



# TTUHSC El Paso Business Affairs Newsletter

February 2018

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

In each newsletter, I highlight one of our staff members so you can get to know Business Affairs a little better. In this issue, I've interviewed Georgina (Gina) Lopez, who was recently promoted to unit associate director for Contracts and Grants Accounting. In her new role, Gina will be responsible for providing accounting and financial services for sponsored awards and other restricted funds.

Gina has over 10 years of financial accounting experience. She earned a master's in financial analysis from Universidad Carlos III in Madrid, Spain after graduating with a bachelor's in financial accounting from the Monterrey Institute of Technology and Higher Education in Nuevo León, Mexico.

### **Georgina Lopez**

Contracts and Grants Accounting, unit associate director

**Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had?** Selling lemonade on the street.

**What is your favorite thing about TTUHSC El Paso?** Friendly work environment.

**What makes you laugh?** "Friends", the TV series. No matter how many times I've watched it.

**Have you made any New Year's resolutions? If so, what?** To watch 100 documentaries (open for recommendations).

**List five hashtags that fit your personality:** #teampayer, #easygoing, #loyal, #kind, #friendly

**When you were a kid, what did you want to be when you grew up?** A flight attendant.

**If you could be an Olympic athlete, what sport would you compete in?** Synchronized swimming.

**Who is one of your heroes?** My dad.



As always, I appreciate any form of feedback and would love to know if there are any topics you'd like addressed. Let me know!

***See page 6 for pictures from the Business Affairs' holiday luncheon!***

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

The audited Annual Financial Report for FY17 has been finalized and is now available on our website [Reports](#).

### Reports

#### Holding Account Report

- [Holding Account Report - Nov 2017](#) 

#### Annual Financial Report

- [2014 Annual Financial Report](#) 
- [2015 Annual Financial Report](#) 
- [2016 Annual Financial Report](#) 
- [2017 Annual Financial Report](#) 

**Were you expecting a deposit?** Unidentified deposits are recorded against the holding account per HSCEP OP 50.35. Please review the holding account report on a monthly basis to confirm none of the deposits belong to your department. If you need a deposit moved from the holding account to your department's FOP, please contact [AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu) and we'll handle your request.

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

Heads up: FY19 budget prep is fast approaching!

- A preliminary budget prep timeline will be sent out by the end of February.
- The timeline will include:
  - Information on budget prep training
  - Supporting templates
  - Budget prep system data-entry schedules
  - Meeting dates
  - Review dates

The Travel Office is in the process of making changes for travel using state-appropriated funds. Please reach out to the Budget Office for any necessary budget revisions to comply with the changes.



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

*See page 6 to find out...*



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

During the first quarter of FY18, the Applications Development team was busy developing and launching new versions of some of our existing systems.

The PO/Encumbrance Change Request system has been upgraded and now provides fund managers an email when their PO increase or decrease requests are approved.

The Property Management system has been upgraded and provides the following features:

- The ability to attach the Temporary Use Form to the corresponding assets. FSM recommends that all forms be uploaded to their respective asset for ease of access and review.
- A “Notes” column to allow comments that help identify and locate assets.
- Each asset now has its remaining useful life information.
- When searching for assets, the default has been changed to “Contains” from “Exact Match.”
- The transfer of assets from multiple organizations is now possible, so long as the destination is the same for all of the assets.
- The “Serial Number” field only allows the user to initially input the information. Once the original information is entered, any changes can only be made by sending a request to Property Management.
- Lost or stolen items are now highlighted in yellow, and assets missing for two inventory cycles are highlighted in green.
- Both “Searched Results” and “Transfers” can now be exported to Excel.
- Org custodians and delegates will receive reminder emails for inventory transfers that have not yet been received in the system by the department.
- FSM will now accept or return inventory certifications during the inventory cycle.

As a reminder, you can always access the current version date and details of any of our applications by clicking on the “What’s New” section.

During November 2017, we organized a campus-wide Cognos 11 orientation. While Cognos 11 has similar basic functionalities to the current version, it comes with additional bells and whistles and looks very different from its predecessor. The anticipated go-live date is in March. We will offer other trainings closer to the go-live date. If you haven’t already, please subscribe to [our finance user list](#) from the portal or keep an eye out for more information on The Scope.

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



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



The Office of Student Business Services conducts cash receipt training every April and October. The April date will be announced once confirmed. Do you have any cash receipt topics that you would like to address during the training? Send your suggestions to [CashReceiptsElp@ttuhsc.edu](mailto:CashReceiptsElp@ttuhsc.edu).

It's almost time for the annual verification audit of all endorsement stamps (see [HSCEP OP 50.10](#)). Departments with an official endorsement stamp will receive a verification request in either late April or early May. Student Business Services appreciates your cooperation and prompt response to this request.



Have a question for Student Business Services? Contact us at [SBSElp@ttuhsc.edu](mailto:SBSElp@ttuhsc.edu).

### **Finance Systems Management: Raquel Diaz-Jaquez, director**

The time for the annual inventory certification is fast approaching and you will be able to begin your scanning soon. Scanners will be loaded with asset status as of Jan. 31. This means we should be able to begin the inventory verification process March 1. An announcement will be sent as soon as the information is ready.

Important things to keep in mind during the certification process:

- The deadline for completion is **April 30**.
- For your inventory to be considered complete, all serial numbers and locations need to be updated in the Property Inventory System.
- All equipment must be scanned using the handheld scanners.
- The ability to transfer assets during the certification process will be disabled until all certifications are complete.

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 system management, please contact [FsmElp@ttuhsc.edu](mailto:FsmElp@ttuhsc.edu).





**We hope that your holiday season was a great one and that 2018 is an even better year for you.**



Accounting Services (from left to right) Ricardo Reyna, Liliana Olivas, Ricardo Porras, Georgina Lopez, Monica Duarte, Lupe Alvara, Alejandra Lorenzana, Roxanne Lerma, and Liliana Guerrero



Budget Office (from left to right) Christina Delgado, Charlie Fierro, Linda Wise, and Vince Lantican



Student Business Services (from left to right) Cindy Flores, Elsa Pasanen, Marne Marley, and Rosa Munoz



General Services and Business Affairs (from left to right) Joe Gandara, Ana Alvarado, David Solis, Juanito Barraza, Jessica Fisher, Asma Dawood, Bel Mendoza-Prada



Payment Services (from left to Right) Albert Lopez, Adriana Vasquez, Valerie Cortinas, Teresa Ruiz-Hurtado, Annette Hinojos, Valeria Valencia, Raquel Diaz-Jaquez, and Nichole Wensel



***If you guessed Cindy Flores, you are correct!***