

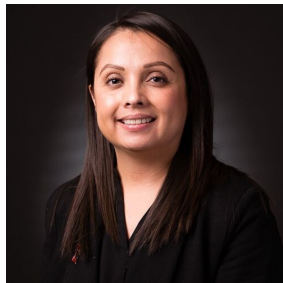


El Paso Business Affairs Newsletter

March 2016

Business Affairs: Jessica Fisher, Executive Director

Business Affairs would not be able to provide customer-friendly service without our talented staff. I would like to highlight some of our brightest and committed professionals who work hard to support our campus operations. This month, I'm honored to introduce our first Employee Spotlight for Business Affairs.



Raquel Diaz-Jaquez

Payment Services, Unit Associate Director.

If you could vacation anywhere on the planet, where would you go?

I'd love to go to Spain! That is of course when I overcome my fear of flying overseas.

What is something about you that would surprise people?

I have an identical twin; grew up sharing everything.

What is something you would like to learn to do?

I'd love to learn how to play the piano one day.

What is the coolest thing you have done this month?

The coolest thing I did this month was hike and camp out at Big Bend National Park with my family. The scenery is beautiful!

What is the last book you read?

"Make the Most of You," by Patrick Lindsay. The book contains small suggestions of being a better you supported by awesome little quotes of wisdom from various people.

What values are important to you?

Loyalty, respect, honesty, integrity, and friendship.

What is your favorite childhood movie?

Disney's 1955 "Lady and the Tramp"; the best part is that now I get to share it with my four year-old son. It's timeless.

What is one of your guilty pleasures?

Hot Cheetos with cheese.

*Can you guess
which Business
Affairs staff
member this is?*



*.. see last page to
find out!*

Accounting Services: Robert Ortega, Director

TTUHSC El Paso receives funding from various sources, with different types of terms and restrictions. Our accounting system combines funds with similar characteristics into fund categories. If you have a question on a specific fund, [click here](#) to find out which member of our staff handles that fund type. Our staff is here to assist you in any way we can.

If you have a general accounting question email us at AccountingElp@ttuhsc.edu.

Applications Development: Didem Mize, Director

The Applications Development team recently launched several new applications as well as new versions of current systems.

Earlier this month, contracts in the ASC Contracting System began synchronizing with the Contract AR System on a daily basis. Contracts are searchable by their new contract numbers in the Contract AR System. If you are not familiar with the new contract numbers, please refer to the "List of the Legacy Contract Numbers in ASC System" link located in the Contract AR System's Contract page or under the [Helpful Links](#) section of our [Applications Development](#) website. If after one day you are still unable to find a contract in the Contract AR System, please [contact us](#) for assistance.

Also this month, Business Affairs initiated a subscription system for its newsletters and announcements. If you would like to receive the Business Affairs Newsletters and other financial announcements, subscribe to our mailing list by emailing FsmElp@ttuhsc.edu. Look for the Newsletter Subscription link on the [WebRaider Portal](#).

Last but not least, we have a new mailbox to assist you with Cognos financial reporting related issues. Our new mailbox, FinancialReporting_ElPaso@ttuhsc.edu, is designated to send you scheduled Cognos Reports and help users with their Cognos financial reporting needs.

For any questions or suggestions please do not hesitate to contact us at AppDevElp@ttuhsc.edu.

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BUSINESS AFFAIRS

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Budget Office: Vince Lantican, Director

It's budget prep time.

The Budget Office recently sent out a budget prep timeline. Here is a recap of some important dates:

- ♦ March 21 – Budget Prep PRE Phase Training via Webex
- ♦ March 25 – PRE Phase opens
- ♦ April 11 – PRE Phase locked
- ♦ April 18 through April 29 – Budget meetings
- ♦ May 6 – HR actions (new positions/reclassifications/salary adjustments) dated 9/1 due to HR
- ♦ May 23 – DPT Phase opens
- ♦ June 13 – DPT Phase locked

Dates are subject to change. If you have any questions, please email the El Paso Budget Office staff at BudgetElp@ttuhsc.edu.

Links, reference material, policies, and procedures related to budgets can be found on the [Budget Office](#) website.

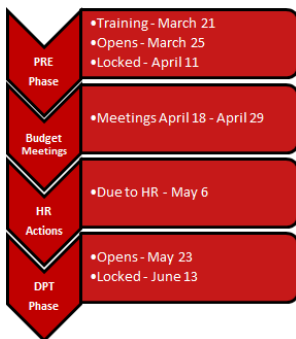
Contracts & Grants Accounting: Marcos Armendariz, Director

Contracts and Grants Accounting (C&GA) will be conducting the next quarterly workshop on grant financial management policies and procedures April 26, 10 – 11:30 a.m. in room 1150 at the MEB. The workshop will provide training on available Cognos grant reports, updated clinical trial financial management procedures, grant closeouts and financial reporting, and special considerations regarding new grant fund requests. Suggestions for topics of discussion for future workshops are always welcome.

The unrestricted funds section within Accounting Services is now overseeing THECB grants (fund class 10Z) and SEED grants (fund class 18Z), as well as Indirect Cost (IDC) funds and the IDC distribution. Please contact AccountingElp@ttuhsc.edu for any inquiry related to these types of funds.

In addition, C&GA is now overseeing all restricted funds, including gifts, scholarships, endowments, loans, student organization and other agency funds, and physical plant project funds. Any questions or concerns related to these types of funds as well as grants and contracts should be sent to GrantsAccountingElp@ttuhsc.edu.

C&GA Workshop
April 26, 2016



Finance Systems Management: Jennifer Meinberg, Director

It's that time of year: Annual Physical Inventory Certification is here. A list of changes, deadlines and training dates will be released this month. Inventory will need to be 100% certified by May 31, 2016.

One major change this year is the use of scanners that will require each asset tag be physically scanned on the equipment instead of using radio-frequency identification (RFID). This may take longer than previous inventories, which is why the deadline has been extended. This scanning method will provide more assurance that equipment was physically found. We are currently in the process of loading the scanners with the asset listing and preparing documentation on how to extract the inventory of each department.

This year, Business Affairs will also be engaging in inventory audits of all departments by selecting specific assets to verify. A Business Affairs representative will contact the department to coordinate the audit.

Visit the [Finance Systems Management](#) website for property inventory [reference material](#). Please direct asset-related correspondence to BAElp-Asset.Accounting@ttuhsc.edu.

In the area of systems management, we are happy to announce we have successfully transitioned to El Paso one of the last remaining functions, Banner Security. El Paso is now able to grant, remove, and update security access in Banner.

Additionally, we are in the process of testing a new system that will replace the existing New Fund Request System when testing is complete. We will keep you posted on training and implementation dates as they get closer.

For questions related to systems management, please contact FsmElp@ttuhsc.edu.

*Inventory
Certification Due
May 31, 2016*

Payment Services: Raquel Diaz-Jaquez, Director

On February 1, the Travel System went paperless. All supporting documentation for advance requests on travel applications and for travel vouchers can now be attached electronically. This feature is currently optional but may become the only way to submit supporting documentation in the future. We are happy to report that we have received a very positive response from the campus.

Please note that supporting documentation that is submitted with the application will also be required when the voucher is submitted. These are two separate documents, and in order to calculate the correct reimbursement and clear advances, the expenses will need to be included with the voucher.

[Click here](#) to view detailed instructions regarding this new process.



Purchasing: Annette Hinojos, Director

A new [PO/Encumbrance Change Request System](#) was launched to assist campus users in routing requests to the Purchasing Department. The Change Order request will allow you to close and/or modify a purchase order. Please include any relevant comments that may assist our team on approving the request.

The application can be found on the [WebRaider portal](#), TTUHSC El Paso Finance tab, under the Purchasing channel. Details of the system and its restrictions can be found in the manual under the Help Menu. Visit the "What's New" section to learn more about the new features and bug fixes.

The Purchasing Team would like to remind you that any merchandise that will have the TTUHSC El Paso logo printed cannot be purchased with a PCard; a purchase order should be created for these items. The requisition will be routed to Institutional Advancement for review and approval to ensure the items are in compliance with the [Brand Identity Guidelines](#). If ordering business cards, please review page 46 of the guidelines.

Questions or concerns related to Purchasing can be directed to the El Paso staff at PurchasingElp@ttuhsc.edu.


**Check out the new
PO/Encumbrance
Change Request
System!**


Student Business Services: Cindy Flores, Director

CASH RECEIPTS

- Home
- New
- Bulk
- Your Action Items
- Pending
- Approve
- Reports
- Archived Reports
- Contracts
- Contacts
- Help

VERSION 2.1 - 03/01/2016

WHAT'S NEW? 



Student Business Services, in conjunction with Applications Development, has recently launched version 2.1 of the [Cash Receipts System](#). While the updates were subtle, we think the new features will be useful to the end user. Some of these new features include:

- ◆ Bulk upload functionality, allows users to upload multi-lined cash receipts in one click
- ◆ Cash Receipt line total displayed on the cash receipt
- ◆ Save option, allows unfinished cash receipts to be saved as pending
- ◆ Sort reports by columns (CR#, Deposit Date, Depositor, Bank Code or Amount)
- ◆ Email notification to originators when cash receipt remains unapproved for over six days
- ◆ All gift type cash receipts require supporting document upload
- ◆ Gift type cash receipts and documents are automatically emailed to Advancement Services

For a complete list of the implemented functionalities, refer to the “What’s New” section of the user menu.

If you would like to use the bulk upload functionality, please email AppDevElp@ttuhsc.edu with your request to have the functionality activated for your username. If you need help using the Cash Receipt System, email CashReceiptsElp@ttuhsc.edu for assistance.

Finally, we would like to remind all departments that have been assigned an endorsement stamp that an annual verification is conducted in May of each year. Departments with an endorsement stamp will be contacted by a Student Business Services representative in early May. Your prompt response to the verification request is greatly appreciated.

Questions or concerns related to Student Business Services can be directed to SBSElp@ttuhsc.edu for assistance.



If you guessed Didem Mize,
Senior Director of the
Applications Development
team, you were right!

