Travel System Says Goodbye to Paper

Attach Documents Electronically Now

The Travel System is paperless!

As of February 1, 2016, you can electronically attach all required documentation to support expenses on your travel application and voucher. Currently this is optional, but may become the only way to submit documentation in the future.

Tape original receipts to a blank sheet of paper, being careful not to cover any printed portion of the receipts. Use a black marker to redact visible credit card numbers, bank account numbers or other Personally Identifiable Information. Scan the receipts and save the files to your computer.

Supporting documentation that is submitted with the application is also required when the voucher is submitted. These are two separate documents and in order to calculate the correct reimbursement and clear advances, the expenses need to be included with the voucher. You can attach documentation with each expense, or attach one document for all expenses.

Do not send the original paper documents to the Travel Office if proper documentation is uploaded with the application or voucher. Retain all original receipts for your departmental records.

To learn more view “Attaching Documents Electronically in the Travel System”

For Questions contact the Travel Office at Travel@ttuhsc.edu
**Introducing… A Simpler Way to Surplus Items**

1. To surplus an item, locate the item on your Property Inventory list and initiate an online transfer request.
2. Once the transfer for the item is pending, run the Surplus Property Pending Transfer report located at: **Cognos > HSC Finance > Specialized Department Reports > General Services.**
3. Running the report produces an auto-populated form of the items from the online transfer request. Add any non-inventoried items that will transfer at the same time. Provide complete descriptions to ensure proper identification. If you only have non-inventoried items to surplus, use the **Non-Inventoried Form.**
4. For computers, you must first contact IT and follow their guidelines.

That’s it! Follow your campus policy to arrange pick-up.

**Did You Know?**

**Remove Items Not Received**

All receiving information for TechBuy purchases should be recorded through the TechBuy Receiving Process. Correctly completing receiving information in TechBuy facilitates timely invoicing and payment to vendors.

When you receive goods or services from a purchase order, but do not receive all goods or services, you must select the goods or service item and “Remove” the item line from the receipt. If you lower the amount received to zero, the receipt shows that the item has been received.

If you discover that you have incorrectly entered a receipt, contact Accounts Payable at Accounts.Payable@ttuhsc.edu and ask that the receipt be deleted so that you may enter the receipt correctly.

For more information about correctly receiving items in TechBuy see the TechBuy Receiving tutorial and document available at [TechBuy Receiving](#).

**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 fund managers at TTUHSC.

The Fund Manager is responsible for maintaining positive balances and covering deficits. When positive balances cannot be maintained, Accounting Services may require a plan of action that explains the deficit and how the fund will be covered by year end.
If you have visited any of the Business Affairs web pages recently, you may have noticed the addition of a simple question at the bottom of every page: Was this page helpful?

As we strive to provide the information that you need in a way that you find helpful, this is an easy way for you to tell us if we've hit the mark or fallen short. Did the page lead you to the information you were looking for? Did it answer your question? Or was it a dead-end and you had to go back and continue looking elsewhere? If the page has what you were looking for, click “Yes” and let us know we are on the right track with that page. If not, click “No” so we can be aware the page needs some work. Regardless of how you answer the question, you are given an opportunity to provide comments that would help us identify exactly what you thought was helpful (or not). You may include contact information in your comments if you want us to follow up with you.

If you have general feedback on one of our departments or services, look for the “How are we Doing?” icon on the home page of each Business Affairs website.

You will be taken to a page where you can provide anonymous comments about any of the support services provided by Business Affairs.

We are constantly striving to improve the delivery of our services and web content. Your feedback is invaluable in letting us know how we are doing in this effort.

Contact Information Updates

Accounting Services team members for unrestricted funds are now monitoring funds by division. Therefore, each TTUHSC division/department will have one contact as noted in the table below.

This change applies only to Unrestricted Funds:

- 10XXXX Education and General (E&G)
- 12XXXX Permanent Health Funds (PHF)
- 13XXXX Medical Practice Income Plan (MPIP)
- 15XXXX Nursing Income Plan (NIP)
- 16XXXX School of Health Professional (SOHP)
- 17XXXX Pharmacy Income Plan (PIP)
- 18XXXX General Designated
- 19XXXX Service Departments
- 41XXXX Loans

Accounting Services contacts for other funds including restricted, endowment, auxiliary, and plant funds will remain the same with minor updates due to changes in staff.

The complete contact list can be accessed via WebRaider in the F&A Work Tools tab under Accounting Services, Contacts, or online at http://www.fiscal.ttuhsc.edu/accounting/contacts.aspx

If you are not certain who to contact, please refer to the PDF file, Accounting Contacts by Specialty, which contains contacts for Funds by Division and other Contact Information by Area.
Department Updates

Welcome to Business Affairs
Accounting Services:
Veronica McNeal - Analyst
Rose Pena - Assistant Analyst
Payment Services:
Josie Perez - Senior Account Processor

Personnel Changes
Payment Services:
Laura Ochoa - promoted to Lead Account Processor
Laree Bomar - promoted to Associate Managing Director (Transferred from FSM)

Student Business Services:
Tabitha Baines - promoted to Analyst II (Transferred from Accounting Services)

General Services:
Jerrick Johns - promoted to Coordinator, Swift Print

Bittersweet Goodbyes

Business Affairs said goodbye to Celeste Kulinski, Managing Director of Payment Services, and Janice Brumley, Section Supervisor for Purchasing. Retirement receptions were held to honor their many years of service at TTUHSC and to wish them both a Happy Retirement. And a bitter-sweet occasion it was. It was very sad saying goodbye but at the same time we were happy for their retirement. If Celeste and Janice put as much effort into enjoying their retirement as they did all the years they worked here, their retirement will be truly amazing! Best wishes!

Click here for photos of Celeste
Click here for photos of Janice

Purchasing Quarterly Meeting

The Purchasing Quarterly Meeting will be on Thursday, March 24, 2016, from 3 to 4 p.m. (CT). The Quarterly Meeting provides department updates, announcements, reminders and answers any Purchasing questions you may have. The meeting will be broadcast via TechLink from Lubbock SW Campus 240V to the locations below:

- Abilene - Room ABSOP 1130
- Amarillo - Room AMHSC 4713 and AMSOP 335
- Dallas - Room DLSPVA 200A
- Lubbock - Room ACB 120
- Midland - Room MDPA B01A
- Odessa - Room ODHSC 1C12

For questions, contact Purchasing at purchasing@ttuhsc.edu or 806.743.7841.

Effort Certification and Reporting - ecrt

The next Certification Period for ecrt opens on Friday, April 1, 2016. You will receive an email reminder if you have effort to certify for the December 1st - February 29th Period of Performance. The Certification Period closes on Friday, April 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.