



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Business Affairs Newsletter

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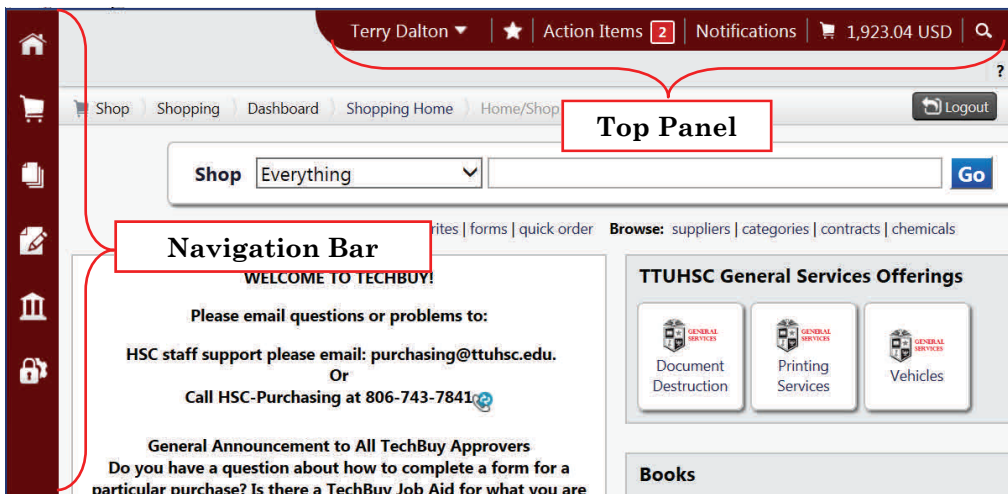
Our Mission: Business Affairs supports the mission and goals of TTUHSC by providing professional services and support for faculty, staff and students, conducted in accordance with all laws and institutional policies. Each department within Business Affairs continually strives for better and more efficient ways to provide these services.

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Phoenix is the New Classic

Beginning March 1, 2014, TechBuy launched Phoenix - a new, easy-to-navigate user interface replacing the Classic interface. Phoenix is the new Classic.



BUSINESS AFFAIRS: includes several departments operating within the Finance and Administration Division. Select a department name below and be directed to their website.



The major impact of the Phoenix interface is related to navigation within TechBuy. To navigate you will now use the **Navigation Bar** and the **Top Panel**. As you access other areas of TechBuy, only the main workspace changes. The side **Navigation Bar** and the **Top Panel** remain in place. Most areas of the application are accessed from the side **Navigation Bar** which contains the top-level menu items. When you roll over the main menu icons, slide-out sub-menus display. In general, menus are grouped by related tasks. For example, shopping tasks are grouped in the **Shop** menu. Clicking on the Home icon will return you to the homepage from anywhere in the application. The **Top Panel** contains several helpful tools that allow you to access your user profile, assigned action items and available notifications. In addition, you can access a quick view of your active shopping cart and perform a quick search of the site. The Bookmark feature, located in the Star Panel, is new with the Phoenix interface.

The Phoenix Interface requires IE10 or IE11. Browser upgrades may be required.

If you have additional questions, please contact [Purchasing](#).

- [Accounting Services](#)
- [Application Development](#)
- [Business Affairs](#)
- [Contracting](#)
- [Finance Systems Management](#)
- [General Services](#)
- [Payment Services](#)
- [Purchasing](#)
- [Student Business Services](#)

Questions or suggestions?

Email busaff@ttuhsc.edu

Minor Purchasing Contract/Agreement Submission for Signature

In an effort to more efficiently execute and track contract documents not directly associated with a TechBuy requisition, Purchasing requests that you submit your purchase related contracts thru the Signature Request e-mail link available on the [TechBuy Home/Shop](#) page.

Please Include:

- Department Contact
- Intended Payment Process (Direct Pay/PCard)
- Reference Information
- Required Response Date



If the vendor's document contains legal terms and conditions, consider asking them to review and sign the TTUHSC standard addendum and submit along with the contract to Purchasing. This can expedite the approval process.

Link: [TTUHSC Standard Addendum](#)

TTUHSC Releases New FiTS Module

The JV module to the Financial Transaction System (FiTS) is now available! This module has two parts, Revenue Journal Vouchers (JVs) and Internal Purchase Funding Transfers (IPFTs).

The Revenue JV module will allow you to move or allocate current fiscal year revenue between FOPs. This module replaces the email requests you currently submit to Accounting Services. If you need to change an account code on a revenue transaction you will need to coordinate with Accounting Services.

The IPFT module will allow you to charge other departments for internal purchases of goods and services between departments that are not a normal course of business. This module replaces the current IPFT form you submit to Accounting Services.

These modules are user friendly and operate, for the most part, similarly to the Cost Transfer module in FiTS. Both of these modules are available from the FiTS link in the WebRaider portal, F&A Work Tools tab, Finance Channel, under Accounting Services or through the following link, [FiTS](#).

[FiTS Information](#), training documentation for these modules, is available on the F & A Work Tools tab under the Finance

channel in Accounting Services.

In comparison to the Cost Transfer module the Revenue JV and IPFT modules have some minor differences:

Revenue JV

1. TEAM App approval from Fund Managers and Approvers are not required. Once you click on "Submit to Approvals", the Revenue JV will be routed directly to Accounting Services.

IPFT

1. There are no transactions to search for; you create the entries that are needed.
2. Supporting documentation must be attached to all IPFT requests.

Email notifications from ITIS Financial Transaction Entry System will be sent to all persons who need to approve a transaction, similar to the Cost Transfer module.

If you have "fits" while using FiTS please direct policy questions to Accounting Services at hscacc@ttuhsc.edu and training questions to Financial Systems Management at fsm@ttuhsc.edu

Did You Know?

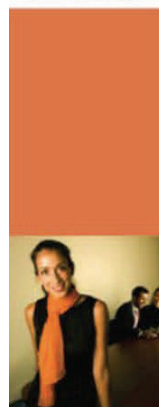
Historically Underutilized Businesses (HUB) Program at TTUHSC

The State of Texas and Texas Tech University Health Sciences Center (TTUHSC) are committed to providing procurement and contracting opportunities for businesses owned by minorities and women. It is the state's and TTUHSC's policy to create an environment that will enhance HUB participation in procurements and contracts. Consequently, in accordance with [34 TAC §20.13](#), TTUHSC shall make a good faith effort to utilize HUBs in contracts for construction, services (including professional and consulting services) and commodities purchases.

All TTUHSC offices and departments shall identify and ensure that businesses owned by minorities and women are given an equal opportunity to bid on commodities, services, leases, and construction projects.

TTUHSC will make a good faith effort to assist HUBs in receiving a portion of the total contract value of all contracts awarded in a fiscal year in accordance with the following percentages:

1. 11.2% for heavy construction other than building contracts;
2. 21.1% for all building construction, including general contractors and operative builders' contracts;
3. 32.7% for all special trade construction contracts;
4. 1.33% for professional services contracts;
5. 7.34% for all other services contracts; and
6. 21% for commodities contracts.



Be HUB Certified – Be Ready for Opportunity

The goal of the Statewide HUB Program is:

- to actively involve HUBs in the Texas procurement process and
- to ensure they receive a fair share of state business.

HUB certification is an important step for minority- and woman-owned businesses to introduce their products and services to the state of Texas.

In fiscal 2008, Texas awarded more than \$1.85 billion in contracts to companies certified as HUBs.

A HUB is defined by statute as a corporation, sole proprietorship, partnership, or joint venture with its principal place of business in the State of Texas that is formed for the purpose of making a profit in which at least 51 percent of all classes of the shares of stock or other equitable securities are owned by one or more persons who have been historically underutilized (economically disadvantaged) because of their identification as members of certain groups: Black American, Hispanic American, Asian Pacific American, Native American, and American women. These individuals must have a proportionate interest and demonstrate active participation in the control, operation, and management of the business.

Vendors seeking certification as a HUB are required to submit a completed HUB certification application and supporting documentation to the statewide HUB Program, affirming under penalty of perjury that their business qualifies as a HUB*.

Benefits of HUB Certification

- HUB certification is free of charge.
- Certification is valid for 4 years, provided that business continues to meet the eligibility requirements*.
- Business is registered on the Comptroller's Web-based [HUB Directory](#). State agencies use the HUB Directory in conjunction with the Comptroller's [Centralized Master Bidders List \(CMBL\)](#) to solicit bids from certified HUBs for state purchasing and public works contracts. Prime contractors also use the HUB Directory to identify HUBs to whom they will send notification of their subcontracting opportunities.
- Increased exposure to the general public, as well as other entities who have a supplier diversity program and are searching for minority and woman-owned businesses.

Questions concerning HUBs should be directed to the Purchasing/HUB Operations at 806-743-7850 or purchasing@ttuhsc.edu

New Cash Receipts Report

If you are a Fund Manager or Depositor of cash receipts, you are receiving a new emailed Cognos report. The report lists the deposits approved in the cash receipt system on the previous day. This report should improve transparency and assist you in managing your deposits. Please notify busaff@ttuhsc.edu if you have an unexpected difference, missing receipts, or questions.

The Fund Manager is responsible for establishing controls and procedures for financial transactions in their department and ensuring departmental transactions are properly and timely reflected in Banner.

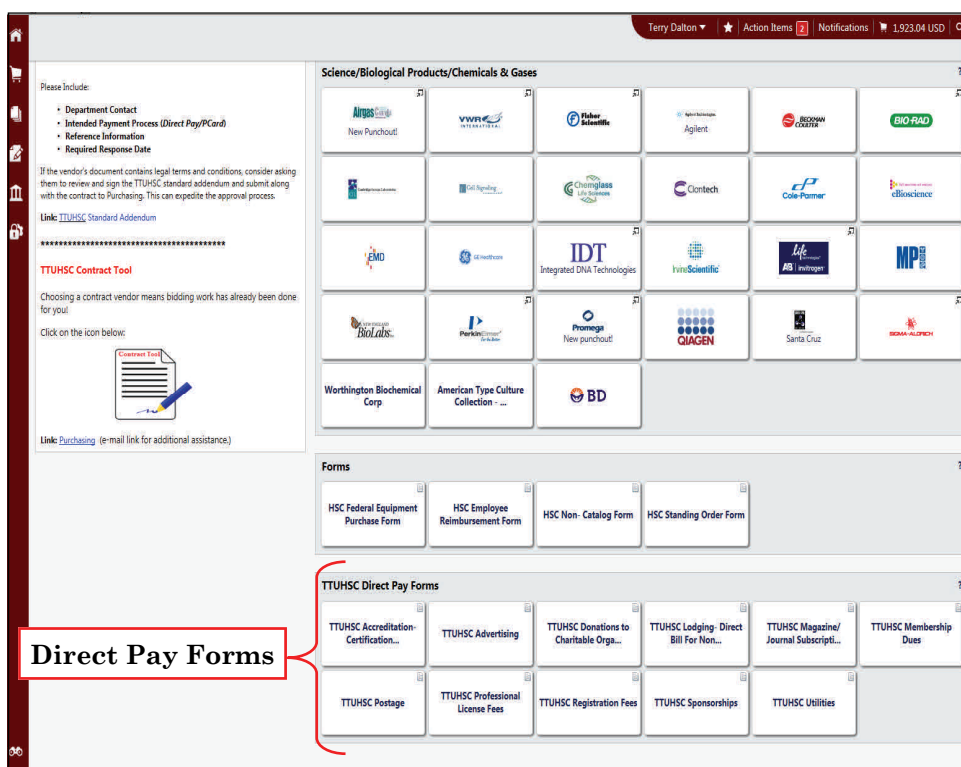
Payment Services Announces New Direct Pay Forms

TTUHSC Direct Pay Forms for certain types of expenditures are now available in TechBuy.

Information for required documentation and account code for each category is detailed on the specific form. All required supporting documentation must be attached to the form in TechBuy. No paperwork should be mailed to Payment Services.

The Direct Pay Expenditure Forms that are currently available in TechBuy are:

- **Accreditation, Certification and Examination Fees**
- Advertising
- Donations to Charitable Organizations
- Lodging - Direct Bill
- Magazine/Journal Subscriptions
- **Membership Dues**
- Postage
- **Professional License Fees**
- **Registration Fees**
- Sponsorships to Charitable Organizations
- Utilities



Please note: Reimbursements to employees for any of the **boldfaced** above expenditures will still be processed in the old Direct Pay System.

New TechBuy Forms for Awards, Prizes and Gifts, Food and Entertainment, and the Direct Pay Employee Reimbursement will be moved to production sometime in March. Announcements will go out when these new forms are available in TechBuy.

Guidelines for TTUHSC Direct Pay Forms in TechBuy are available on the F & A Work Tools tab, in the Purchasing/Payment Services channel, Accounts Payable, Direct Pay Home, Forms; or at this link: [Guidelines for TTUHSC Direct Pay Forms in TechBuy](#)

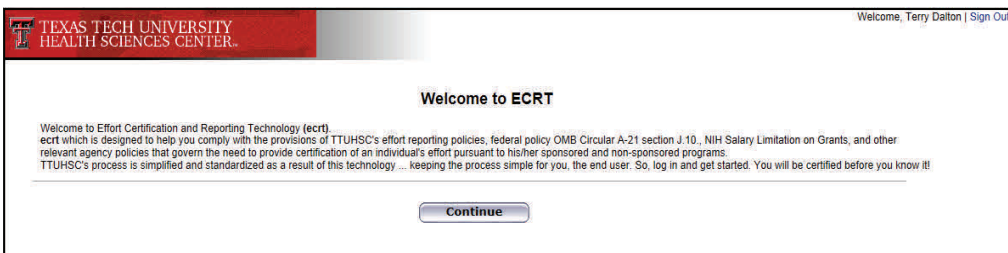
Labor Redistribution Deadlines

According to [HSC OP 70.58](#), a Labor Redistribution is a transaction to transfer payroll expenditures related to prior pay periods from one funding source to another. The Budget Office would like to remind you that there are deadlines for processing Labor Redistributions. Labor Redistributions must be requested and processed in the same fiscal year as the original expenditure. An exception may be made in order to comply with grant guidelines and restrictions with prior approval from the Budget Office. Labor Redistributions will not be allowed after the due dates provided in the chart above without the approval of the Director of Budget. The fiscal year-end deadline will be announced at the July Quarterly Finance and Administration Meeting.

Fiscal Quarter	Labor Redistribution Due Date All Funding Sources
September - November	January 15
December - February	April 15
March - May	July 15
June - August	Fiscal Year-End Deadline

Contact the [Budget Office](#) with any questions.

Effort Certification and Reporting - ecrt



Pre-Certification Review Period

Compliance with [HSC OP 70.58](#) is the responsibility of Fund Managers for all funds, as well as Principal Investigators (PIs) for sponsored project funds. Fund Managers and PIs should arrange for the periodic review of payroll charges to their respective funds. This periodic review should take place in the Pre-Certification Review Period in Effort Certification and Reporting - **ecrt**. The Pre-Certification Review Period is a three week period of time in the month following the end of the effort reporting period - Period of Performance, and before the Certification Period begins. The review period begins on the 11th day of the month after the accounting period has closed (on the 10th) when the Fund Manager/Effort Coordinator and the PI can review compiled Effort statements and enter any needed revisions in preparation for certifiers' review. Such review should be followed by the immediate processing of any changes, transfers or appropriate adjustments. Please allow up to five days for a Labor Redistribution to process.

Certification Period

The next Certification Period for Effort Certification and Reporting – **ecrt**, opens on Tuesday, April 1, 2014. You will receive an email reminder if you have effort to certify for the December 1, 2013, to February 28, 2014, Period of Performance. The Certification Period closes on Tuesday, April 22, 2014.

Training videos are available on the **ecrt** Training page. Click [here](#) to view the available videos and other training documents.

For assistance, email effortreporting@ttuhsc.edu

Department Updates

General Services

Do you use Business Reply Mail?

Permits have changed. If you are currently mailing any of these please contact [Debbie Cate](#), Managing Director of General Services, to ensure that they are in compliance. 806.743.2090



Finance Reporting

Tip to Fix Firefox Issues

Here is a tip to fix Firefox issues with some PDF reports in Cognos since the 2/15 upgrade to Cognos 10.2.1.

Symptom: The PDF report displays blank lines in Firefox.

By default, Firefox will try and "preview" a PDF within the browser rather than handing it off to the Adobe Acrobat Plugin. It is this "Preview" feature that can't handle some of these PDF reports.

To fix this problem, first go ahead and update your Firefox to the latest version (currently 27.0.1). Then do the following steps:

1. Go to Options in Firefox
2. Click on the "Applications" tab
3. Scroll down to the "Portable Document Format (PDF)" entry
4. Click on the drop down list to the right of the PDF entry
5. Select "Use Adobe Acrobat (in Firefox)". Click OK to close the Options dialog box

You should now be able to run your report without error.

Please contact financereporting@ttuhsc.edu if you have any questions or continue to have a problem with PDF reports in Firefox.

Welcome to Business Affairs

Accounting Services:

Janet Costa – Chief Accountant
Tabitha Baines - Assistant Analyst
Meg Beverly - Accountant

Application Development

Karl Cox - Programmer Analyst IV

General Services

Steve Cawthon - Section Manager
Jerrick Johns - Specialist III
Arturo Ybarra - Technician I
Melissa Trevino - Senior Business Assistant
Dustin Shugard - Promoted to Mail Service Supervisor

Property Management

Annual Certification

The Annual Certification of departmental inventories is due by April 30, 2014. The certification can be completed online at [Property Inventory](#).

A video tutorial is available under "Help" in the menu bar on the left side of the Property Inventory website, or at this link: [Help](#)

For questions contact [Property Management](#)

Daylight Saving Time

On Monday, half the office arrives an hour late, saying they forgot to change the clock. Why didn't they arrive an hour early in November? Daylight Saving Time begins at 2 a.m. on Sunday, March 9th. Set your clocks ahead one hour.

We welcome your feedback! Please email your comments and suggestions to

fsm@ttuhsc.edu