

the NEWS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

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BUSINESS AFFAIRS:

A division of Finance and Administration consisting of 11 areas that provide essential financial and support services to departments within TTUHSC.

Click on the department name below to view their website.

Questions or suggestions?
Email busaff@ttuhsc.edu

Click [here](#) to view past issues of the newsletter in the Archive.

Travel System Says Goodbye to Paper

Attach Documents Electronically Now

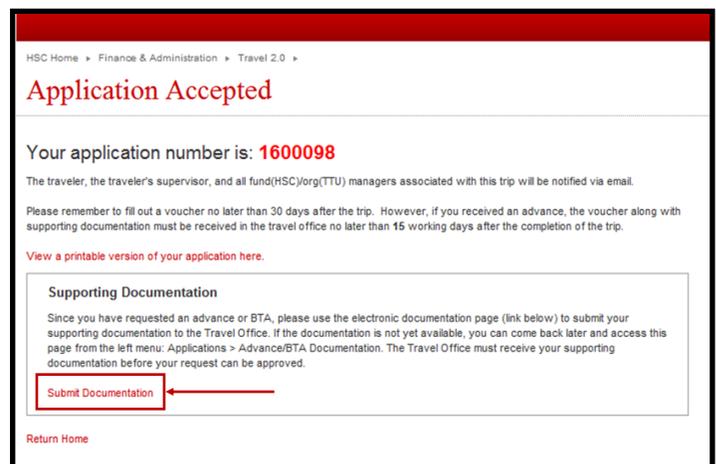
The Travel System is paperless!

As of February 1, 2016, you can electronically attach all required documentation to support expenses on your travel application and voucher. Currently this is optional, but may become the only way to submit documentation in the future.



Tape original receipts to a blank sheet of paper, being careful not to cover any printed portion of the receipts. Use a black marker to redact visible credit card numbers, bank account numbers or other Personally Identifiable Information. Scan the receipts and save the files to your computer.

Supporting documentation that is submitted with the application is also required when the voucher is submitted. These are two separate documents and in order to calculate the correct reimbursement and clear advances, the expenses need to be included with the voucher. You can attach documentation with each expense, or attach one document for all expenses.



Do not send the original paper documents to the Travel Office if proper documentation is uploaded with the application or voucher. Retain all original receipts for your departmental records.

To learn more view ["Attaching Documents Electronically in the Travel System"](#)

For Questions contact the Travel Office at Travel@ttuhsc.edu



Introducing... A Simpler Way to Surplus Items

1. To surplus an item, locate the item on your Property Inventory list and initiate an online transfer request.
2. Once the transfer for the item is pending, run the Surplus Property Pending Transfer report located at: **Cognos > HSC Finance > Specialized Department Reports > General Services.**
3. Running the report produces an auto-populated form of the items from the online transfer request. Add any non-inventoried items that will transfer at the same time. Provide complete descriptions to ensure proper identification. If you only have non-inventoried items to surplus, use the [Non-Inventoried Form](#).
4. For computers, you must first contact IT and follow their [guidelines](#).

That's it! Follow your campus policy to arrange pick-up.

LIST OF SURPLUS PROPERTY PENDING TRANSFER				
		Date:	01/08/2016	
		Surplus Organization:	201175 - Lubbock	
		Date Submitted:	From Earliest to Latest Date	
		Originating Department:	511211 Clinical Transformation Lbk	
		Department Name		
Current Location:		Bldg/Floor		
Phone:			Contact:	
			Email:	
Inventoried Items				
Asset Tag	Serial Number	Item Description	Transfer Number	For Use by Surplus Property
H78332	J0722H1	Dell Inspiron	1602467	
H78387	BY632G1	Dell Inspiron 1525	1602469	
H78388	5K332G1	Dell Inspiron 1525	1602468	
H85820	DN6G855VDKNV	Apple iPad 2 Wi-Fi + 3G 32GB P	1602470	
H86106	D25QC0UDHJV	Apple iMac 27-inch POB P012017	1602478	
Non-Inventoried Items				
Serial Number	Item Description	Room Number	For Use by Surplus Property	

Did You Know?

Remove Items Not Received

All receiving information for TechBuy purchases should be recorded through the TechBuy Receiving Process. Correctly completing receiving information in TechBuy facilitates timely invoicing and payment to vendors.

When you receive goods or services from a purchase order, but do not receive all goods or services, you must select the goods or service item and "Remove" the item line from the receipt. If you lower the amount received to zero, the receipt shows that the item has been received.

Click on the Remove Line button or select Remove Selected Items and click on Go

If you discover that you have incorrectly entered a receipt, contact Accounts Payable at Accounts.Payable@ttuhsc.edu and ask that the receipt be deleted so that you may enter the receipt correctly.

For more information about correctly receiving items in TechBuy see the TechBuy Receiving tutorial and document available at [TechBuy Receiving](#).

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 fund managers at TTUHSC.

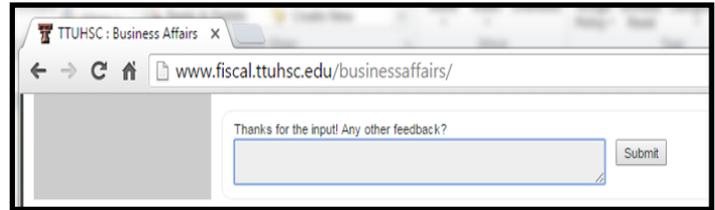
The Fund Manager is responsible for maintaining positive balances and covering deficits. When positive balances cannot be maintained, Accounting Services may require a plan of action that explains the deficit and how the fund will be covered by year end.

Website Feedback - How are we Doing?

If you have visited any of the Business Affairs web pages recently, you may have noticed the addition of one simple question at the bottom of every page: Was this page helpful?

As we strive to provide the information that you need in a way that you find helpful, this is an easy way for you to tell us if we've hit the mark or fallen short. Did the page lead you to the information you were looking for? Did it answer your question? Or was it a dead-end and you had to go back and continue looking elsewhere? If the page has what you were looking for, click "Yes" and let us know we are on the right track with that page. If not, click "No" so we can be aware the page needs some work. Regardless of how you answer the question, you are

us identify exactly what you thought was helpful (or not). You may include contact information in your comments if you want us to follow up with you.

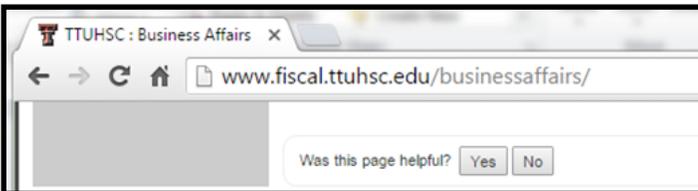


If you have general feedback on one of our departments or services, look for the "How are we Doing?" icon on the home page of each Business Affairs website.

You will be taken to a page where you can provide anonymous comments about any of the support services provided by Business Affairs.



We are constantly striving to improve the delivery of our services and web content. Your feedback is invaluable in letting us know how we are doing in this effort.



given an opportunity to provide comments that would help

Contact Information Updates

Accounting Services team members for **unrestricted funds** are now monitoring funds by division. Therefore, each TTUHSC division/department will have one contact as noted in the table below.

This change applies only to Unrestricted Funds:

- 10XXXX Education and General (E&G)
- 12XXXX Permanent Health Funds (PHF)
- 13XXXX Medical Practice Income Plan (MPIP)
- 15XXXX Nursing Income Plan (NIP)
- 16XXXX School of Health Professional (SOHP)
- 17XXXX Pharmacy Income Plan (PIP)
- 18XXXX General Designated
- 19XXXX Service Departments
- 41XXXX Loans

Accounting Services contacts for other funds including restricted, endowment, auxiliary, and plant funds will remain the same with minor updates due to changes in staff.

DIVISION	RESPONSIBLE ACCOUNTANT	SUPERVISOR
School of Medicine-Odessa Finance Graduate School for Biomedical Sciences	Jake Rittenhouse jake.rittenhouse@ttuhsc.edu (806) 743-9406	Angie Taylor
President School of Medicine-Lubbock, Depts. A-H	Charles Onchoke chonchoke@ttuhsc.edu (806) 743-7371	Angie Taylor
External Relations Information Technology School of Pharmacy	Charles Nell charles.nell@ttuhsc.edu (806) 743-1667	Jon Sorensen
Human Resources Institutional Compliance Research	Rodney McWilliams rodney.mcwilliams@ttuhsc.edu (806) 743-2400	Javier Delgado
Managed Healthcare Rural and Community Health School of Medicine-Amarillo and Abilene	Blake Banister blake.banister@ttuhsc.edu (806) 743-1705	Jon Sorensen
Provost School of Medicine-Lubbock, Depts. I-O	Alex Phillips robert.a.phillips@ttuhsc.edu (806) 743-9959	Angie Taylor
Chancellor School of Health Professions Facilities and Safety Services School of Nursing	Jon Sorensen jon.d.sorensen@ttuhsc.edu (806) 743-2418	Suzanne Dean

The complete contact list can be accessed via WebRaider in the F&A Work Tools tab under Accounting Services, [Contacts](#), or online at <http://www.fiscal.ttuhs.edu/accounting/contacts.aspx>

If you are not certain who to contact, please refer to the PDF file, [Accounting Contacts by Specialty](#), which contains contacts for Funds by Division and other Contact Information by Area.

Department Updates



Welcome to Business Affairs

Accounting Services:

Veronica McNeal - Analyst
Rose Pena - Assistant Analyst

Payment Services:

Josie Perez - Senior Account Processor

Personnel Changes

Payment Services:

Laura Ochoa - promoted to Lead Account Processor
Laree Bomar - promoted to Associate Managing Director (Transferred from FSM)

Student Business Services:

Tabitha Baines - promoted to Analyst II (Transferred from Accounting Services)

General Services:

Jerrick Johns - promoted to Coordinator, Swift Print

Bittersweet Goodbyes

Business Affairs said goodbye to Celeste Kulinski, Managing Director of Payment Services, and Janice Brumley, Section Supervisor for Purchasing. Retirement receptions were held to honor their many years of service at TTUHSC and to wish them both a Happy Retirement. And a bitter-sweet occasion it was. It was very sad saying goodbye but at the same time we were happy for their retirement. If Celeste and Janice put as much effort into enjoying their retirement as they did all the years they worked here, their retirement will be truly amazing! Best wishes!

Click [here](#) for photos of Celeste Click [here](#) for photos of Janice



Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Thursday, March 24, 2016, from 3 to 4 p.m. (CT). The Quarterly Meeting provides department updates, announcements, reminders and answers any Purchasing questions you may have. The meeting will be broadcast via TechLink from Lubbock SW Campus 240V to the locations below:

- Abilene – Room ABSOP 1130
- Amarillo - Room AMHSC 4713 and AMSOP 335
- Dallas - Room DLSPVA 200A
- Lubbock - Room ACB 120
- Midland - Room MDPA B01A
- Odessa - Room ODHSC 1C12

For questions, contact Purchasing at purchasing@ttuhsc.edu or 806.743.7841.



Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Friday, April 1, 2016. You will receive an email reminder if you have effort to certify for the December 1st - February 29th Period of Performance. The Certification Period closes on Friday, April 22, 2016.

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

For assistance, email effortreporting@ttuhsc.edu.

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