SciQuest and eProcurement

SciQuest, a bid, shopping and purchasing mechanism, has been jointly purchased by Texas Tech University Health Sciences Center, Texas Tech University and Texas Tech University System. The shopping mechanism will eventually replace our current eRQ, ePO and direct pay systems. It will be implemented in two phases from November 2007 to September 2008.

What is TechBID? (SciQuest Sourcing Manager)

TechBID provides an online bidding system. Vendor registration is easy, and once registered a vendor will receive electronic notification of posted bids, can electronically respond to bids and can access bid results online.

What is TechMALL? (SciQuest Higher Markets)

Convenience is the key word for the departmental purchasers and shoppers. Authorized HSC shoppers and purchasers can sign in to TechMALL where they can do self-service comparison and purchasing from a selection of contracted suppliers. Shopping carts will be submitted to requisitions where the shopper will apply account and budget information. Unless additional approvals are needed, the SciQuest Order Manager will submit the purchase order to the supplier electronically. Spend data held within TechMALL will provide departments with detailed data for spend analysis.

What is the Focus Group?

A focus group consisting of departmental users was established for TTUHSC and TTU. The focus group has been involved with purchasing processes and workflow decisions as they relate to the SciQuest project. This group will receive training directly from SciQuest and will serve an integral role in the implementation of each phase.

Phase I: (February 2008)

Shoppers and purchasers will use TechMALL for ordering needed items from a limited number of contracted vendors. Those vendors are:

Fisher  Granger  Sigma Aldrich
VWR    Staples    GovConnection
MSC    BioRad   Invitrogen
Cardinal  Perkin Elmer

Purchasers will continue use of the current eRQ and ePO for orders from vendors who are not in TechMALL.

Phase I will not interface with TechFIM; therefore, budget checking and encumbrances will not occur at the time of purchase. Orders placed through TechMALL will capture the TechFIM accounting string and will be charged accordingly (similar to the PCard process).

Phase II: (April 2008)

All requisitions and purchase orders for FY 09 will take place in the SciQuest system and will feed to Banner, our new financial system. Crosswalks will be used to convert TechFIM accounting strings to Banner accounting strings.

Requisitions and purchase orders for FY 08 will continue to be processed through SciQuest or the current eRQ and ePO systems until September 1, 2008, then the eRQ and ePO systems will be discontinued.

Benefits

- Easier access to bids and bid information for vendors
- Increased contracted, price negotiated supplier spending
- Improved requisition accuracy and efficiency
- Increased spend visibility and ease of reporting
- Reduction of internal processing time

Timeline

November 2007: Purchasing staff and focus group testing in Phase I.

February 2008: Departmental users full access in Phase I.

April 2008: Purchasing staff and departmental users in Phase II.

September 2008: Full interface to Banner Finance from TechMALL.

Training

January 2008: Departmental user training in three groups
- Shoppers
- Requisitioners / purchasers
- Approvers
End-User Project Management Team

An end user project management team meeting is scheduled for September 13th in Lubbock.

This team is comprised of selected administrative staff from each area charged with the responsibility of providing a communication, training, and reporting link between you, the end users (faculty and staff) and the functional project management team (HR, Payroll, Budget, and Finance).

The person(s) representing your area are listed below:

- Brenda Bobo  School of Allied Health Sciences
- Deborah Cain  Amarillo School of Medicine
- Bill Finical  Odessa Campus
- Mike Hooten  Amarillo Campus
- Jerry Hoover  CMHC Finance
- Pam Johnson  Research and Graduate School
- Marti Juarez  El Paso Campus
- Linda Lane  School of Nursing
- Bowie McGinnis  Finance and Administration and Other
- Bryce McGregor  Lubbock School of Medicine
- Kerry Mobley  Information Technology
- Rial Rolfe  Academic Affairs
- Gary Toniges  CMHC HR/Payroll
- David Watson  School of Pharmacy

You will hear more from your ConneC Tech representative later. Keep their name available as a reference for ConneC Tech communications, training, and system reporting.

Implementation Timeline

Finance:
September 08 - GO LIVE!
- New chart of accounts
- New budget revision process
- New purchasing process
- New reporting
- New cost transfers

Student:
October 08 - GO LIVE!
- New admissions system

Spring 09
- New registration system
- New system for recording grades
- New student billing

Summer 09
- New Financial Aid Process

Human Resources:
December 08 - GO LIVE!
- New employee self-service
- New PAF process

Non-Exempt Employee Pay Frequency Change

Texas Tech has elected to begin paying all non-exempt employees (those employees currently required to submit their time worked and leave on either a bi-weekly or monthly timesheet) a new way beginning January 2009. All non-exempt employees will be paid semi-monthly (twice a month). Beginning in January 2009, non-exempt employees will receive paychecks on the 10th and 25th of each month and pay will be based on the number of work days in each pay period. Deductions for benefits will be equally split between the two pay periods. In addition to receiving pay twice a month, employees will report their time worked via a new web time entry system. Note: Employees who currently report their time using an electronic time keeping system will continue to use these systems instead of the web time entry.

All non-exempt employees will be sent a personal notification letter regarding the change. Informational meetings will also be conducted at a later date.

How does the change effect me:

Texas Tech has put together additional information including a list of Frequently Asked Questions at the following link:
http://www.ttuhsc.edu/hr/payroll/PayFreqFAQ.pdf

Questions:
You may also contact the following in the Human Resources Office at your location:

- Lubbock Human Resources Office (806) 743-2865 - David Fry
- Amarillo Human Resources Office (806) 354-5410 - Devona Smith
- El Paso Human Resources Office (915) 545-6413 - Rebecca Salcido
- Odessa Human Resources Office (432) 335-1821 - Ronnie Dunn
- Correctional Managed Health Care (806) 793-0791 - Ella O'Neal

Have ConneC Tech Comments or Suggestions?
We are requesting your comments about financial reporting, processes, policies, or any other aspect concerning the current or new finance system. Please visit the following link:
http://www.fiscal.ttuhsc.edu/banner/comments.aspx
A Glimpse into ConnecTech Training

Left: The ConnecTech project requires numerous decisions that will impact the implementation and future processes. Cindy Clark discusses vender maintenance options with representatives from the Health Sciences Center and the University. Pictured from left to right: Cindy Clark (HSC Purchasing), Cecile Ropas (HSC Purchasing), Delores Ramirez (HSC Purchasing), and John Haynes (TTU Purchasing).

Right: Laurie Smerud, Lead Reporting Analyst for HSC Business Affairs, takes a moment during training to smile. Laurie is learning the ins and outs of Cognos information in order to create reports for both functional and departmental users.

Left: Paul Stormo, SunGard Reporting Consultant, helps a group of TTU and HSC finance representatives build queries and reports on information stored in Cognos. These consulting sessions are typically three full days!

Right: Banner Friday! Although the Finance team spends the majority of their week in trainings and meetings, Denise Sober, (left), Carole Wardroup (center), Laree Bomar (right), and Patty Conner (not pictured) meet on Fridays to review, set-up and test various finance modules. This session involved the Grant set-up process.
The Finance team and the Budget team have joined forces to begin the new stages of the ConnecTech implementation. The Finance team has completed the majority of its finance training and is now learning more about third-party applications and Cognos (the new web-based reporting tool). The team continues to meet monthly for consulting sessions with our SunGard Finance Representative to review processes and discuss issues.

The Budget team is approximately halfway through their HR training, has completed its portion of the Finance training and is learning more about the third-party applications as well. The team has been diligently working on creating budgets, position controls, and Cognos reports among many other things.

Although both Finance and Budget are involved in various trainings, they have begun testing many of the processes involved in the implementation and creating reports off information maintained in Cognos. The Finance team has tested the requisition to purchase order to invoice to check process as well as setting up grants, fixed assets, and journal voucher modules. The next step is to work together with Budget to enter original budgets and input expense and revenue transactions against the defined budgets. The teams will track the actual results against predefined expectations.

The next few months will involve intense testing for both the Budget and Finance teams in order to finalize many of the aspects involved in the implementation. Many of the functional groups including Accounting, Payables, Purchasing and Budget have begun learning the new system and are assisting in the testing. End-users and departments can expect to begin receiving information in the fall with in-depth training anticipated to take place beginning in late spring of 2008.

ConnecTech Dictionary

Are you confused with the new lingo associated with the ConnecTech project? The following ConnecTech Dictionary will provide definitions to many of the words and products you may hear associated with the project. Continue to monitor future newsletters for dictionary additions!

ConnecTech - Joint venture between TTU and TTUHSC to replace and upgrade legacy administrative applications. This term refers to the Banner products purchased from SunGard Higher Education as well as any additional purchases of third-party applications.

Banner - Suite of products purchased from SunGard Higher Education that will become the new student, financial aid, finance, human resource, payroll, and budget system.

Cognos - The new web-based reporting and query tool for both functional and end users. Creates comprehensive reports, ad-hoc queries, charts, dashboards, and scorecards.

SciQuest - The new eProcurement system that will encompass TechBID and TechMALL (refer to the front page for more information).

Xtender Solutions (Xtender) - The new imaging software that will replace Laser-Fiche WebLink.

Luminis - An online portal (internet sign-in page) that can be customized by each individual. It is anticipated that this will provide a single sign-on for all ConnecTech applications.

Crosswalk - The crosswalk is a tool that will allow you to use TechFIM information in order to retrieve ConnecTech information. For example, you can look up your old account number to determine your ConnecTech Organization and Fund codes.

Functional Users - The functional users group consists of individuals in the areas of Accounting, Accounts Payable, Purchasing, Business Affairs, Budget, Business Services, etc.

End-Users - Departmental users (faculty and staff) that rely on information provided by the functional user team.

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All other articles written and edited by Denise Sober, Laree Bomar, Patty Conner, and Mike Crowder of Business Affairs, Penny Harkey of the Budget Office and Gina Ketcherside of Human Resources.