



# TTUHSC El Paso Business Affairs Newsletter

August 2017

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

We've accomplished so much this past fiscal year: welcomed new team members, revised and updated many of our policies and procedures, and extended and improved our efforts to provide the best service to our institution. This month, I am pleased to highlight one of the team members who has contributed to these accomplishments, Elsa Pasanen.

### **Elsa Pasanen**

Student Business Services, senior analyst

**Motto or Personal Mantra:** My motto is taken from this quote by Anne Morrow Lindbergh: "This is what one thirsts for, I realize, after the smallness of the day, of work, of details, of intimacy – even of communication, one thirsts for the magnitude and universality of a night full of stars pouring into one like a fresh tide."



**If you could do another job for just one day, what would it be?** Assuming I would also be given the strength, knowledge, and talent to perform the job for that one day, I would be a stand-in lead performer (singer) in some hit Broadway show.

**Where is the best place you've traveled to and why?** Austin, Texas, specifically a trip in the summer of 1980 to visit my sister for a couple weeks... had a blast swimming, meeting people, and seeing the Ramones perform at the Armadillo World Headquarters.

**If you could be a superhero, what would you want your superpowers to be?** I would be "Cure." I would have the ability to cure anyone or anything of any unhealthy disease or state.

**As a kid, what did you want to be when you grew up?** Combo: singer, songwriter, artist.

**What is your most treasured possession?** Note: a possession can never be a person – defining "treasured" as something impossible to replace when gone; precious. I would say it is the home movies collection my dad filmed from 1953 to 1970.

**What do you consider your greatest achievement?** Learning that hatred can turn to love.

**Have any "hidden talents"?** I can recite the poem "Jabberwocky" by Lewis Carroll.

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

The scheduled date for closing our ledger for the 2017 fiscal year is Sept. 10, 2017.

Year-end closing requires the coordinated efforts of Business Affairs and campus departments to ensure that all financial activity is accurately recorded. It is important that all departments review their financial activity and verify that all expenses are recorded in the period that they are incurred and revenues are recorded in the period that they are earned.


To help departments prepare for fiscal year-end, we have created a list of year-end deadlines and processes that can be found on the webpage linked below:

<http://el Paso.ttuhs c.edu/el Paso/fiscal/businessaffairs/year-end-deadlines-and-processes.aspx>

If you have any questions, please email us at [AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu).



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

The Applications Development team recently launched a new Vendor Request Form for our users. This new form is accessible from our portal, under the HSC Finance El Paso tab, Contracting Services. It has also been placed on the Contracting Services website: <http://el Paso.ttuhs c.edu/fiscal/contracting/> and Applications Development website: <http://el Paso.ttuhs c.edu/fiscal/businessaffairs/applicationsdevelopment/apps.aspx>. The PO/Encumbrance Change Request System has been upgraded to include several user friendly changes. Our users now can see the adjusted or current amount of the PO, along with the original amount. Also, to help our users, we placed tool tips on the amount fields, marked with a question mark:  Another helpful change is with the "Notes" section. It's now bigger and wider and accepts up to 500 characters.



We have also made updates to the Cash Receipt System. Gift type cash receipts now require the legal name, address, and contact name. Patient billing type cash receipts no longer require the contract ID. Another change has been implemented for validation of the cash receipts and Banner transactions to avoid any inconsistencies between these two systems.

In our last newsletter, we announced that a brand new Open Encumbrances Report will be sent to fund managers. This process is now completed and fund managers receive an Open Encumbrances Report every three months.

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

For any new or modification requests for financial reports, we have a [Request for New Cognos Report](#) form under our website's Helpful Links page for your convenience.

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

**Purchasing: Annette Hinojos, director**

Happy (fiscal) new year! Fund managers, please take some time to review your funds in the [TEAM](#) application and ensure the shoppers, requestors, and approvers who are currently assigned to your fund have the appropriate level of access. As a reference, please find the [TEAM TechBuy fund audit instructions](#) located on the FSM website.

If your department will be hosting an event for which the Pre-Approval Form will be required, we ask that you submit your form 30 days prior to the event for approval. As a reminder, you should not incur any cost until the event has been fully approved.

**TEAM Application Training**

- [Team App Website](#)
- [Team Financial Registration Help](#) 📄
- [Team App - Auditing Users in TechBuy](#) 📄

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

Student Business Services (SBS) will conduct biannual Cash Receipt System training in April and October of each year. New or current staff who would like a refresher or have questions about the Cash Receipt System are encouraged to attend. The next training session is scheduled for Oct. 16. The time and place will be announced as the day draws nearer.

Cash receipt questions should be directed to [CashReceiptsElp@ttuhsc.edu](mailto:CashReceiptsElp@ttuhsc.edu).

Per Regent's Rules, Section 07.10, the Board of Regents shall approve the assessment of tuition and fees for students of each component institution. The next Global Fee Schedule will be presented before the board in December and will be effective for academic years 2019 and 2020. SBS requests that each department that receives student fee revenue begin the process of reviewing these fees. Any fee increases or requests for new fees will be reviewed internally before being presented to the board. Detailed instructions and deadlines are forthcoming.



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

*See page 5 to find out...*



**Budget Office: Vince Lantican, director**

The FY 2018 Operating Budget has been approved by the Texas Tech University System Board of Regents. The budget prep information has been loaded to the Banner Finance and Human Resources Systems for FY 2018.

Here is some year-end information:

The FY 2017 labor redistribution deadline is Aug. 31. The only exception is for the SM 17 payroll (work dates of Aug. 16-31). This payroll will not be posted to finance until Sept. 7. Labor redistributions for this payroll are due on Sept. 8.

**Note:** The posting date for FY 2017 labor redistributions must be Aug. 31, 2017 or earlier in order to correctly post against the FY 2017 finance ledgers.

All overload jobs (excluding supplemental retirement contributions) will end on Aug. 31, 2017. An EPAF must be submitted to reinstate the overload jobs for FY 2018.

The Budget Revision System will use a default fiscal year of FY 2017 for all budget revisions that are started on or before Aug. 31. The system will default to FY 2018 for all revisions started on or after Sept. 1. If you need to process a revision in a fiscal year other than the default please contact the Budget Office for instructions.

The Budget Revision System will be unavailable on Sept. 11 to accommodate the FY 2017 year-end processes.

Option 2 budget revisions (use of fund balance) for FY 2018 cannot be submitted until Sept. 12. There will not be any FY 2018 fund balances available until FY 2017 closes and balances roll forward to the new FY.

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**General Services: Ana Alvarado, manager**

We are excited to introduce mail stop codes (MSC) for TTUHSC El Paso.

**What is a mail stop code?**

MSC is a set of numbers used to designate a delivery location. The establishment of MSCs allows for the efficient processing and sorting of mail and packages and ensures faster delivery.

The use of MSCs will prevent delivery delays or the return of mail or packages to the sender.

**When should mail stop codes be used?**

MSCs should be included on all:

- Inter-campus mail
- Return addresses
- Ship-to addresses
- Incoming mail from outside sources

**Where can I find a list of mail stop codes?**

A list of the MSCs can be found on the General Services website by selecting the Mail Stop Listing link, or by clicking on the link below:

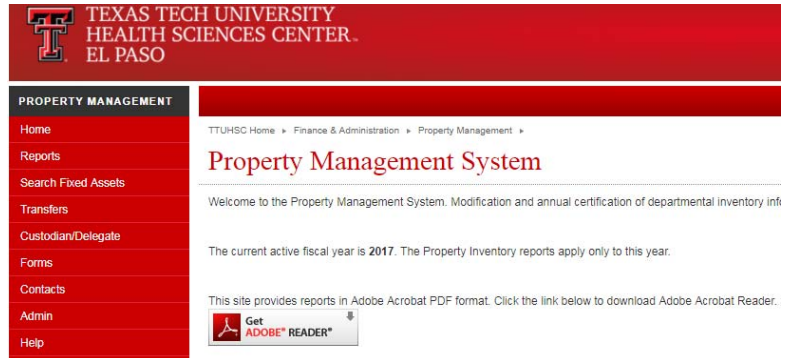
<http://elpaso.ttuhs.edu/fiscal/businessaffairs/generalservices/documents/Mail-Stop-Listing.pdf>

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

### **Property Accounting**

Since the implementation of the new Property Inventory System, you've brought to our attention suggestions and recommendations for potential improvements. With the help of Applications Development, we are working to make those improvements happen. Below are some of the new features you will soon see in the Property Inventory System:

- You will soon be able to attach the Temp Use Form to the asset in the Property Inventory System.
- There will be a "Notes" section where you can put miscellaneous comments to help identify and locate assets.
- The remaining useful life of the asset has been added.
- The "Search Fixed Assets" option will now open up by default with "Contains" instead of "Exact Match."
- You will soon be able to transfer assets within multiple ORGNs at the same time, as long as the destination is the same.
- The serial number field has been updated to only allow one input. Once the original input is complete, any changes need to be requested from Property Accounting.



For questions or comments related to assets, please contact us at [BAElp-Asset.Accounting@ttuhsc.edu](mailto:BAElp-Asset.Accounting@ttuhsc.edu).

### **eCRT**

Finance Systems Management has recently assumed the responsibilities of overseeing the eCRT system. The effort certification period for Q3 ended July 22 – thank you to everyone who completed their effort certifications. Our Q4 certification period will include June 1-Aug. 31 and will open in eCRT for certification beginning Oct. 1.

Any questions or concerns can be sent to the eCRT functional mailbox at [eCRTElp@ttuhsc.edu](mailto:eCRTElp@ttuhsc.edu).

### **Financial Systems**

We recently sent out a request to the fund managers of service department funds to verify that access for interdepartmental billing through Gateway is still appropriate. Thank you for your responses. If any of your staff members switch assignments/departments, please let us know to remove their access to your funds.

If you would like training related to any of the financial systems or process, feel free to send us an email and we can organize some training sessions.

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

*If you guessed Juan Frias,  
you are correct!*



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

The Accounts Payable Department would like to remind you that all invoices and comments within TechBuy should be sent to [AccountsPayableElp@ttuhsc.edu](mailto:AccountsPayableElp@ttuhsc.edu).

**Helpful Tips for Pcard Cardholders:**

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 **Transaction Log** on our Payment services website, under [Forms](#).

Before purchasing goods or services over \$500 with a Pcard, the cardholder should verify if a potential vendor is indebted to the state of Texas or identified as being on **Warrant Hold Status**. A vendor status query may be accessed under "Links" on the Pcard website or from the Comptroller's website at <https://cpafmprd.cpa.state.tx.us/tpis/search.html>. Print a copy of the vendor status and include it with your records. If the vendor's name appears, this indicates there is a hold and the vendor should not be used.

In addition, on food and entertainment substantiation forms, we would like to remind you that all information should be completed in detail. The business purpose should explain the purpose of the event and the benefit to the university. All attendees should be listed along with their positions. A sign-in sheet is recommended for larger events.



**TTUHSC Food & Entertainment Substantiation Form**  
*See HSC OP 72.16 for detailed policy for expenditures*

Total amount of invoice/receipt: \_\_\_\_\_

**This expense must provide a benefit to TTUHSC. The department may be required to defend and explain this benefit to state and/or internal auditors, the IRS, administrative officials, or others as appropriate. Completion of this form validates this purchase as a legitimate business expense, serves the institutional mission and is appropriate and reasonable considering budget and financial priorities in my department.**

When did it take place? Vendor: \_\_\_\_\_ City: \_\_\_\_\_ Where did it take place?

Event Date/Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

Describe the business purpose of the event and its benefit to TTUHSCEP: (PCARD ONLY)

**Business purpose of the event and its benefit to TTUHSCEP**

Specify the TOTAL number of attendees if applicable  
*If attendees are more than the five, attach the attendee list as supporting documentation*

Who was involved? Please provide a Sign In Sheet

List the names of up to five of the attendees and their position: Check if Employee

_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Did spouse/partner, family member or other person attend? \_\_\_\_\_

If yes, describe the bona fide business purpose (recruiting event, participant of an official function, expertise, or other)

Recruiting event (if applicable)

_____	_____
NAME OF CANDIDATE	POSITION TITLE

Retirement event (if applicable)

_____	_____
NAME OF RETIREE	YEARS OF SERVICE