



# El Paso Business Affairs Newsletter

July 2015

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## **Business Affairs : Jessica Fisher, Managing Director**

TTUHSC El Paso we will soon have its own Finance tab under the current WebRaider portal. The new Finance tab will be accessible with subscription and will have a similar look and feel to the existing F&A Work Tools tab. The new Finance tab will reference TTUHSC El Paso systems and information for Business Affairs areas (Accounting, Applications Development, Budget, Contracts and Grants Accounting, Finance Systems Management, General Services, Purchasing, Payment Services, and Student Business Services), as well as Contracting. Human Resources will have a separate HR El Paso tab. Subscription information will be shared as soon as the new Finance tab becomes available.

Helpful links and information can be found on our [El Paso Business Affairs website](#). As always, we welcome your feedback, please email your comments and suggestions to [BusinessAffairsElp@ttuhsc.edu](mailto:BusinessAffairsElp@ttuhsc.edu).

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**Coming Soon!**  
**El Paso's own  
Business Affairs Portal**

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## **Accounting Services: Robert Ortega, Director**

This fiscal year due to TTUHSC El Paso becoming a stand-alone agency with its own appropriated funds and the transition of our financial system from Chart H to Chart E, encumbrances on state funds will not carry forward. Departments should ensure state funds are not only encumbered but that the services and goods are actually received, invoiced, and paid in FY15.

Accounting Services will monitor these encumbrances and might contact departments with questions or instructions to reallocate encumbrance if needed. Any questions or concerns should be directed to the Accounting Services at [AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu).

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

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

Final preparations for El Paso's new Cash Receipt System has been completed and a training date for departmental users is scheduled for Aug 25, 2015. Keep an eye on your mailbox for the details. You can visit [Student Business Services](#) or [Application Development](#) websites for details on the training as well as El Paso Cash Receipt System documentation.

Both Cash Receipt systems for Lubbock and El Paso will be active for the first 10 days of the month of September (Sept 1 through Sept 10, 2015). Users should be using Lubbock's Cash Receipt System for FY15 deposits. However El Paso's new Cash Receipt System must be used for any FY16 deposits. After Sept 10, 2015, the old system must not be used as it will not support El Paso bank codes. Reports for cash receipts made prior to FY16 will still be accessible through El Paso's new Cash Receipt System.



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***El Paso “H numbers”  
will change to “E num-  
bers” effective 9/1/2015***

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

The El Paso Budget Office completed a draft of the FY16 Operating Budget. This will be presented by the CFO to the Chancellor and individual board of regent members in the next two weeks, and for board approval during the BOR meetings on Aug 6-7.

Also, HR job records will be converted from Chart H to Chart E in August. Please note that El Paso employees H numbers will change to E numbers on Chart E effective Sept 1, 2015. Links, reference material, policies and procedures related to budgets can be found on the [Budget Office Website](#). Any questions or concerns related to budgets should be directed to the El Paso staff at [Budg-etElp@ttuhsc.edu](mailto:etElp@ttuhsc.edu).

### **Contracts & Grants Accounting: Marcos Armendariz, Director**

Contracts & Grants Accounting (C&GA) will be conducting a grant financial management workshop Thursday, July 30, from 9:00am to 10:30am in the AEC, Room 211. The workshop is geared toward staff involved with the financial administration of sponsored projects. Attendees will gain a thorough overview of how to set up and manage grants in our finance system and applications and will become more familiar with the entire financial life cycle of a grant from inception to closeout. Staff from the Office of Sponsored Programs will be present to communicate updates to their grant budget development procedures and to answer any questions.

Also, as fiscal year end approaches, please remember to review the financial status of your sponsored projects to ensure that any required cost transfers, labor redistributions, and PO/encumbrance change requests are completed before year-end deadlines. C&GA will be working diligently on closing expired grants before the transition to the new chart of accounts for FY16. Any questions or concerns related to C&GA should be directed to the El Paso staff at [GrantsAccountingElp@ttuhsc.edu](mailto:GrantsAccountingElp@ttuhsc.edu).

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**Grants Workshop  
Thursday, July 30, 2015**

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

Finance Systems Management (FSM) is in the process of revising HSCEP OP 63.10, Property Management along with the associated forms to provide additional detail as to the flow of and responsibilities for property inventory. We hope to have these changes rolled out in next month's newsletter with an effective date of Sept 1, 2015.

FSM Lubbock is working on finalizing changes to the New FOP System. This system will allow departments to submit requests for changes of Fund Manager or Organization Manager online that will be routed to the appropriate individuals for approval. Search capabilities will be available to provide updates on status and details of changes being requested. Links to the system as well as training documentation will be posted on the FSM El Paso website as soon as they become available. 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](mailto:FSMElp@ttuhsc.edu).



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

Fiscal Year 2016 is fast approaching! With the start of the new fiscal year, Student Business Services in conjunction with Applications Development and Accounting Services will launch a new cash receipt system. The [Student Business Services Website](#) is continually 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](mailto:SBSElp@ttuhsc.edu).

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**TechBuy is now  
available for  
FY16 Requisitions**

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### **Purchasing: Annette Hinojos, Director**

TechBuy is now available for FY16 requisitions to be submitted. New TTUHSC El Paso forms for the El Paso campus are available on the bottom of the TechBuy homepage and should be used when creating El Paso requisitions for FY16. Please remember that FY16 Non-Catalog/Standing Order requisitions must have an Accounting Date of Sept 1, 2015 and El Paso requisitions should only be entered on Chart E.

The Purchasing Office would also like to remind all fund managers to review all open purchase order encumbrances. If the order is not expected to be fulfilled before Aug 31, 2015 and there are no outstanding invoices pending to be paid, a request to close the purchase order from the PO & Encumbrance Change Request link should be submitted.

Questions or concerns related to Purchasing can be directed to the El Paso staff at [PurchasingElp@ttuhsc.edu](mailto:PurchasingElp@ttuhsc.edu).

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### **Payment Services: Maria Gamboa, Director**

Payment Services would like to remind departments of their responsibility of all expenditures paid from TTUHSC El Paso funds. They must be necessary, reasonable and directly related to the goals and mission of the institution. The following are crucial operating policy reminders:

**OP 72.09** Expenditure payments—All receiving information for purchase orders must be submitted through TechBuy. Receiving must be completed within 3 days for all items and services received. When receiving is completed in TechBuy it does not trigger payment, please ensure to continue routing all invoices to [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu) for payment processing.

**OP 72.15** Pcard Program—The reason for the expense report required signature by the cardholder and fund manager is to certify during an audit that the purchase was a valid business expense, the cost was reasonable and the charge was appropriately applied to the correct FOAP.

**OP 79.06** Reimbursement of Travel Expense—Due to year end approaching, it is highly recommended that travel vouchers and worksheets be submitted to the El Paso Travel Office within 3 days of the last day of travel for which reimbursement is requested. This will allow the travel office to reimburse the traveler in a timely manner with the proper funding. If not in compliance, the trip's encumbrance may be subject to cancellation without proper notice to the traveler or department.

Any questions or concerns related to Payment Services should be directed to the El Paso staff at [PaymentServicesElp@ttuhsc.edu](mailto:PaymentServicesElp@ttuhsc.edu).

