

the NEWS

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

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Change Request Application

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BUSINESS AFFAIRS:

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

Click on the department name below to be taken to their website.

Questions or suggestions?
Email busaff@ttuhsc.edu

Click [here](#) to view past issues of the newsletter.



*Wishing You
A Happy
Holiday Season!*

New: Financial Manager Change Request Application

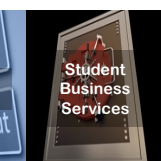
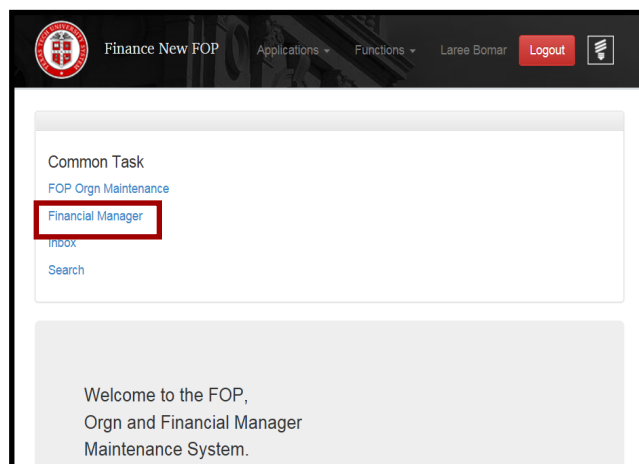
The **Financial Manager Change Request** section of the Finance New FOP system replaces the current emailed requests to Finance Systems Management and the Budget Office. The Financial Manager Change Request and related training documentation can be accessed from the WebRaider portal, F&A Work Tools tab, Finance Channel, under Accounting Services.

The Financial Manager Change Request allows a department to submit requests for Fund Manager or Orgn Manager changes. Once submitted, the request routes to both the From: Manager and To: Manager. Notification of a submitted request will appear in the submitter's and the approver's Inbox within the system.

Email notifications from the Finance New FOP System route to both the current and proposed financial manager notifying them that the request is in their queue for approval. After all approvals are completed,

fund financial manager requests route to Finance Systems Management and organization financial manager requests route to the Budget Office for final review and processing to the Financial System.

Requests can be tracked through the Search feature where the status of the request can be viewed. Details about the change request are also available.



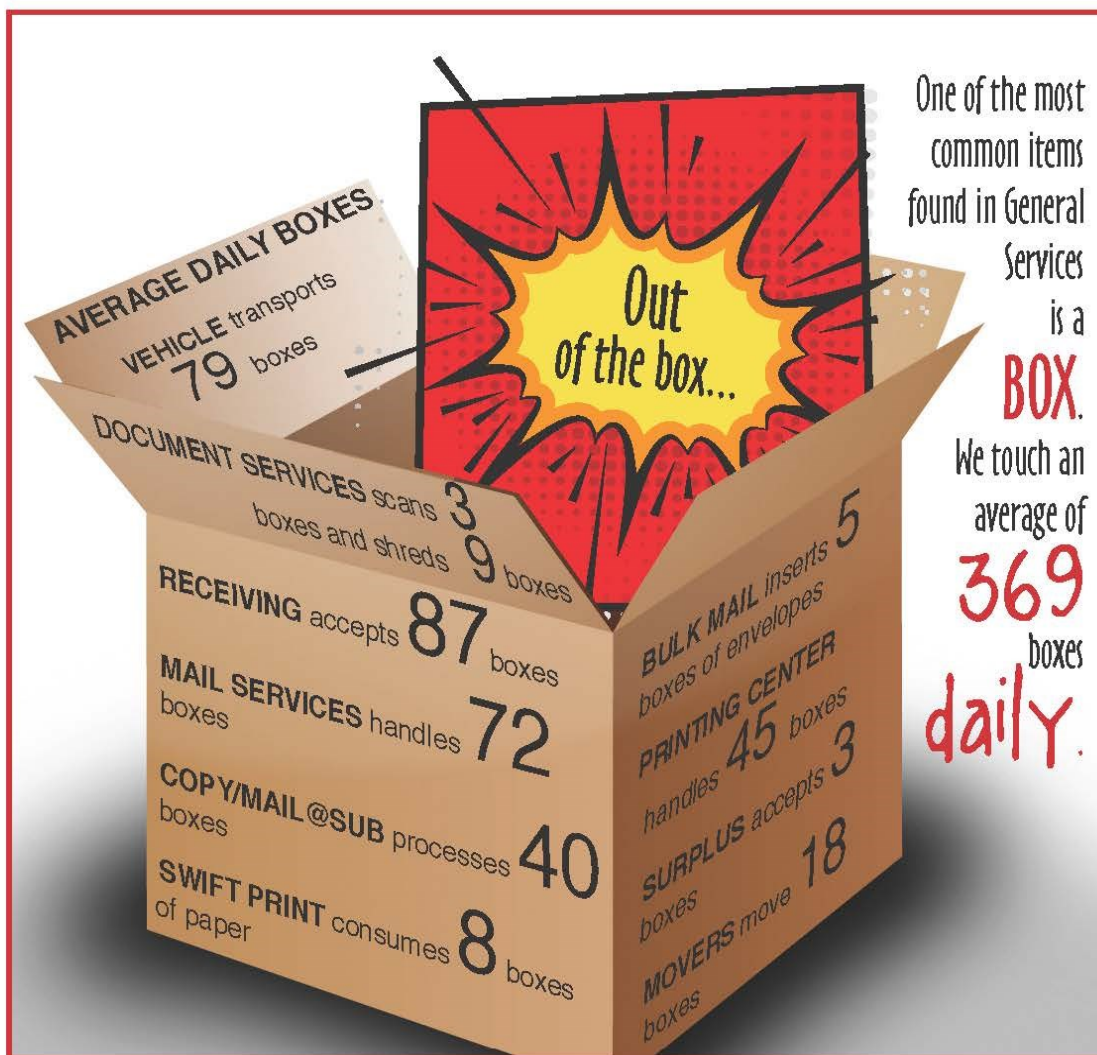
GENERAL SERVICES

BY THE NUMBERS

FY2015

General Services provided approximately
573
paggers per month.

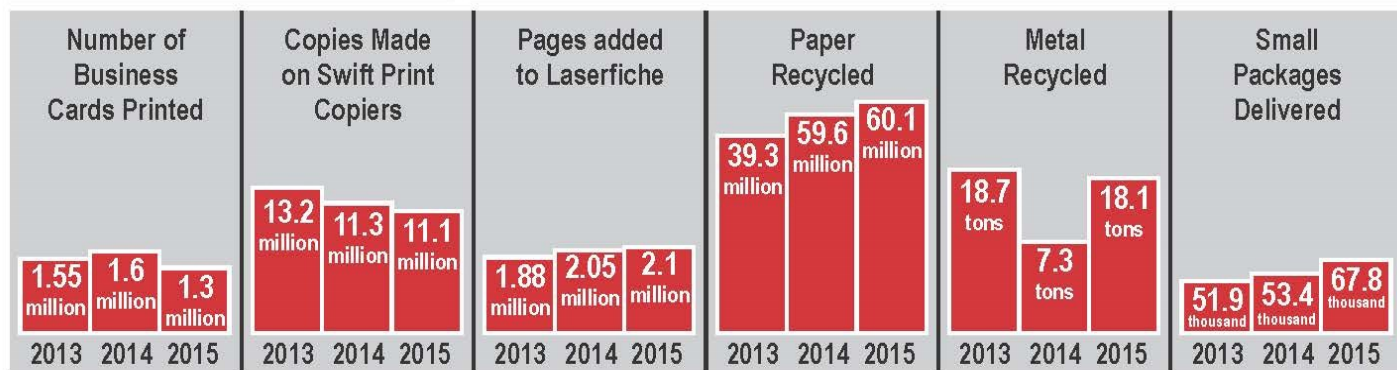
MOVERS moved
2,884
pieces of furniture



GENERAL SERVICES - **ONE** 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.

RECEIVING
handled
67,826 packages

MAIL SERVICES processed **839,182** pieces of mail.
**THAT'S ABOUT THE SAME NUMBER OF
PIECES OF FAN MAIL THAT WALT DISNEY
AND MICKEY MOUSE RECEIVED IN 1933.**





BUSINESS AFFAIRS

by the NUMBERS *2015*

NUMBER OF
OVERNIGHT HOTEL
STAYS [11,792]
EQUIVALENT TO

32
YEARS

TOTAL NUMBER OF RECORDS PROCESSED
APPROXIMATELY EQUALS THE POPULATION OF OHIO

11,437,536

TOTAL NUMBER OF
INVENTORY ITEMS

[15,207]
EQUAL THE
NUMBER OF
JELLY BEANS IN

38
POUNDS

583 NEW FUNDS
ESTABLISHED

PERSONAL AUTO MILES CLAIMED
[1.31 million]
EQUIVALENT
TO A
LITTLE
MORE
THAN
2.5
ROUND TRIPS TO THE MOON

NUMBER OF PURCHASE ORDERS
PROCESSED IS A ZIP CODE IN
PENSACOLA, FLORIDA

32503

TOTAL TRANSACTIONS FOR PURCHASING
CARDS IS A POSTAL CODE IN
STAUFENBERG, GERMANY

34355

NUMBER OF ACCOUNTS PAYABLE INVOICES PROCESSED
[77,812] IS EQUIVALENT TO THE NUMBER OF SHEETS OF

155.5
PAPER IN
REAMS

TOTAL CONTRACTS

3,932

NEW PARKING SPACES

454

WHICH IS
ALSO THE
NAME OF A
CHEVROLET
ENGINE

TOTAL ACTIVE
TRAVEL CARDS

550

TOTAL ENDOWMENTS
\$207,378,627

TOTAL CAPITAL ASSETS
\$221,050,954

Department Updates



Business Affairs

Welcome to Business Affairs

Accounting Services:

Robert Baxter - Accountant
Gregory Mate - Chief Accountant

Parking Services:

James Collins - Senior Parking Attendant

General Services:

Derek Moreland - Senior Business Assistant, Printing Center
Daniel Huff - Specialist II, Shipping & Receiving
Whitney Atwood - Specialist II, Mail Services
Kyle Kyker - Programmer/Analyst III, Document Services
Bree Uline - Manager, Printing Center

Personnel Changes

Payment Services:

Jo Anna Barela - promoted to Analyst II, PCard/Travel Card

Student Business Services:

Samantha Franek - promoted to Senior Analyst

Accounting Services:

Wendy Florence - promoted to Senior Accountant

General Services:

Mark Priddy - promoted to Manager, Departmental Billing



Purchasing

On-Site TechBuy System Training Sessions

The TTUHSC Purchasing staff will conduct on-site TechBuy system training sessions in December on the campuses noted below. The Content will center around live system demonstrations of TechBuy capabilities, purchase order creation, receiving receipts, e-invoicing and direct pay.

Abilene and Dallas

Tuesday, December 8, 2015

Abilene: 1:00 - 3:00 p.m. - Room ABSOP 1130

Dallas: 1:00 - 3:00 pm - Room DLSPSW 514
(TechLink)

Lubbock

Thursday, December 3, 2015

1:00 - 3:00 p.m. - Room ACB 100

Thursday, December 10, 2015

9:00 - 11:00 a.m. - Room ACB 100

Amarillo

Tuesday, December 1, 2015

10:00 a.m. - 12:00 p.m. - Room AMHSC 4713

1:00 - 3:00 p.m. - Room AMHSC 4713

Odessa

Monday, December 7, 2015

9:30 - 11:30 a.m. - Room ODTTHC 3206

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



Finance Systems Management

Effort Certification and Reporting - ecrt

The next Certification Period for **ecrt** opens on Friday, January 1, 2016. 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 Friday, January 22, 2016.

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.