



Texas Tech University Health Sciences Center

Business Affairs Newsletter

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Our Mission

Business Affairs supports the mission and goals of TTUHSC by providing professional services and support for faculty, staff and students, conducted in accordance with all laws and institutional policies. Each department within Business Affairs continually strives for better and more efficient ways to provide these services.



Inside this issue:

<i>Cognos Navigation - My Preferences</i>	1
<i>Automated Grant End</i>	2
<i>Minor Purchasing Contract/Agreement Notices</i>	2
<i>Did You Know ... Cognos Reports Folder Layout</i>	3
<i>Available Budget Tab</i>	4
<i>Department Updates</i>	4
<i>Department Updates</i>	5

Cognos Navigation - My Preferences

You can set your “Preferences” in Cognos to make navigation within Cognos easier. To set your preferences go to the “My Area Options” in the top right side of the blue Cognos menu bar and from the drop down menu select “My Preferences”. In the Set Preferences page change the “Number of entries in list view” field to **999** so that you can view all folders or all reports within a folder without having to use the “Next Page” navigation arrows. Select **Alternating backgrounds** from the dropdown list in the “Separators in list view” field to easily differentiate between each folder or report in a list. Remove the check box from the “Show the Welcome page at startup” field to bypass the Welcome page and go directly to the folders page.

After making the above changes, click the “OK” button on the bottom left of the page.

If you have additional questions, please contact fsm@ttuhsc.edu.

Business Affairs includes several departments operating within the Finance and Administration Division. Select a name below and be directed to their website.

- [Accounting Services](#)
- [Application Development](#)
- [Business Affairs](#)
- [Contracting](#)
- [Finance Systems Management](#)
- [General Services](#)
- [Payment Services](#)
- [Purchasing](#)
- [Student Business Services](#)

Questions or suggestions?
Email busaff@ttuhsc.edu



Automated Grant End Notices

Accounting Services has created grant end reports that are automatically sent out via email to fund managers of restricted multi-year funds (grants, contracts, agreements) based on the established end date of the project fund. The timeline is based on a 90 day close-out period. If a project requires a shorter close-out period, the fund manager is responsible for ensuring that deadline is met.

The purpose of the emails is to remind the fund manager of the grant end date and advise them to work with the Office of Sponsored Programs (OSP) to initiate an extension of the grant if necessary, appropriate and allowed. OSP will inform Accounting Services of the new end date if the project is granted an extension.

Emails will be sent:

- 30 days before the grant end date
- On the grant end date
- 30 days after the grant end date (if the fund hasn't been closed)
- 90 days after the grant end date (if the fund hasn't been closed)
- 120 days after the grant end date (if the fund hasn't been closed)

Fund managers of federal direct program grants will also receive an email 70 days before the grant end date.

If a project is complete, or if a new fund is required for the new grant year, the fund will need to be closed. In this case, the email provides a link to a grant closure checklist that the fund manager can utilize to ensure all outstanding items are taken care of in order to facilitate the funds closure in a timely manner.

If a fund is not extended or closed within 90 days of the end date, the fund will be suspended, meaning no further transactions can process on the fund. The fund will only become unsuspended with proper cooperation from the fund manager in order to take care of the outstanding items preventing the fund's closure.

Any fund that is not closed within 120 days of the end date will be closed by Accounting Services. Residual balances will be returned to grantors or placed in an institutional holding account and negative balances will be covered with backup FOP's.

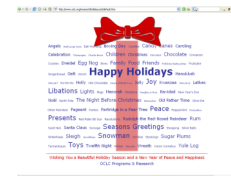
Minor Purchasing Contract/Agreement

Minor Purchasing Contract/Agreement Submission for Signature

In an effort to more efficiently execute and track contract documents not directly associated with a TechBuy requisition, Purchasing requests that you submit your purchase related contracts thru the Signature Request e-mail link available on the [TechBuy Home/Shop](#) page.

Please Include:

- Department Contact
- Intended Payment Process (Direct Pay/PCard)
- Reference Information
- Required Response Date



If the vendor's document contains legal terms and conditions, consider asking them to review and sign the TTUHSC standard addendum and submit along with the contract to Purchasing. This can expedite the approval process. Link: [TTUHSC Standard Addendum](#)

Did You Know...

Cognos Reports Folder Layout

Cognos Reports in the **HSC Finance** folder are divided into the following categories:

- **Finances Relative to Budget** - Reports summarizing Beginning Budget Balance, Month to Date and Year to Date Expense and Revenue, Open Encumbrance Balance and resulting Available Budget Balance by Orgn, Fund, Program and Budget Account Code with drill through to the transaction detail that makes up the summary balances.
- **Contracting System** - Reports detailing active Contracts and Contract Accounts Receivable.
- **Chart of Accounts** - Reports detailing Banner Departments, FOAP Elements and Fund Managers.
- **Encumbrances, Invoices and Checks**—Reports detailing Encumbrance, Invoice and Check transactions with ties between related Encumbrances, Invoices and Checks.
- **Fund Balance** - Reports summarizing Beginning Fund Balances, Revenue, Net Expense, Transfers, Encumbrances and the resulting Available Fund Balance with drill through to the transaction detail that make up the summary balances.
- **Grants** - Reports summarizing Grant Beginning Budget Balance, Current Month and Inception to Date Expense and Revenue, Open Encumbrance Balance and resulting Available Budget Balance by Grant Orgn, Fund, Program and Budget Account Code with drill through to the transaction detail that makes up the summary balances. Reports related to Effort Certification and other Grant Related information reports.
- **Hub** - Historically Underutilized Business related expense summary information reports with drill through to the transaction detail that makes up the summary balances.
- **Net Income** - Reports detailing the Net of Revenue and Expense by period and fiscal year for each fund.
- **Specialized Department Reports** -Reports written for departments for a specific need.
- **Student Accounts Receivable** - Reports detailing fees for certain types of Student Services by Semester Term.
- **Transaction Detail** - Reports detailing transactions by Operating Ledger or General Ledger or both by Fund, Orgn, Account and Program.
- **Trial Balance and Balance Sheet Summaries** - Reports summarizing balance sheet balances with drill through to the transaction detail that makes up the summary balances and trial balance summary by Account Type by Fund.

Each report has a set of parameters to help you select the output for the report. Required parameters are designated by a red asterisk * to the left of the parameter drop down box.

You can also find documentation for most of the HSC Finance basic reports available from the F & A Work Tools Tab, under Finance Reporting - Report Documentation. Or go directly to: <http://www.fiscal.ttuhsc.edu/financereporting/> and select "Click here for Report Documentation". You will see a list of the folders contained in the HSC Finance Folder in Cognos. Under each folder name you will see hyperlinked report names that when selected take you to a pdf document that contains information about the report. Each document explains the business purpose of the report, location in Cognos, available parameters, grouping and sorting and report fields as well as information about the drill through to detailed information.

If you have additional questions about Cognos reports, please contact financereporting@ttuhsc.edu.

"Dream no little dreams for they have no power to move the hearts of men."

- Clay Mathile

Real Time Available Budget Balances

You can view live Budget status for your Banner Funds through the Available Budget Tab on the HSC WebRaider Portal. A screen shot of the Available Budget tab is shown below.

The information in this tab comes directly from the BAVL table in Banner Finance and is updated in summary during the day as transactions affect your Budgets. BAVL is a reflection of your Expense Budget so only expense and encumbrance transactions affect the balances. **Keep in mind the information you see here could differ from the information in Cognos reports as Cognos only updates nightly.**

A new training document, **Available Budget Tab Guide**, explains how to add the Available Budget tab to your WebRaider Portal. The Guide will also show you how to add Banner Funds and their related available budget information to each channel, how to manage the Available Budget channels, and how to add additional Available Budget channels. The Available Budget Tab Guide can be accessed from the WebRaider portal > F & A Work Tools tab > Finance channel > Finance Systems Management > Financial Training Center > By Application.

If you have additional questions, please contact fsm@ttuhsc.edu.

The screenshot displays the Texas Tech University Health Sciences Center WebRaider portal. At the top, there is a navigation bar with 'Home', 'Available Budget', 'HSC Employee', 'News', and 'F&A Work Tools'. The date is November 15, 2013. Below the navigation bar, there are two side-by-side 'Available Budget' tabs. Each tab shows a summary of budget data for a specific fiscal year and fund. The left tab is for Fiscal Year 14, Fund 121710, and the right tab is for Fiscal Year 14, Fund 131004. Both tabs include a table with columns for Account, Title, Adjusted Budget, YTD Activity, Commitments, and Available Balance. The left tab's total available balance is \$180,073.76, and the right tab's total available balance is \$277,207.37.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	Staff Salaries	\$13,148.64	\$2,191.44	\$10,957.20	\$0.00
6005	Longevity	\$56.00	\$0.00	\$0.00	\$56.00
6006	Unallocated Salaries	\$22,780.36	\$0.00	\$0.00	\$22,780.36
6007	Payroll Related Costs	\$9,700.00	\$757.92	\$0.00	\$8,942.08
7010	Maintenance and Operations	\$91,854.38	\$18,643.69	\$24,915.37	\$48,295.32
7045	Scholarships and Fellowships	\$542.60	\$542.60	\$0.00	\$0.00
7050	Capital Outlay	\$100,000.00	\$0.00	\$0.00	\$100,000.00
Total:		\$238,081.98	\$22,135.65	\$35,872.57	\$180,073.76

Department Updates - Payment Services

The payment process for Direct Pay Expenditures will change in the first Quarter of Calendar Year 2014 (January through March). Most Direct Pay categories will be converted to a TechBuy "Check Request Form". Information for required documentation and account code for each category will be detailed on the specific category form. All supporting documentation must be attached in TechBuy to the form, no paperwork will be mailed to Payment Services. For updates, subscribe to the Payment Services User Group.

Benefits:

- Total elimination of documents sent to Payment Services in Lubbock - Reduction of costs, paper and elimination of the possibility of lost documents
- History of the entire transaction in TechBuy
- Supporting Documentation electronically received as attachments to the "Check Request Form"

Categories include:

- Accreditation, certification and examination fees
- Advertising
- Awards, prizes and gifts
- Donations to charitable organizations
- Food and entertainment
- Legal expenditures
- Lodging – direct bill
- Magazine/journal subscriptions
- Membership dues
- Postage
- Professional license fee
- Registrations
- Sponsorship to charitable organizations
- Utilities

Department Updates

Finance Systems Management

Certification Period

The next Certification Period for **ecrt** opens on Wednesday, January 1, 2014. You will receive an email reminder if you have effort to certify for the September 1st to November 30th Period of Performance. The Certification Period closes on Wednesday, January 22, 2014.

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

For assistance, email effortreporting@ttuhsc.edu

General Services

Identity Guidelines Updated

The Office of Communication & Marketing revised the TTUHSC Brand/Identity Guidelines effective 9/1/2013. One of the major changes was that revised departmental logos with correct size to text ratios, spacing, and trademarking should be selected for use on all materials. The TTUHSC Printing Center has successfully incorporated the new design elements into the online ordering system located at <http://spol.ttuhsc.edu/> and our customer service reps are well aware of the changes detailed in the 80 page revision. Online ordering also now includes several new choices including black envelopes.

If you place orders with an outside vendor, you are responsible for making sure all aspects of the current TTUHSC Brand/Identity Guidelines are being met.

SWACUMS/TACUP Conference

General Services had the pleasure of hosting the combined conference of the Southwest Association of College and University Mail Services (SWACUMS) and the Texas Association of College and University Printers (TACUP) which featured an excellent presentation on change and adaptability presented by Peter Muir of Bizucate. His presentation is available for download at www.tacup.org/pdf/bizucate.pdf and while intended for an In-Plant Print and Mail audience it is highly applicable to anybody serving internal customers.

For questions email generalservices@ttuhsc.edu

Finance Reporting

Cognos and Internet Explorer 11 Upgrades

If you are currently using Internet Explorer 11, you may have difficulty viewing some Cognos reports. The symptoms include an error message about browser compatibility, running a report and getting a blank page instead of any results, button or prompt non-responsiveness, or prompt page layout irregularities.

If you see any of those symptoms after your browser is upgraded, there is an easy fix:

1. Sign in to Cognos Connection at <http://cognos.texastech.edu>
2. In IE 11, go to Tools, then click "Compatibility View Settings"
3. Type in "texastech.edu" in the "Add this website:" text box, then click the "Add" button. You should now see "texastech.edu" listed.

Done!

Cognos should now work as intended in IE 11.

If you still have problems, please email us at financereporting@ttuhsc.edu.

Property Management

Printers

As announced at the Quarterly F&A meeting held on 10/21/2013 the controlled asset threshold reporting requirements for printers have changed.

"As of September 1st, printers will no longer be considered controlled assets. Any printer between \$500.00 and \$4999.99 should use an expensed account code. Printers valuing \$5,000.00 and above will still be considered capital."

Questions concerning this change should be directed to Property Management at PropertyManagement@ttuhsc.edu or to Purchasing at Purchasing@ttuhsc.edu

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