



# Business Affairs Newsletter

December 2020

## Departments:

- Accounting Services
- Budget Office
- Contracts and Grants Accounting
- Finance Systems Management
- General Services
- Payment Services
- Purchasing
- Student Business Services

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- Position and Salary System (PASS)
- Cash Handling Procedures
- Fixed Asset Reminders
- Holding Account Maintenance
- Grant Closeout
- Application Development
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- Chrome River Go-Live

Who is your favorite cartoon character?

Sailor Moon

What chores do you absolutely hate doing?  
Washing dishes.

How have you spent your time at home during the pandemic?  
Crafting with my three kids.

What might someone be surprised to know about you? I have a sewing machine.

What's the greatest bit of advice you've ever been given? Do something today that your future self will thank you for.

If you could learn to do anything, what would it be? How to extract DNA from blood.

How long have you worked at TTUHSC El Paso and why did you choose to work here? I've been working at TTUHSC El Paso for about five years. There was very little room for growth at my previous place of employment.

What are the three traits that define you? Ethical, trustworthy, and loyal.

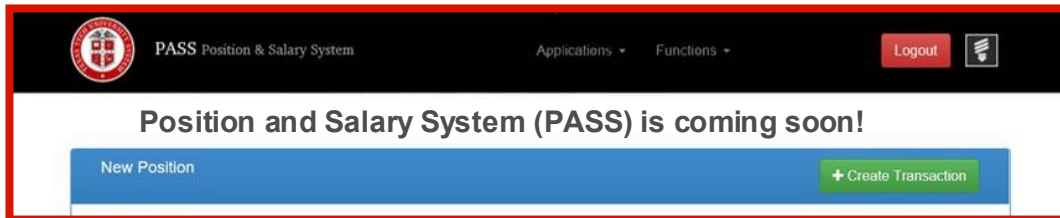


## Employee Spotlight!

**Adriana Vasquez**  
Chief Analyst  
Payment Services

What is your go-to karaoke song?  
"7 years" by Lukas Graham

## Budget Office: Vince Lantican, Director



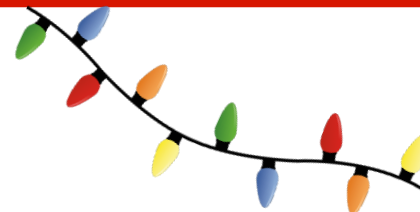
This Human Resources and Budget System was developed to automate the process of requesting new positions, reclassifications and salary reviews. HR and Budget are approaching the final stages of testing prior to implementation.

In preparation for Go-Live early next year, we recommend that fund and org managers do the following:

- **Fund managers:** Add financial alternates in the TEAM App if you would like to grant approval authority to someone else at the fund manager level.
- **Department Heads:** Add EPAF proxies if you would like to grant approval authority at the department head level.

Please ensure the new approval routing is being followed when submitting Employee One-Time Payments (EOPS). The [new routing](#), effective Nov. 1, can be found in the Portal under Reference Materials on the Budget section.

All budget-related questions should be directed to [budgetelp@ttuhsc.edu](mailto:budgetelp@ttuhsc.edu).



## Student Business Services: Cindy Flores, Director

### Cash Handling Reminder for the Quarter:

Each location involved in the regular collection of cash is considered a cash collection point and must appoint a cash collection custodian who is tasked with establishing and maintaining cash handling procedures, safeguarding cash collections and communicating cash handling procedures to supporting staff.

These cash handling procedures must establish guidelines for the handling of cash receipts in person or by mail. The cash collection custodian must regularly review and revise cash handling procedures to accommodate operational changes. These rules and guidelines are documented in [HSCEP OP 50.07, Cash Collections](#).

Other cash handling operating policies to consider include:

[HSCEP OP 50.08, Deposit Procedures](#)

[HSCEP OP 50.10, Endorsement Stamps and Endorsement of Checks](#)

[HSCEP OP 50.12, Check Collections and Returned Checks](#)

[HSCEP OP 50.21, Cash \(Change\) Funds](#)

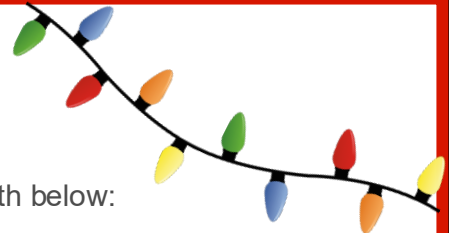
[HSCEP OP 50.26, Completion of Cash Receipts](#)



Additionally, Student Business Services offers monthly cash receipt training. For details, visit the [Workforce Education and Development](#) website.

For questions, please contact us at [cashreceiptsel@ttuhsc.edu](mailto:cashreceiptsel@ttuhsc.edu).





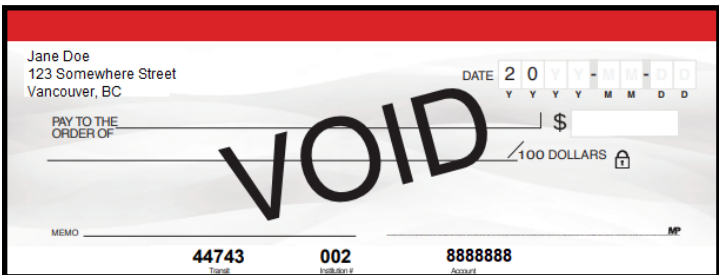
## Accounting Services: Sandra Tapia, Director

Below is some helpful information for submitting check cancellations:

The form is available to everyone and may be accessed through Cognos under the path below:

[Team content > HSC El Paso Finance > Encumbrances, Invoices, and Checks](#)

Please email the request form, along with a copy of the original check, with the word “Void” written across to [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu). You may also send us the form and original check through campus mail to **MSC 51002**.



Select the proper **Action**:

The following two are options if the department has the physical check in their possession:

- **Cancel:** Both invoice and check need to be canceled.
- **Cancel and Re-establish:** Check will be canceled and invoice will remain open for issuance of new check.

The following two are options for canceling a check that has been lost or misplaced:

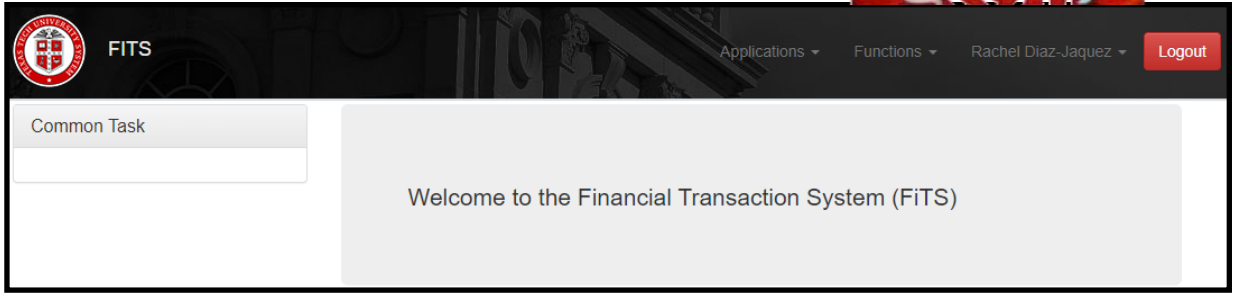
- **Stop Payment:** Both invoice and check need to be canceled.
- **Stop Payment and Re-establish:** Check will be canceled and invoice will remain open for issuance of new check.

Determine if the check meets the criteria for unclaimed property. You may find more information in [HSCEP OP 50.13, Remittance of Unclaimed Property](#).

Need to set a new fund or terminate an old one?

Please submit all request inquiries along with supporting documentation via the [Finance Fund Maintenance System](#). Click [here](#) for our training.

Stay tuned for upcoming changes in our FiTS system. Please keep in mind that FiTS is a valuable tool for all departments as it allows us to submit cost and revenue transfers between FOPs and our internal billing.



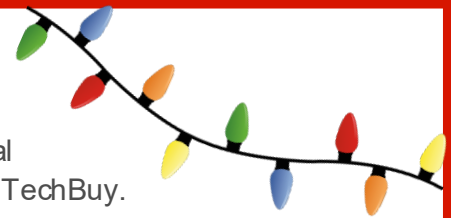
For questions, please contact us at [accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu).



### Payment Services: Lupe Alvara, Director

The preferred method of payment for memberships, trainings, exams, conferences and professional licenses is using the PCard or the Direct Pay form in TechBuy. Before incurring a business expense on your personal credit card, review with your administrators or business office on how your department can send the payment on your behalf. It is important to understand the expense cannot be reimbursed until the completion of the exam, conference, etc. An important factor to remember is any request for an employee reimbursement with original receipts must be submitted within 60 days of when the expense was paid or incurred, whichever occurs first. Any reimbursements after 60 days will be considered taxable reimbursements (IRC §62(c)) to the employee, which must be submitted through EOPS.

For questions, please contact Payment Services at [pcardelp@ttuhsc.edu](mailto:pcardelp@ttuhsc.edu).



### Finance Systems Management: Raquel Diaz-Jaquez, Director



## Fixed Asset Reminders:

#### ***New Equipment Purchases***

Property custodians and delegates: For all new equipment that has been issued a tag, please make sure the serial number and location (building/room) are updated in the Property Inventory system within **three business days** of receiving the tag. Tags are sent out the next business day after the invoice has been paid.

**Note:** Once the serial number has been entered, it can no longer be changed/updated by the user. You will need to send an email to [baelp-asset.accounting@ttuhsc.edu](mailto:baelp-asset.accounting@ttuhsc.edu) providing documentation and a picture reflecting the new serial number for Property Management to make the change.

#### ***Inter-Agency Transfers***

For assets that have been transferred to other institutions, please fill out [Attachment F - Inter-Agency Property Transfer Request](#) and notify Property Management as soon as possible. Property Management will take the proper steps to adequately transition the asset to the other institution/agency.

Please notify us at [baelp-asset.accounting@ttuhsc.edu](mailto:baelp-asset.accounting@ttuhsc.edu) with the asset number and the agency contact person receiving the equipment, in case additional information is needed.

#### ***Warranty Replacements***

For assets that have been swapped or replaced due to malfunctioning or in need of repair, please notify Property Management accordingly, as documentation will be needed for the replaced item. Once we have the proper documentation, we will update the serial number of the replaced equipment.

For questions, please contact Property Management at [baelp-asset.accounting@ttuhsc.edu](mailto:baelp-asset.accounting@ttuhsc.edu).



Can you guess the secret Santa?

See answer on page 6.

**Contracts and Grants Accounting:  
Gina Lopez, Director**

**HSCEP OP 50.35, Unidentified Receipts and Holding Account Maintenance**

**Key points:**

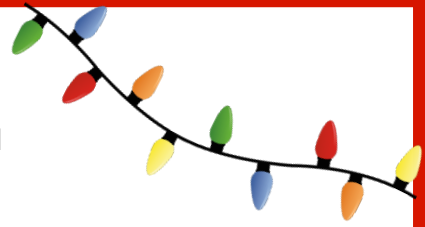
When are items placed in the Holding Account?

If the appropriate FOAP cannot be identified within the required time period in compliance with OP 50.08, "all receipts must be deposited within three (3) business days, with no exceptions, and receipts totaling \$100.00 or more must be deposited by the following business day." the unidentified receipt is placed in Holding Account Fund 243298, Account 230004.

What happens after a deposit has been placed in the Holding Account?

The depositor must continue with their efforts to identify the appropriate departmental FOAP. Once the FOAP is identified, you can send a request to [grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu) to have the funds deposited to their departmental account-FOAP.

Unidentified Receipts placed in the Holding Account are available for review in [monthly reports](#).



**Is your sponsored program ending? Get ready for the closeout.**

The closeout step is where the grant process ends. To complete a closeout, a final financial report, and other reports depending on the agency requirements, must be submitted to the sponsor agency. The awarding agency will review these reports to ensure compliance with all grant terms and conditions, as well as to make sure all funds are spent appropriately.

**What to consider to get ready for the sponsored program final financial report:**

- Review and confirm all expenses are allowable and received within the grant period to ensure no transactions need to be moved off the grant.
- Identify any open encumbrances no longer valid that need to be closed, if any.
- The residual has been transferred or returned to the agency, if applicable.
- Ensure all effort statements have been certified before closing the grant.

**How long does the closeout process last?**

According to OMB Uniform Grants Guidance §200.343, for federal projects, reports must be submitted within 90 days after the grant award expires or is terminated.

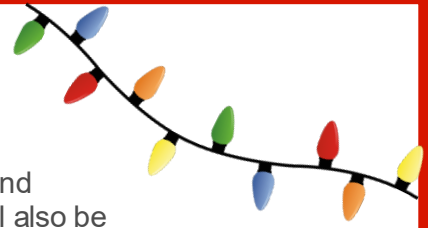
For additional assistance, contact [grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu).

**Purchasing:** Annette Hinojos, Director

### Contract Procurement Training:

A mandatory Contract and Procurement Training has been assigned in ACME to all Fund Managers and PCard holders. Employees who are committee members to an RFP will also be required to complete the training. The training will cover education on contract and procurement process including ethics, procurement methods and information resources. The training ensures our institution is in compliance with Texas Education Code §51.9337(b)(5) and Texas Government Code § 2155.078 (a), (a-1) and (b). The training should be completed by Aug. 31, 2021.

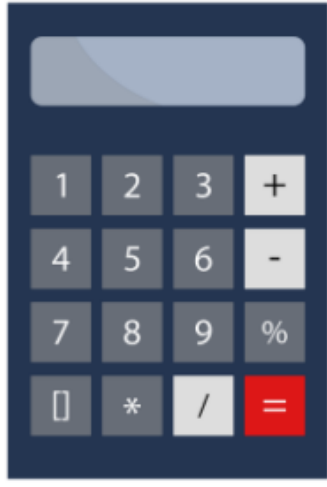
If you have any questions, contact Purchasing at [purchasingelp@ttuhsc.edu](mailto:purchasingelp@ttuhsc.edu).



## Tuition and Fee Estimates

VISIT

The following information is not intended to be comprehensive and is subject to change. Tuition, fees, and charges are subject to change by administrative, legislative, or Board of Regents action and changes become effective on the date enacted. The following information should be used only as a guideline for estimating charges.

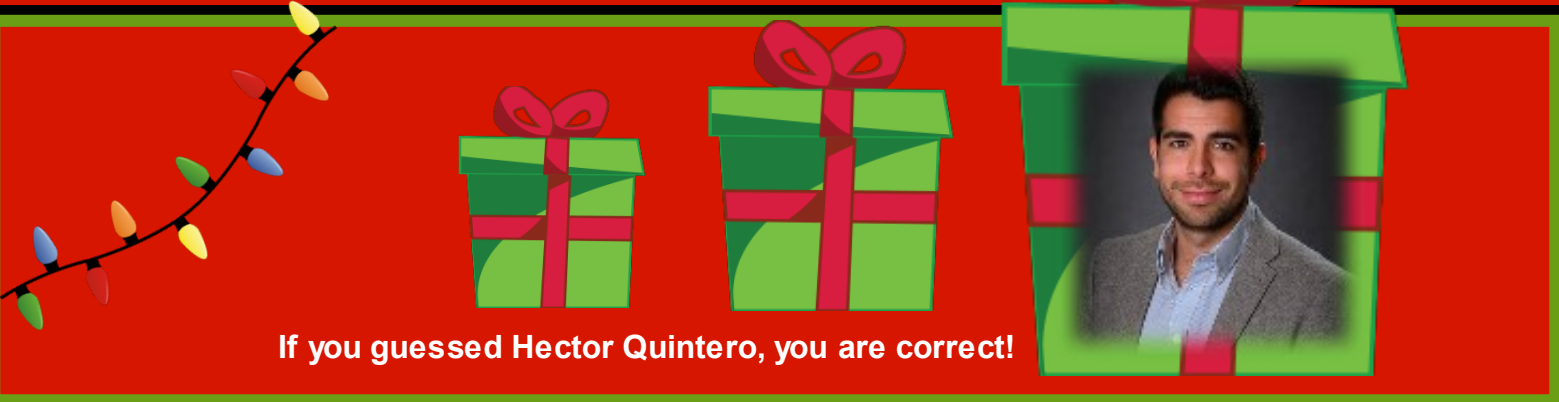


Tuition and Fee Estimator

### Applications Development: Victor Sanchez, Director

The Applications Development team has launched the Tuition Fees Estimator. This new application is accessible from our portal, under the HSC Finance El Paso tab, Student Business Services, Student Resources. Links also have been placed on the various school websites to the Tuition Fees System. The new web-based application facilitates management of tuition fees for all TTUHSC El Paso schools (Hunt School of Nursing, GSBS and Foster School of Medicine) and was developed for the Student Business Services department.

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



If you guessed Hector Quintero, you are correct!

# CHROME RIVER

## Online PCard Expense System

**GO-LIVE DATE**

**Jan. 4, 2021!!!!**

**Training Sessions Begin December 2020 - Look for Email With Your Invitation and Schedule**

### Benefits of Chrome River:

- PAPERLESS!
- Accessible to all employees through single sign-on (eRaider).
- Online web application accessible through any browser.
- Create, submit or approve expense reports on any device.
- Integrates with Citibank and Banner.
- Citibank will feed your transactions into Chrome River.
- Citibank Global Card Management System no longer used to allocate expenses.
- Allocations, report submission and approval routing automated.
- Account codes determined based on expense type selected.
- Policy compliant rules built in.

**Note:** Transactions through Jan. 3, 2021 will need to be reconciled through normal process.

For questions, email [pcardelp@ttuhsc.edu](mailto:pcardelp@ttuhsc.edu).

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