

the NEWS

from Business Affairs

1 New Business Affairs Calendar

2
Fund Class - Why Should
I Care?
Do This Before You Drive
Are You a Property Custodian?

3
Nexpress - Grand Unveiling

4 Department Updates

Business Affairs

A division of Finance and Administration consisting of 11 areas that provide essential financial and support services to departments within TTUHSC.

Click on the department below to view their website.

Questions or suggestions?
Email busaff@ttuhsc.edu

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

 TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

< June 2017 >

< **N** **E** **W** 7 **C** **A** **L** **E** **N** **D** **A** **R** >

The NEW Business Affairs CALENDAR

View All the Dates for Year End Close

Warning: Dates in Calendar Are Closer Than They Appear!

Features:

The new Business Affairs Calendar provides important dates, reminders, and deadlines for all departments within Business Affairs. The calendar is up to date with all the deadlines and processes you need for completing the annual fiscal close process for FY 2017. Users may subscribe to receive weekly updates about calendar events by entering an email address next to "Get weekly updates to this calendar" and clicking the green "Subscribe" button. Each week, a listing of the upcoming week's events will be emailed.

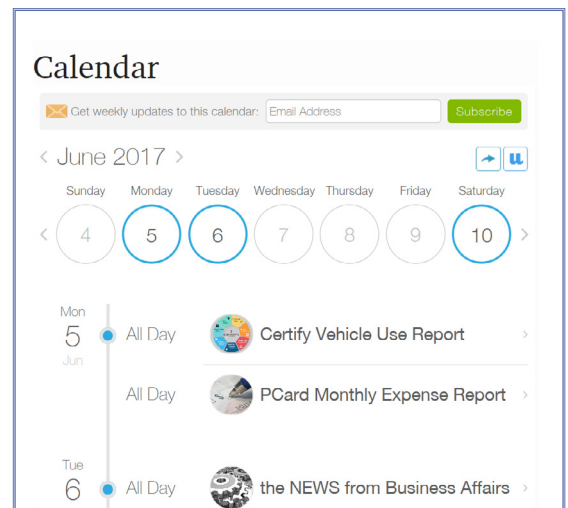
Basic Navigation:

Use the arrows next to the month and year to go back and forth between months. Use the arrows next to the dates to go back and forth between weeks. Click on an event to read more information about it.

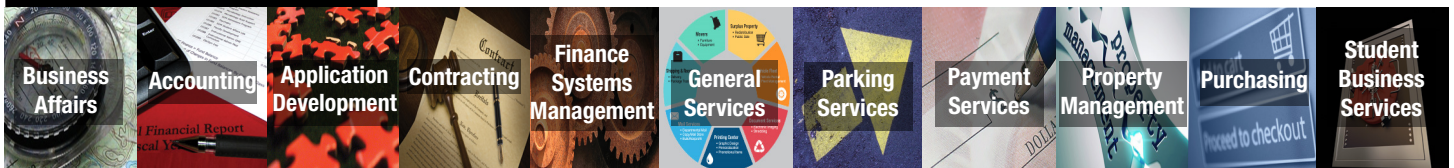
A link for the [Business Affairs Calendar](#) is available from the WebRaider portal on the F & A Work Tools tab under the Finance portlet and Finance Home.

The year end deadlines and processes began in May. Your assistance with the fiscal year end closing process is critical. A consolidated view of the fiscal year end closing deadlines and processes for FY 2017 is available by clicking [here](#).

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.



The screenshot shows a web interface for the Business Affairs Calendar. At the top, there is a subscription form with the text "Get weekly updates to this calendar:" followed by an "Email Address" input field and a green "Subscribe" button. Below this is a calendar navigation section for "June 2017" with arrows for navigation and a grid of dates from 4 to 10. A detailed view for Monday, June 5th is shown, listing two events: "Certify Vehicle Use Report" and "PCard Monthly Expense Report", both marked as "All Day". A second event for Tuesday, June 6th is also visible: "the NEWS from Business Affairs".





Fund Class - Why Should I Care?

This newsletter installment is the first in a series intended to provide information related to TTUHSC's fund classes. First, let's review the higher level need for TTUHSC Fund Classes.

Reporting Elements

There are several **reporting elements** built into TTUHSC's fund structure. These reporting elements are designed to ensure that financial amounts reported by TTUHSC are accurate and fall within certain reporting guidelines. Why is this important? Funding decisions by external funding sources (e.g., State and Federal government) are often made based on the financial condition of TTUHSC as reported in various financial reports. The bottom line is that inaccurate reporting can impact the funding that TTUHSC receives.

The screenshot shows a 'New Fund Request' form. The 'Chart Code' dropdown is set to 'H - Texas Tech Univ Health Sciences Ctr'. The 'Fund Class' dropdown is open, showing options: '10 - Educational and General', '10Z - Coordinating Board', and '11 - HEAF Unallocated'. The '10 - Educational and General' option is currently selected.

Key Reporting Element

Fund Class is a **key reporting element** for TTUHSC. Departments encounter this reporting element almost immediately when creating a new fund. It is the first piece of information required from a user when setting up a new fund in the Fund Maintenance System after the Chart has been selected.

In the next newsletter installment, the impact of funding source on Fund Class will be explained.

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

Did You Know?

Do This Before You Drive!

Any driver that operates a university owned, leased, borrowed or rented vehicle must **Do This Before You Drive:**

- Possess a valid Texas driver license or license from another state or District of Columbia.
- Be approved by the TTUS Office of Risk Management (ORM). The TTUS [Driver Approval Request](#) form must be completed, signed, routed as instructed and approved **BEFORE** you drive.

The requirements include all vehicles rented from any commercial vehicle rental agency. TTUHSC Travel Office recommends travelers ensure they are on the TTUS-ORM approved drivers list prior to submitting a travel application which involves the use of a rental car. Reimbursement for rental car expenses may be denied to travelers not on the TTUS-ORM approved drivers list.

Financial Managers are responsible for ensuring all departmental travelers operating rental vehicles are on the TTUS-ORM approved drivers list prior to travel for TTUHSC.



For more information, refer to [HSC OP 63.03](#) and [Attachment A](#).

For questions, contact the Travel Office at travel@ttuhsc.edu or the TTUS Office of Risk Management at 806.742.0212.

Need to Know!

Are You a Property Custodian?

Property Custodian Responsibilities

Department property custodians have the responsibility to manage, control and account for all assets within their department. [HSC OP 63.10](#) lists 13 responsibilities for property custodians at TTUHSC.

The property custodian is responsible for updating the building/room location of assets in the Property Inventory System. Items that do not have a building/room location will remain on the Items Not Yet Tagged report. If equipment is located in a building/room that is not included in the Property Inventory System, send an email to PropertyManagement@ttuhsc.edu to have the location added.

GRAND UNVEILING



Printing Center is proud to present their NEWEST Digital Color Press, the Kodak Nexpress. This press provides superior image quality and unique capabilities to take your designs to the NEXT LEVEL!

Featuring

Rich 4 Color printing on sheet sizes up to **14x39 inches**

Dimensional Coating Ink that creates textures you can see and **FEEL**

High Impact Glossing that **BOOSTS** the power of color

Clear Dry Ink and Protective Coating
for Enhancing graphics or watermarking

Gold & White Ink to make images and text **POP!**

To learn more, contact

Printing Center • 806.743.2016 • printingcenter@ttuhsc.edu • Basement, Room BC351

Say What? Just once, I want a username and password prompt to say, "Close Enough!"



Department Updates

Welcome to Business Affairs

Accounting Services:
Marsha Edwards - Assistant Analyst



Fund Maintenance System

Effective May 3, 2017, Accounting Services introduced the **Fund Maintenance System**, an updated and improved system for requesting a new fund number. The updated system offers a new look and feel and there are new features that make the experience more user friendly and modern:

- Improved navigation of form
- Enhanced search function with the addition of auto-complete
- Simplified tracking of approvals
- Contained in one place - you no longer have to go to the Approval Tracking System

Click [here](#) to go to the Fund Maintenance System. Click [here](#) for training documentation. Links are also available on the WebRaider portal on the F & A Work Tools tab, Finance portlet, under Accounting Services.

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



Coming Soon! New TechBuy Home/Shop Page

The new TechBuy Home/Shop page will be launched at the end of June. A preview of the new page will be presented at the June Purchasing Quarterly Meeting.

Purchasing Quarterly Meeting

The next Purchasing Quarterly Meeting is scheduled for **Tuesday, June 27, 2017**. The quarterly meetings are where you will learn about Purchasing/Payment processes, guidelines, receive updates and get answers to your questions. View the schedule [here](#) and plan to attend.

Guidelines for Trade-Ins and Used Equipment

When issuing a Trade-in or purchasing Used Equipment, please review and follow these [Guidelines](#).

TTUHSC Amazon Business Account

If you are a TTUHSC PCard holder who purchases from Amazon, and would like to sign up to participate in the **TTUHSC Amazon Business** centralized account, please email pcard@ttuhsc.edu to receive an invitation to join. The institution's Amazon Business account is provided at no cost and receives special pricing on various items, as well as tax-exemption and free shipping on purchases over \$49.

Amazon Business is not a contracted vendor, therefore all Purchasing and PCard policies must be followed including requests for deviations on items that should be purchased through TechBuy contracted vendors. The use of Amazon Business is for TTUHSC business purposes only. A personal credit/debit card should not be associated to your Amazon Business account.

For questions, contact pcard@ttuhsc.edu or Purchasing at purchasing@ttuhsc.edu.

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