



Contact DMFR:

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>

DMFR Welcomes Sylvia Bermea

Sylvia joins DMFR as a Section Coordinator. She is joining the Training Department and will be involved with all aspects of training.

Prior to joining DMFR, Sylvia worked with the Murdough Center for Engineering Professionalism at TTU for eighteen years as an Administrative Business Assistant. She assisted with administrative duties associated with engineering ethics courses offered by the Center via distance learning. She valued and believed in their mission to provide ethics and professionalism education, and help develop a sense of moral obligation among professional Engineers in the industry.

Outside of work, Sylvia enjoys learning different aspects of modern photography ranging from equipment and software to technique. She loves meeting new people while working in her photography business.

Sylvia is married to Rudy and together they have two children, Cassie and Jacob. Jacob and wife Megan have blessed them with 3 granddaughters. Sylvia treasures time with her family and enjoys cooking as well.



In This Issue:

- Fiscal Year 2021 Year-End Deadlines
- Fund Balance & Carry Forward Budgeting
- FI121A – Fund Balance Summary Report
- Encumbrances Rolled Forward
- FI030 – Encumbrance Ledger Transaction Report
- Essential Finance and HR Reports for the new Fiscal Year
- Review Signature Authority for your Orgn
- Update your Available Budget Tab
- DMFR Class Schedule

Ending Fiscal Year 2021

Deadlines are near for completing tasks necessary to close out FY 2021 successfully. Office of Accounting Services has provided for campus deadlines for FY2021. September 7 and September 8 have important deadlines that you need to be aware of. See the details on page 2 of this newsletter.

Accounting Services (AS)
MS 1105 Phone 2-2970
AccountingServices@ttu.edu

Resources:
Accountant by Fund Class
Grant Specialist by
Organization

Cash & Credit Mgmt. Svcs
MS 1102 Phone 2-3271
cash.caredit.services@ttu.edu

Budget Office
MS 1096 Phone 2-3228
ambud@ttu.edu

Resources:
Budget Analyst by
Organization

Suggested Cognos Reports:

RPT_PayDist_002 – Payroll
Distribution Report: Used to
complete a labor redistribution
form if you have access to the
Home Organization of the
employee.

RPT_PayDist_003 – Payroll
Distribution Report by FOAP:
Used to complete a labor
redistribution if you do not
have security to the Home Org
of the employee.

Fiscal Year 2021 Year-End Deadlines

The following timeline has been established to ensure timely and accurate financial reporting to the State Comptroller's Office. Documents received after these dates will be processed in FY21 only with approval from the Chief Accounting Officer and Controller.

Tuesday, September 7

- Institutional Vouchers (IV's), cost transfers (CT's), revenue transactions (RT's), and journal vouchers (JV's) entered into FiTS or submitted to AS with all departmental approvals by 5:00 pm.
 - Use transaction date of August 31, 2021.
 - IV's for consumable supplies and services must be processed in the fiscal year in which they were provided/received. IV's received after deadline will be process in FY22.
- Wires claimed by 5:00 p.m. through CCMS at laura.moore@ttu.edu. Unclaimed funds will be swept centrally.
- Accounts Receivable amounts in excess of \$10,000, earned in FY 2021 but not billed/received as of Aug. 31, to larry.allen@ttu.edu by 5pm.
- Unearned revenue amounts in excess of \$10,000 for conferences/events set up in Touchnet Marketplace (revenue collected in FY21 for events /conferences scheduled in 2022) to steph.smith@ttu.edu by 5 pm.
- Year-end inventory of consumable supplies and items for resale in excess of \$10,000 (as of Aug. 31) by 5:00 pm to larry.allen@ttu.edu.
- Monthly labor redistributions for 9/1/20 – 8/31/21 and semi-monthly for 9/1/20-8/15/21 by 5pm to ambud@ttu.edu.
 - Labor redistributions are not allowed across fiscal years. If you have salary transfers necessary to meet cost share commitments for FY21, they must be submitted by this date.
 - Review program code on all faculty salaries to ensure program code allocation is correct.
- All transfer documentation to clear negative fund balances submitted to AccountingServices@ttu.edu by 5pm.
- All money move requests to clear negative grant budget pools submitted to assigned Grant **Specialist** by 5:00 pm.
- Negative grant budget pools nor overspent grants are allowed across fiscal years. Ensure all documents needed to correct (money moves, CT's, labor redistributions, etc.) are submitted by deadline. Contact your assigned **Grant Specialist** if you have questions.

Resources:

Contact List by Fund Class

Cognos

Online Budget Revision System

CornerStone Class Registration System

Reference Material:
Budget Management &
Revisions: User Guide

Types of Budgets

Year End Budgeting

Suggested Report:
FI121A - Fund Balance Summary Report

Fund Balance & Carry Forward Budgeting

At the beginning of the fiscal year it may be necessary to carry forward unexpended budget balances or budget residual fund balance in the current year. This is best completed after September 15 when the previous year's books are closed. The method for both of these processes is the same and must meet the following criteria:

1. Fund Manager Approval is required.
 - a. Fund Manager Approval is necessary as there may be more than one FOP in a Fund. The manager approval is agreement that the organization requesting the fund is allowed access to the associated fund balance.
2. Prior year fund balance must be available.
 - a. The prior year uncommitted budget is not always equal to the prior year ending fund balance.
 - b. Prior year fund balances can be viewed in Cognos, using the FI121A – Fund Balance Summary Report.
3. Fund Balance/Carry Forwards may only be processed on annual budgets, excluding state funds. State exceptions include 12A008 and RDF.
 - a. Annual budgets that may carry forward include funds beginning with 16, 17, 18 and 31.

Carry forwards are also considered a budget from fund balance. The **Budget Revision System** is used to move the Fund Balance to the new fiscal year. Within the system, Option 2 – Increase Budget from Same Fund Balance will be used.

DMFR Training Offers: Budget Management & Revision

This class is for departments administrators who manage a budget or who make budget adjustments and/or transfer funds. It includes a demonstration of the Online Budget Revision System that is used to enter and approve budget adjustments. During this session you will:

- Review the annual process of TTU's budget system.
- Review budgeting procedures based on revenue flow
- Review the considerations of budgeting for wages and salaries
- Review the 4 Options for revising a budget.

FI121A – Fund Balance Summary Report

Resources:

Budget by FOP or FOAP

Expenditure Allowability Matrix

Query of Fund, Category & Class

Setting up Your Available Budget Tab in Raiderlink

Training Guides:

Introduction to Cognos

Financial Reporting Budget Reports

This report is designed to assist Fund Managers in determining the amount of Fund Balance (carry forward) that is available to move from FY 2021 to FY 2022. Though this report shows a “Default Organization”, keep in mind that it is to the discretion of the Fund Manager which Organization will receive the Fund Balance.

The parameter page is shown below:

The amount displayed in the last column “Uncommitted Balance” is the amount that is available to be rolled forward. This will not roll forward automatically, but requires that the Budget Revision System be used to move the Fund Balance forward.

This report is found in Cognos > Team Content > TTU Finance > Fund Balance Reports > FI121A.

| Report: FI121A | | Texas Tech University Fund Balance Summary For Period Beginning September 1, 2019 and Ending August 31, 2020 | | | | | | | | |
|--|-----------------------------------|---|-----------------|-------------------|----------|----------|----------------|-------------------------|----------------|---------------------|
| Fund Manager: Botte, Gardine G. - B56004 | | | | | | | | | | |
| Fund | Fund Description | Default Organization | Default Program | Beginning Balance | Revenues | Expenses | Ending Balance | Encumbrances & Reserves | Other Reserves | Uncommitted Balance |
| 16D092 | Student Off Campus Travel Expense | B56004 | 100 | 560.40 | 0.00 | 0.00 | 560.40 | 0.00 | 0.00 | 560.40 |
| 18A338 | Chemical Engineering Royalty | B56004 | 200 | 2,000.00 | 7,028.54 | 0.00 | 9,028.54 | 0.00 | 0.00 | 9,028.54 |
| 18F185 | Chemical Engineering Residual | B56004 | 200 | 609.25 | 0.00 | 0.00 | 609.25 | 0.00 | 0.00 | 609.25 |

Encumbrances Rolled Forward

All uncommitted encumbrances that are open at the end of the fiscal year will automatically roll into the new fiscal year. The amount of the remaining encumbrance will encumber in the new year and a budget adjustment will also increase the budget in the new fiscal year. This Encumbrance Roll takes place on 09/11 of the new fiscal year.

The **FI030 – Encumbrance Ledger Transaction Report** is useful for viewing those encumbrances that rolled forward from the previous fiscal year to the current fiscal year:

- Rule Class Description and Transaction Description show Encumbrance Roll.
- Transaction Amount shows dollar amount that rolled forward on the Purchase Order.

| ENCUMBRANCE NUMBER | ENCUMBRANCE ITEM NUMBER | REQUISITION LINE ITEM NUMBER | Status | CHART | FISCAL YEAR | POSTING PERIOD | RULE CLASS | RULE CLASS DESCRIPTION | TRANSACTION DATE | DOCUMENT ID | TRANSACTION AMOUNT | TRANSACTION DESCRIPTION | FUND | ORGANIZATION CODE | ACCOUNT | PROGRAM |
|---|-------------------------|------------------------------|--------|-------|-------------|----------------|------------|---------------------------|------------------|-------------|--------------------|-------------------------|--------|-------------------|---------|---------|
| P0474680 | 1 | 1 | Open | T | 2021 | 00 | E090 | Year End Encumbrance Roll | 09/01/20 | ERT20028 | 1,044.16 | ENCUMBRANCE ROLL | 24G585 | B52000 | 7C0181 | 400 |
| Remaining Balance for Req. Line Item #1 | | | | | | | | | | | 1,044.16 | | | | | |
| Remaining Balance for Item #1 | | | | | | | | | | | 1,044.16 | | | | | |
| Remaining Balance for Encumbrance #P0474680 | | | | | | | | | | | 1,044.16 | | | | | |
| P0498677 | 1 | 1 | Open | T | 2021 | 00 | E090 | Year End Encumbrance Roll | 09/01/20 | ERT20030 | 100.37 | ENCUMBRANCE ROLL | 84A234 | B52000 | 7B0005 | G10 |
| Remaining Balance for Req. Line Item #1 | | | | | | | | | | | 100.37 | | | | | |
| Remaining Balance for Item #1 | | | | | | | | | | | 100.37 | | | | | |
| Remaining Balance for Encumbrance #P0498677 | | | | | | | | | | | 100.37 | | | | | |

The **FI026A – Advanced Operating Ledger Transaction Report** is also useful for viewing encumbrances that rolled forward into the new fiscal year. Details include:

- Rule Class Description and Transaction Description both show Encumbrance Roll.
- Activity Date shows 09/11 as date the encumbrances rolled forward.
- PO Number identifies the encumbrance.
- Account Description defines the type of purchase.

| Encumbrances | | | | | | | | | | | | | | | |
|----------------|------------|---------------------------|---------------|------------------|-------------|-----------|-------------------------|--------------------|--------|--------------|---------|------------------------------------|---------|--------------------------|--|
| Posting Period | Rule Class | Rule Class Description | Activity Date | Transaction Date | Document ID | PO Number | Transaction Description | Transaction Amount | Fund | Organization | Account | Account Desc | Program | Program Desc | |
| 00 | E090 | Year End Encumbrance Roll | 09/11/20 | 09/01/20 | ERT20028 | P0474680 | ENCUMBRANCE ROLL | 1,044.16 | 24G585 | B52000 | 7C0181 | MS Parts Computer Equip Noncapital | 400 | Academic Support Expense | |
| 00 | E090 | Year End Encumbrance Roll | 09/11/20 | 09/01/20 | ERT20030 | P0498677 | ENCUMBRANCE ROLL | 100.37 | 84A234 | B52000 | 7B0005 | TV IS Public Transport Auto Rental | G10 | Agency Operations | |
| Encumbrances | | | | | | | | 1,144.53 | | | | | | | |

If you are monitoring salaries and associated encumbrances, these will be posted on 09/13. You will be able to view them in Cognos starting 09/14. This is not a roll forward, but a new encumbrance for 2022 FY.

Essential Financial Reports for New Fiscal Year

FI002 – Revenue Expense Budget Pools by FOP. Use this report to view budget details at the budget pool level for FOP(s) that you are maintaining. The report can be executed at both the Fund and Organization level, by both Fund and Organization Manager, and by FOP as well. This provides your budget starting point for the fiscal year. This report can be executed by Fiscal Period or for all periods, by choosing Period 14. Most often it is executed by selecting Period 14 in order to capture any future dated events.

This report provides the option to view your data with two views:

- Display only those expenses actually encumbered.
- Display Fringes Longevity, and Student Salaries as if encumbered.

Remember that the original salary encumbrances for the new Fiscal Year will not take place until September 13th and won't be visible in a Cognos Report until September 14th.

***Not all expenses are encumbered. Those that are not include: Fringes and Longevity, Student Salaries, Pcard purchases, Blanket Purchase Orders, Direct Pay Transactions, Scholarships.*

This report is found in Cognos > TTU Finance > Departmental Users > Budget Reports.

FI026A – Advanced Operating Ledger Transaction Report. Use this report to see all transactions that have posted to your FOP. Generally this report will be executed for one period at a time, but may be executed for multiple periods. This can be executed by various levels of both the Fund and Organization, depending upon the data desired. With this report you are able to view entries such as:

- Budget Revenue and Expenses
- Budget Transfers In and Out
- Actual Revenues and Expenses
- Actual Transfers In and Out
- Encumbrances

This report also provides the option to run for a single chart of multiple charts. It provides parameters to focus on specific details such as a certain purchase order, budget revision or travel application, for example. You may also choose specific account codes in order to see details related to certain expenses or revenues.

This report is found in Cognos > TTU Finance > Departmental Users > Transaction Reports.

DMFR offers reporting classes which provide training in how to use both Budget and Transaction reports. Register for these sessions through [Cornerstone](#).

Essential Human Resources Reports for New Fiscal Year

HR121 – Current and Future Appointment Report. 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 Fiscal Year.

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.

HR009 – Salary Roster by Organization. It is important as the New Fiscal Year begins to review your employee salaries. This report provides by FOAP and Position Class, employee assignments for the Organization or Position entered on the parameter page. Included are the date the FOAP began to support the salary and the projected annual salary to be charged to the FOAP. A summary total of salary paid by position class within a FOAP is also provided. It is possible that an employee is funded by more than one FOAP, the FOAP % column discloses this information. If it shows less than 100%, more than one FOAP supports the salary for that person.

The report provides summary total of salaries by position class and an overall summary as well.

These reports are found in Cognos > 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](#).

Resources:

TeamApp:
Finance Approver, Requestor,
Shopper

TeamApp: Instructions

Use TeamApp To:

- Provide Access to TechBuy
- Provide Access to HR Reports
- Provide Access to Budget Prep
- Add and Remove Proxies
- Assign WTE and WLR Approvers
- Assign ePAF Approvers

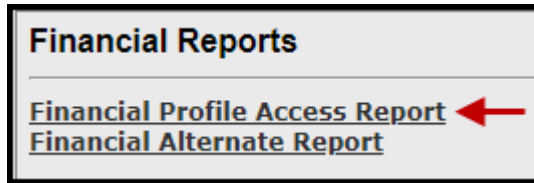
Financial Managers: Use TeamApp to Review Financial Access to your Organization

The first of the new fiscal year is a good time for a Financial Manager to review reports on TeamApp to see who has signature authority on their Organization. Follow the steps outlined below:

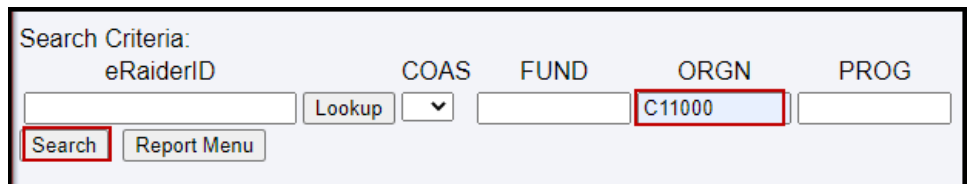
- Access TeamApp via the **DMFR Channel of Raiderlink** or use this link: <https://banapps.texastech.edu/team/QuickLinks.aspx>.

- Select  or 

- Within Financial Reports, Select Financial Profile Access Report.

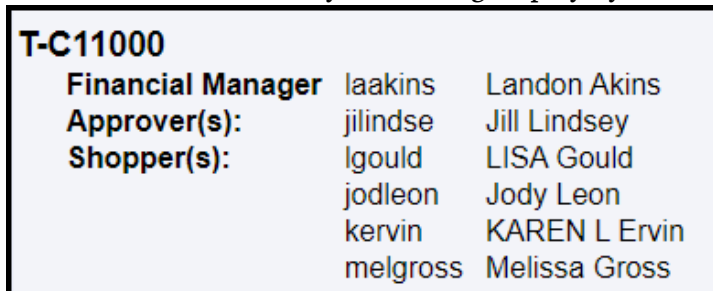


- To view access for your Organization, enter your Org code in the space provided, then select search.



The image shows a search criteria form with the following fields: eRaiderID, COAS, FUND, ORGN, and PROG. The ORGN field contains the value "C11000". There is a "Search" button and a "Report Menu" button. A red box highlights the "Search" button.

- Those who have authority on the Org display by role.



| T-C11000 | | |
|--------------------------|----------|---------------|
| Financial Manager | laakins | Landon Akins |
| Approver(s): | jilindse | Jill Lindsey |
| Shopper(s): | lgould | LISA Gould |
| | jodleon | Jody Leon |
| | kervin | KAREN L Ervin |
| | melgross | Melissa Gross |

TeamApp is used to remove permissions for those who are no longer associated with the organization.

Update your Available Budget Tab

Resources:

Register for Classes:
Cornerstone Registration System

Access Training Documents and
Upcoming Classes:
DMFR Training Website

Upcoming DMFR Classes

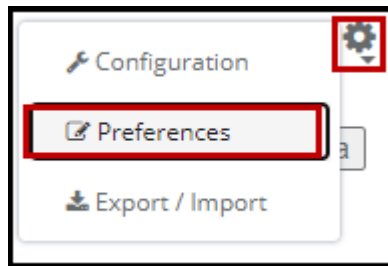
Plan Your Training:
DMFR Training Checklist

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

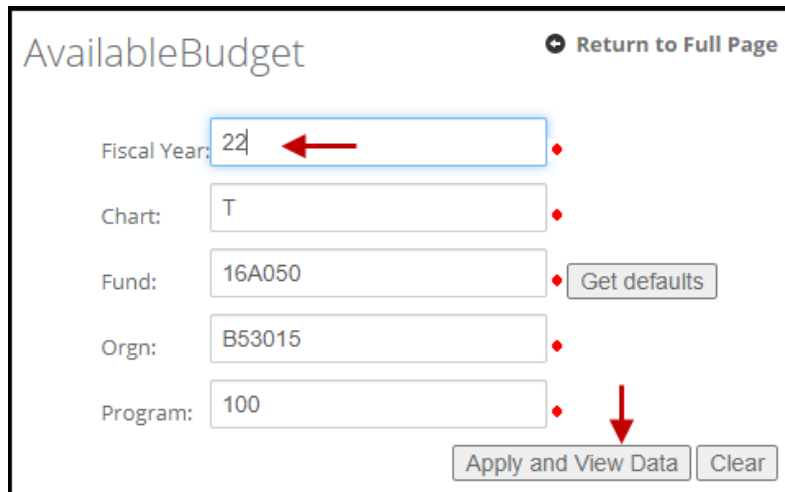
With the changing of Fiscal Years, it is necessary to update your Available Budget Tab in Raiderlink to FY2022 in order to view current year data.

Follow the steps below so that you will have quick access to the expense budget for your FOP(s) for FY2022:

- Select the Available Budget Tab in Raiderlink
- Select the cog icon within the portlet you are updating
- Select the link labeled “Preferences”



- Update the Fiscal Year field with 22
- Select “Apply and View Data”



AvailableBudget [Return to Full Page](#)

Fiscal Year: 22

Chart: T

Fund: 16A050 [Get defaults](#)

Orgn: B53015

Program: 100

[Apply and View Data](#) [Clear](#)

The Available Budget tab provides expense budget details only. If you have only one line of information, the budget is FOP budgeted. If you have multiple lines by budget pool, the FOP is FOAP budgeted.

Fringes Projection Application

Resources:
[Fringes Projection Application](#)

Access Training Documents:
[DMFR Training Website](#)

View DMFR Classes:
[Upcoming DMFR Classes](#)

Plan Your Training:
[DMFR Training Checklist](#)

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

This application is used to assist in estimating budget requirements for both current and prospective employees. Estimated Fringe benefit costs for each pay period are displayed, along with the anticipated annual cost. Using an effective date in the current fiscal year displays the projected cost through the end of the year. Remember that fringes related to any portion of an employee's pay funded by State (Education & General) funds will not be paid by the department. Follow these steps to use this application:

- Accept the disclaimer on the front page to access the application.
- Select New or Current Employee
- Select Regular Salary or One Time Payment
- Enter Employee R#
- Select the Position
- Select Effective Date

Select New or Current Employee:

Current
 New

Select Regular Salary or One Time Payment:

Fringes based on Annual Salary
 Fringes based on One Time Payment

Enter the R-Number of the employee:

R11:

Select the Position:

T8 - Manager (Primary)

Select an Effective Date:

Year: Month: Day:

Estimated fringes are shown in the graph below:

| Fringe | Fringe Desc | Amount for 9/1/2021-9/15/2021 | FY22 Remaining Amount |
|----------------|----------------------------|-------------------------------|-----------------------|
| LNG | Longevity | 40.00 | 660.00 |
| X02 | FICA OASDI | 94.09 | 2258.16 |
| X01 | FICA Medicare Hosp Ins | 22.01 | 528.24 |
| ZTL | TTU Lump Sum Vacation Pool | 22.76 | 546.24 |
| ZTR | TTU Retiree Insurance Pool | 41.73 | 1001.52 |
| ZTW | TTU Workers Comp Insurance | 3.79 | 90.96 |
| T01 | Teacher Retirement System | 117.61 | 2822.64 |
| Health | Health HlthSelect FT | 312.41 | 7497.84 |
| Totals: | | 654.40 | 15405.60 |

DMFR September Class Schedule

Resources:

Register for Classes:
Cornerstone Registration System

Access Training Documents:
DMFR Training Website

Access Scheduled Classes:
Upcoming DMFR Classes

Plan Your Training:
DMFR Training Checklist

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

| Class | Date |
|--|----------------------|
| Introduction to Cognos | 09/01, 09/09/, 09/22 |
| Financial Reporting - Budget Reports | 09/02, 09/13 |
| TechBuy Shopper | 09/02, 09/14, 09/28 |
| Financial Reporting - Transaction Reports | 09/06, 09/14 |
| HR Reporting - Employee Appointment Reports | 09/07, 09/20 |
| Cognos Grant Reporting | 09/07, 09/16 |
| Xtender - Scanning and Indexing | 09/08, 09/24 |
| Procurement Reporting in Cognos | 09/09, 09/21 |
| Financial Management 101: Introduction to FOAP Codes | 09/09, 09/23 |
| EOPS: Employee One-time Payment System Overview | 09/10, 09/24 |
| Banner 9 Finance Navigation | 09/15, 09/29 |
| Budget Management and Revision | 09/15, 09/30 |
| Account Code Training for Expenditures | 09/16, 09/28 |
| Travel Training for Travel Preparer | 09/17, 09/29 |

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.