

August 2022

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>

In This Issue:

- Fiscal Year 2022 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

Fiscal Year 2022 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 deadlines will be processed in FY22 only with approval from the Chief Accounting Officer & Controller.

Tuesday, August 16

- Last day for Principal Investigators to approve, in accordance with [TTU OP 65.05](#), subrecipient invoices for processing in FY22.

Thursday, August 18

- One-time payroll requests (additional compensation, lump sum payments, and payments to temporary employees) entered into EOPS with all departmental and Budget approvals by 5:00pm to process in FY22. FY23 requests should be held and submitted beginning September 1.

Wednesday, August 31

- Departmental deposits by 2:00pm to CCMS. All cash and check deposits received after this time will be credited to FY23. If you have questions concerning revenue accrual entries, contact AS at natalie.d.baker@ttu.edu.
- Year-end valuation letters by 5:00pm to AS at jennifer.branch@ttu.edu. Reporting templates will be provided via email by July 29.
 - Library book and reference material purchases exceeding \$5,000 for the fiscal year
 - Art and historical treasure collections
 - Livestock inventory
- Effort certifications for the January 1 to June 30, 2022, certification period by 5:00pm. Outstanding effort certifications will be escalated after this date in accordance with [TTU OP 65.02](#). Effort certification questions directed to AS at accountingservices.compliance@ttu.edu.
- Salary charges cleared from temporary salary FOPs (18T#) to the extent possible. Requests to carry negative fund balances on these fund types should be directed to Accounting Services at natalie.d.baker@ttu.edu.

Tuesday, September 6

- Institutional vouchers (IV's), cost transfers (CT's), revenue transactions (RT's), and journal vouchers (JV's) entered into FiTS or submitted to Accounting Services with all departmental approvals by 5:00pm.
 - Remember to use a transaction date of August 31, 2022. Cost transfers are not allowed across fiscal years.
 - IVs for consumable supplies and services must be processed in the fiscal year in which the goods/services were provided/received. However, if IVs are received after the deadline, they will be processed in FY23.

-continued-

Fiscal Year 2022 Year-End Deadlines

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.carecredit.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.

Tuesday, September 6

-continued-

- Wires claimed by 5:00pm through Cash & Credit Management Services at laura.moore@ttu.edu. Unclaimed funds will be swept centrally.
- Accounts receivable amounts in excess of \$10,000 (revenue earned in FY22 but not billed/received as of August 31) to natalie.d.baker@ttu.edu by 5:00pm. Reporting templates will be provided via email by August 15.
- Unearned revenue amounts in excess of \$10,000 for conferences/events set up in Touchnet Marketplace (revenue collected in FY22 for a conferences/events scheduled in FY23) to steph.smith@ttu.edu by 5:00 pm.
- Year-end inventory of consumable supplies and items for resale in excess of \$10,000 (as of August 31) by 5:00pm to natalie.d.baker@ttu.edu. Reporting templates will be provided via email by August 15.
- Labor redistributions for 9/1/21-8/31/22 (monthly) and 9/1/21-8/15/22 (semi-monthly) pay periods by 5:00pm to ambud@ttu.edu.
 - Labor redistributions are not allowed across fiscal years. If you have salary transfers necessary to meet cost share commitments for FY22, they must be submitted by this date.
 - Please review the program code on all faculty salaries to ensure that the program code allocation is correct.
- All transfer documentation to clear negative fund balances submitted to AccountingServices@ttu.edu by 5:00pm.
- All money move requests to clear negative grant budget pools submitted to assigned [Grant Specialist](#) by 5:00pm.
- Remember neither negative grant budget pools nor overspent grants are allowed across fiscal years. Please ensure all documents needed to correct (money moves, CT's, labor redistributions, etc.) are submitted by deadlines outlined in this memo and contact your assigned [Grant Specialist](#) if you have questions.

Thursday, September 8

- Labor redistributions for 8/16/22 – 8/31/22 (semi-monthly 17) pay period by 12:00 noon to ambud@ttu.edu.

Procurement Services has established the deadlines for processing transactions against current FY 22 funds and establishing purchase orders/contracts/payments/travel applications for the start of FY 23. Procurement Services establishes these deadlines to enable our staff to manage the increased year-end workload. We ask that departments adhere to the deadlines to the best of their ability. Procurement Services will make efforts to accommodate deadline exceptions, when possible, but they cannot be guaranteed. When additional reviews or approvals are required, deadline flexibility is impacted. To view these deadlines, select this link: [Procurement Services 2022 Fiscal Year End Deadlines](#)

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 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.

Registration is via **Cornerstone**.

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 2022 to FY 2023. 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, 2021 and Ending September 30, 2021								
Fund Manager: Washington, Lesley Anne N. - B52000										
Fund	Fund Description	Default Organization	Beginning Balance	Revenues	Transfers In	Expenses	Transfers Out	Ending Balance	Encumbrances & Reserves	Uncommitted Balance
15A128	Arch Scholarships Designated	B52000	45,969.00	0.00	0.00	18,500.00	0.00	27,469.00	0.00	27,469.00
15G022	James C Watkins Quasi End Sch	B52000	1,625.00	1.49	0.00	475.00	0.00	1,151.49	0.00	1,151.49
16A410	Incentive Fund Architecture	B52000	29,260.74	0.00	53,181.00	14,441.02	0.00	68,000.72	40,509.41	27,491.31
16B011	CoA Graduate Advising Fee	B52000	3,361.60	0.00	2,695.50	380.27	0.00	5,676.83	3,135.35	2,541.48
16B052	Architecture Advising Fee	B52000	36,601.17	34,983.36	0.00	4,470.13	0.00	67,114.40	35,261.12	31,853.28

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 2023 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 to capture any future dated events.

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

- Display only those expenses 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 can 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

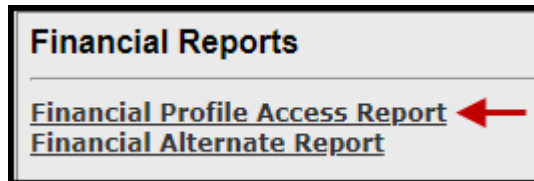
Financial Managers: Use TeamApp to Review Financial Access to your Organization

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:

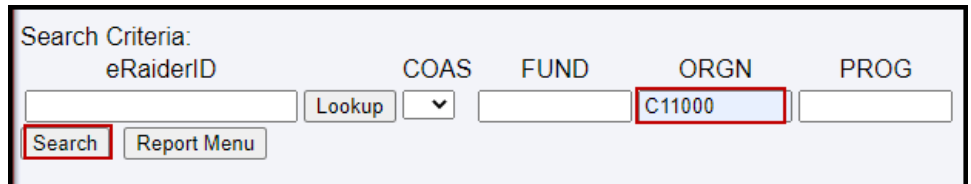
- Access TeamApp via the **DMFR Channel of Raiderlink** or use this link: <https://banapps.texastech.edu/team/QuickLinks.aspx>.

- 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.



Search Criteria:
 eRaiderID COAS FUND ORGN PROG

- 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.

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

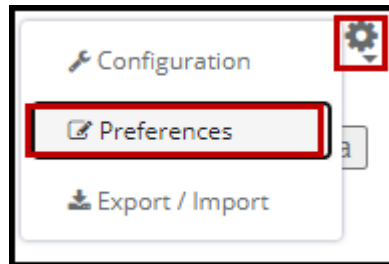
Contact DMFR:
mailto:dmfr.support@ttu.edu

Update your Available Budget Tab

With the changing of Fiscal Years, it is necessary to update your Available Budget Tab in Raiderlink to FY2023 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 FY2023:

- 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 23
- Select “Apply and View Data”

A screenshot of the 'AvailableBudget' configuration form. The form has a title 'AvailableBudget' and a 'Return to Full Page' link. It contains several input fields: 'Fiscal Year' with the value '23', 'Chart' with 'T', 'Fund' with '18C000', 'Orgn' with 'C11000', and 'Program' with '600'. There are red arrows pointing to the 'Fiscal Year' field and the 'Apply and View Data' button. A 'Get defaults' button is next to the 'Fund' field, and a 'Clear' button is next to the 'Apply and View Data' button.

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:

Select the Position:

T89873 - Section Coordinator (Primary)

Select an Effective Date:

Year: Month: Day:

Estimated fringes are shown in the graph below:

Fringe	Fringe Desc	Amount for 9/1/2022-9/15/2022	FY23 Remaining Amount
LNG	Longevity	180.00	2160.00
X02	FICA OASDI	109.24	2621.76
X01	FICA Medicare Hosp Ins	25.55	613.20
ZTL	TTU Lump Sum Vacation Pool	26.43	634.32
ZTR	TTU Retiree Insurance Pool	48.46	1163.04
ZTW	TTU Workers Comp Insurance	4.41	105.84
T01	Teacher Retirement System	136.56	3277.44
Health	Health HlthSelect FT	312.41	7497.84
Totals:		843.06	18073.44

Resources:

Register for Classes:
Cornerstone Registration System

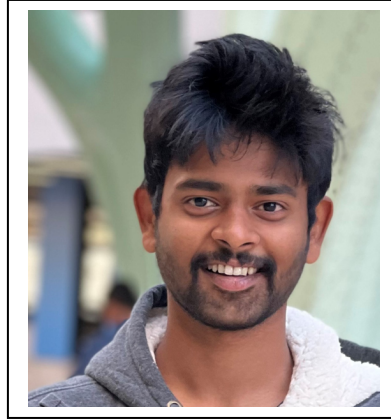
Access Training Documents:
DMFR Training Website

Access Scheduled Classes:
Upcoming DMFR Classes

Plan Your Training:
DMFR Training Checklist

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

DMFR Introduces Abhinav Valiseti



Abhinav Valiseti has joined DMFR as a student assistant. He will be working for our web development team, supporting the A&F Websites of Texas Tech and development of web applications.

Abhinav came to TTU because of the diversity of opportunities and is pursuing a master's degree in computer science. He believes "the sooner you begin, the sooner you'll finish" and feels that Texas Tech offers great course work.

He attributes the size of Texas Tech to helping him find hobbies and causes that interest him. In his spare time, he follows current affairs, is an avid reader and enjoys trying different cuisines as he travels.

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

