

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Finance and Administration Newsletter

Quarterly Updates From F&A Areas

April 2026

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Links to F&A Newsletters

Business Affairs – http://www.fiscal.ttuhsu.edu/fsm/news_home.aspx

F&A – https://hscweb.ttuhsu.edu/budget/quarterly_f_and_a_minutes.aspx

Human Resources – <https://hscweb.ttuhsu.edu/human-resources/hrqtrlynews.aspx>

Payroll – <http://www.depts.ttu.edu/payroll/newsletters/index.php>

Pcard – <http://www.fiscal.ttuhsu.edu/paymentservices/pcard/>

The HSC Finance & Admin User Group – Click [Here to Join](#)

- Receives the quarterly F&A update newsletter
- Receives other important info from the institutional Finance & Administration areas of TTUHSC

People and Values

Laser Coaching

The Office of People and Values is now offering Laser Coaching – a focused, high-impact coaching engagement designed to create clarity, accelerate decision-making and drive immediate action. Sessions are short, structured, and outcome-oriented – ideal for professionals navigating complex challenges in real time. Laser coaching provides maximum impact in minimal time – helping individuals move forward with clarity, confidence, and purpose. For more information, please reach out to officeofpeopleandvalues@ttuhsc.edu via email.

Compass Program

The Office of people and Values is excited to announce the launch of the Compass Program – a new learning experience steeped in our core values and designed to help every team member strengthen essential skills, grow with confidence, and navigate their work with clarity and purpose.

The Compass Program is an on-demand, cohort-based professional development experience open to all team members. Each cohort runs over a three-month timeframe, with a new cohort beginning each quarter, allowing you to learn at a steady, meaningful pace alongside colleagues from across our organization. For more information, please visit the [Office of People and Values](#) website.

New Section Coordinator – Doris Hereford

The Office of People & Values is pleased to introduce our new team member – Doris Hereford! Doris will serve as the Section Coordinator for the department, supporting the mission, vision, and initiatives of the Office of People & Values. She is excited to contribute to the team and support the continued growth and success of the office.



Budget

Introducing New Senior Analysts in the Budget Office

The Budget Office is happy to introduce our new team members – Fabiola Haro and Lucas Hendrix. They are excited to serve their divisions with anything related to the budget. Please do not hesitate to reach out to them if you have any questions.

You can find the Budget analyst assigned to your area on our website

<https://www.ttuhsu.edu/budget/>.

Budget Prep

Important Budget Prep Dates

May 4th – Budget Prep System Opens

May 4th – Budget Guidelines Distributed to Deans/VPs

May 4th – E&G Targets Distributed to Deans/VPs

May 22nd – FY27 HR actions due to HR Offices

May 28th – Budgets due to Budget Office

- Each division may have additional deadlines

Budget Prep Training Information

Budget Prep Training will be held on **Wednesday, April 29th from 9am-11am**. If you work Budget Prep it is very important to attend this training. The Budget Prep System has been upgraded and there are changes that the training will go over. **It is important that both those experienced with budget prep and those who are new to budget prep attend this training.**

Budget Training Zoom Information: <https://ttuhsc.zoom.us/j/91341741501>

Budget

Tips For A Head Start On Your Budget Process

1. Review The Budget Prep Quick Start Guide:
<https://hscweb.ttuhschool.edu/budget/documents/instructions-information/BUDGETPREPQUICKSTARTGUIDE2026.pdf>
2. Review The Budget Pre Prep Checklist:
<https://hscweb.ttuhschool.edu/budget/documents/instructions-information/PrePrepChecklist042026.pdf>
 - Ensure Appropriate Staff Members Have Security To The Budget Prep System
 - Estimate Future Revenue Budgets On Revenue Generating Funds
 - Review Staffing Needs And Prepare HR Actions
 - Review Current Spending To Estimate Expense Budget Needs
 - Run Pre-Prep Reports
 - Will Be Available May 4th
 - Located In The Budget>Budget Prep>HSC And HSC EL PASO>Step1: Pre-Prep Reports Cognos Folder
3. Review The Budget Prep System User Guide To Prepare For Data Entry
4. Contact The Budget Office At Any Time With Budget Prep Questions!

Please Start Your Budget Prep Early This Year. The Budget Department Has Two New Staff. If You Have Questions Please Reach Out To HSCBUD@TTUHSC.EDU.

Helpful Tools

RPT_OPAL_006 – Budget and YTD for Five Years (Chart H Only)

Have you seen this report before?

Fund Detail

Budget and YTD for Five Years (Chart H Only)																	
			FY - 2026 COAS - H FUND - 000000 ORGN - 000000														
000000 - Fund Name	000000 - ORGN Name	00 - Program Code	F002			F003			F004			F005			F006		
			Original Budget	Current Budget	YTD Activity	Original Budget	Current Budget	YTD Activity	Original Budget	Current Budget	YTD Activity	Original Budget	Current Budget	YTD Activity	Original Budget	Current Budget	YTD Activity
		5099 - Fund Balance															
		6002 - Staff Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		6005 - Longevity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		6006 - Unallocated Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		6007 - Payroll Related Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7000 - Maintenance and Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7005 - Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7007 - Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7020 - In-State Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7021 - Out of State Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7025 - Food and Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		7099 - Unallocated Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		8001 - Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		8002 - Transfers Out	0.00	0.00	0.00												
		8096 - Internal Purchases Out													0.00	0.00	0.00

BAC Summary

Budget and YTD for Five Years (Chart H Only)												
FY - 2026 COAS - H FUND - 000000 ORGN - 000000												
5099-Fund Balance	F002			F003			F004			F005		
	Original Budget	Current Budget	YTD Activity	Original Budget	Current Budget	YTD Activity	Original Budget	Current Budget	YTD Activity	Original Budget	Current Budget	YTD Activity
6002-Staff Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6003-Longevity	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6006-Unallocated Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6007-Payroll Related Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000-Maintenance and Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7005-Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7007-Communications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7020-In State Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7021-Out of State Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7025-Food and Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7099-Unallocated Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8001-Transfers In	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8002-Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8096-Internal Purchases Out											0.00	0.00

Purpose: Ever wondered what your current year budget looks like in comparison to the last five years? Look no further than the Budget and YTD for Five Years (Chart H Only) Cognos Report. This report will provide Original Budget, Current Budget and YTD for five years. The report run in excel will have two tabs “Fund Detail” and “BAC Summary”. Fund detail will show the data at the fund level. BAC Summary shows the data rolled up at the budget account code level.

Location: The report can be found in the **Team Content > Budget > Budget Financial Reports > RPT_OPAL_006 – Budget and YTD for Five Years (Chart H Only)**