



- YEDs Are Very Real
- A New Look for Payment Services Websites
- Avoid PCard Account Suspension

PAGE 2



- Team Spotlight: Finance Systems Management

PAGE 3



- Department Updates
- Travel Update
- Is It Surplus Or Trash?

PAGE 4

June 2021

the News

from Business Affairs

 TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

Who Ya Gonna Call? Nobody!

We all know that if there's something strange in your neighborhood, you call Ghostbusters. But what if you're doing something new and you don't know what to do, who ya gonna call? Nobody! Wait... what?

Look First Before You Call

While you may not run into paranormal creatures invading Manhattan, there may be times when you encounter systems and processes that can appear just as intimidating. Before you call, look first in the training center – The Business Affairs Training Center. The [Training Center](#) offers documents and reference materials related to systems and processes for all departments included on the [Business Affairs webpage](#).

Easy to Find What You Need

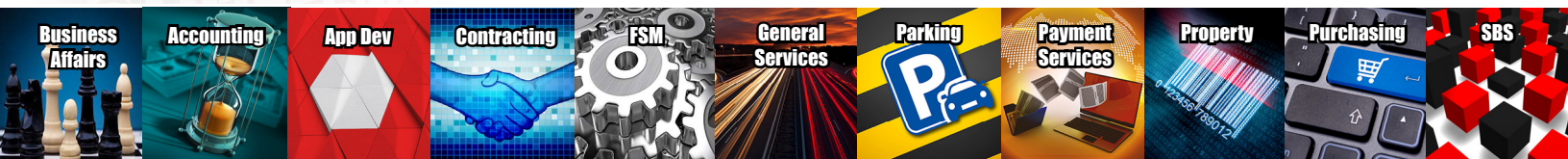
The information available in the Training Center can help your department function better and help your employees work more effectively. The design of the Training Center makes it easy to find the information you need:

- One Stop Shop - You can find the resources you need on one page.
- Two Ways to Search - The Text search feature allows users to enter any text and the page will show only the documents that contain the search term in the title. The Category filter feature limits the list to documents from predefined categories available in the Filter By Category dropdown.
- Reduced Number of Clicks - Makes it easier to get to what you are looking for.

Take the Challenge

We want to hear from you. Take the challenge and try to identify something you can't find an answer to in the Training Center. It must be related to a Business Affairs system or process. If you identify something, we'll consider adding it to the Training Center plus you may qualify for a prize. Resulting improvements to the Training Center and prize winners will be announced in future newsletters. Send an email with your entry to Finance Systems Management at fsm@ttuhsc.edu.

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

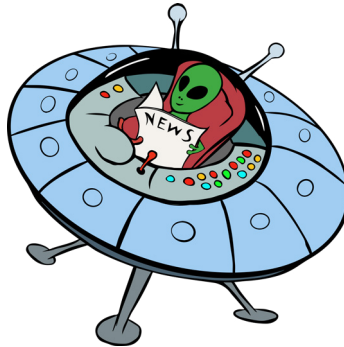


Need to Know! YEDs Are Very Real

You won't find YEDs on the cover of the *National Enquirer* while standing in line at the grocery store. They are not unexplained lights in the sky or mysterious objects floating on the horizon. Yet, you need to know YEDs are very real and of this world.

What Are YEDs?

YEDs, Year-End Deadlines, do exist and you need to believe it. YEDs are for Fiscal Year-End processes that must be completed before a certain date. Meeting the deadlines will facilitate accurate year-end reporting by ensuring that transactions are recorded in the appropriate fiscal year. Your assistance with meeting the deadlines is critical.



YED Sightings

There have been many claims of YED sightings. A confirmed consolidated view of the fiscal year end closing deadlines and processes for FY 2021 is available by clicking [here](#). The [Business Affairs Calendar](#) also confirms the authenticity of YEDs and provides all of the important dates, reminders, and deadlines for all departments within Business Affairs.

May the force be with you as you encounter YEDs and complete the annual fiscal close process for FY 2021!

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

Did You Know? A New Look for Payment Services Websites

Did you know Payment Services websites have a new look? All of the team home and contact webpages have been updated with a modern new look to make it easier to navigate and help users find the information they need.

Follow the Links and Take a New Look

The team homepages provide updated information on [Payment Services](#) teams including [Accounts Payable](#), [Direct Pay](#), [PCard](#), [Swift Card](#) and [Travel](#). The team homepages now highlight sections on Popular Links, Forms & Resources, and/or Recent Updates.

Highlights of the New Look:

- Each team homepage features a Popular Links section to help users navigate to the most used links for each departmental team.
- The Recent Updates section provides the latest data related to that team to keep users up to date.
- The Forms & Resources area allows users to easily link to materials within the team webpages or within the Training Center.
- The Contacts page under About allows users to filter by team. The drop-down search feature will help users contact the correct people and/or team in the department.

Why Should I Care? Avoid PCard Account Suspension

All account holders and their delegates should reconcile and submit PCard expense reports on a weekly basis. This ensures that PCard transactions are reflected on ledgers in a timely manner and also supports efficient correction of any transactions that are not in compliance. **Full reconciliation of a PCard expense report includes report submission, full approval and posting to ledgers.**

The PCard office will contact you if you have past due expense reports. You should care about past due expense reports because your account will be suspended if not fully reconciled. If you are contacted respond in a timely manner.

1st Contact - Deadline for Full Reconciliation:

Email notification to the Cardholder and Delegate (if applicable) confirming past due expense reports and deadline for full reconciliation of overdue PCard transactions.

2nd Contact – Account Suspension Date:

Email notification of missed deadline to Cardholder, Delegate (if applicable), and Supervisor with notification of account suspension date if past due transactions remain unreconciled.

3rd Contact – Account Suspension:

Email notification of account suspension to Cardholder, Delegate (if applicable), and Supervisor. The suspension will not be lifted until the PCard account is current and all past due transactions have been fully reconciled.

For questions, contact the PCard Office at pcard@tuhsc.edu.

TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

FINANCE SYSTEMS MANAGEMENT

System Integrity
Property Management
Communication & Training



Photo Captions

1. Ronald McDonald House
2. Finance Picnic
3. Ugly Sweater Contest
4. Elf Yourself Holiday Card
5. Finance Picnic
6. American Red Cross Heart Walk
7. Harkey's Heartbeats for Heart Walk

Here's What Others Say

FSM is the glue which holds our team together. They are there to help no matter the challenge! Highly motivated and often sought out for their innovative ideas, they show their strength in working as one team each day utilizing their diverse perspectives through the collaborative efforts they seek out.

Don't know **who** we are?

Here's why... you don't have to! We keep the gears turning without you having to miss a beat.

We collaborate with:



TTU, HSC El Paso, and Information Systems to develop the systems you use every day like FiTS, New Fund, and more.



Purchasing, Payment Services, vendors and departmental personnel to ensure proper coding, receiving and invoicing to get your inventory tag to you as soon as possible.



Business Affairs departments to create training media as well as Business Affairs News, Tips and Hot Topics to provide information on relevant issues that affect you in your day-to-day processes.



Professional associations across the country to share knowledge, discuss similar business challenges, emerging technologies and best practices with experts in the higher education industry. Click [here](#) for more information.

Contact Us

[Finance Systems Management Homepage](#)

[Finance Systems Management Contacts](#)

[Property Management Homepage](#)

[Property Management Contacts](#)



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Finance Systems Management

Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Cole Kaye, Accounting Services, Financial Analyst I
- Danny Ramirez, Accounting Services, Financial Analyst I
- Luis Pasaret, Accounting Services, Financial Analyst I
- Angelene Hernandez, Payment Services, Sr. Account Processor

On the Move in Business Affairs
because of promotion is:

- Crystal Rodriguez-Harthan,
Payment Services, promoted to
Analyst II



Is it Surplus or Trash?

Contact your campus Surplus before disposing of any property – inventoried, non-inventoried, and scrap. The campus Surplus Property Manager determines disposition of all property unless there is a grant, contract or purchase order that specifically addresses the return, trade-in, or other disposition of the item(s). Broken or damaged items may be used for parts, recycled, or sold as scrap. Although Surplus is not responsible for hauling away garbage, always check with Surplus before you trash items.

For questions, contact your campus Surplus:

Abilene/Dallas – AbileneSurplus@ttuhsc.edu

Amarillo – generalservicesama@ttuhsc.edu

Lubbock – generalservices@ttuhsc.edu

Managed Care – generalservices@ttuhsc.edu

Odessa – odessafacilitiesops@ttuhsc.edu

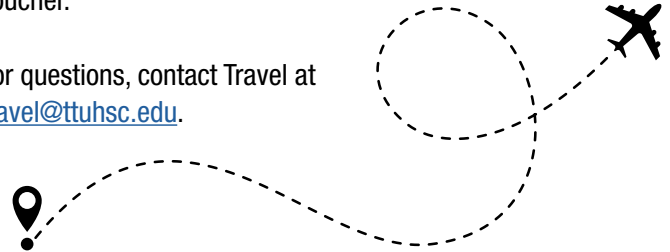


Travel Update

Travel Guidelines are still in place. Verify updates on the [Travel Guidance](#) safe site before planning travel.

Travel Reminder: Travel requests for university-related domestic travel need to be approved by the traveler's superior and fund manager in accordance with [HSC OP 79.02](#). Attach approval to voucher.

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



Years of Service Awards

35 Years

Etta Mayer - Application Development

30 Years

Melinda Wells - Student Business Services

20 Years

Rebecca Aguilar - Accounting Services

Daniel Morales - General Services

John Rodriguez - Purchasing

15 Years

Martin Slemmons - Application Development

David McMurray - General Services

10 Years

Angie Taylor - Accounting Services

Terry Dalton - Finance Systems Management

Sandy Cain - General Services

Marcus Priddy - General Services

Jo Anna Barela - Payment Services

Misty Rangel - Student Business Services

5 Years

Roy Gollahon, Kyle Kyker, Rebecca Leal, Derek Moreland and
Corbin O'Cheskey - General Services | Jonathan Ybarra - Parking Services

We appreciate your years of dedicated service to TTUHSC. The Distinguished Staff Awards will be announced at a special ceremony in July.

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

Click [here](#) for more on Business Affairs.

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

Questions or suggestions? Email: fsm@ttuhsc.edu