



El Paso Business Affairs Newsletter

May 19, 2015

Business Affairs

Jessica Fisher, Managing Director of Business Affairs

The El Paso Business Affairs Office is rapidly approaching “go-live” dates related to transitioning finance operations from Lubbock to El Paso. We would like to provide our TTUHSC El Paso departments with a summary of where we are and what deadlines will be approaching. One important item we’ve been working on is establishing our [El Paso Business Affairs Website](#), which will allow departments to become familiar with the El Paso staff as well as provide helpful links and information as we progress through this transition. Policies and Procedures can be found throughout the El Paso Business Affairs Website. Business Affairs is also working on finalizing a new TTUHSC El Paso portal which will allow user’s access to systems and information specific to El Paso operations. Below is a more detailed transition update by each department within Business Affairs.

Visit our website at:
<http://elpaso.ttuhscc.edu/elpaso/fiscal/businessaffairs/>



Accounting Services

Robert Ortega, Director of Accounting Services

The El Paso Accounting Services group has been busy preparing for their “go-live” date of Sept 1, 2015. Effective Sept 1, 2015, we will begin using Chart E, instead of Chart H, for accounting transactions related to El Paso operations. Departments should begin using Chart E effective Sept 1 for Fits transactions and the New Fund Request System. Links, forms, policies and procedures can be found on the El Paso [Accounting Services Website](#), as well as contacts and helpful links. Any questions or concerns should be directed to the Accounting Services Elp group at accountingelp@ttuhsc.edu.

Effective Sept 1, we will begin using Chart E

Applications Development

Didem Mize, Director of Applications Development



Applications Development is currently working on system development and integration in preparation for our transition to El Paso systems. New MPIP Distribution Program, MPIP Patient Refund and Cash Receipt systems are currently being developed for use effective Sept 1. Additional information and links for those new instances will be rolled out in the near future. The department is also assisting with development of the new TTUHSC El Paso Business Affairs Portal and updating the El Paso Business Affairs Website. With assistance from Lubbock, Applications Development is ensuring Cognos reports are being reviewed and tested for accessibility in the new El Paso Cognos folders. Links and reference material can be found on the [Applications Development Website](#). Any questions or concerns related to Applications Development should be directed to AppDevElp@ttuhsc.edu.

Budget Office

Vince Lantican, Director of Budget

El Paso Budget has been working in the prephase stage of the Fiscal Year 2016 budget development process. The next budget phase, H16DPT of the budget process will begin on May 18, where salary and FOAP adjustments will need to be entered in Salary Planner. Budget is also collaborating with HR in entering pay plan adjustments as a result of the compensation review project. Budget will also begin preparing the El Paso Budget Book, expected to be released in July. Budget and HR offices will work very closely in mid-August to convert to Chart E and validate the data. Links, reference material, and policies and procedures related to Budgets can be found on the [Budget Website](#). Any questions or concerns related to Budget should be directed to the El Paso staff at BudgetElp@ttuhsc.edu.

The El Paso Budget Book is expected to be released in the July timeframe

Finance Systems Management

Jennifer Meinberg, Director of Finance Systems Management

Finance Systems Management (FSM) El Paso is in the process of working with Lubbock on transitioning asset accounting and administration/support of finance systems. FSM is currently assisting with development of the new El Paso Business Affairs Portal, to be rolled out in the near future, and update of the Business Affairs Website. Links, Reference Material and Policies and Procedures can be found on the [FSM Website](#). Any questions or concerns related to FSM should be directed to the El Paso staff at FSMElp@ttuhsc.edu.

Student Business Services

Cindy Flores, Director of Student Business Services

Student Business Services is preparing for the rapidly approaching deadlines to support the upcoming fall student registration. Testing and setup has been occurring in Banner, Touchnet and the newly established instance of the Cash Receipts System. Links for these systems will be provided in the TTUHSC El Paso Portal which will be rolled out in the near future. The [Student Business Services Website](#) is being updated to provide helpful links, contacts and tuition & payment information. Any questions or concerns related to Student Business Services should be directed to the El Paso staff at sbselp@ttuhsc.edu.



Payment Services

Maria Gamboa, Director of Payment Services

Payment Services has been working with Lubbock to transition activities related to SwiftCard, P-Card, Travel, Direct Pay and Payables. They have established a new routing process for SwiftCard, P-Card, Travel and Direct Pay so that all backup comes through El Paso now instead of going to Lubbock. The routing of Payables backup will be transitioned in the near future. The department will also begin testing a process for scanning documentation related to travel. Links, reference material, and policies and procedures related to Payment Services can be found on the [Payment Services Website](#). Any questions or concerns related to Payment Services should be directed to the El Paso staff at paymentserviceselp@ttuhsc.edu.

Contracts & Grants Accounting

Marcos Armendariz, Director of Contract and Grant Accounting

The staff from Contracts & Grants Accounting (G&CA) is currently working on testing the El Paso instance of Ecart, which the departments will begin using effective Sept 1, 2015. The link to Ecart will be on the new El Paso portal to be loaded in the near future. Around the July timeframe, C&GA staff will offer training to the departments related to Grants Management. Once the date for training is determined, it will be included in the Business Affairs website calendar, as well as announced in the Business Affairs Newsletter. Links, reference material, and policies and procedures related to C&GA can be found on the [C&GA Website](#). Any questions or concerns related to C&GA should be directed to the El Paso staff at grantsaccountingelp@ttuhsc.edu.

**Keep an eye out for
Grants Management
Training coming in July.**

Purchasing

Annette Hinojos, Director of Purchasing



The Purchasing Department has completed development of their own TechBuy business unit. As we approach the new fiscal year on Sept 1, your areas will begin to work on Fiscal Year 2016 requisitions. Starting May 18th, your departments can begin to create Fiscal Year 2016 requisitions. Please remember that FY16 requisitions must have an accounting date of 09/01/2015. As Funds Managers, you will need to go into the [Team Application link](#) and assign Approvers and Shoppers currently in Chart H to Chart E so that they have the access to shop in Tech Buy under the El Paso business unit. Chart E will be available for FY16 requisitions only. If you have any questions on how to use the Team Application, please select [Team Application Information](#) for assistance. The review and the final approval of all Sole Source requisitions, including any new Request for Proposals, have transitioned to El Paso. For helpful links, forms, policies and procedures visit the TTUHSC El Paso [Purchasing Department Website](#). Questions or concerns related to Purchasing can be directed to the El Paso staff at PurchasingElp@ttuhsc.edu