



El Paso Business Affairs Newsletter

December 2015

Business Affairs: Jessica Fisher, Executive Director



Warm Wishes for a joyous Holiday Season! Over the last year we have been transitioning the business functions of the institution. To ensure minimal impact on you, our end user, we have been hard at work increasing our staff and putting the right systems in place.

Over the next several months, significant focus will be centered on Business Affairs processes and policies. Our goal is to simplify and streamline the workflow, to improve processes, and to be more supportive to the goals and timelines of TTUHSC El Paso.

Business Affairs will continue to seek continued improvement on a daily basis and we understand that future success will come with team work! Feel free to send suggestions or comments to BusinessAffairsElp@ttuhsc.edu.

Accounting Services: Robert Ortega, Director

The 2015 Annual Financial Report for TTUHSC El Paso has been completed. It is currently under review by the Texas State Auditor's Office and is subject change. The Annual Financial Report can be found in the Accounting Services website under [reports](#).

Our Annual Financial Report is included in the State of Texas Comprehensive Annual Financial Report. TTUHSC El Paso is then audited as part of the single audit of the State of Texas. Please refer to the Texas State Auditor's [website](#) to view information related to the Statewide Single Audit of Texas.

Questions, comments, or suggestions related to accounting should be sent to AccountingElp@ttuhsc.edu.

Applications Development: Didem Mize, Director

In the past 3 months, new versions of MPIP Distribution and MPIP Patient Refunds Systems, with several new functionalities and aesthetic enhancements, have been launched. A new PO/Encumbrance Change Request System and a new version of our Cash Receipt System will be available soon. The new Cash Receipts System incorporates your feedback as well as a "What's New?" section to share new functionalities with our users.

The Applications Development team has also completed an application to facilitate the distribution of Business Affairs Newsletters. The application is in the final stages of testing and will be released campus-wide when approved. The access to the newsletter application will be available upon subscription only, so be sure to follow us in our next issue to find out how you can sign up!

We are also working to improve Cognos Reports by linking them to our local systems, such as Cash Receipt and Contract AR. Please contact AccountingElp@ttuhsc.edu if you have any new requests.



Budget Office: Vince Lantican, Director

As mentioned previously, a new FOP system is being developed to facilitate department requests to change financial managers, set up new organization codes, change organization names, and deactivate organization codes that are no longer used. The Budget Office is finalizing testing on this online system. It is expected to be released to production in late December.

Further, as part of the campus' conversion to Chart E and in preparation for budget prep, the Budget Office is in the process of setting up budget prep security for budget prep users on Chart E. During this process, budget prep users may have already received or will be receiving automated notification emails from TEAM App indicating access was removed and/or added.

Finally, some budget tips:

- ◆ If you need a complete position listing (filled and vacant) for your organization, try Cognos report [Human Resources>Department Users>Position Reports >RPT_PBUD_002 – Current Positions by Position ORGN](#).
- ◆ Another useful Cognos report displays the labor distribution and would be very helpful to see the budgeted funding when posting a position for recruiting. This report can be found under [Human Resources>Department Users>Position Reports >RPT_PBUD_003 – Position Search](#).

Additional links, reference material, policies and procedures related to budgets can be found on the [Budget Department Website](#). Any questions or concerns related to budgets should be directed to the Budget Office staff at BudgetElp@ttuhsc.edu.

Contracts & Grants Accounting: Marcos Armendariz, Director

Contracts and Grants Accounting (C&GA) will be conducting a workshop on grant financial management policies and procedures **Wednesday, Jan 13, 2016** at the MEB, room 1150. It will emphasize any updates and changes to internal processes since the transition of grants management from Lubbock to El Paso. Specific topics of discussion will include cost transfers, labor redistributions, cost sharing, effort reporting, common purchasing/payment services transactions on grants, and clinical trial financial management. Those interested are welcome to attend. Suggestions for topics of discussion for any future workshops are gladly accepted!

Are you in search of a grant report that shows activity from both Chart of Accounts E and H? There is a modified Budget Account Code Summary for Grants report in Cognos that will provide you just that. The following is the exact location and name of the report in Cognos:

- ◆ [HSC El Paso Finance > Grants > Budget Account Code Summary for Grants – Combined Charts E & H](#)

Questions or concerns related to C&GA should be directed to the El Paso staff at GrantsAccountingElp@ttuhsc.edu.

Finance Systems Management: Jennifer Meinberg, Director

Property Management is now performing the Admin functions for the Property Inventory System. As part of the separation from Lubbock, Chart E was added to the dropdown list in the Property Inventory System and El Paso assets were loaded. Custodians should review their departments and delegates to ensure the conversion maintained the appropriate access and setup.

We will begin the Annual Certification process for assets after the new year. Instructions and a link to the tutorial will be sent to all property custodians. Custodians should ensure all serial numbers are loaded into the Property Inventory System prior to the Annual Certification process.

Additionally, the Property Management mailbox PropertyManagementElp@ttuhsc.edu is no longer being used. Please direct all asset-related correspondence to BAElp-Asset.Accounting@ttuhsc.edu.



*Grants Workshop
Wednesday
Jan 13, 2016!*



Payment Services: Raquel Diaz-Jaquez, Director

Happy Holidays! It's that time of year again when we begin to prepare for our holiday parties. Below are a few tips to keep in mind when preparing for your event:



- ◆ Alcohol Authorization Forms must be completed for events that include alcohol. See Purchasing section for more details.
- ◆ Pre-Approval Forms for events of \$500 or more must be signed and approved prior to the event, if applicable.
- ◆ If a signed contract or agreement of any kind is required for your event, the PCard is not an authorized form of payment.
- ◆ Absence of required approvals, or violation of TTUHSC El Paso policies may result in PCard cancellation.

Contact us at AccountsPayableElp@ttuhsc.edu with any related questions.

Purchasing: Annette Hinojos, Director

It is with mixed feelings that we announce the retirement of Mary C. Vasquez, January 29th. Mary has been a valuable employee of our institution for 27 years. Mary first began her journey with us in July of 1989, where she worked in the department of Ob-Gyn until April of 2014 when she joined Business Affairs under the Purchasing department. Best wishes to Mary on beginning the next phase of her life. Retirement is when you finally stop doing whatever the boss tells and start doing what your heart tells you to do.

On a different note, if hosting an on or off-campus event where alcohol will be served, please complete the required [Alcohol Request Template](#), per HSCEP OP 72.16 Official Functions, Business Meetings and Entertainment, and submit to Annette Hinojos in the Purchasing Department. Upon approval from the Purchasing Department, the request will be routed to Dr. Lange for final approval.

**Happy Retirement
Mary Vasquez!**

Please follow the guidelines below to ensure timely processing:

- ◆ Requests must be sent **30 days** prior to event
- ◆ Pre-approval forms must accompany all alcohol requests
- ◆ Send all paperwork *by intercampus mail* to Annette Hinojos, Purchasing, please **do not** email.
- ◆ Purchasing will forward request to the President's office for signature

Questions or concerns related to Purchasing can be directed to PurchasingElp@ttuhsc.edu.

Student Business Services: Cindy Flores, Director

The El Paso cash receipt system was successfully launched at the start of the new fiscal year. As with any application, there is always room for improvement and SBS has taken your feedback into consideration. Be expecting version 2.0 of the El Paso cash receipt system in early 2016. Here are just some of the improvements you can expect:



- ◆ Increased width of the notes box
- ◆ Displayed total for cash receipt lines
- ◆ Improved report speed
- ◆ Sort by column on report output
- ◆ Improved contract billing search using a dialog menu

Need help using the El Paso cash receipt system? Email CashReceiptsElp@ttuhsc.edu for assistance.