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June 2024

the News

from Business Affairs



Business Affairs

Coming Soon - New Vendor Onboarding Software



We're excited to announce the rollout of PaymentWorks, a cutting-edge 3rd party vendor management system. New and existing vendor setups and modifications will be streamlined and handled through PaymentWorks, eliminating the manual vendor request form process.

The system drives efficiency and ensures security and trust by precisely identifying the vendor you're working with to avoid fraud and compliance risk. This new system is not replacing the bank or other payment processors, but instead adds a secure, traceable, and efficient vendor management experience.

What's the Value?

PaymentWorks allows the institution and vendors to exchange verified identity elements such as bank account data, tax IDs, payment preferences, and contact profile information in a networked environment.

PaymentWorks provides value to the institution by:

- Eliminating payment fraud
- Enabling visibility to the vendor setup process
- Ensuring compliance
- Providing invoice payment status
- Validating the accuracy of vendor identity information

How Will It Work?

With PaymentWorks, departments will be proactively engaged

in the registration process and will monitor requested vendors during the setup process. Departments will also be able to see any of the onboarding statuses related to their requests. This system will also help vendors monitor the status of their invoices.

Each department is responsible for its own vendor invitations and for ensuring vendors have completed the registration process. The business identity platform is only for vendors and not for entering data related to TTUHSC employees and students.

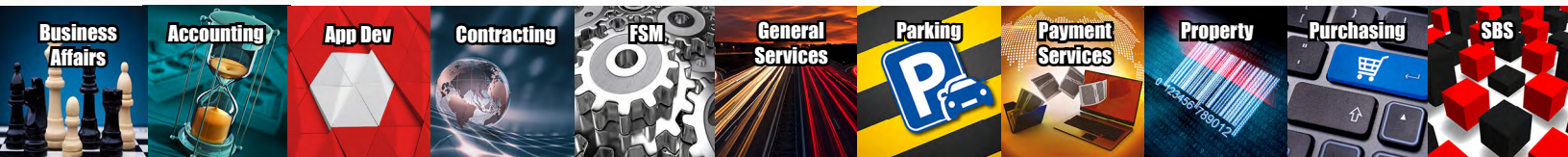
Initial Rollout

Purchasing updated its [website](#) with PaymentWorks FAQs, information on vendor setups and registration, and support details to give TTUHSC employees and staff time to understand this process. Utilize training materials and guides in the [Training Center](#) to learn about the system and how to:

- Search for vendors
- Invite vendors to create an account
- Change a vendor's address
- Check the vendor status during the onboarding progress
- Maintain vendor information

We'll keep you posted on the official PaymentWorks launch date as this process proceeds.

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



Did You Know? Updates to Job Aids

Attention TechBuy users! Did you know that the [Job Aids](#) collection has been updated to offer you the latest and most comprehensive support for all your purchasing needs?

Plus, we're introducing two brand new Job Aids to assist you:

1. [Official Functions – Deposit Required](#)
2. [Official Functions – No Deposit Required](#)

DID YOU KNOW?

Whether you're a seasoned shopper or just diving into [TechBuy](#) for the first time, these resources are tailor-made to simplify your procurement process by providing step by step guidance on setting up requisitions. Check them out today and make your purchasing experience smoother than ever!

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

Need to Know! Go for Gold!

Start the countdown clock for the start of the 33rd Summer Olympic Games and the 2024 Annual Fiscal Close Process. Go for gold and meet the fiscal year-end deadlines. We'll all be cheering for you when you step up on the medal podium. *HSC! HSC!*

What are the Deadlines?

The deadlines 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 these

deadlines is critical.

When Are the Deadlines?

A consolidated view of the fiscal year-end closing deadlines and processes for FY 2024 is available by clicking [here](#). The [Business Affairs Calendar](#) also provides all of the important dates, reminders, and deadlines for all departments within Business Affairs. You can access the calendar from the [Business Affairs tab](#) under Commonly Used Links.

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



Why Should I Care? Submit A Cash Receipt for a Wire Transfer

Wire Transfers

When you submit a cash receipt for a wire transfer in the Cash Receipts System, send an email to Student Business Services at SBSCashReceipts@ttuhsc.edu. The email must include a copy of the cash receipt and required supporting documentation. Cash Receipts cannot be processed or approved unless an email or physical cash receipt and required supporting documentation is received by Student Business Services.

Supporting Documentation

Supporting documentation must include a copy of the wire and the deposit number which can be found in the email sent from Accounting Services.

Deposit Number

The deposit number must be included on the cash receipt under

the deposit number field. The cash receipt cannot be approved without the deposit number. The deposit number is typically a 10-digit number with two letters at the end - Example: 0000000000TC. This number can be found in the email sent from Accounting Services.

TTUHSC OP Policy

Per [HSC OP 50.07, Deposit Procedures](#): "State law requires timely deposit of receipts. Receipts must be deposited within three (3) business days with no exceptions. Receipts totaling \$500 or more must be deposited by the following business day."

For additional assistance, follow this link: [Cash Receipts Help](#).

For questions, email Student Business Services at SBSCashReceipts@ttuhsc.edu.

TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



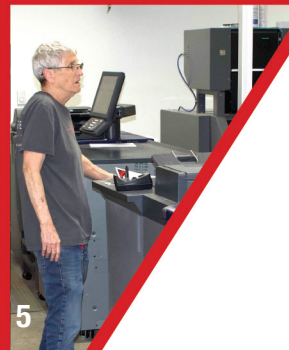
VISIONARY



BEYOND SERVICE

PRINTING CENTER

Promotional Products
Graphic Design Services
Digital and Wide Format Printing



- Photo Captions
1. Printing staff boxing orders
 2. Printing staff emptying recycling items
 3. Graphic designer working on artwork
 4. Printing Center Team
 5. Team member operating digital press

Making Tasks Easier For You

With combined experience of more than 100 years in printing, our team can and will do everything necessary to make your print experience as easy as possible. From stationery and acrylic signs to personalized posters and calendars, the Printing Center team can help.

Contact Us

[Printing Center Home Page](#)
[Printing Center Contacts](#)



Printing Center

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

The Printing Center provides printing, copying, finishing, bindery, and bulk mailing services to the institution, other components of the TTU System, local and county governments, UMC, and other affiliated organizations. The team...



Utilizes an online software program, [PressWise](#), to allow easy and efficient ordering, estimating, and tracking of projects.



Offers quick turnaround, convenient and complimentary pickup, and delivery service to campus buildings and direct billing to departmental FOPs.



Provides a variety of services from offset printing, digital printing, wide format printing, creative design, shrink-wrapping packaging, binding, folding, inserting, and perforating documents.



Supplies thousands of high-quality promotional products that can be customized utilizing the [PromoPlace](#) along with institutional products such as business cards, letterhead, envelopes, notepads, books, flyers, forms, and exams.

Welcome to Business Affairs

Business Affairs welcomes the following new employees:

- Kaitlan Cox, Financial Analyst II, Accounting Services
- Christy Miller, Associate Managing Director, Accounting Services
- Kelley Moore, Senior Account Processor, Payment Services
- Shreyas Sridharan, Financial Analyst II, Accounting Services



New Chrome River App

A new Chrome River application is now available for download on iOS and Android. Emburse Chrome River app replaces the CR Snap application and offers receipt capture, OCR technology, a cloud wallet for managing receipts, and is available in 35 languages. After download, employees should input their ttuhsc.edu email address and access will then be granted via SSO with eRaider credentials.



CR Snap users are encouraged to migrate to the new application. For questions, contact ChromeRiverHSC@ttuhsc.edu.

PCard Reminders



Sales Tax Reimbursement

- When sending a reimbursement, provide the report name and/or Chrome River report number. PCard Admin must be able to look up the expense report number to ensure the correct expense and FOP are reimbursed properly.
- Do not send cash, checks or money orders to the PCard Office until after the expense report has been submitted. When the expense report has been submitted and fully approved, a Banner Doc ID is generated. This is necessary for PCard Admin to process the reimbursement.
- **PCard Admin cannot process the reimbursement until the expense report is fully approved and they have the report name and number. This is the only way to ensure the expense is properly reimbursed and reconciled.**
- Per [HSC OP 72.15](#), State of Texas sales tax charged by a vendor must be corrected immediately by the cardholder by obtaining a credit from the vendor or personally reimbursing TTUHSC. Continuous abuse involving this practice can result in the cancellation of the PCard.

For questions, email the PCard Office at pcard@ttuhsc.edu.



25 Years

Lora Turpin – Payment Services

20 Years

John Haynes – Purchasing
Arthur Pare – General Services

15 Years

Linda Anderson – Purchasing
Aimee Gossett – Purchasing

10 Years

Tabitha Baines – Student Business Services
Alexa Galle – Finance Systems Management
Lisa Haigh – General Services

5 Years

Krista Ammons – Purchasing
Gage Bailey – General Services
Reginald Essix – General Services
Thomas Gellene – General Services
Erin Lammert – Payment Services
Vijaya Mandava – Application Development
Amanda Marlar – General Services
Tracy Overby – General Services
Jake Rittenhouse - Accounting Services
Michael Shelton – General Services
Hayden Vest – Purchasing
Karen West – Student Business Services

Congratulations! We appreciate your dedicated service to TTUHSC!

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