

TIPS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

FAQs from Business Affairs

Everything You Always Wanted to Know About Business Affairs (But Didn't Know Where to Ask)

Did you know that you can find the answers to many questions about Business Affairs applications and procedures with a few clicks of your mouse? Business Affairs FAQs provide these answers for you in an easy to use format.

As the name implies, FAQs - Frequently Asked Questions, are a type of webpage that lists questions frequently asked by users. Each department within Business Affairs has an FAQs page with links to questions that are specific to that department. The FAQs page has two tabs at the top, one for FAQs by department and one for FAQs by topic. An Expand All button in the Topics section allows you to search for words using F3 or CTRL-F. Enter the word in the "find" box. A FAQs link in the left navigation bar provides easy access to the FAQs pages.

The FAQs pages not only make finding the answers to your questions easy, but also provide links to the referenced application (if applicable), more information about the FAQs topic and email contact information if you have additional questions.

Since the Business Affairs FAQs page was first introduced back in March, 2015, numerous new FAQs have been added. Two additional Business Affairs departments, Parking Services and Property Management, also contributed FAQs.

The goal of the Business Affairs FAQs page is to provide

The screenshot shows the Business Affairs FAQs webpage. At the top, there is a navigation bar with links for Campuses, Info For, Schools, Directory, and Site Maps. Below this is a breadcrumb trail: HSC Home > Finance & Administration > Business Affairs >. The main heading is 'Frequently Asked Questions'. There are two tabs: 'By Dept' and 'By Topic'. A 'Search Help' section is visible. The 'Change Fund Manager' section is highlighted, with sub-sections for 'Access?' (Financial Manager Change Request), 'Information?' (Financial Manager Change Request Information), and 'Questions?' (Email Accounting Services at hscacc@ttuhsc.edu).

easy access to the most commonly asked finance related questions and their respective answers. This translates to efficiency and convenience for users without trying to determine the proper person to call.

If you have a Frequently Asked Question, please email your FAQ suggestion to Business Affairs at busaff@ttuhsc.edu.

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.

