Procurement announces a New Search Experience in TechBuy. The New Search Experience went live on Thursday, August 13th, 2020 and provides a faster and easier search experience in TechBuy.

This system allows users to define search criteria to quickly find documents, including purchase orders, requisitions, invoices, and receipts. It is an advanced tool for troubleshooting, generating ad-hoc reports, researching data, tracking order status, locating documents, and much more.

**New Search Experience Highlights**
- A new **Quick Filters** section displays available filter options with counts. This allows users to more easily refine search results.
- An **Expand/Collapse** button is available to easily remove or display the **Quick Filters** and **My Searches** tabs next to search results.
- The **Save As** button includes new options for managing searches, viewing documents you own, and seeing your recent approvals for the selected document search (as permissions allow).
- A new button for **Pin Filters** contains the options to **Pin Filters** and **Pin Columns** (previously under the **Save As** button dropdown).
- The **Export** dropdown has the option to **Export Selected Rows** in addition to the existing Export option that includes all rows.

Training documents are available in the TechBuy Shopping Home Page under the Training module > Helpful Training.

For questions, contact Purchasing at Purchasing@ttuhsc.edu.
**Did You Know? New Invoice Management System**

Did you know there is a new, user friendly and efficient system for submitting invoices? Payment Services is excited to announce the new AP Invoice Management System.

Beginning September 1, 2020, invoices which have been delivered to departments can now be submitted to Payment Services using the new AP Invoice Management System. The new submission process eliminates/replaces the process of submitting invoices to Accounts Payable via comments in TechBuy. The new Invoice Management System comes with significantly improved functionality including:

- Electronic invoice web submission portal.
- Confirmation of invoice submission.
- Automated reminders to complete Techbuy receiving.
- Notification of when an invoice has been paid.

The Invoice Management System can be accessed from the TechBuy Shopping Home Page under Invoice Submission or by following this [link](#). For a training document, follow this [link](#).

For questions, contact Payment Services at [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu).

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**Why Should I Care? Training Center Soars To New Heights**

The Business Affairs Training Center offers documents and reference materials related to Business Affairs systems and processes. You should care about the Training Center because the information available can help your department function better and help your employees work more effectively. The Training Center is available from the WebRaider portal, F&A Work Tools tab, under the Finance portlet, in the Finance Systems Management section.

**Just Okay Is Not Okay**

In *Hot Topics from Business Affairs* (May, 2019), we announced plans to revamp the Training Center, acknowledging that the current Training Center was okay but it could be better. The goal of the revamp included: making the Training Center a one-stop shop where users could find what they needed in one place, improvement in the structural design to allow users to search for the resources they wanted, and a functionality upgrade to reduce the number of clicks it took to get to what you were looking for.

**Soars to New Heights**

Business Affairs is proud to reveal the Improved Business Affairs Training Center! The revamp of the Training Center will produce new heights of success by delivering knowledge regarding training systems and processes.

Business Affairs Training Center – Going From Just Okay to New Heights:

- One-Stop Shop – Users can find the resources they need on one page.
- Search – There are two ways to search: The Text search feature allows users to enter any text and the page will show only the documents that contain the search term in the title. The Category filter feature limits the list to documents from predefined categories available in the Filter By Category dropdown.
- Reduced number of clicks to get to what you are looking for.

For questions, contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).
Need to Know! Shipment Delays

Since early March, when the pandemic became widespread in the US, there have been shipping delays. None of the major carriers (FedEx, UPS, USPS, etc.) are honoring service guarantees. If you pay for extra services such as 8am delivery, Saturday delivery, or delivery signature, there is no recourse if the service is not provided. Most carriers have suspended signature deliveries and will type in the name of the recipient to reduce interaction between parties.

The shipping industry is seeing an unprecedented number of shipments. A city, county, or state may be shut down without advance notice causing processing facilities to become storage facilities. This affects TTUHSC in multiple ways. Even though carriers are considered essential services and are operational, incoming items may be delayed. The times that carriers deliver and pickup from the loading dock is fluctuating greatly.

For outgoing items, it is best to have them to us in the morning. Urgent outgoing items may be brought to the loading dock. The team members at the loading dock can advise if a carrier has picked up for the day, process your item, and/or provide alternate drop off locations.

For questions, contact Receiving at receiving@ttuhsc.edu or 806.743.2092.

PCard Report Submission

Preferred Method for Submitting PCard Reports
- Email PDF reports to pcard@ttuhsc.edu.
- Do not mail in originals if report was emailed to PCard.
- Originals should be kept in departments possession for record retention.

If proper equipment is not available to submit electronically, original mailed copies are still accepted.

For questions, contact the PCard Office at pcard@ttuhsc.edu.

GENERAL SERVICES
Vehicle Rental Services

RENTAL PROCESS

1. Confirm all drivers are approved or complete the TTU Office of Risk Management form - Driver Approval. Allow up to three weeks for driver approval.


<table>
<thead>
<tr>
<th>VEHICLE</th>
<th>1/2 Day</th>
<th>Full Day</th>
<th>Week</th>
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<tbody>
<tr>
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<td>$40</td>
<td>$240</td>
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<tr>
<td>Standard SUV Seats 4-5</td>
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<td>$45</td>
<td>$270</td>
</tr>
<tr>
<td>Large SUV Seats 6-7</td>
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<td>$50</td>
<td>$300</td>
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<tr>
<td>Truck Seats 4-5</td>
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<tr>
<td>Cargo Van Seats 2</td>
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<td>$360</td>
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</table>

www.ttuhsc.edu/general-services/vehicle/  806.743.2092

Never a mileage charge!
Welcome to Business Affairs

Business Affairs welcomes the following new employees:
- Blake Banister, Accounting Services, Financial Analyst I
- Charles Nell, Accounting Services, Financial Analyst I

Who Wants To Be A Winner

To Be A Winner, select the correct answer from the question above. Email your answer to fsm@ttuhsc.edu for a chance to win a prize. The correct answer and winners will be announced in the next newsletter. Past winners are not eligible to win again.

Last edition’s answer:
Additional Guidance.

Winners Revealed:
Congratulations to: Valerie Gonzales, Carlos Garcia and Nancy Boles.

New Fund Classes

New fund classes are now available for selection in the Fund Maintenance System. Refer to Appendix A of the New Fund Request training for definitions of these fund classes.

<table>
<thead>
<tr>
<th>New Fund Class</th>
<th>New Fund Class Name</th>
<th>Previous Fund Class</th>
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<tbody>
<tr>
<td>1L</td>
<td>Graduate Tuition</td>
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<td>Quasi Endowment Rest Nonexp Match</td>
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</tr>
</tbody>
</table>

For questions, please contact Accounting Services at hscacc@ttuhsc.edu.

TTUHSC, Finance Division is extremely proud to recognize:

Division Heroes
Recognitions:
- Tammy Boring
- Linda Tarpley
- Penny Harkey
- Debra Cate
- Jo Anna Barera
- Karrie Anderson
- Sherry Anderson

Departments: Applications Development
- Lubbock
- Student Business Services
- Lubbock
- Finance Systems
- Management Lubbock
- General Services Lubbock

ACR Cards:
- Arthur Pree
- Enrique Zavala
- Linda Tarpley
- Sherry Anderson
- Jason Coldiron (2)
- Michael Gutierrez
- Alma Gomez (3)
- Cynthia Burnett-Veigel
- Melinda Wells
- James Collins
- Emily Sanchez
- Krista Ammons
- Shana Harvey
- Juanita Garnett
- Rosa Chavez
- Nancy Boles
- Tabitha Baines
- Lance Lankford
- Lesley Wilmes

Hero Letters:
- Penny Harkey
- Jo Anna Barera
- Lesley Wilmeth
- Gina Stockman
- Shana Haney
- Shawn Olbeter
- Jerry Brown
- Michael Gutierrez (2)
- Alma Gomez (2)
- Lance Lankford
- Daniel Morales

Congratulations!
In honor of your accomplishment, you will be receiving a gift!