Texas Tech University
Health Sciences Center
Finance and Administration

What's New in Travel2?

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Introducing the new and improved travel system: https://www.fiscal.ttuhsc.edu/travel2!!! This new system is designed to interface with Banner to carry TTU and TTUHSC through FY09 and beyond! Though there are many differences between the old system and the new one, many aspects of it remain the same and will be familiar to you. Many of the changes, however, have come about due to popular requests and, of course, because of Banner. Below is a list of the major changes you will notice. For more information on these topics, refer to this document: https://www.fiscal.ttuhsc.edu/travel2/documents/Travel2Changes.doc, which is also available from the Travel2 home page.

Application

- Auto-save – The application automatically saves your progress on every page.
- Travelers and Vendors – Travelers must be set up as vendors in Banner *prior* to submitting an application.
- Supervisors – Supervisors are now assigned to each trip rather than to an individual.
- FOPs – Use your new Banner FOPs for encumbrance and expense allocation.
- Encumbrances and Budgets – In-state, out-of-state, foreign, and prospective employee travel types all have *separate budget pools in Banner*.
- Advances – Three types of advances are available: airfare, other prepaid expenses, and all remaining expenses.

Voucher

- Expenses – Enter your expenses in any order and allocate them to your FOPs any way you want, including airfare, meals, and hotels.
- Auto-save – The voucher automatically saves your progress on every page.
- Electronic Signature – Employees will now be required to electronically sign/approve their voucher rather than apply a physical signature. (Physical signature is still required for non-employees.)
- Supervisor Approval – Supervisors will have the option to either electronically approve your voucher or physically sign it.
- Additional Approval – Some departments requested the ability to have a department administrator be able to electronically approve vouchers. This is available on request by the department.
- Adding a FOP to the voucher – You now have the ability to add a FOP to the voucher that was not included on the application.

For more information, contact the Travel Office at 806-743-1888 x230.

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Retroactive Funding Changes on Employees

Retroactive funding changes are one of the most difficult things to process in the current TechPAY system. Unfortunately, it's not much easier in the new Banner HR system. There will be one improvement with the new Banner HR system. Instead of waiting for the next payroll cycle for a retroactive funding change to show up on your Finance ledgers, these can process overnight so that you can see the change almost immediately. We are very excited about providing this to all of you! However, for this conversion year there will be some restrictions on retroactive funding changes. If you need to process a retroactive funding change for September, October, or November, these will need to be received in the HR Office by December 1st on the current HRPAF form. Retroactive funding changes received after December 1st for the September – November payrolls will not be processed except in extreme circumstances. These will be approved by the Budget Office and Payroll Services on a case-by-case basis. Feel free to call the Budget Office with any questions regarding retroactive funding changes on your employees.

A New Look for the FY09 DDIS Form

A new DDIS form has been created to accommodate the new Banner financial system. It can be located at http://www.fiscal.ttuhsc.edu/accounting/forms/ under Banner Forms.

All revenue received in FY 2009 (actual cash funds posted to the bank September 1 or later) will need to be recorded on the Banner DDIS. **The Bursar's Office will not be able to accept deposits for FY 2009 that are received on the TechFIM DDIS form.**

On-Line Video Tutorials

Finance Systems Management (FSM) has posted the first of many on-line video tutorials!!

This first tutorial, Cognos Basics, walks you through logging into Cognos, running crosswalk reports, and running financial reports.

Please take a moment to log into www.fiscal.ttuhsc.edu/banner/videotutorials.aspx to view the video tutorial. Please contact FSM@ttuhsc.edu if you have any comments or suggestions.

Important Reminders from the Travel Office

FY08 Travel Voucher Deadline!

Travel Vouchers for FY08 must be received in the Travel Office by **Wednesday, September 10th.**

We ask that you complete **ASAP after the date of the trip** so that we will have time to process all FY08 travel vouchers.

This year will be unique in that any vouchers not completed will have its corresponding application cancelled on Friday, September 12th. These applications will have to be resubmitted in the new Travel System in FY09. The re-submitted applications/vouchers must be processed using FY09 local funds.

FY09 Travel Budget Reminder

Budgets have been loaded into Banner for Multi Year/Grant accounts for FY09. There was no way to distinguish between in state, out of state or foreign travel from the existing FY09 budget (object 11).

Therefore, all travel (object 11) was crosswalked to **"In State" travel (7020)** in **Banner.**

Departments with Multi Year/Grant Accounts will need to submit a budget revision to reallocate funds to "**out of state" travel (7021) or "foreign travel" (7022)** as necessary.

Cognos Production Site

Cognos is now in production and reading live and accurate data. Please use the Cognos links located in the WebRaider Portal (http://webraider.ttuhsc.edu) to guarantee you are looking at the information in the true production site. You can also access Cognos through http://cognos.texastech.edu.

The **financial reports** can be found using the Public Folder > HSC Business Affairs > Departmental Reports path.
The **crosswalk reports** can be found using the Public Folder > HSC Business Affairs > Chart of Accounts path.
The **budget reports** can be found using the Public Folder > Budget > Budget Financial Reports path.

New Look for the Budget Revision Form

With the change to a new Finance System, the Budget Revision form has been updated. Even though it is similar in structure, the Budget Revision form is different. Therefore, it is very important that you use the new form located on the Budget Office website. The form can be accessed via the WebRaider portal's F&A Work Tools tab. Under the Budget section of this tab there is a link called "forms". This link will take you directly to all forms processed by the Budget Office.

The new Budget Revision form is still in an Excel document. This will help you with balancing your budget revision. There is a worksheet tab on the document titled Instructions. Please refer to that tab for detailed instructions for completing the Budget Revision form. There are even examples in the instructions that you can go by.

Some key points to remember on the Budget Revision form are:

1. Use the new Banner FOAP elements
2. Revenue + Fund Balance = Expenses + Net Transfers This will create a balanced budget revision.
3. Permanent or Temporary – please let us know if the Budget Revision you are processing is a permanent or temporary change to your budget. Permanent means this change should roll to future years. Temporary means the change should occur this one year only.
4. Please submit the Budget Revision form via email. The Budget Office would prefer to receive the forms at the hscbud@ttuhsc.edu email account. For approvals, simply attach the document to an email and send it to the approver with instructions to forward the document with their approval to the Budget Office.

Please contact the Budget Office with any questions you have on the revised Budget Revision form.

ConnecTech Resources on the Budget Office website

The Budget Office website is a great resource for items related to the ConnecTech project. First, we'd like to point you to the Quarterly Finance & Administration Update (QFAU) meeting minutes. The QFAU meetings have been presenting items related to the ConnecTech project for almost 2 years now. If you missed a meeting or can't remember something that has been presented in the past, please review the meeting minutes. In addition to meeting minutes, several PowerPoint presentations used in the meetings are also located on the Budget Office website. These PowerPoint presentations can be viewed at your convenience or printed out and shared with others.

Next, the Budget Office would like you to know that we've added a link from the main Budget Office website to ConnecTech documentation. This link will take you to a page containing reports and PowerPoint presentations that may help you with your transition to Banner Finance. Be sure and check back often over the next few months, since we will also be adding items related to the Banner HR implementation.

Your ConnecTech One-Stop Shop Work Area Has Arrived!

The F&A Work Tools tab will be your one-stop shop to Human Resources, Budget, Finance/ Accounting Services, and Purchasing/Payment Services information and work links. Some of the links and tools are still coming, but most of the tools are active and ready for you. Watch each section for their targeted announcements.

How to Access the F&A Work Tools tab

1. Log into the Web Raider Portal at webraider.ttuhsc.edu.
2. Select the *Content Layout* link to add the F&A Work Tools tab.
3. Click the *Fragments* button near the middle of the page.
4. Click *Subscribe* from the F&A Work Tools line.
5. Click the  to set the location of the tab.
6. Click the F&A Work Tools tab and familiarize yourself with some of its tools and announcements.

Did You Know...

Quarterly F&A Update Meetings

The Quarterly Finance and Administration Update meetings are a great way to stay on top of what's new with the Finance and Administration areas. Presentations are given by representatives from Business Affairs, Human Resources, Payroll, and Budget. Based on a survey completed last fall, the majority of individuals attending these meetings feel that the meetings are worthwhile and that information presented is timely and relevant to their jobs.

Beginning in April 2008, these meetings were changed to every other month until the end of the calendar year. This is will provide the Finance and Administration areas more opportunities to present updates on the ConnecTech implementation and available training opportunities.

All meetings will be held from 3:00 – 3:50 central time. The next meeting will be held October 13th.

If you have topics that you would like to see presented at the meetings or have any feedback about these meetings, please email Lesley Wilmeth at lesley.wilmeth@ttuhsc.edu.

Are you Looking for Additional Finance-related Information?

Please visit the http://www.fiscal.ttuhsc.edu/banner/ website. It has training documents, video tutorials, past newsletters, and much much more!!

Desire More Information about the Finance System Implementation?

Each week from now until October 30th, 2008, the Finance and Budget Project Management Team will host a Question and Answer forum that will be TechLINKed.

This forum is open to all who are interested in learning additional information about the Finance System Implementation or those who have specific questions relating to any aspect of the implementation.

In addition, all employees can submit questions to the Finance System Management Team at fsm@ttuhsc.edu.

The purpose of the weekly meetings is to communicate current implementation information and to provide an opportunity for all employees to ask questions. If you need information about the Finance System implementation, please attend these meetings.

Did You Know???

You've heard that the Banner HR is going live on December 1, 2008. Our goal is to have 75% of our monthly employees using Web Time Entry (WTE) and Web Leave Reporting (WLR) before Banner HR goes live. Don't be surprised if you are using WTE or WLR as early as October 2008.

Reminder

Effective September 1, 2008 – All overtime will be paid!!!!

Compensatory time balances remaining as of November 1, 2008 will be paid on December 1, 2008