

MINUTES
TO THE APRIL 26, 2008
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

The next meeting will be June 9th.

LESLEY WILMETH, BUDGET OFFICE

Quarterly Finance and Administration Update meeting

The Quarterly Finance and Administration Update meetings will be held every other month from now until the end of the calendar year. This is so we will have more opportunities to present updates on the ConnecTech implementation and available training opportunities.

Meeting dates for the rest of the year are:

June 9th

August 11th

October 13th

December 8th

All meetings will be held from 3:00 – 3:50 central time.

New OP's

Just a reminder that it is the departmental administrator's responsibility to disseminate new OP's to employees in their area. New OP's are announced on the HSC announcements page, and can be found on the HSC website at <http://www.ttuhs.edu/hsc/op/>

FY 2009 Operating Budget

The FY 2009 Operating will not be going to the May Board of Regents meeting. It is anticipated to be presented at the August meeting. Information will be sent out from the Budget Office if a salary increase policy is approved this summer. Currently no such policy has been approved.

CHRISTY BLAKNEY, ACCOUNTING SERVICE

Year End OP

Please review our new Accounting Services OP 50.30 regarding Year End Deadlines and Processes as well as the revisions made to HSC OP 50.26 regarding the preparation of deposit (DDIS) forms.

LAREE BOMAR, PROPERTY INVENTORY

Annual Property Inventory Certification

Jerry Sparks and Shaun Avery were introduced at this meeting. Jerry has retired, but is working part-time. Shaun is the new Property Inventory Manager. To learn more about the property inventory system and how to submit your annual certification please see the powerpoint located at:

[Property Inventory System powerpoint](#)

Remember your certifications are due June 30th.

MIKE CROWDER, BUSINESS AFFAIRS

Finance System Model for FY 2009

A model of the finance system for FY 2009 is posted on the Fiscal Affairs ConnecTech web site:
<http://www.fiscal.ttuhs.edu/banner/collateral/finance%20system%20model.pdf>.

Many financial operations will continue on-line as in the past, including Travel, Direct Pay, Property Inventory, Contracting, and Pathway Net. Purchasing has added TechBUY (SciQuest) and is currently operating at <https://eraider.ttu.edu/signin.asp?redirect=https://webapps.tosm.ttu.edu/itis/sciquest/logon.aspx>.

The primary difference in FY 2009 will be that financial reporting is consolidated and can be accessed at the Cognos Connection: <https://cognostest.tosm.ttu.edu/>. After an eraider sign-in, reports can be accessed in the HSC Business Affairs folder. A sub-folder called Department Reports has been created for your reports. Additional reports will be added over the next four months. While at the Cognos Connection, you may also access Query Studio, an hoc reporting tool for which we will provide training in January 2009.

Also quickly developing is the portal, known as WebRaider: <http://webraider.ttuhs.edu>. The portal will be the central point for accessing Finance, HR, Budget and other applications.

The TTUHSC Finance and Administration web site is also developing content and currently has a lot of ConnecTech information at <http://www.fiscal.ttuhs.edu/banner/>. If you have questions or concerns about the ConnecTech project, including desired reports, project progress, or just need information, the following site will facilitate your questions and comments: <http://www.fiscal.ttuhs.edu/banner/comments.aspx>. Or contact a member of the functional project team: <http://www.fiscal.ttuhs.edu/banner/fpmt.aspx>.

GINA KETCHERSIDE, HUMAN RESOURCES

HRPAF will be replaced on December 1, 2008, by the new Banner EPAF. A presentation of the new Banner EPAF can be found at:

[Banner EPAF powerpoint presentation](#)