



- The Secrets of General Services

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June 2018

the News

from Business Affairs

T TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

COME LEARN THE

SECRETS — OF — GENERAL SERVICES



JUNE 8TH | 9:30AM | ROOM ACB 120

If you are unable to start your discovery at that time don't worry, you can still be a part of the fun! Throughout the entire day, 10am-12pm, 1pm-4pm, venture around General Services and collect knowledge and treasure!

LOOK OUT FOR YOUR TREASURE MAP
TO GUIDE YOU ON YOUR JOURNEY OF DISCOVERY.



The End Is Near! Are You Prepared?



The End Is Near for FY 2018!

Are you prepared with all the deadlines you need for completing the annual fiscal close process?

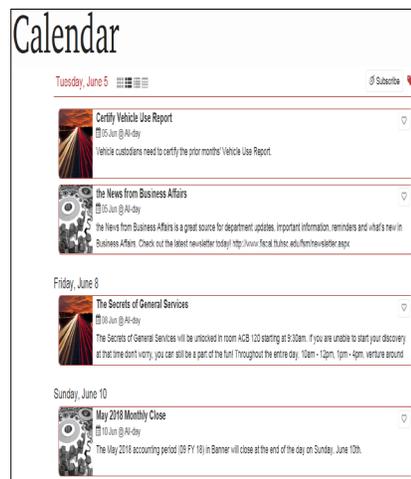
Keep Calm and Click!

A consolidated view of the fiscal year end closing deadlines and processes for FY 2018 is available by clicking [here](#).

within Business Affairs. You can access the Business Affairs Calendar under Finance on the WebRaider portal F & A Work Tools tab.

The year end deadlines and processes began in May. Your assistance with the fiscal year end closing process is critical.

The End Is Near! Get Prepared!



Business Affairs Calendar

The [Business Affairs Calendar](#) also provides all of the important dates, reminders, and deadlines for all departments

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

Need to Know! Are You A Property Custodian?

Property Custodian Responsibilities

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

Accessible

In this issue, equipment accessibility is featured: The property custodian is responsible for ensuring equipment is accessible at all times for audit purposes.

Top 10 or So

If you missed any of the previous Are You a Property Custodian?, the information is located in a web page called [Top 10 or So](#). The web page is located in the Training Center of the FSM website. The 13 Property Custodian Responsibilities is listed under Property Management.

06 Accessible Ensure equipment is accessible at all times for audit purposes.

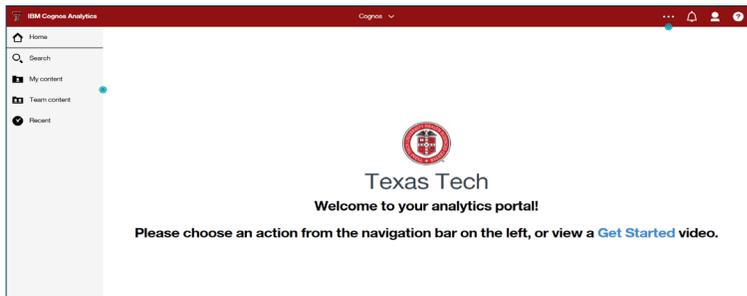
For questions, contact Property Management at PropertyManagement@ttuhsc.edu.

Did You Know? Cognos is Being Updated

Cognos is being updated to version 11 - Cognos Analytics. The update will provide a new look and feel but the data will still be the same.

What's New?

Visual appeal and ease of use is the main focus of the update but the main difference is the user interface, known as the portal. The portal features a Navigation Panel on the left side with sliding panels that let you expand and collapse menus. New folders - Team content and My content - replace Public Folders and My Folders. Another new folder - Recent - provides shortcuts to the reports you have executed recently. This gives you quick access to the reports you use most often.



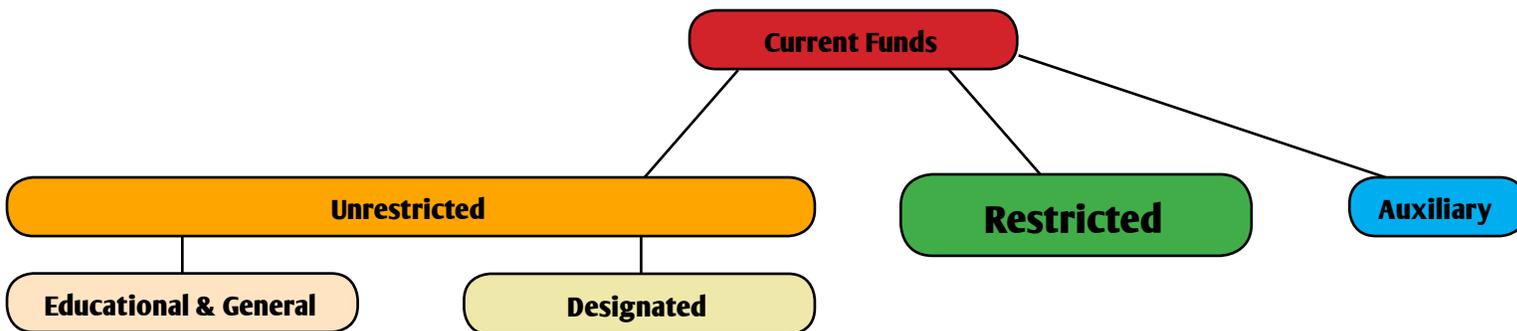
To get a look at the new and improved Cognos, you can view the [Cognos Analytics videos](#). You can also compare current Cognos screens to Cognos 11 screens [here](#).

For questions, refer to the Cognos Support portlet under the Cognos tab in the WebRaider portal.

Why Should I Care? Restricted Funds

This newsletter installment is the fifth in a series intended to provide information related to TTUHSC's fund classes. In our last newsletter, we introduced TTUHSC's current operating Designated funds at a high level. Now, let's review Restricted funds. Restricted funding must be used for a specific purpose, program, project, school or department as specified by an external party.

The diagram below provides a high level view of the different types of current operating funds.



Below is a quick overview of the types of funds that are considered Restricted:

Scholarships

- 20** Non-Federal Scholarships
 - Scholarships funded from gifts from external sources
- 20Z** Federal Scholarships (MY)
 - Pell, SEOG

Federal Grants & Contracts

- 21Z** Federal Grants/Contracts (MY)
 - Grants or contracts with Federal governments where funding is restricted to conditions agreed upon in the grant/contract
 - Includes Federal funds passed to TTUHSC from other agencies

State Grants & Contracts

- 22** Texas Department of Criminal Justice (TDCJ)
- 22Z** State Government Grants/Contracts (MY)
 - Grants or contracts with State of Texas governments where funding is restricted to conditions agreed upon in the grant/contract

Local Grants & Contracts

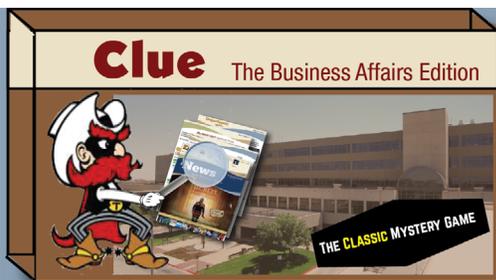
- 23** Local Government Gifts/Earnings Funds
 - Gifts from Local governments
 - Non-scholarship earnings from Local government endowments
- 23Z** Local Government Grants/Contracts (MY)
 - Grants or contracts with Local governments where funding is restricted to conditions agreed upon in the grant/contract

Private Grants & Contracts

- 24** Private Gifts/Earnings Funds
 - Gifts from private agencies, foundations or individuals
 - Non-scholarship earnings from endowments
- 24Z** Private Grants/Contracts (MY)
 - Grants or contracts with private entities where funding is restricted to conditions agreed upon in the grant/contract

Note: (MY) denotes a multi-year fund that crosses fiscal years. The next newsletter installment will include a high level review of Auxiliary funds.

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



Clue: The Business Affairs Edition

Answer this question from the newsletter content and you may win a prize: *In what room, date and time will the "Secrets of General Services" be unlocked?*

Email your answer to fsm@ttuhsc.edu. Two winners will be drawn from all the correct entries to receive this prize - TTUHSC power bank charger (pictured to the right). The correct answer and the winners will be announced in the next newsletter on September 4th.



Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:
Valerie Villarreal, Accounting Services, Accountant
Cliff Hayes, General Services, Receiving - Technician I
Melinda Cavazos, General Services, Printing Center - Assistant



Procurement Quarterly Meeting

The next Procurement quarterly meetings are scheduled as on-site training sessions. Attend the quarterly meetings to learn about Procurement processes and guidelines, receive updates and get answers to your questions.

Monday, June 18, 10:00 a.m. - 12:00 p.m.
Amarillo - Room AMHSC 4713

[Add to Calendar](#)

Tuesday, June 19, 10:00 a.m. - 12:00 p.m.
Lubbock - Room ACB 100

[Add to Calendar](#)

The [Agenda](#) and [PowerPoint](#) are available on the TechBuy homepage in the Announcements section.

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



Distinguished Staff Awards

Quality Supervisor Award

Carole Wardrop - Finance Systems Management



The Quality Supervisor Award recognizes and rewards employees who excel in service and have contributed to the success of the HSC through their accomplishments at work.

Congratulations Carole!

Years of Service Awards

Years of Service Award

25 Years

Karrie Anderson - Student Business Services

20 Years

Darlene Durham - Purchasing

15 Years

Mark Hix - General Services | Suzanne Dean - Accounting | Kevin Hunt - Application Development | Lisa Northcutt - Payment Services

10 Years

Cindi Bradshaw - Application Development | Irma Deanda and Martha Garza - General Services | Tammy Boring - Payment Services

5 Years

Denita Williams, Julian Hernandez and Michael Gamboa - General Services | Danny Stevens and Patricia Castillo - Student Business Services | Esther Myrick and Veronica Vasquez - Payment Services

Business Travel Account (BTA) Reminders

When requesting a quote for airfare, you must provide the following information to the travel agent: name on driver's license, date of birth, gender and email address.

When communicating with the travel agent, keep the following in mind:

- A quote is just flight information and the price may change prior to booking
- A reservation/booking is actual "Held Space" on the airline under the name of the passenger



If using State appropriated funds (funds beginning with 9D, 9E, 9F, 10, 11, or 12), the BTA airfare travel arrangements must utilize one of the State of Texas Contract Travel Agencies: National Travel Service or Short's Travel Management.

More Information: [HSC OP 79.05, Business Travel Account \(BTA\) Requests and Travel Advances](#), [TexTravel State Travel Management Program](#).

For questions, contact Travel at Travel@ttuhsc.edu.

Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.

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

Questions or suggestions? Email: fsm@ttuhsc.edu