



# TTUHSC El Paso Business Affairs Newsletter

February 2017

## **Business Affairs: Jessica Fisher, executive director**

This month, I am pleased to highlight David C. Solis. David serves as Assistant Managing Director and has assisted in preparing our State Legislative Appropriations Request for fiscal years 2018 and 2019. David has over 10 years of experience in accounting, financial reporting, and budget preparation.

Check out page 7 to meet other members of our Business Affairs team!

### **David C. Solis**

Business Affairs, assistant managing director

**Do you have a favorite movie line?** Shane Falco from "The Replacements," when talking about fears: "Quicksand...You're playing and you think everything is going fine. Then one thing goes wrong. And then another. And another. You try to fight back, but the harder you fight, the deeper you sink. Until you can't move...you can't breathe...because you're in over your head. Like quicksand."



**If you could meet anyone, who would it be?** Michael Jordan. Growing up, Jordan symbolized winning, excellence, and class. It seemed everything associated with him was the best.

**What was the last concert you went to?** Kings of Leon. By answering this question, I'm realizing it is probably time to attend another concert.

**What's your favorite song/band of all time?** I don't have a favorite song or band. However, I enjoy listening to 90's rap/hip hop.

**What is your greatest fear?** Failure. I think the fear of failure can be our biggest motivator and also the reason why we may not reach our full potential.

**Where is your favorite place to be?** Anywhere surrounded by good company- be it family, friends, or even strangers.

**What three traits define you?** Loyal, hardworking, and compassionate

**What is your favorite thing about TTUHSC El Paso?** My favorite thing about TTUHSC El Paso, aside from working for an organization that strives to improve the lives of people in our state and community, has to be the people that I get to work with on a daily basis.

**Accounting Services: Robert Ortega, director****Contact Us**

Don't forget to check out our webpage for training documents, forms, and helpful links in our resource area by clicking on the following link:

<http://elpaso.ttuhs.edu/fiscal/businessaffairs/accounting/>

Or contact us at:


[AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu)

Accounting Services welcomes Gina Lopez. She joins the team as a lead analyst and has been assigned to MPIP funds and student fee funds. She can be reached at 915-215-5113 or mail to: [Georgina.Lopez@ttuhsc.edu](mailto:Georgina.Lopez@ttuhsc.edu)

**Reminder:** When submitting an internal purchase, cost, and/or revenue transfers, don't forget to include your supporting documentation. When a transaction is pulled for an audit, it is necessary to have everything on hand to support and justify the transaction.

**What do these numbers mean?**

- ♦ Fund number (6 digits) – This number identifies the source of revenue. It's a self-balancing set of accounts.
- ♦ Organization (6 digits) – Departmental, cost accounting, or other unit of budgetary responsibility.
- ♦ Account code (6 digits) – Used for revenues, expenditures, and other classifications. Tells us what the funds were spent on, what kind of revenue was earned, and if we have an asset, liability, transfer etc.
- ♦ Program code (2 digits) – Functional classification of revenue and expenditures for reporting.

	<b>RECEIPT</b>	DATE: _____ 20____	NO. 000
		AMOUNT: _____	
	RECEIVED FROM: _____		
	FOR: _____		
	_____		
	_____		
<input type="radio"/> CASH <input type="radio"/> MONEY ORDER <input type="radio"/> CHECK <input type="radio"/> CREDIT CARD	RECEIVED BY: _____		

**Receipt Books Available:**

Receipt books are available to non-clinical departments and can be ordered by submitting a request to Accounting Services at [AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu).

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

*see page 7 to find out...*



### **Applications Development: Didem Mize, director**

I would like to welcome Bonnie Weber to our team! Bonnie joined the Business Affairs Applications Development team in November, bringing years of experience in the area of core programming and troubleshooting. Bonnie is responsible for the maintenance of our financial systems. We are very happy to have her on board.

In our previous newsletter, we mentioned our new Account Code Crosswalk application. If you ever struggle to determine which account number to use for your expenses, you can now use the [Account Code Dictionary](#) application, also accessible from our HSC Finance El Paso tab in the portal under Procurement Services.

At the beginning of FY17, we launched a brand new property management system tailored for TTUHSC El Paso users, with several user-friendly features, such as the ability to download to Excel or PDF formats and assign multiple delegates for different organizations for our custodians.

Improvements have also been made to our [Cash Receipt](#) and [Contract AR](#) systems, with more on the way. You can always view the current version date and details of any of our applications by clicking on the "What's New" section.

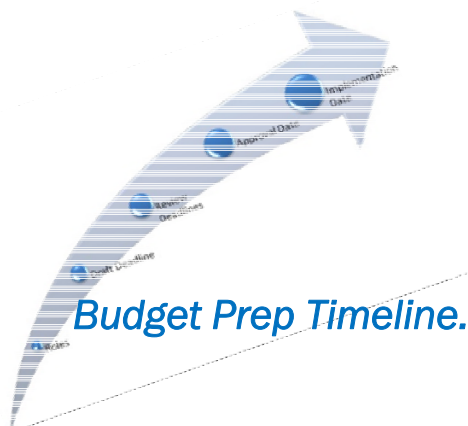
We've made several improvements to our Cognos financial reports to provide a better service to the departments. We are now sending out monthly grant details to principal investigators and fund managers. Soon, an open encumbrances report will be sent to fund managers in the second month of each quarter.

Should you have any questions or concerns related to our applications, please do not hesitate to contact us at [AppDecElp@ttuhsc.edu](mailto:AppDecElp@ttuhsc.edu).



### **Budget Office: Vince Lantican, director**

- The FY18 budget prep cycle will be underway in a few weeks! The Budget Office will send out a timeline by end of February that should cover preliminary dates on budget training, budget prep system dates and deadlines, and budget meetings and reviews.



- A friendly reminder about EOPS: If an EOPS is submitted for your department and you're using a fund that belongs to another department, please include the fund manager of that fund as an additional financial manager approver to the approval queue.
- Position and Salary System (PASS) is coming soon! This will be a new, web-based, automated system to allow departments to request new positions, reclassifications, and salary changes. The project is underway and currently going through development and testing stages.

### **Contracts and Grants Accounting: Marcos Armendariz, director**

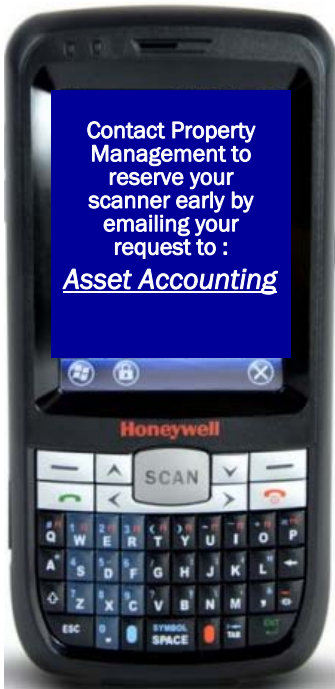
Contracts and Grants Accounting (CGA) reminds fund managers of sponsored programs and departmental effort coordinators to periodically review the effort allocated to restricted funds. This review can be accomplished by looking over available Cognos reports, such as the Payroll History and the Payroll Distribution Reports, and reviewing the effort statements being compiled throughout each quarter in Effort Certification and Reporting Technology, (ECRT). The certification period for FY17 quarter 2 effort statements will open April 1 and will end April 22.



The next quarterly financial grant management workshop will be held in mid-April. CGA welcomes any suggestions for workshop topics. Be on the lookout for an email announcing the details of the next workshop. If you would like to be included in the distribution of this email, please contact CGA to be added to the mailing list.

If you have any questions, concerns, or comments regarding CGA, please contact us at [GrantsAccountingElp@ttuhsc.edu](mailto:GrantsAccountingElp@ttuhsc.edu).

### **Finance Systems Management: Jennifer Meinberg, director**



It's time again for the annual inventory certification. With the help of Applications Development, we were able to get the scanners loaded with asset status as of Jan 31 quickly. This means we can begin the inventory verification process now. Feel free to contact Property Management to request or reserve your scanners. The deadline for completion of inventory is April 30. In order for your inventory to be considered complete, all serial numbers and locations need to be updated in the new El Paso Property Inventory System. All equipment must be scanned using the handheld scanners.

Testing for the new New Fund Request system is still underway. We have made great progress and are finalizing testing to ensure the approval routings are working correctly.

### ***Just a quick note regarding purchase orders related to capital and controlled equipment...***

We have begun to return purchase orders to the originators in the event that an account number needs to be changed. We will change the account to the correct one before returning it. This will allow the purchase order to go through the budget check process again. If there are insufficient funds, the fund manager will need to make the appropriate adjustments to the budget.

Please visit the [Finance Systems Management](#) website for more information and reference material.

For correspondence related to assets, please contact [BAElp-Asset.Accounting@ttuhsc.edu](mailto:BAElp-Asset.Accounting@ttuhsc.edu).

For correspondence related to systems management, please contact [FsmElp@ttuhsc.edu](mailto:FsmElp@ttuhsc.edu).

### **Student Business Services: Cindy Flores, director**

The office of Student Business Services will conduct biannual Cash Receipt System training in April and October of each year. New staff or current staff who would like a refresher or have questions about the Cash Receipt System are encouraged to attend. More details will follow as the date draws nearer. Cash receipt questions should be directed to [CashReceiptselp@ttuhsc.edu](mailto:CashReceiptselp@ttuhsc.edu).



In May of each year, the Office of Student Business Services will conduct a verification audit of all issued endorsement stamps in accordance with [TTUHSCEP OP 50.10](#). Departments with an official endorsement stamp should expect to receive a verification request in late April or early May. Student Business Services appreciates your cooperation and prompt response to this request.

All Student Business Services-related questions should be directed to [sbselp@ttuhsc.edu](mailto:sbselp@ttuhsc.edu)

### **Payment Services: Raquel Diaz-Jaquez, director**

## **Travel:**

We would like to remind all departments that the state of Texas Citi Travel Card is to be used for **state of Texas business-related travel charges only** and is not for personal use.

### **Use of State-Issued Travel Card**

Each individual with a state travel card has signed an agreement acknowledging his/her understanding that the travel card can only be used for TTUHSC El Paso business-related travel charges and that misuse of the card may be reflected in his/her performance evaluation and personnel file.

Payment Services reviews expense data provided by Citi and will suspend cards used for non-business-related charges. Any employees whose card has been suspended will not be eligible for travel advances. Refer to [TTUHSCEP OP 79.11](#), Use of State Travel Card, for more information.

## **Pcard:**

A friendly reminder... An employee who does not have a purchasing card but uses the card to purchase items for the department or maintains the records of a cardholder must also view the [Purchasing Card Policy Training](#) and complete the questionnaire. A Procurement Card Log should be used to document who is using the card. A copy of this log should be submitted with the monthly expense report. You can find the [Procurement Card Log](#) on our Payment Services website, under Forms.

### **Texas Ethics Commission Advisory Opinion No. 147 states ...**

*“Use of the Travel Card for other than a business expense is a misapplication of state property and may violate section 39.01 of the Texas Penal Code”*

### **TTUHSCEP OP 79.11 states ...**

*“Use of the Card for charges other than official state business travel is a direct violation of the State’s contract with Citibank, Texas Ethics Commission Advisory Opinion No. 147, and the State Travel Management Program Title 34 TAC 20.308 and therefore, a misapplication of the state issued card. Misuse of the card may result in disciplinary action up to, and including termination”*

**Purchasing:** Annette Hinojos, director

## Bid Limits:

TTUHSC El Paso bid limits have been updated, effective Dec. 1, 2016. New bid limits, per [TTUHSC OP 72.01](#) are as follows:

- **\$0-\$15,000 – No Bid Required**
  - Use vendor of choice, unless otherwise directed by Purchasing.
  - Departments are encouraged to use contract vendors, to practice good faith, and to award based on best value.
- **\$15,000.01 - \$40,000 – Informal Bid Process**
  - Three responsive written quotes with a minimum of two certified Historically Underutilized Business (HUB) businesses (minority-owned or female-owned) required unless the Proprietary Purchase Justification form is attached to the requisition and approved by Purchasing.
  - Departments are encouraged to practice good faith and to award based on best value.
- **\$40,000.01 and Higher – Formal Bid Process**
  - The formal solicitation process is completed by the Procurement Department.
  - Department assistance is required.
  - All formal solicitations are posted on the Electronic State Business Daily (ESBD) by Purchasing.

## Encumbrance Report:

A new report will be coming soon to all fund managers. The report will be distributed to assist in reviewing open purchase order encumbrances. Open encumbrances should be reviewed quarterly to maintain the accurate accounting of TTUHSC El Paso's budget and provide an overview of anticipated spend-ing. This burst report will be sent out on the second month of the quarter. Look for the new report in April.

Questions or concerns related to purchasing can be directed to [PurchasingElp@ttuhsc.edu](mailto:PurchasingElp@ttuhsc.edu).



# Meet our Business Affairs Team...



Carolina Trejo  
Happy Valentine's Day from Chico



Joe Gandara  
Happy Valentine's Day from Chico



(from left to right) Chico, Jessica Fisher,  
and Annette Hinojos



The Finance Systems Management department  
(from left to right) Jonathan Lopez, Chico, Jennifer  
Meinberg, and Raul Natividad

*Congratulations!*



Congratulations to Nichole Wensel for  
winning first prize in the first annual  
Business Affairs Dessert Bake-Off  
contest



Budget Department  
Linda Wise and Christina Delgado



**If you guessed Jennifer  
Meinberg, you are correct!**



(from left to right) Alejandra Lorenzana, Michael  
Melendez, Cindy Flores, Rick Porras, Carolina Trejo,  
Jennifer Meinberg, Asma Dawood, and Pat Myers