

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Document Prefixes

Thousands of financial transactions are processed monthly in our financial system. In order for each transaction to be recorded in the ledgers and reflected properly in Cognos reports, each transaction must have a unique transaction number. This transaction number is called a Document ID. To identify the types of transactions, a two character document prefix is assigned to each type of transaction.

Document prefixes are maintained by Finance Systems Management.

A list of document prefixes with a prefix description and email contact information can be found at: [Document Prefixes](#).

Questions? fsm@ttuhsc.edu

By The Numbers

First 6 Months of FY 2015

201,224

Unique Transactions

4,512,891

Records

Document Prefixes

Doc Prefix	System ID Description	Contact
HB	HSC Bulk Mail Upload	debbie_cate@ttuhsc.edu
HC	HSC General Cash Receipts	SBSCashReceipts@ttuhsc.edu
HE	HSC Program Code Corrections	hscacc@ttuhsc.edu
HF	HSC Fund Balance Checking Adjustment	fsm@ttuhsc.edu
HM	HSC Correctional Managed Health Care	kathleen.anderson@ttuhsc.edu
HP	HSC Property Management Code Change	propertymanagement@ttuhsc.edu
HW	HSC Swift Card Program	swiftcard@ttuhsc.edu
IO	Application Invoices (Travel, T & P)	celeste.kulinski@ttuhsc.edu
IO	Other Gateway Invoices	im.a.gomez@ttuhsc.edu
IA	HSC Invoice – Joanna Garza	accounts_payable@ttuhsc.edu
IB	HSC Invoice – Lisa Northcutt	accounts_payable@ttuhsc.edu
IC	HSC Invoice – Tammy Boring	accounts_payable@ttuhsc.edu
IDH	Direct Pay Invoice	accounts_payable@ttuhsc.edu

