

the NEWS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

New Business Affairs Calendar

Please Select a Month

January	February	March	April	May	June
July	August	September	October	November	December

Please Select to Print the Calendar Month

January	February	March	April	May	June
July	August	September	October	November	December

Click Icon for Audio Tutorial

Exit Calendar

Business Affairs has a new calendar that will provide you with important dates, reminders and deadlines for all departments in Business Affairs.

The calendar provides two views: a monthly calendar with date details arranged by department and a month-at-a-glance calendar for each month that you can view and print.

A link to the [Business Affairs Calendar](#) is available on the WebRaider portal > F & A Work

Tools tab > Finance channel > Finance Home.

The new Business Affairs Calendar begins with the past month of May.

June is the start of year end processes and deadlines for all of Business Affairs. Click [here](#) to view the details for all the year end deadlines and processes.

Monday	Tuesday	Wednesday	Thursday	Friday
2 Purchasing	3	4	5 General Services	6
9 Purchasing	10 Finance Systems Mgt. Purchasing	11 Finance Systems Mgt.	12	13 Payment Services PCard
16	17	18	19	20
23	24	25	26	27
30 Payment Services PCard				

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Questions or suggestions?

Email busaff@ttuhsc.edu



TTUHSC Direct Pay Forms in TechBuy

The Direct Pay Form for Awards, Prizes and Gifts is now available in TechBuy



Effective Wednesday, June 4th (unless listed below **)

All TTUHSC Direct Pay expenditures must be processed through TechBuy using the appropriate TTUHSC Direct Pay Form. Payment Services will reject all transactions processed through the “old” Direct Pay System with a transaction date of June 4th or later. Departments will have to re-enter the request in TechBuy using the TTUHSC Direct Pay Form.

The following categories will continue to use the “old” Direct Pay System until further notice:

- ** Correctional Health Care
- ** MPIP Patient Refunds
- ** Patient Study/Participants

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, Documents; or at this link: [Guidelines for TTUHSC Direct Pay Forms in TechBuy](#).

Date	Action
March 1 - May 31	Period of Performance Effort Statements are building in ecrt
June 1 - June 10	Period Close. No Action Waiting for payroll to load on 10 th day after quarter end
June 11 - June 30	Pre-Certification Review Period Statements are ready for Effort Coordinators to review
July 1 (22 days for certification period)	Certification Period Begins PI's and Certifiers are notified that they have effort statements to certify Effort Coordinators begin to process certified statements
July 22 (Last day of Certification Period)	Certification Period Ends PI's and Certifiers who have not certified receive a final reminder to certify All effort statements should be certified and processed
August 1	Post Certification Activity Follow-up on Labor Redistributions, Sponsor Notices Initiate Escalation Policy - list of non-certifications sent to Department Chair

Effort Certification - **ecrt** Timeline

Pre-Certification Review Period

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 Wednesday, June 11, 2014, after the accounting period has closed (on the 10th).

Certification Period

The next Certification Period opens on Tuesday, July 1, 2014. You will receive an email reminder if you have effort to certify for the March 1, 2014, to May 31, 2014, Period of Performance. The Certification Period closes on Tuesday, July 22, 2014.

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

The **Effort Certification Timeline** reflects one whole quarter of effort reporting and certification for TTUHSC. The timeline shows the start and end dates associated with each activity or period. The timelines for each quarter are available on the WebRaider portal > F & A Work Tools tab > Finance Home > [Effort Certification Timelines](#).

For assistance, email effortreporting@ttuhsc.edu

Did You Know?

Contract Changes!

At the February meeting the Board of Regents made changes to Regents' Rules that related to contracts. Complete policies and procedures for contracts can be reviewed at Board of Regents' [Policy Manual 07.12](#) and TTUHSC Operating Policy and Procedure [HSC OP 54.01](#). A brief summary of the major changes are as follows:

- For the purpose of determining whether a contract requires approval of the Board, any option to extend or renew a contract shall be counted in the overall term of the contract.
- **The amount of new contracts requiring Board approval has been increased from \$500,000 to \$1,000,000 per annum.**
- **For consulting contracts with initial consideration of \$25,000 or less, Board approval is not required** but notice of the proposed contract must be provided to the Chair and the Chair of the Finance and Administration Committee prior to execution of the contract. (It is recommended that the Contracting office be contacted for guidance regarding all consultant contracts).
- **Search firms are now considered to be a service provider and are not deemed to be a consultant.** Search firm contracts should be processed through Purchasing with approved firms only.
- Board approval is required for the sale or purchase of land and/or improvements thereon as well as the lease of land and/or improvements thereon for more than four years where TTUHSC is either the lessor or the lessee.

By the Numbers - Active Contracts

Type Desc.	Count	Annual Amount
Affiliation	2,920	0.00
Expense	935	73,755,231.58
Fellowship	15	1,180,621.00
Other	255	6,388,884.00
Patient Billing System	229	72,293,080.00
Revenue A/R	867	286,200,030.55
Revenue Non A/R	27	12,749,772.00
Overall - Total	5,248	452,567,619.13

If you have any questions regarding these changes, please contact the [Contracting Office](#).

Need to Know!

Are You a Fund Manager?

Fund Manager Responsibilities

All funds have a designated fund manager. Fund managers are responsible for the financial and operational management of their funds. [HSC OP 50.03](#) lists 10 responsibilities for the 245 fund managers at TTUHSC.

1
 Establish internal controls and a strong control environment for financial transactions within the department.



Farewell to Jan Edmister

On April 30, Business Affairs said farewell to Jan Edmister. A retirement reception was held to honor her 23 years of service at TTUHSC and to wish her a Happy Retirement. And a bitter-sweet occasion it was. It was very sad saying goodbye to Jan, but at the same time we were happy for her retirement. Jan was always a ray of cheerfulness, and we will miss that around here. If Jan puts as much effort into enjoying her retirement as she did all the years she worked here, her retirement will be truly amazing! Best wishes!

Department Updates

General Services

Printing Center

We have added several new employees in the Printing Center.

- If you have questions regarding copiers, please contact [Kyle Bell](#) – 743-2094.
- If you have questions regarding print order status or billing, please contact [Lisa Haigh](#) – 743-2016.
- If you have questions regarding anything Printing related, please contact [Steve Cawthon](#) – 743-2016.

Additionally we have updated our on-line print ordering system. Please visit <http://spol.ttuhs.edu/> to place your next order and let Arthur Pare know about your experience. We are always trying to simplify and improve the process. Contact Arthur at arthur.pare@ttuhsc.edu or 743.2090.

Finance Systems Management

New Cognos Training Video

A new Cognos training video is now available. The video contains two modules: Basic Cognos Navigation and Basic Cognos Reports. You can also print a Training Handout for each of the modules.

Basic Cognos Navigation demonstrates how to access Cognos, the features of the Navigation screen, how to set your preferences, how to search for and access reports, and how to run reports and change the output format of a report.

Basic Cognos Reports has two sections. The first section looks at some of the most commonly used reports that answer most of the questions about a department's finances. The second section will assist the fund manager or departmental financial administrator with reports that define the Chart of Accounts elements and provide lists of valid and active funds.

The new training video can be accessed from the WebRaider portal > F & A Work Tools tab > Finance Systems Management > Financial Training Center > Finance Applications, or by clicking this link: [Cognos Reporting](#).

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

Purchasing

Purchasing Quarterly Meeting

The first Purchasing Quarterly Meeting will be on Tuesday, June 10, 2014, from 2:30 to 3:20 p.m. (CT). The meeting will be broadcast via TechLink from Lubbock SW Campus 240V to the locations noted below. The Quarterly Meeting will provide department updates, announcements, reminders and answer any Purchasing questions you may have.

- Abilene – Room ABSOP 2200
- Lubbock - Room ACB 110
- Dallas - Room DLSPSW 433
- Odessa - Room ODHSC 1C212
- Amarillo - Room AMHSC 4720
- El Paso - Room EPAC212 (1:30 – 2:20 MT)

Accounting Services

New Cash Receipts Revenue Type

A new revenue type for sales and service revenue has been added to the Cash Receipts system. Going forward, if you are recording sales and service revenue, select "Sales and Service" instead of "Other" for better cash receipt description. Any sales and service revenue code can be entered if that type revenue is selected.

Updated Cash Receipts training information is available by clicking on Help in the menu bar on the left side of the Cash Receipt page or on the WebRaider portal, F & A Work Tools tab, Finance channel, Student Business Services, Cash Receipts, [Cash Receipt Information](#).

Contact [Accounting Services](#) with any questions.

Welcome to Business Affairs

Student Business Services

Mario Hernandez - Analyst II

Payment Services

Esther Myrick - Promoted to Analyst II

General Services

William Mallindine - Specialist IV

(Transferred from SBS - Parking Services)

We welcome your feedback! Please email your comments and suggestions to : fsm@ttuhsc.edu.