



El Paso Business Affairs Newsletter

June 2015

Business Affairs: Jessica Fisher, Managing Director

Business Affairs is in the final phase of transitioning essential financial and support services to departments within TTUHSC El Paso. Helpful links and information can be found on our [El Paso Business Affairs website](http://elpaso.ttuhschool.edu/elpaso/fiscal/businessaffairs/). As always, we welcome your feedback, please email your comments and suggestions to BusinessAffairselp@ttuhsc.edu.

Friendly Reminder!

It is the Property Custodian's responsibility to manage, control, and account for inventory items within their department. It is the department head's responsibility to ensure that the Temporary Use of Property Authorization form is submitted to the Property Manager and Texas Tech Police whenever property is temporarily removed from the department. Please refer to HSC OP's [61.01 Use of TTUHSC Facilities, Equipment, Supplies](#), and Services for Private Purposes Prohibited and [63.10 Property Management](#).

Visit our website at:

<http://elpaso.ttuhschool.edu/elpaso/fiscal/businessaffairs/>



Pay special attention to encumbrances on E&G funds

Accounting Services: Robert Ortega, Director

The 4th and final quarter of the fiscal year is here, with this comes year-end deadlines. Departments can find year-end deadlines by clicking [here](#).

This quarter, departments should pay special attention to encumbrances on E&G funds (also referred to as state funds). These encumbrances will be systematically closed by the end of the fiscal year. This is due to the establishment of TTUHSC El Paso as a separate institution. The appropriations for FY 15 were appropriated to TTUHSC (Lubbock) and there is currently no legislative authority for these appropriations to be transferred. El Paso will receive its first and own appropriations Sept 1, 2015. Any questions or concerns should be directed to the Accounting Services Elp group at AccountingElp@ttuhsc.edu.

Applications Development: Didem Mize, Director

The new Cash Receipt System went live for a pilot group, Student Business Services, to record student tuition in Banner under Chart E. Also, a new MPIP Distribution System has been completed and is now ready for testing and a new MPIP Patient Refund system is under development. These systems were built as part of El Paso's transition to a new Chart E and will be rolled out for TTUHSC El Paso Sept 1, 2015. Links and reference material can be found on the [Applications Development Website](#). Any questions or concerns related to Applications Development should be directed to AppDevElp@ttuhsc.edu.



***New FOP System is
expected to be
released in FY16***

Budget Office: Vince Lantican, Director

The Budget Office has been working to finalize the FY16 budget and will start preparing TTUHSC El Paso's first budget book around the first week of July.

The Budget Office, in conjunction with Lubbock, is currently testing a New FOP System, which is expected to be released in FY16. The new system will facilitate department requests to change financial managers, set up new orgn's and deactivate orgn codes. 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.

Contracts & Grants Accounting: Marcos Armendariz, Director

Contracts & Grants Accounting (C&GA) will be conducting a joint grant management workshop with the Office of Sponsored Programs the last week of July and it will be open to all faculty and staff. The exact date, time, and location will be announced soon. The workshop will include information on the current procedures for both pre-award and post-award functions as well as a summary of important changes to federal grant regulations implemented by the OMB Uniform Guidance. It will also address any recent changes to grant management procedures caused by the ongoing transition. As fiscal year end approaches, C&GA will be proactive in reviewing the financial status of all sponsored projects to ensure that any required cost transfers, labor redistributions, and PO/encumbrance change requests are completed before year-end deadlines. C&GA will be working diligently on closing expired grants before the transition to the new chart of accounts for FY2016. Any 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

Finance Systems Management (FSM) is not only responsible for the finance systems within Business Affairs but also Asset Accounting. One of the functions of Asset Accounting is assigning and distributing property tags to the property custodians, which was previously performed out of Lubbock. Recently FSM El Paso has taken on the responsibility of assigning and distributing property tags. This will allow for immediate release of tags and eliminate the lag created by mailing tags from Lubbock to El Paso. 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.

***El Paso is now
assigning and
distributing
property tags***

Student Business Services: Cindy Flores, Director

Student Business Services has processed billing for the PLFSOM 2015/2016 academic year. The TouchNet implementation for El Paso has been completed and students have begun using El Paso's TouchNet instance to make payments. Students can access the TouchNet payment site through their HSC MyTech El Paso portal page which was also implemented this month.

Also, Student Business Services is serving as the pilot department for the newly developed cash receipt system that will be rolled out for TTUHSC El Paso beginning in September. More information will be provided at later date. 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.



Fund Managers will need to go into the Team App and assign approvers and Shoppers to Chart E



**All Travel information is now routed to El Paso
TravelElp@ttuhsc.edu**

Purchasing: Annette Hinojos, Director

The Purchasing Office continues to transition the day to day functions to the El Paso Office. Currently, the El Paso team is al reviewing and approving all Sole Source requisitions. Also, all new Purchasing Agreements or Purchasing Contracts should now be forwarded to the El Paso team for review and signature.

The Tech Buy El Paso business unit is targeted to go live for all FY 16 purchase orders beginning of July 2015. All Fund Managers, will need to go into the [Team Application link](#) and assign Approvers and Shoppers currently in Chart H to Chart E in order to have access to shop in the El Paso Tech Buy. If you have any questions on how to use the Team Application, please select [Team Application Information](#) for assistance. As a reminder, Chart E will be available for FY16 requisitions only. Once an official date has been confirmed, a notification will be sent out to all Tech Buy Users.

For helpful links, forms, policies and procedures visit the TTUHSC El Paso Purchasing Department Website. Questions or concerns related to Purchasing can be directed to the El Paso staff at

PurchasingElp@ttuhsc.edu

Payment Services: Maria Gamboa, Director

Payment Services has fully transitioned Pcard. One last issue was resolved with Pcard cardholders that had accounts linked to agency 739 (Lubbock) and 774 (El Paso). If you have any questions or concerns related to this issue please direct them to PaymentServicesElp@ttuhsc.edu.

A few items are still in the final transition period for the Travel section but all information is now routed to El Paso TravelElp@ttuhsc.edu. Accounts Payable has begun processing payments in El Paso but all payment requests will continue to be routed through Lubbock Accounts.Payable@ttuhsc.edu until further notice. Links, reference material, policies, and procedures related to Payment Services can be found on the [Payment Services Website](#). Any questions or concerns related to Payment Services should be directed to the El Paso staff at PaymentServicesElp@ttuhsc.edu.

