

# the NEWS

from Business Affairs

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## Business Affairs

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

Click on the department 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.

 TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
Business Affairs

## Business Affairs - Find Us and Keep Us

### Our New Website Is Complete For All Departments

As you know, the completely revamped [ttuhsc.edu](http://ttuhsc.edu) website has been launched. For many users this is the default home page. This newly redesigned website offers quick and easy access to essential information. But, can you find Business Affairs? We want to help you **Find Us** - navigate to the Business Affairs home page and **Keep Us** - add to your Favorites.

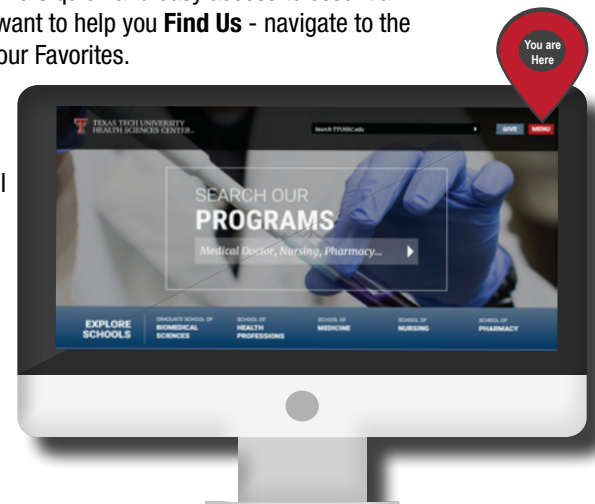
#### Find Us - You Are Here

To get started, click on the red Menu located in the upper right corner. Select "Administration" and scroll down the page to the "Departments & Offices" section. You're almost there! To **Find Us**, look for "Business Affairs" and click on the link.

**Shortcut:** Type [fiscal.ttuhsc.edu](http://fiscal.ttuhsc.edu) in your browser address bar.

#### Keep Us - Add to Your Favorites

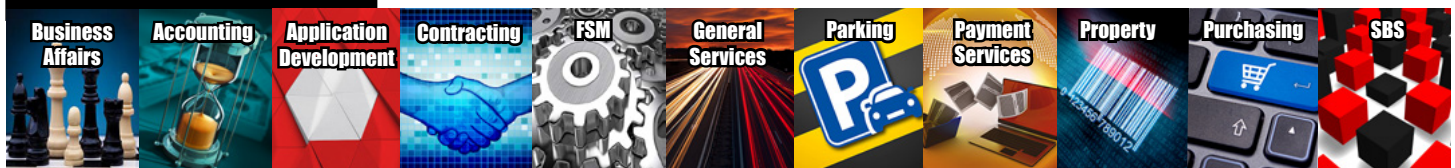
Now that you've found us, add Business Affairs to your Favorites to **Keep Us** and make it easier to revisit the next time. Follow these instructions for Internet Explorer. The process will be similar for Firefox or Chrome. Click on the "Star" icon located in the top right corner. Click "Add to favorites". The "Add a Favorite" dialog box will display. In the "Name:" field you will see the default name. Below the "Name:" field is a drop-down menu labeled "Create in:". The default selection here is "Favorites". Accept this location or choose where you would like to save the Favorite. Click on "Add".



#### Website Complete For All Departments

The new Business Affairs website is now complete for all departments. Highlights of the new website include: easy to use navigation bars and tools, readability across all devices including mobile devices, simple quick links, feedback locations throughout the site, and an "About" section for each department containing Contacts, FAQs and the Business Affairs Calendar.

For questions, contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).

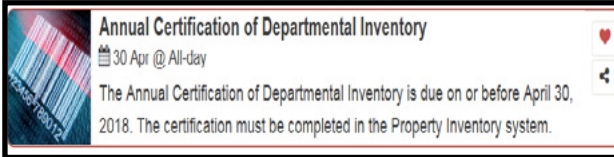


Reminder:

Annual Certification of Departmental Inventory Due on April 30th.

# Business Affairs Calendar

Sticky Note Reminders? The [Business Affairs Calendar](#) provides a better way to track reminders, important dates and deadlines for all departments within Business Affairs.



We are excited to announce our calendar has a new format with updated features.

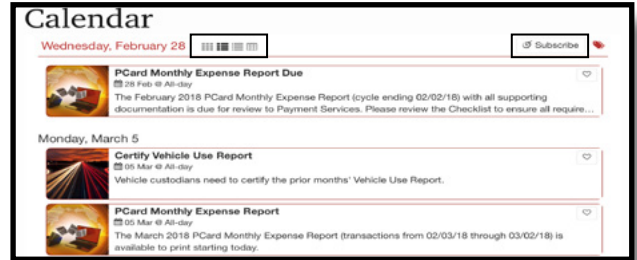
### Views

The default view of the calendar is Stream, which provides a listing of all deadlines and reminders in chronological order. You can change the view to your preference by selecting Tile, Agenda, Month, or Week.

### Export to Outlook

You can export the calendar straight to your Outlook Calendar. Click the "Subscribe" button in the upper right-hand corner of the calendar. Then select "Add to Outlook Calendar". This will generate a new calendar - FSM Calendar, under the "Other Calendars" section of your Outlook. The calendar will automatically sync so you can be sure that all of the important dates will be available right in your Outlook!

For questions, contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).



## Did You Know?

Are you wishing for a little more control in your purchasing world? We want you to know - **you are in control!** At least you are in control of system generated notifications/emails from TechBuy.

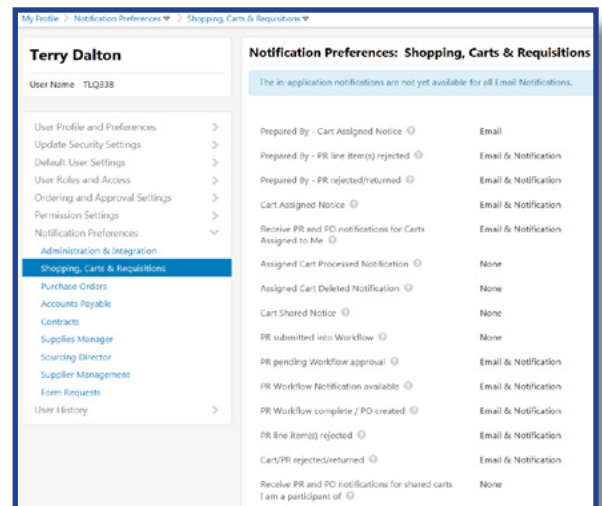
Many of the notifications/emails in TechBuy are automated and system generated. Emails and notifications are generated when certain actions occur within the system, such as when an invoice generates a receipt notification or the submission of a cart by a Shopper generates an email to notify the Approver.

We are here to tell you, the TechBuy user, that you can control which system generated notifications/emails you receive. Click [here](#) to learn how to control/update your notifications.

**Caution:** If you choose to not receive a notification by selecting None, you will still be responsible for completing tasks associated with the notifications.

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).

## You Are In Control!



## Need to Know!

## Are You a Property Custodian?

### Property Custodian Responsibilities

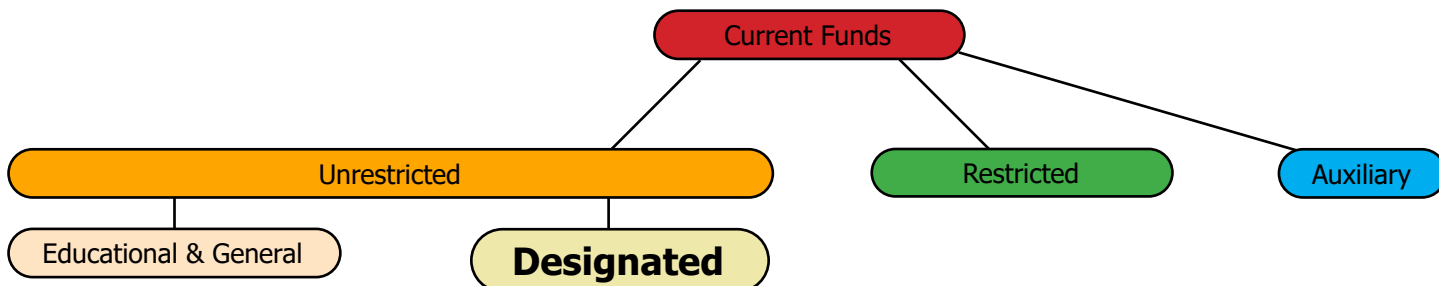
Department property custodians have the responsibility to manage, control and account for all assets within their department. [HSC OP 63.10](#) lists 13 responsibilities for property custodians at TTUHSC.

The Property Custodian is responsible for reporting missing or stolen property to Property Management in a timely manner. Missing and stolen property should be reported immediately to Property Management by completing the Missing, Stolen, Damaged or Destroyed Property form (Attachment B). Stolen property must also be reported immediately to the Texas Tech Police Department.

# Why Should I Care?

# Designated Funds

This newsletter installment is the fourth in a series intended to provide information related to TTUHSC's fund classes. In our last newsletter, we introduced TTUHSC's current operating fund classes at a high level, focusing on Education & General (E&G). Now, let's review Designated funds. Designated funds are considered unrestricted funds in TTUHSC's fund structure. Unrestricted funds may be used at TTUHSC's discretion. 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 Designated:

<p><b>Permanent Health Funds (PHF)</b></p> <p>12 Permanent Health Funds</p> <ul style="list-style-type: none"> <li>Appropriated funding from Permanent Health Fund endowment earnings to benefit medical research, health education or treatment programs</li> </ul> <p>12Z Permanent Health Funds Seed Grants (MY)</p> <ul style="list-style-type: none"> <li>Appropriated funding for seed grants from PHF endowment earnings which have a performance period of one or more years and benefit medical research, health education, or treatment programs</li> </ul>	<p><b>General Designated Funds</b></p> <p>18 General Designated</p> <ul style="list-style-type: none"> <li>Funding for operational purposes that is not externally restricted</li> <li>Student fee funds</li> <li>Facility and Administrative (Indirect Cost) funds</li> </ul> <p>18Z General Designated Seed Grants (MY)</p> <ul style="list-style-type: none"> <li>Funding for seed grants from non-restricted (local) funds which have a performance period of one or more years</li> </ul>
<p><b>Income Plan Funds</b></p> <p>13 Medical Practice Income Plan (MPIP)</p> <p>15 Nursing Income Plan (NIP)</p> <p>16 Health Professions Practice Income Plan (HPPIP)</p> <p>17 Pharmacy Income Plan (PIP)</p> <ul style="list-style-type: none"> <li>Funding related to patient care or other activities of the practice plan</li> </ul>	<p><b>Service Department Funds</b></p> <p>19 Service Departments</p> <ul style="list-style-type: none"> <li>Internal departments that charge other TTUHSC departments for goods or services</li> <li>Recover no more than the aggregate cost of their operations (break even operations)</li> <li>Includes services such as lab services &amp; facility use fees</li> </ul>

The next newsletter installment will include a high level review of restricted funds.

For questions, contact Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu).

## Travel Updates

### Change to Requirements for Approved Drivers

Texas Tech University System Office of Risk Management (ORM) has made the decision to discontinue the requirement that drivers of vehicles rented through established rental car companies be approved and added to the Approved Driver's List. It is still a requirement that drivers of TTUHSC owned fleet vehicles be approved and added to the ORM's Approved Driver's List.

For questions, contact the Travel Office at [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu).

### Cancelled BTA Airline Tickets

[HSC OP 79.05, Business Travel Account \(BTA\) Requests and Travel Advances](#), has been modified to include requirements for cancellations of airfare purchased through the BTA process: "Cancelled BTA airline tickets must be expensed to a local funding source. Departments are responsible to ensure cancelled BTA airline tickets are only used for future TTUHSC business travel, refunded by the BTA travel agency or reimbursed by the traveler".

For questions, contact the Travel Office at [Travel@ttuhsc.edu](mailto:Travel@ttuhsc.edu).

## Say What?

We had a Safety Meeting at work and I was asked what steps I would take if there was a fire. Apparently “big ones” wasn’t the correct response.

# Department Updates

## Business Affairs

### Welcome to Business Affairs

#### **Accounting Services**

Nyvia Torres-Ortiz - Accountant

#### **General Services**

Shannon Gutz - Printing Center Graphic Designer

Vanessa Lann - Printing Center Graphic Designer

Chamene Coffman - Printing Center Customer Service Representative

#### **Payment Services**

Monica Orosco - Analyst, PCard and Travel Review

#### **Personnel Changes**

#### **Accounting Services**

Javier Delgado - Promoted to Assistant Managing Director

#### **General Services**

Melynda Crouch - Promoted to Printing Center CSR & Service Representative

#### **Retirements**

Business Affairs said goodbye to Dolores Ramirez, Analyst in Purchasing for 16 years, Patty Conner, Senior Analyst in Business Affairs for 18 years, and Mareta Walker, Senior Business Assistant in Payment Services for 20 years. Happy Retirement and Best Wishes!

Click [here](#) for photos of Dolores    Click [here](#) for photos of Patty    Click [here](#) for photos of Mareta

## Property

### **Annual Certification of Departmental Inventory**

The Annual Certification of Departmental Inventory is due on or before **April 30, 2018**.

All certifications must be completed in the [Property Inventory](#) system. Property custodians will receive reminder emails until the inventory has been submitted and approved.

For questions, contact Property Management at [PropertyManagement@tuhsc.edu](mailto:PropertyManagement@tuhsc.edu).

## Purchasing

### **Procurement Quarterly Meeting**

The next Procurement quarterly meeting is scheduled for **Tuesday, March 20, 2018**. The Quarterly Meeting is intended for those who utilize the TechBuy system, PCards and Travel System. Content can include live system demonstrations, discussion of system and policy updates as well as Q&A opportunities. Please plan to attend. To add to your calendar, click [here](#). See schedule below:

#### **Tuesday, March 20, 1:30 – 2:30 (CT)**

Abilene – Room ABSOP 1130, ABPH 2100R

Amarillo – Room AMHSC 4713, AMSOP 210

Dallas – Room DLSPSW 433, DLSPVA 109AB

Lubbock – Room HSC 1C110A, HQP 301H, SW 240V

Midland – Room MDPA B01A, MDTTMP 210B

Odessa – Room ODHSC 1C12

\*\* The Agenda and PowerPoint will be available at a later date on the TechBuy home page in the announcements section.

For questions, contact Purchasing at [purchasing@tuhsc.edu](mailto:purchasing@tuhsc.edu).

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