

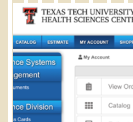
PAGE 2

- Avoid Delayed CPRIT Payments for Travel
- What's New in Cognos 11.2.4
- There's an App for That



PAGE 3

- Team Spotlight: Lubbock Parking Services



PAGE 4

- TTUHSC Printing Center - Presswise System

the News

from Business Affairs

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

Annual Certification of Departmental Inventory

March 2023

The FY 23 Annual Certification of Departmental Inventory opened on March 1, 2023 and must be completed in the [Property Inventory System](#) on or before May 1st. The main purpose of the inventory certification is to ensure all of the items recorded in the Property Inventory System physically exist and to verify where they are located and whether they are in a condition suitable for use.

Sheep Sleep Aid

Don't lose sleep over your annual inventory certification. The counting sheep sleep aid is not necessary if you prepare. The [Property Inventory Checklist](#) will help you prepare and provides guidance for review prior to submitting the Annual Certification. Allow sufficient time for updates and changes to process in the system and confirm that all inventory reports contain the correct information before submitting the reports for certification.

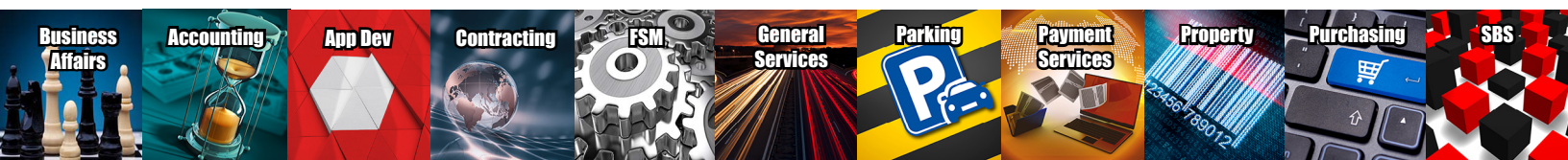
Help

The [Annual Property Certification Help](#) document will guide users through the annual certification process. Additional information is available on the [Property Inventory Training](#) page.

Don't lose sleep over your annual inventory certification.



For questions, contact Property Management at PropertyManagement@ttuhsc.edu.



Why Should I Care? Avoid Delayed CPRIT Payments for Travel

Chapter 10.4 of the CPRIT [Grant Policies and Procedures Guide](#) requires additional source documentation for travel expenses. CPRIT recipients should care because future payments may be delayed for not providing required documentation. To avoid delaying future payments, make sure to include the following items with the travel voucher when traveling on CPRIT funds:

1. A conference agenda. If meals are provided by the conference, a traveler should not seek reimbursement for meals.
2. A per diem screenshot from the [GSA](#) website.
3. Mileage expenses require the following to validate the lesser cost to the State:
 - [Mileage Calculator](#);
 - MapQuest or odometer log;
 - Rental car quote and estimate of the cost of fuel;
 - Reimbursement from CPRIT funds for the use of a personal car is limited to the lesser of (1) the standard mileage reimbursement rate times the miles traveled, or (2) the cost of a rental car, plus an allowance for gas for the rental car.



If any of the required documentation is missing, the travel voucher will be returned for correction.

REMINDER - It is the responsibility of the traveler's department to be aware of CPRIT requirements and to comply with the CPRIT Policies and Procedures.

For questions, contact the Travel Office at travel@ttuhsc.edu.

Need to Know!

What's New in Cognos 11.2.4

Information Systems at the TTU System is preparing Cognos upgrade 11.2.4, IBM's latest long-term support release, for implementation in mid-March to early April.

Noteworthy Changes

You need to know about what's new in Cognos because there are some noteworthy changes for departmental users:

- A new search tab which allows for searches within a given folder.
- The ability to render the report in Excel or PDF from the prompt page.
- List view becomes the default view on the Content page.
- New features in dashboards.

Discontinued in the Future

Analysis Studio and Query Studio will be discontinued in the future. They will be going away permanently and queries will require a conversion to Reports. An automatic conversion feature will be available.

To access Cognos, log into the [WebRaider](#) portal and select Cognos from the sidebar.

For questions, refer to the Cognos Support portlet under Cognos in the WebRaider portal.

Did You Know?

There's an App for That

Did you know Chrome River has an app that allows you to upload pictures of receipts directly into Chrome River? CR SNAP is a free app for smart phone devices (available for Android and iOS). It enables expense owners to easily capture and upload receipt images

as soon as the purchase occurs. Pictures taken of receipts with this app will be uploaded directly to the user's Receipt Gallery for use the next time Chrome River is accessed.



The training document [Upload and Attach Receipts in Chrome River](#) will guide users through the CR SNAP app process.

For questions, email ChromeRiverHSC@ttuhsc.edu.

TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

PARKING SERVICES

Parking Solutions

Lot Management

Parking System Administration

FAST FACTS

In FY 23, Parking issued the following permit types in Lubbock:

- 1,489 Student Commuter
- 1,349 Employee General Area
- 170 E-1 Employee Reserved Area
- 137 Employee Reserved Spaces
- 76 Employee Medical Center SW
- 45 Employee ADA
- 36 Employee Larry Combest Ctr.
- 22 Retiree
- 21 Volunteer
- 15 Contractor/Vendor



1



3



4



2

Photo Captions

1. Dispersal of new parking permit at Lubbock Parking Office
2. Parking patrol at main campus
3. Parking citation collection
4. Lubbock Parking Services Team

Here's What Others Say

The TTUHSC Lubbock Parking Services team embraces our Values Based Culture to provide courteous and professional services as we provide campus-wide parking solutions for all TTUHSC employees, students and visitors that visit the TTUHSC community.

Don't know **who** we are?

TTUHSC Lubbock Parking Services provides parking permit sales and parking enforcement to the TTUHSC Lubbock main campus, Medical Center Southwest and the Larry Combest Center. The Parking team...



Monitors and provides parking enforcement for more than 3,900 parking spaces on the Lubbock campus.



Maintains the most efficient operations while adhering to the requirements of university, state, and federal laws, rules and procedures.



Administers the TTUHSC Online Parking System that allows faculty, employees and students to conveniently purchase parking permits, pay citations, and manage vehicles.



Oversees the updates and creation of parking maps that allow students, employees, and visitors to TTUHSC to locate and identify parking lots on the Lubbock campus, and to safely navigate ongoing lot construction.

Contact Us

[Parking Services Home Page](#)
[Parking Services Contacts](#)

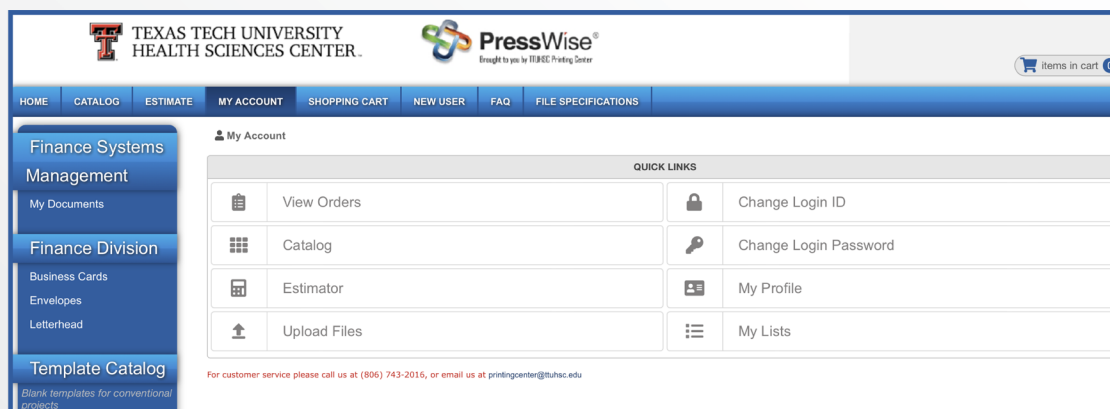


TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Parking Services

TTUHSC Printing Center - PressWise System

Many departments submit their orders directly to the TTUHSC Printing Center using our cloud system, PressWise. This gives the user 24/365 access to ordering, quotes, and files. This article will assist you in utilizing some of these benefits.

Log in at <https://ttuhsc.presswise.com/> by clicking the My Account tab and depending upon which customer/department you are in, you will see a version of the screen below. If you do not have an account set up, follow the instructions in the log in box.



My Account

View Orders

Access order details and downloadable invoices for record keeping. The Green Reorder Icon will allow you to use the same or different files, and change the quantity.

Estimator

Obtain an approximate cost comparison between specific quantities or view the difference in black-only versus full color.

My Profile

Update your contact and shipping information. Having the correct phone, room, and STOP number is very helpful.

Catalog

Shows all of the items that are set up for easy ordering for your department. Some departments have very few items listed while others have requested dozens of specific documents. Contact Printing Center to get the items listed to your catalog.

Upload Files

Send a PDF document to Printing Center.

Template Catalog

On the left menu bar, you can select items from popular templates. Selecting any template will bring up various options and sizes. For example, if you select Brochures you don't have to know all the sizes available, just click and view the most popular sizes. Select one to start building a job. And yes, Printing Center can print nearly anything whether or not it is in the Template Catalog.

Printing Center has "Helpful Tips & Tricks" tutorials to send upon request. Contact Printing Center at (806) 743-2016 or printingcenter@ttuhsc.edu for assistance at any time.

Template Catalog

Blank templates for conventional projects

*** Holiday Cards ***

Order Paper Here

Patches

Booklets

Bookmarks

Brochures

Carbonless

Template
Catalog

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