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March 2021

# the News

from Business Affairs



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
Business Affairs

## Updated User Interface Coming to TechBuy

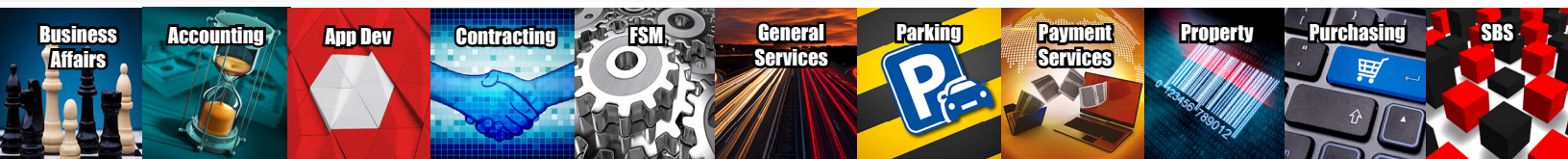
On Friday, April 9th, an updated user interface will be released in TechBuy. The revamped interface is more modern, streamlined and simplified. The improved navigation enhances the user shopping experience and makes it easier to find specific information. The updated layouts for requisitions, purchase orders and invoices provide easier access to the information most relevant to the user.

### Requisition: Old vs. New

- The new layout gives the user easy access to basic information on one page.
- Sections are expandable and collapsible to adjust for the user's need.
- Work flow and approval steps that are required are located in the panel on the right side of the page.
- Purchase orders and invoices have a very similar layout.

Documents detailing these updates, as well as detailed instructions about the updated interface will be provided at the next Procurement Quarterly Meeting on April 6th.

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

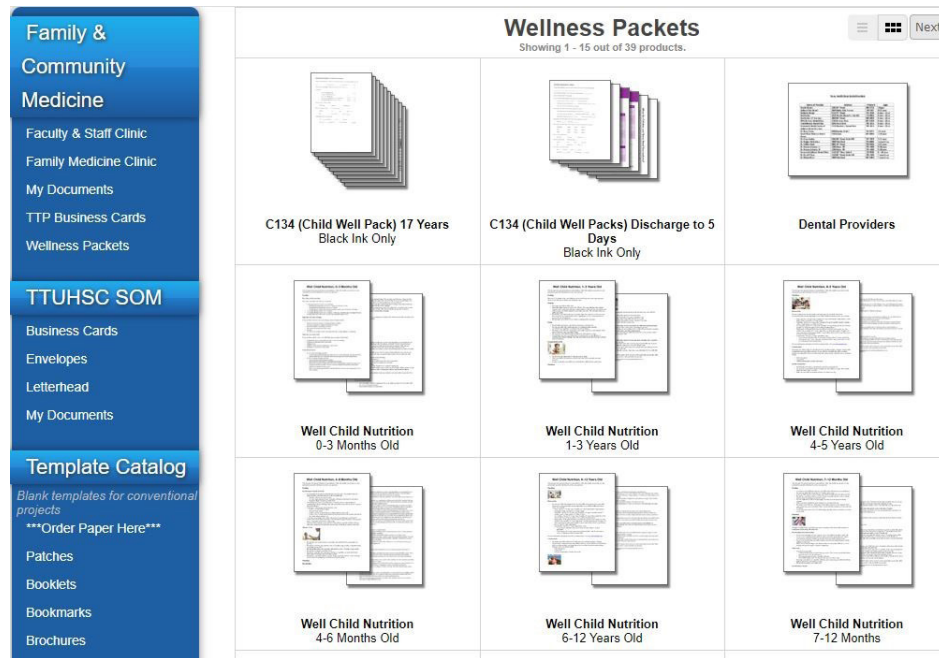


## Did You Know? Customize a Catalog in PressWise

Did you know that you can customize a catalog in [PressWise](#)? You can add templates for frequently ordered items like Certificates, Postcards, Notepads, Appointment Cards, Communication Cards, and any forms your department uses.

Family and Community Medicine is a great example with various Wellness Packets available. This keeps the most current version readily available for ordering and anyone in the department has access to these items. This also helps with consistency. The order will automatically repeat with the desired paper and bindery options pre-selected. This is popular because it shows a thumbnail image of the form and once selected, it displays the cost!

To add an item to your catalog, contact Printing Center at [printingcenter@ttuhsc.edu](mailto:printingcenter@ttuhsc.edu).



## Need to Know! Follow the Guidelines

Expense leases are one of the more unique and involved procurement process transactions. To highlight important considerations and steps, the TTUHSC Procurement Office has published an [Expense Lease Process Guidelines](#) document. A link to the document is available on the Techbuy Home Shop page or at the Contracting Office website under the Templates and Guidance Documents section.



Entering into a new lease or modifying an existing lease always involves a contractual responsibility. You need to know that you must reach out to the TTUHSC Procurement Office in advance of making any lease related change. They will help to ensure any reviews, contract or amendment actions, and institutional policy requirements are completed **before** physical moves or modifications occur.

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

## Why Should I Care? Your Funds May Be Swept Away

Accounting Services publishes a [Holding Account Report](#) monthly to their website. The report shows deposits received for TTUHSC that are either waiting for a new fund to be established or where the FOP is not clearly identifiable. Departments should review this report to ensure any funds belonging to them are claimed and deposited into the correct departmental FOP. To claim an outstanding deposit, send an email with the correct FOP information to [HSCACC@ttuhsc.edu](mailto:HSCACC@ttuhsc.edu).

You should care about this report because deposited funds that are not distributed within six months of the original deposit date will be swept to an institutional scholarship endowment fund per [HSC OP 50.35](#).



For questions, contact Accounting Services at [HSCACC@ttuhsc.edu](mailto:HSCACC@ttuhsc.edu).



Texas Tech University Health Sciences Center

# GENERAL SERVICES

## Vehicle Rental Services

### RENTAL PROCESS

1. Confirm all drivers are approved to drive university vehicles or add new drivers with TTUS Office of Risk Management. <https://driverapproval.app.texas-tech.edu/>
2. Complete the Request for Transportation Form.
3. You will receive an email confirmation. For 8am or earlier reservations, the keys are available the prior business day after 4pm.

VEHICLE	1/2 Day	Full Day	Week
2019 Ford Escape Seats 4-5	\$25	\$45	\$270
2019 Ford Edge Seats 4-5	\$25	\$45	\$270
2018 Ford Edge Seats 4-5	\$25	\$45	\$270
2016 Ford Expedition Seats 6-8	\$30	\$50	\$300
2013 Ford Mustang Seats 2-4	\$25	\$40	\$240
2004 Dodge Truck Seats 4-6	\$25	\$40	\$240
2008 Cargo Van Seats 2	\$35	\$60	\$360
2005 Ford Van Seats 5	\$35	\$60	\$360



[www.ttuhsc.edu/general-services/vehicle/](http://www.ttuhsc.edu/general-services/vehicle/)  
806.743.2090 | [GeneralServices@ttuhsc.edu](mailto:GeneralServices@ttuhsc.edu)

## Welcome to Business Affairs

Business Affairs welcomes back the following employee:

- Timira Woods-San Roman, Accounting Services, Chief Analyst



## General Services Update

General Services Lubbock has realigned internal operations for several of our services. Refer to [Who to Call](#) for the best way to contact us for each service. All of General Services amenities are located in the main TTUHSC building at 3601 4th Street.

For questions, contact General Services at [GeneralServices@ttuhsc.edu](mailto:GeneralServices@ttuhsc.edu).

## Now Available in Cognos

Have you ever wondered what's contained in a report before running it? Report descriptions are now available in Cognos. You can check report description notes in the navigation tool bar (left panel) for all HSC Finance reports. Simply click the ellipsis (More) to the right of any report, then Properties. The description will appear inside the General tab.

For questions, contact Finance Reporting at [FinanceReporting@ttuhsc.edu](mailto:FinanceReporting@ttuhsc.edu).

## Property Management Update

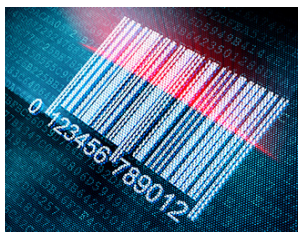
### Annual Certification of Departmental Inventory

The FY 21 Annual Certification of Departmental Inventory opens on March 1, 2021 and must be completed in the Property Inventory System on or before April 30th. The [Annual Property Certification Help](#) document will guide users through the annual certification process and also includes a link to the Property Inventory Checklist.

### New Asset Note Field

A new Asset Note field was added to the Property

Inventory System to allow users to enter information that will help locate or identify an item. To add, edit, or delete a note on an asset, click the red Tag Number on the main property inventory page to open the Asset Edit form. Enter, edit, or remove the information in the Note field and click Save. You can view the note by clicking the yellow sticky note next to the asset number.



For questions, contact Property Management at [PropertyManagement@ttuhsc.edu](mailto:PropertyManagement@ttuhsc.edu).

## Chrome River Update

### Chrome River Travel

Implementation of the Travel system is expected to be completed by May/June of fiscal year 2021.

### Chrome River PCard Important Reminders

- When submitting an expense report, the Report Name is the cardholder Last Name, First initial, Transaction posting month and year, Report number. Example: Ramirez, C – MAR21 RPT1.
- Cardholders should submit expense reports **weekly**, and reflect the transaction **posting dates**. Example for week 1: 03/01/2021 – 03/05/2021.
- Access Chrome River by going to: WebRaider portal > F&A Work Tools tab > Purchasing Card.

For questions, contact [ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu).

## Surplus Property Deals

### Be on the Lookout for Flash Sales

COVID precautions have prevented us from having in-person viewing, but we are planning to implement some flash sales to allow employees into the area. Watch announcements and bulletin boards for more information.

For more information, visit [Surplus Property](#).



**Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.**

Click [here](#) for more on Business Affairs.

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

Questions or suggestions? Email: [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu)