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September 2020

the News

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

TechBuy New Search Experience

Procurement announces a New Search Experience in TechBuy. The New Search Experience went live on Thursday, August 13th, 2020 and provides a faster and easier search experience in TechBuy.

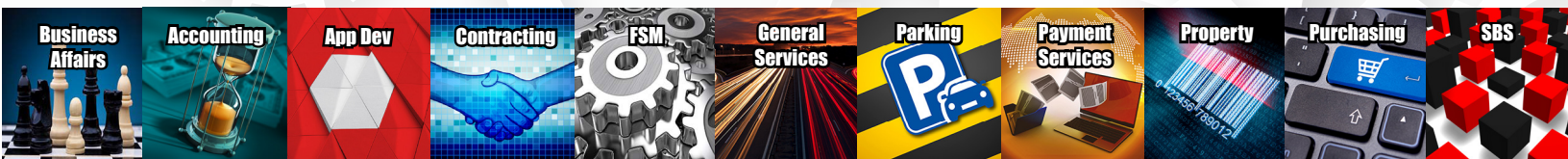
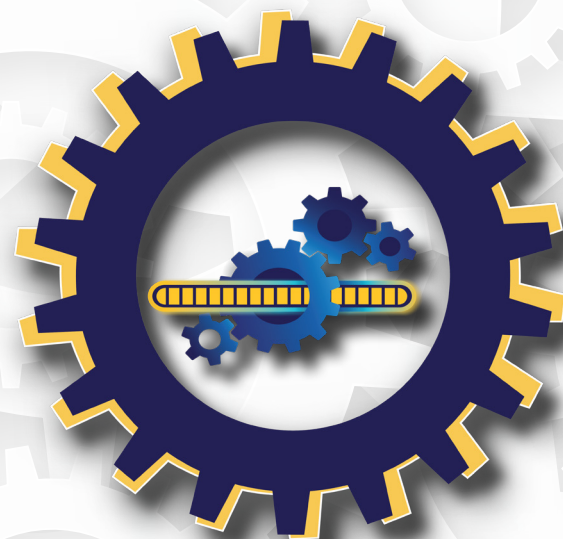
This system allows users to define search criteria to quickly find documents, including purchase orders, requisitions, invoices, and receipts. It is an advanced tool for troubleshooting, generating ad-hoc reports, researching data, tracking order status, locating documents, and much more.

New Search Experience Highlights

- A new **Quick Filters** section displays available filter options with counts. This allows users to more easily refine search results.
- An **Expand/Collapse** button is available to easily remove or display the **Quick Filters** and **My Searches** tabs next to search results.
- The **Save As** button includes new options for managing searches, viewing documents you own, and seeing your recent approvals for the selected document search (as permissions allow).
- A new button for **Pin Filters** contains the options to **Pin Filters** and **Pin Columns** (previously under the **Save As** button drop-down).
- The **Export** dropdown has the option to **Export Selected Rows** in addition to the existing Export option that includes all rows.

Training documents are available in the TechBuy Shopping Home Page under the Training module > Helpful Training.

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



Did You Know? New Invoice Management System

Did you know there is a new, user friendly and efficient system for submitting invoices? Payment Services is excited to announce the new AP Invoice Management System.



- Electronic invoice web submission portal.
- Confirmation of invoice submission.
- Automated reminders to complete Techbuy receiving.
- Notification of when an invoice has been paid.

Beginning September 1, 2020, invoices which have been delivered to departments can now be submitted to Payment Services using the new AP Invoice Management System. The new submission process eliminates/replaces the process of submitting invoices to Accounts Payable via comments in TechBuy. The new Invoice Management System comes with significantly improved functionality including:

The Invoice Management System can be accessed from the TechBuy Shopping Home Page under Invoice Submission or by following this [link](#). For a training document, follow this [link](#).

For questions, contact Payment Services at Accounts.Payable@ttuhsc.edu.

Why Should I Care? Training Center Soars To New Heights

The Business Affairs Training Center offers documents and reference materials related to Business Affairs systems and processes. You should care about the Training Center because the information available can help your department function better and help your employees work more effectively. The [Training Center](#) is available from the WebRaider portal, F&A Work Tools tab, under the Finance portlet, in the Finance Systems Management section.

Just Okay Is Not Okay

In [Hot Topics from Business Affairs](#) (May, 2019), we announced plans to revamp the Training Center, acknowledging that the current Training Center was okay but it could be better. The goal of the revamp included: making the Training Center a one-stop shop where users could find what they needed in one place, improvement in the structural design to allow users to search for the resources they wanted, and a functionality upgrade to reduce the number of clicks it took to get to what you were looking for.

Soars to New Heights

Business Affairs is proud to reveal the Improved Business Affairs Training Center! The revamp of the Training Center will produce new heights of success by delivering knowledge regarding training systems and processes.

Business Affairs Training Center – Going From Just Okay to New Heights:

- One-Stop Shop – Users can find the resources they need on one page.
- Search – There are 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 to get to what you are looking for.

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



Need to Know! Shipment Delays

Since early March, when the pandemic became widespread in the US, there have been shipping delays. None of the major carriers (FedEx, UPS, USPS, etc.) are honoring service guarantees. If you pay for extra services such as 8am delivery, Saturday delivery, or delivery signature, there is no recourse if the service is not provided. Most carriers have suspended signature deliveries and will type in the name of the recipient to reduce interaction between parties.

The shipping industry is seeing an unprecedented number of shipments. A city, county, or state may be shut down without advance notice causing processing facilities to become storage facilities. This affects TTUHSC in multiple ways. Even though

carriers are considered essential services and are operational, incoming items may be delayed. The times that carriers deliver and pickup from the loading dock is fluctuating greatly.

For outgoing items, it is best to have them to us in the morning. Urgent outgoing items may be brought to the loading dock. The team members at the loading dock can advise if a carrier has picked up for the day, process your item, and/or provide alternate drop off locations.

For questions, contact Receiving at receiving@ttuhsc.edu or 806.743.2092.

PCard Report Submission

Preferred Method for Submitting PCard Reports

- Email PDF reports to pcard@ttuhsc.edu.
- Do not mail in originals if report was emailed to PCard.
- Originals should be kept in departments possession for record retention.

If proper equipment is not available to submit electronically, original mailed copies are still accepted.

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

GENERAL SERVICES Vehicle Rental Services

RENTAL PROCESS

1. Confirm all drivers are approved or complete the TTU Office of Risk Management form - Driver Approval. Allow up to three weeks for driver approval.
2. Complete & submit a Request for Transportation to General Services. https://hscweb.ttuhsc.edu/general-services/vehicles/forms_ops.aspx

www.ttuhsc.edu/general-services/vehicle/ 806.743.2092

VEHICLE	1/2 Day	Full Day	Week
Sedan Seats 4-5	\$25	\$40	\$240
Standard SUV Seats 4-5	\$25	\$45	\$270
Large SUV Seats 6-7	\$30	\$50	\$300
Truck Seats 4-5	\$25	\$40	\$240
Cargo Van Seats 2	\$35	\$60	\$360

Never a mileage charge!



Welcome to Business Affairs

Business Affairs welcomes the following new employees:


- Blake Banister, Accounting Services, Financial Analyst I
- Charles Nell, Accounting Services, Financial Analyst I

New Fund Classes

New fund classes are now available for selection in the Fund Maintenance System. Refer to Appendix A of the [New Fund Request](#) training for definitions of these fund classes.

New Fund Class	New Fund Class Name	Previous Fund Class
1L	Graduate Tuition	10
1MZ	Coordinating Board MY	10Z
1T	Student Fees	18
1TZ	Student Fees MY	18Z
51	Quasi Endowment Restr Exp	50
52	Quasi Endowment Rest Nonexp Match	50

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



The new Invoice Management System replaces the process of submitting invoices to Accounts Payable...

A: Via comments in TechBuy B: By Campus mail

C: As an email attachment D: By FedEx or UPS

Who Wants To Be A Winner

To Be A Winner, select the correct answer from the question above. Email your answer to fsm@ttuhsc.edu for a chance to win a prize. The correct answer and winners will be announced in the next newsletter. Past winners are not eligible to win again.

Last edition's answer:

Additional Guidance.

Winners Revealed:

Congratulations to: Valerie Gonzales, Carlos Garcia and Nancy Boles.

TTUHSC, Finance Division is extremely proud to recognize:



Division Heroes Recognitions

Tammy Boring
Linda Tarpley
Penny Harkey
Debra Cate
Jo Anna Barela
Karrie Anderson
Sherry Anderson

DEPARTMENTS:
Applications Development
Lubbock
Student Business Services
Lubbock
Finance Systems
Management Lubbock
General Services Lubbock

ACE Cards

Arthur Pare
Enrique Zavala
Linda Tarpley
Sherry Anderson
Jason Coldiron (2)
Michael Gutierrez
Alma Gomez (3)
Cynthia Burnett-Veigel
Melinda Wells
James Collins
Emily Sanchez
Krista Ammons
Shana Haney
Junisha Garnett
Rosa Chavez
Nancy Boles
Tabitha Baines
Lance Lankford
Lesley Wilmeth

Hero Letters

Penny Harkey
Jo Anna Barela
Lesley Wilmeth
Gina Stockman
Shana Haney
Shawn Olbeter
Jerry Brown
Michael Gutierrez (2)
Alma Gomez (2)
Lance Lankford
Daniel Morales



Congratulations!

In honor of your accomplishment, you will be receiving a gift!

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