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: #teamplayer, #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
- Annual Financial Report

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** 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.

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**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.

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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
**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.

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.

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**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.

For correspondence related to system management, please contact FsmElp@ttuhsc.edu.
**Purchasing:** Annette Hinojos, director

Recent passage of the Tax Cuts and Jobs Act of 2017 removes the individual moving expense deduction effective Jan. 1, 2018. This will limit an employer’s ability to pay and/or reimburse employee moving expenses as **nontaxable** payments. To ensure compliance with tax legislation, Payroll and Tax Services will publish guidance for employee/faculty relocation, including how to address employee moves that occurred in 2017 as well as moves that occur after Dec. 31, 2017. Refer to the “Announcements” section on the Payroll and Tax Services website for detailed information.

As a state agency, our institution is exempt from the **Mixed Beverage Sales Tax**. Because the mixed beverage sales tax is administered, collected and enforced the same way as sales and use tax, the same exemptions apply. If your department will be hosting an event where alcohol will be provided, please ensure this tax is not included.

If you have any questions, contact Purchasing at purchasingelp@ttuhsc.edu.

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**Payment Services:** Annette Hinojos, director

Payment Services would like to announce the departure of Rachel Diaz-Jaquez, unit associate director. Rachel has been promoted to senior director of Finance Systems Management. We would like to thank Rachel for her hard work and dedication during her time with Payment Services and we wish her well.

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**Travel**

Effective immediately, if your department is planning to travel or has a travel budget established on educational and general (E&G) or permanent health funds (PHF), funds beginning with a 10 or 12, the budget will need to be allocated to a **local fund** in order to be in compliance with state travel rules.

If a travel application has already been submitted and the funds have been encumbered, Business Affairs will work with the individual departments to reallocate the expenses to a local fund once the trip has been completed.

If your department does not have a local fund established, a new fund will need to be created. Please contact the Budget Office at BudgetElp@ttuhsc.edu to assist you with reallocating E&G and PHF funds. For all other questions, contact Travel at travelelp@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!*