Purpose of Meeting

- Finance Systems Management Team to meet face to face with department staff responsible for financial operations in the departments.

- Explain the organizational hierarchy for communication. Discuss responsibilities for departmental users of the finance system and policies for accountability.

- Provide a preview of three points of interaction with the finance system by viewing The Portal, HSC ConnecTech, and Cognos Connection.

- Provide queries to assist the departments’ transition from a TechFIM chart of accounts to a Banner chart of accounts.

- Answer questions, dispel or confirm rumors, and provide an understanding of the project’s status as of today.
Finance Systems Management Team:

A core group in the Department of Business Affairs that is responsible for implementing and maintaining the finance system. The finance team is your direct contact for implementation questions, problems, and assistance.

End User Project Management Team (Division Contact):

The TTUHSC organizational chart has been divided into thirteen areas representing the campuses, schools, and divisions of TTUHSC financial management. The EUPMT members are responsible for the implementation and maintenance of the finance system relative to their area. This responsibility is shared with and accomplished through the department contacts in their area.

Department Contact:

The Department Contact is the person responsible for the financial operations of the department. There is only one contact per department. Each contact is linked to a EUPMT member. Department Contacts are generally the fund Financial Manager and are responsible for the actions of the Financial Manager. Department Contacts will be the primary communication link to the Finance Systems Management Team concerning reporting, training, problems, issues, and information.

Financial Manager:

Each fund in Banner will have a Financial Manager (FM). We will initially populate the FM with the department contact. The FM is not the same as signature authority which will be accomplished through work-flow and/or separate tables. The FM is tied to a Banner fund and will be responsible for assigning system access, security levels, workflows, document access, and report access.
Financial Manager Responsibilities:

General responsibilities: (Currently specified in OP 50.03)

FMs are responsible for the financial and operational management of their accounts. These responsibilities include account oversight, establishment of internal controls within the department, transaction review, and financial responsibility.

FMs are responsible for billing and collecting revenue as appropriate and insuring compliance with account purposes and/or restriction that pertain to the account such as grant and donor requirements.

FMs are responsible for monthly and year-end deficits.

Specific responsibilities:

FMs are responsible for compliance with the draft OP 50.30 - Year-end Close Processes and Deadlines and other detailed operating policies that will be developed to provide specific compliance requirements.

FMs will assign workflow and account authority for organizations tied to their funds.

General:

Department heads, contacts, and Financial Managers will be required to acknowledge responsibilities identified in the new operating policy.

The Financial Systems Management Team or functional areas may require that certain issues, questions, or problems be discussed and/or decided at specific hierarchy levels.

Definitions and responsibilities will evolve over the next few months as a draft operating policy is developed. Comments are welcome and can be addressed to the finance team or communicated via the comments web site.
Web Raider Portal: [http://webraider.ttuhsc.edu/](http://webraider.ttuhsc.edu/)
(HSC Employee Tab)

- Time Capture

- Finance Links
  - Cognos Reporting: UDEV
    (Cognos Reporting Path: Cognos Connection/Public Folders/HSC Business Affairs/Chart of Accounts or Reports)
    - TechFIM / Banner Crosswalk Queries
    - Financial Reports
  - HSC ConncTECH Info
    - Training Documentation / Departmental Resources
    - Newsletter
    - Subscriber List
    - Comments
  - TechBUY (eProcurement)

- Finance Information
  - F & A Announcements
  - F & A Calendar

- IT Help Desk

- Bookmarks
Hands-On Cognos Reports

You can access the Cognos Reports through the HSC Employee tab from the portal http://webraider.ttuhsc.edu/. Please select TTU when logging into the system. The User ID and Password will be your eRaider name and password. From the menu page, select Cognos Connection. You can locate the yellow folder titled HSC Business Affairs by typing HSC into the search field at the top of the page or by maneuvering through Cognos Connection until you locate the HSC Business Affairs folder. Within the folder are numerous subfolders. We will explore two subfolders: Chart of Accounts and Reports.

The following can be located under the Chart of Accounts subfolder.

- **Banner Account to TechFIM** - Provides the TechFIM object, sub object, revenue, sub revenue, or balance sheet equivalent to a Banner Account code.
- **Banner Fund to TechFIM** - Provides the Banner Fund and the TechFIM fund. You can pull this query by Division, Campus, Department, Fund Category, or Fund Class.
- **TechFIM Account # to Banner** - Provides the Banner Fund, Organization, and Program codes and descriptions compared to the TechFIM Fund-Area-Orgn. This query can be pulled by specific funds, Fund Category, Fund Class, Division, Campus, or Department.
- **Department List** - Provides a list of all Departments and Department Codes as defined within Banner.
- **Departments and Sub Departments** - Provides a list of the sub departments and data enterable Organization codes associated with specific Banner departments. The information can be pulled by Division, Campus or Department description.
- **Departments by Division** - Provides the Departments and Department codes associated with a specific Division.
- **Fund Org Combos** - Contains all data enterable Funds and their descriptions and Data enterable Organization codes and their descriptions. The information is pulled by Department.
- **Program Codes** - This query provides a list of all Program codes and their descriptions. For a list of program code descriptions, please reference the Banner Program Codes document at http://www.fiscal.ttuhsc.edu/banner/training.aspx.
- **TechFIM Fund to Banner** - Provides the Banner Fund and Banner Fund Name equivalent from a chosen TechFIM Fund.
- **TechFIM to Banner Account** - Provides the Banner Account code and description from a TechFIM balance sheet, revenue source, sub revenue source, object, or sub object codes.
The Reports subfolder will house reports targeted to Departmental Users. The following is an example of one report found in this folder.

- **Statement of Changes in FB-Attributes** - Provides a Statement of Changes by Fund Category and Fund Class. The Fund, Fund description, Beginning Balance, Current Activity, and Ending Balance can be further categorized by Division, Campus, or Department. A Fiscal Month and Fiscal Year are required parameters.

The Statement of Changes in Fund Balance is a summary report but by selecting the Current Activity amount for a given fund, you can access more detailed information. This is referred to as a ‘Drill Through’. The report will now contain the Fund, Fund Description, Type, Account, Account Description, and YTD Activity for the selected Fund.

You can continue to drill through to more detail by selecting the YTD Activity amount for the Fund and Account combination of your choice. The report will now display Document Level information and totals. The Fund Description, Account Description, Rev/Exp Code, Document Code, Transaction Date, Document Description, Vendor (if applicable) and Transaction Amount are provided on the report.

The Reports folder will continue to evolve as additional reports are created. You can expect the reports to work in a similar fashion as the report above. Not all reports will require parameters and have the drill through functionality. If you have questions concerning Cognos reports, please contact a member of the Finance Systems Management Team.