



# El Paso Business Affairs Newsletter

August 2015

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limited flexibility.*

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## **Business Affairs: Jessica Fisher, Managing Director**

I am delighted to announce that Ms. Asma Dawood has joined our department as Assistant Managing Director, Business Affairs this month. Asma will work closely with me and assist with various areas including Payment Services, Purchasing, and Student Business Services.

This issue contains important information and deadlines regarding fiscal year end close. As additional information is issued we will be sure to provide details through "Information Center - El Paso" email blasts. Please make the necessary preparations to ensure all deadlines are met, as there is very limited flexibility to extend these deadlines. Note that some of El Paso deadlines will be different than Lubbock's.

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

- In preparation for fiscal year end close, we would like to remind departments of approaching deadlines:

**September 4, 2015**

- FY15 FITS transactions (Cost Transfers (CT), Internal Purchase Funding Transfers (IPFT), Interdepartmental Vouchers (IV) or Revenue Transfers (RT) must be entered and approved by departments.
- Unclaimed amounts in the [Holding Account](#) will be swept. These amounts can be viewed on the Holding Account Report, which is available online. If your department is the owner of an item on the holding account, please email a request to Accounting Services to have the funds deposited to your departmental account.
- FY15 Consumable Supplies/Goods for Resale Inventory counts as of **August 31, 2015** are due to Accounting Services. The [Inventory Form](#) is available online.
- FY15 Contract Revenue Accruals should be entered into the [Contracting/Accounts Receivable System](#) and Non-Contract Revenue Accrual Invoice forms (INs) are due to Accounting Services. The Invoice Form (IN) is available online.
- FY15 Expense Accrual requests are due to Accounting Services.

Any questions or concerns about these deadlines should be directed to Accounting Services at [AccountingElp@ttuhsc.edu](mailto:AccountingElp@ttuhsc.edu).

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**Visit our website at:**  
<http://elpaso.ttuhsc.edu/elpaso/fiscal/businessaffairs/>

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

Contract A/R System, MPIP Patient Refunds and MPIP Distribution systems have reached the end of their respective User Acceptance Test (UAT) stages. They will be rolled to production in the next few days and will be available for El Paso Staff starting **September 1, 2015** for all FY16 transactions. Transaction deadlines for these systems vary and will be communicated to their respective user groups. Any questions or concerns should be directed to the El Paso staff at [AppDevElp@ttuhsc.edu](mailto:AppDevElp@ttuhsc.edu).

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### **Budget Office: Vince Lantican, Director**

The Board of Regents approved TTUHSC El Paso's FY16 budget, which is El Paso's very first operating budget as an independent institution. Immediately after board approval, FY16 budgets were loaded on Chart E. In addition, HR job and position records were successfully converted from Chart H to Chart E. What does this mean to you?

- Select Chart E and FY16 in the Budget Revision System for FY16 transactions; use Chart H and FY15 for any remaining FY15 transactions.
- Select Chart E and E numbers for HR actions in FY16 in HR systems such as EPAFs and EOPS, use Chart H and H numbers for any remaining FY15 action.

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 El Paso staff at [BudgetElp@ttuhsc.edu](mailto:BudgetElp@ttuhsc.edu).

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### **Contracts & Grants Accounting: Marcos Armendariz, Director**

Contracts and Grants Accounting (C&GA) would like to remind all departments of the importance of reviewing their grant/contract FOPs on a regular basis throughout the month of August in order to ensure that all allowable expenses are allocated to the grant/contract FOPs before the FY15 year end deadlines. After the fiscal year end deadlines, approval will not be granted to move FY15 expenses from local FOPs to grant/contract FOPs. This is true for FY15 labor redistributions and FITS cost transfers. In addition, new fund requests for El Paso are no longer allowed on Chart H. An email notification will be sent out when the new fund request system is ready to accept requests under Chart E. Any questions or concerns related to C&GA should be directed to the El Paso staff at [GrantsAccountingElp@ttuhsc.edu](mailto:GrantsAccountingElp@ttuhsc.edu).

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

Finance Systems Management (FSM) El Paso is excited to announce three new changes to our FSM El Paso department. First, I would like to introduce our newest member, Christina Delgado. She will be assisting with Asset Accounting activities as we finalize our accounting transition from Lubbock to El Paso. Secondly, FSM El Paso will begin to support Banner System setup and changes locally as well as Property Inventory System setup and changes. This will allow us, for example, to make changes to funds, custodians, setup our local approval routing queues and many other activities, without requesting these services from Lubbock. Lastly, effective **September 1, 2015**, the departmental custodians will be responsible for tagging their own equipment. This activity will no longer be performed by Property Management. Links, Reference Material and Policies and Procedures can be found on the [FSM Website](#). Any questions or concerns related to FSM should be directed to the El Paso staff at [FSMElp@ttuhsc.edu](mailto:FSMElp@ttuhsc.edu).

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***The Board of Regents approved TTUHSC El Paso's FY16 budget.***

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***Effective September 1, 2015, the dept. custodian will be responsible for tagging their own equipment.***

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## **Payment Services: Maria Chavez, Director**

Payment Services would like to announce the following deadlines:

### Accounts Payable

- **Friday, August 28, 2015:** Invoices to be processed with FY15 funds. All receipts need to be completed and invoices submitted to [Accounts.Payable@ttuhsc.edu](mailto:Accounts.Payable@ttuhsc.edu).

### Direct Pay

- **FY15 Funds**  
**Friday, August 28, 2015** – Last day for processing invoices via Direct Pay – NO EXCEPTIONS. Please include all required attachments to avoid delays or cancellations.
- **FY16 Funds**  
**Monday, September 14, 2015** – Processing of direct pays will resume on this date. Please note that payment requests using the Direct Pay form will not be available for payment from **September 1–13, 2015**.

### Purchasing Card

#### August Cycle Deadlines

- **Friday, August 28, 2015:** Expense reports with all supporting documentation are due for review by 5 p.m.

#### Fiscal Year End and September Cycle Deadlines

- **Friday, August 28, 2015:** Last day for Pcard purchases until September 4<sup>th</sup>.
- **Thursday, September 3, 2015:** Last day for FOAP reallocations and descriptions in Citi for the September 2015 cycle. You can reallocate and add descriptions as soon as the charges appear on your account, normally within two business days of the transaction.
- **Thursday, September 3, 2015:** Citi Pcard Statement close date. Charges on 09/03/15 statement will be applied to FY15.

### Travel

Due to fiscal year end, it is required that travel vouchers and worksheets be submitted to the El Paso Travel Office within 3 days of the last day of travel for which reimbursement is requested. This will allow the travel office to reimburse the traveler in a timely manner with the proper funding. If not in compliance the encumbrance for the trip may be subject to cancellation without notice to the traveler or department.

- **Friday, September 4, 2015:** Travel Applications to be applied against FY15 Funds must be entered by 3:30 p.m.
- **Thursday, September 10, 2015:** FY15 Travel Vouchers and required documentation are due in Travel Office.

Payment Services now has a new telephone number: (915) 215-6470, please call or email with any questions:

- Accounts Payable – [AccountsPayableElp@ttuhsc.edu](mailto:AccountsPayableElp@ttuhsc.edu)
- Payment Services – [PaymentServicesElp@ttuhsc.edu](mailto:PaymentServicesElp@ttuhsc.edu)
- Travel – [TravelElp@ttuhsc.edu](mailto:TravelElp@ttuhsc.edu)




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**Payment Services now  
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**All PO's for FY15, must  
post to Banner by  
4 p.m. MST,  
August 31, 2015**

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### **Purchasing: Annette Hinojos, Director**

Fiscal Year 2015 is coming to an end, a few Purchasing reminders for fiscal year end deadlines:

- All Non-Catalog Tech Buy orders using FY15 funding not requiring bids must be submitted to Purchasing by **August 24, 2015** to ensure completion by fiscal year end.
- Punch-out and Catalog Tech Buy Orders using FY15 funding must be submitted to the vendor by **August 31, 2015** to ensure completion by fiscal year end.
- All purchase orders for FY15, must be completed, approved and posted to Banner by **4 p.m. MST, August 31, 2015**.
- Any order not completed by **August 31, 2015** will be posted in **September** against FY16 funding.

### **Student Business Services: Cindy Flores, Director**

The Office of Student Business Services would like to welcome all Gayle Greve Hunt School of Nursing students and the Graduate School of Biomedical Sciences students to TTUHSC El Paso. Classes for GGHSON begin on **August 24, 2015** and classes for GSBS students began **August 19, 2015**. Student Business Services has billed the fall 2015 term for the GGHSON students and began processing financial aid disbursements on **August 17, 2015**. Billing for GSBS students will continue to be managed by Student Business Services for the 2015-2016 academic year; however Student Business Services El Paso will gladly answer any questions our GSBS students may have.

Mark the date... on **August 25, 2015** Student Business Services in conjunction with Applications Development and Accounting Services will be unveiling and conducting training on the cash receipt system developed for TTUHSC El Paso. Important year end dates and processes affecting the transition between El Paso and Lubbock will also be discussed. If you currently prepare cash receipts, please make plans to attend.

The last day for departments to process cash receipts in the current cash receipts system is Thursday, **September 3, 2015**. The last day for Student Business Services to intermediate approve any FY15 cash receipts in the current cash receipt system is **Friday, September 4, 2015**.

The [Student Business Services Website](#) is continually updated to provide helpful links, contacts and tuition & payment information. Any questions or concerns related to Student Business Services should be directed to the El Paso staff at [SBSElp@ttuhsc.edu](mailto:SBSElp@ttuhsc.edu).

