

# *the* NEWS

## *from* Business Affairs



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

## 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.

HSC Home > Finance & Administration > Travel 2.0 >

### Application Accepted

Your application number is: **1600098**

The traveler, the traveler's supervisor, and all fund(HSC)/org(TTU) managers associated with this trip will be notified via email.

Please remember to fill out a voucher no later than 30 days after the trip. However, if you received an advance, the voucher along with supporting documentation must be received in the travel office no later than 15 working days after the completion of the trip.

[View a printable version of your application here.](#)

#### Supporting Documentation

Since you have requested an advance or BTA, please use the electronic documentation page (link below) to submit your supporting documentation to the Travel Office. If the documentation is not yet available, you can come back later and access this page from the left menu: Applications > Advance/BTA Documentation. The Travel Office must receive your supporting documentation before your request can be approved.

[Submit Documentation](#)

[Return Home](#)

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](mailto:Travel@ttuhsc.edu)

Travel System Says  
Goodbye to Paper

A Simpler Way to Surplus  
Remove Items Not Received  
Are You a Fund Manager?

Website Feedback - How are  
we Doing?  
Contact Information Updates

Department Updates

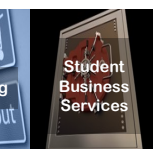
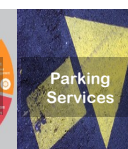
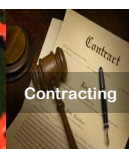
### BUSINESS AFFAIRS:

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 name below to view their website.

Questions or suggestions?  
Email [busaff@ttuhsc.edu](mailto:busaff@ttuhsc.edu)

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



# 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.

LIST OF SURPLUS PROPERTY PENDING TRANSFER				
Date: 01/08/2016		Surplus Organization: 201175 - Lubbock Date Submitted: From Earliest to Latest Date		
Originating Department: 511211 Clinical Transformation Lbk		Department Name		
Current Location:		Contact:		
Bldg/Floor				
Phone:		Email:		
Inventoried Items				
Asset Tag	Serial Number	Item Description	Transfer Number	For Use by Surplus Property
H78332	J0722M	Dell Inspiron	1602467	
H78387	BY632G1	Dell Inspiron 1525	1602469	
H78388	5K332G1	Dell Inspiron 1525	1602469	
H85820	DN6G855VCKNV	Apple iPad 2 Wi-Fi + 3G 32GB P	1602470	
H86106	D25G01UDHJV	Apple iMac 27-inch P0B P012017	1602478	
Non-Inventoried Items				
Serial Number	Item Description	Room Number	For Use by Surplus Property	

## 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](mailto: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.

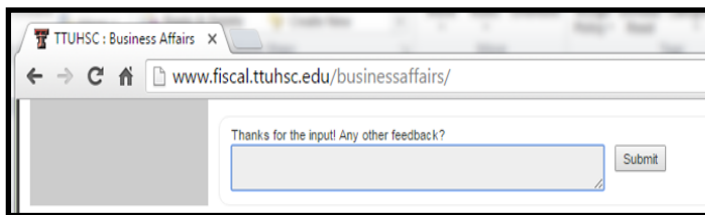
**The Fund Manager is responsible for maintaining positive balances and covering deficits. When positive balances cannot be maintained, Accounting Services may require a plan of action that explains the deficit and how the fund will be covered by year end.**

## Website Feedback - How are we Doing?

If you have visited any of the Business Affairs web pages recently, you may have noticed the addition of one 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.

**How are we Doing?**

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.

DIVISION	RESPONSIBLE ACCOUNTANT	SUPERVISOR
School of Medicine-Odessa Finance Graduate School for Biomedical Sciences	Jake Rittenhouse jake.rittenhouse@ttuhsc.edu (806) 743-9406	Angie Taylor
President School of Medicine-Lubbock, Depts. A-H	Charles Onchoke chonchoke@ttuhsc.edu (806) 743-1371	Angie Taylor
External Relations Information Technology School of Pharmacy	Charles Nell charles.nell@ttuhsc.edu (806) 743-1667	Jon Sorensen
Human Resources Institutional Compliance Research	Rodney McWilliams rodney.mcwilliams@ttuhsc.edu (806) 743-2400	Javier Delgado
Managed Healthcare Rural and Community Health School of Medicine-Amarillo and Abilene	Blake Banister blake.banister@ttuhsc.edu (806) 743-1705	Jon Sorensen
Provost School of Medicine-Lubbock, Depts. I-O	Alex Phillips robert.a.phillips@ttuhsc.edu (806) 743-9959	Angie Taylor
Chancellor School of Health Professions Facilities and Safety Services School of Nursing	Jon Sorensen jon.d.sorensen@ttuhsc.edu (806) 743-2418	Suzanne Dean

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:**

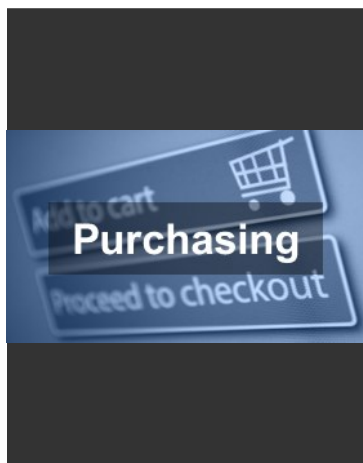
Jerrick Johns - promoted to Coordinator, Swift Print

## 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](mailto: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 1<sup>st</sup> - February 29<sup>th</sup> 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](mailto:effortreporting@ttuhsc.edu).

***We welcome your feedback! Please email your comments and suggestions to: [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).***