

from Business Affairs



Cash Receipts Update

General Services by the Numbers

Department Updates

A division of Finance and Administration consisting of eight areas that provide essential financial and support services to departments within TTUHSC.

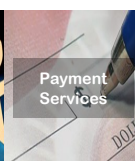
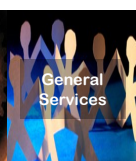
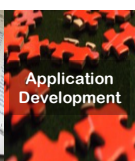
Questions or suggestions?
Email busaff@ttuhsc.edu

All Departments currently use the Cash Receipts system to record the receipt of cash, checks, wires and credit card payments. A new Payment Type and Merchant ID field have been added to the Detail Line Information of a Cash Receipt.

A Payment Type is required for every line and for all deposit types. You select the Payment Type from a drop down menu which includes: Cash/Check, American Express, Discover, MasterCard/Visa, Wire Transfer and Web Check. The Merchant ID is only required if you choose American Express, Discover

or MasterCard/Visa. The last four digits of the Merchant ID should be entered for the chosen card type.

An updated training document and video tutorial are available by clicking on Help in the menu bar on the left side of the Cash Receipts page.

A close-up photograph of a vintage-style compass resting on a detailed topographical map. The compass has a white face with black markings and a red needle. The map shows green hills, blue water, and brown contour lines. The text 'Business Affairs' is superimposed in a white, sans-serif font on a semi-transparent dark rectangular background in the center of the image.

TechBuy Attachment Enhancements

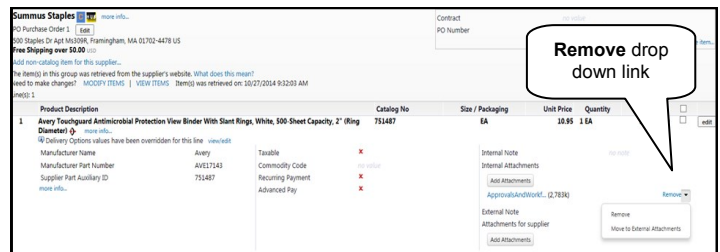
A recent update to TechBuy has given users the ability to add multiple attachments at one time and the ability to change the attachment types on purchasing documents.

There are two attachment types in Techbuy, internal and external. Internal attachments are only available within TechBuy and are not sent to the supplier. External attachments allow you to send information to the supplier. Internal and external attachments can be added at the header and line item level. Attachments added at the header level are intended to apply to all items in the requisition. Attachments added at the line item level are intended to apply only to the specific item.

Previously, when adding attachments to purchasing documents, it was necessary to add them one at a time. After the update, you now have the ability to add multiple attachments at one time. This action can be performed on both header level and line item level attachments.

Previously, to change the attachment type from internal to external or external to internal, you had to delete the attachment and re-attach as the appropriate type. After the update, you have the ability to change the attachment type eliminating the need to perform the extra steps.

A **Remove** drop down link displays a **Move Attachment to...** option to move the attachment to internal or external. If the supplier does not accept attachments, the Move option is not available for internal attachments. This action can be performed on both header level and line item level attachments.

A screenshot of the 'Add Attachments' dialog box. It has a title bar with 'Add Attachments' and a close button. Below the title bar, there are two radio buttons for 'Attachment Type': 'File' (selected) and 'Link'. Below this, there is a 'File *' section with a 'Select files...' button and a note 'Maximum upload file size: 19.53 MB'. At the bottom, there are 'Save Changes' and 'Close' buttons, and a small asterisk with the text '* Required'.

Additional information about attachments in TechBuy can be found under Creating Comments, Notes and Attachments in the [TechBuy Reference Guide](#).

If you have questions, contact Purchasing at purchasing@ttuhsc.edu

Did You Know?

New Email Boxes!

PCard

A new email box has been set up for PCard correspondence to facilitate the timeliness and efficiency of responding to all communication with cardholders/users. Please email all questions/requests regarding password resets, PCard declines, credit limit increases, etc., to: pcard@ttuhsc.edu.

Travel Services

A new email box has been set up for Travel Services to facilitate the timeliness and efficiency of responding to all travelers and preparers. Please email all questions regarding travel applications/vouchers to: travel@ttuhsc.edu.

Need to Know!

Are You a Fund Manager?

Fund Manager Responsibilities

All funds have a designated fund manager. Fund managers are responsible for the financial and operational management of their funds. [HSC OP 50.03](#) lists 10 responsibilities for the 248 fund managers at TTUHSC.

Ensure compliance with State law, institutional policies, fund group restrictions, expenditure restrictions, grant policies, and donor instructions when submitting transactions.

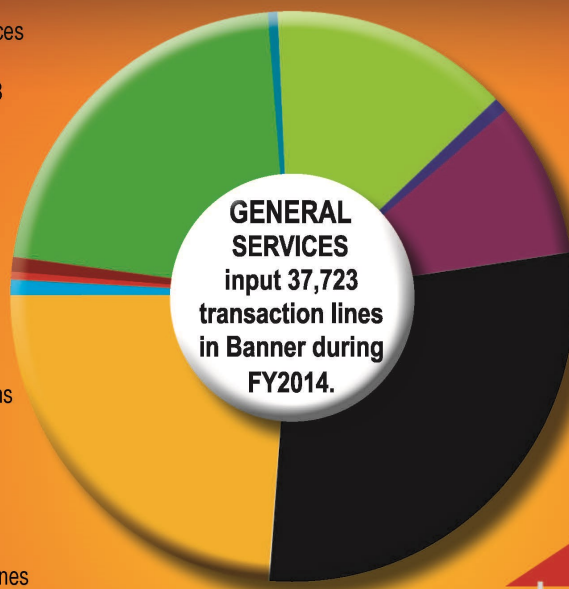
GENERAL SERVICES by the NUMBERS FY2014



DEPARTMENT

that meets the printing, copying, mailing, shipping/receiving, surplus, document scanning/storage, document shredding, vehicle fleet management, paging and other institutional needs of Texas Tech University Health Sciences Center.

11%	KE - Document Services
2%	NS - Copy/Mail@SUB
8%	KS - Swift Print
29%	KP - Printing Center
24%	KM - Mail Services
2%	HB - Bulk Mail
1%	KF - Institutional Forms
2%	KG - Vehicle Rental
20%	JL - Pagers
1%	JT - Answering Machines



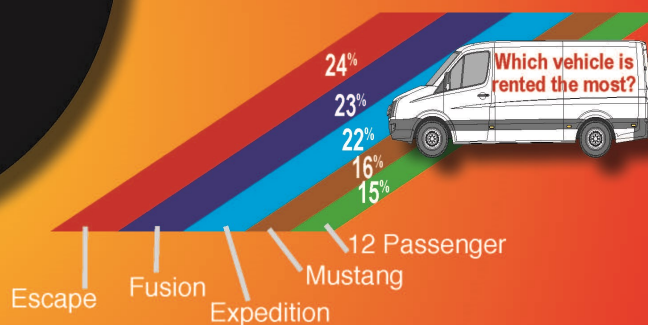
The mail routes in the HSC building total

4.74

miles and are completed

TWICE

a day. It's only 5.2 miles to walk around campus (Texas Tech Parkway, 19th Street, University and 4th Street).



53,368

small packages were delivered by Receiving - that equates to one item being delivered by Receiving every two minutes.

HOW DID WE STACK UP?

Number of
Business
Cards Printed

1.55
million

1.6
million

2013 2014

Copies Made
on Swift Print
Copiers

13.2
million

11.3
million

2013 2014

Pages added
to Laserfiche

1.88
million

2.05
million

2013 2014

Paper
Recycled

39.3
tons

59.6
tons

2013 2014

Metal Recycled

18.7
tons

7.3
tons

2013 2014

Department Updates



Welcome to Business Affairs

Accounting Services:

Wendy Florence - Accountant

Parking Services:

Danny Stevens - Associate Managing Director

Purchasing:

Norma Moore - Senior Analyst

Payment Services:

Celeste Ramirez - Section Coordinator PCard Program

General Services:

Michael Finch - Technician I, Shipping and Receiving

Personnel Changes

Payment Services:

Veronica Vasquez - promoted to Travel Services Coordinator

Purchasing:

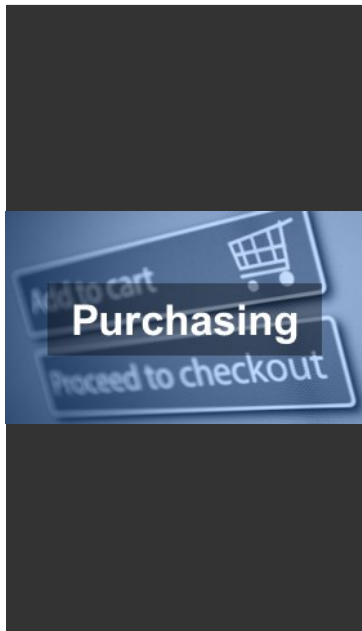
Darlene Durham - Senior Purchaser (Transferred from Payment Services)

Student Business Services:

Mario Hernandez - promoted to Senior Analyst

General Services:

Arturo Ybarra - promoted to Technician II, Surplus/Movers



TechBuy System Training Sessions

The Purchasing staff will conduct onsite TechBuy training in December on the campuses noted below. The training will include TechBuy navigation, purchasing policies and best practices.

Abilene and Dallas

Tuesday, December 2, 2014

1:00 pm - 2:50 pm - Room ABSOP 1130

1:00 pm - 2:50 pm - Room DLSPSW 433
(TechLink)

1:00 pm - 2:50 pm - Room DLSPVA 200A
(TechLink)

Lubbock

Thursday, December 4, 2014

10:00 am - 11:50 am - Room ACB 120

Thursday, December 11, 2014

1:30 pm - 3:20 pm - Room ACB 120

Odessa

Friday, December 5, 2014

10:00 am - 11:50 am - Room ODHSC 1C12

Amarillo

Friday, December 12, 2014

9:30 am - 11:30 am - Room AMHSC 4717

1:30 pm - 3:20 pm - Room AMHSC 4720

If you have questions, contact Purchasing at purchasing@ttuhsc.edu or 806-743-7841.



Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Thursday, January 1, 2015. You will receive an email reminder if you have effort to certify for the September 1st - November 30th Period of Performance. The Certification Period closes on Thursday, January 22, 2015.

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

For assistance, email effortreporting@ttuhsc.edu.

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