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.*

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
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Contact Us

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Visit us on the web:

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

DMFR Training Website:

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