



El Paso Business Affairs Newsletter

September 2015

Business Affairs: Jessica Fisher, Managing Director

Happy New Fiscal Year!

Fiscal Year 2016 marks the implementation of El Paso's first operating budget as an independent institution. The FY 2016 operating budgets run from Sept. 1, 2015 to Aug. 31, 2016 and are prepared on the basis of state appropriations and projected auxiliary, designated and restricted funds. The FY16 operating budget for TTUHSC El Paso is just over \$240 million, an increase of 8.9 % over the FY15 budget.

The best way to access websites and systems that are specific to TTUHSC El Paso is through the HSC El Paso Finance tab from the [WebRaider portal](#). The new "HSC El Paso Finance" tab is available to all TTUHSC El Paso users by subscription. Please use Content Layout > Fragments to subscribe. For the time being, the "F&A Worktools" tab will be available as well, since it also contains links to HR-related pages.



**We're on
Chart E!**

Accounting Services: Robert Ortega, Director

Accounting Services is now actively operating on the new Chart of Accounts (COA) for El Paso, Chart E. Cognos reports for FY16 should be run for Chart E accordingly. Chart E reports can be found under the HSC El Paso Finance Folder.

With the change in charts, departments should note that when submitting new fund requests or Fits transactions, departments should select the option for COA E.

A [cash fund training](#) for cash custodians and other cash handlers has been developed. All new cash custodians must complete this training. Existing cash custodians and other cash handlers are encouraged to participate in this training (a web browser other than internet explorer is recommended for this training).

Any questions or concerns should be directed to the Accounting Services at AccountingElp@ttuhsc.edu.



**Cash Fund
training!**

Applications Development: Didem Mize, Director

Contract A/R System, MPIP Patient Refunds and MPIP Distribution Systems are the new applications rolled out to El Paso users with the start of FY16. Additionally, Cash Receipt application has been upgraded to support Contract A/R types. These systems have a different look and feel than their Lubbock equivalents and carry the new TTUHSC El Paso banner and footer.

The Purchasing Department's PO/Encumbrance Change Request System has been replaced by a Request Form by Purchasing Department. Applications Development Team has released Phase I of the new PO/Enc Change Request System only to the Purchasing Department. Phase II is in progress and will be available for use to all staff and end users when finished. More updates to come.

In addition, all Cognos Reports have been modified for Chart E, and transferred under HSC El Paso Finance folder under Public Folders. If you experience any problems running these report, please contact us to resolve the issue.

As with all transitions, the first days or even weeks are challenging. For such a complex and dependent system such as ours, it is unavoidable to have hiccups along the way. Please contact us for any outages or concerns and we will do our best to resolve them with minimal impact on your business. We apologize for any inconvenience that these downtimes may cause you and look forward to working with you.



Budget Office: Vince Lantican, Director

Now that we are in FY 2016 as a stand-alone institution, when submitting requests under the following systems please follow the general guidelines below:

Budget Revision System - When submitting budget revisions it is extremely important to select "E" under Chart Code, Fiscal Year should default to FY16

EPAF - Under the Approval Category, please make sure to select those that begin with "TTUHSC El Paso...."

EOPS - Please select "Texas Tech Univ Hlth Sci Ctr El Paso" under Chart of Accounts and follow the El Paso approval routing queue that was sent out last month. Please email the Budget Office if you did not get a copy of the El Paso EOPS routing queue.

*Visit our
[Budget Department Website](#)*

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

"...all grant numbers that used to begin with 'H' now start with 'E'..."

The budget balances for multi-year funds were rolled over to FY16 for Chart E on September 11th. All El Paso grants should now have an FY16 budget based on the ending balances as of August 31st. This means that FY16 transactions are now able to be processed for multi-year funds, including ePAFs, budget revisions, requisitions, and travel applications. Contracts and Grants Accounting (C&GA) would like to remind all departments that all grant numbers that used to begin with "H" now start with "E," due to the transition to Chart E.

In addition, there will be some significant changes in the manner which Cognos grant reports should be run. The grant reports on the HSC El Paso Finance folder in Cognos will provide you the correct balances as of the period you run them in FY16. However, if you want to see the transaction detail for activity that posted in FY15 or prior fiscal years, you will also have to run the corresponding report in the HSC Finance folder. CGA is working on modifying some of the grant reports to better serve the needs of the users of grant reports. A campus-wide announcement will be made when new and modified grant reports become available.

Finally, the new fund request system will soon be ready to accept requests to establish new funds on Chart E. Be on the lookout for an announcement from Business Affairs informing the campus when new fund requests can be completed. 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

*Revised
Property
Management
Operating
Procedures
coming soon.*

The month of September has brought many changes to El Paso finance systems users. For FY16 activity, El Paso will now be operating on our own Chart of Accounts, Chart E. FY15 historical data should still be researched using Chart H. New System ID's, rule codes and bank codes were sent out to the El Paso departments related to FY16 Interdepartmental Billings in FiTS. If you received an email notifying you of the new System ID, then your User ID has already been linked to allow access to process Interdepartmental Billings. Your User ID was also setup to access ePrint reports associated with your new system ID. If you did not receive an email related to FiTS Interdepartmental Billings, and are responsible for processing these for El Paso, please send an email to FSMElp@ttuhsc.edu. With all the changes to finance systems, we are encouraging everyone to review their Team App status and security to ensure it continues to have your required access. No issues have been reported, but we prefer to take a proactive approach in addressing problems.

Minor changes are also being implemented this month related to Property Management as we develop our El Paso processes. Going forward Property Management will no longer be tracking Internal Tags (Tags requested for equipment under \$500). The departments can continue to request internal tags from Property Management but the departments will be responsible for tracking the status and location of this equipment. Capital Equipment will continue to be tracked by Property Management but tags will not be issued until the invoices are paid. Revised Property Management operating procedures coming soon.

As a reminder, transfers of equipment from one internal department to another should be made by the property custodian in the Property Inventory System. Please [contact us](#) for instructions.

Questions regarding property tags or inventory transfers can be sent to BAElp-Asset.Accounting@ttuhsc.edu.

Links, Reference Material and Policies and Procedures can be found on the [FSM Website](#).



**Please submit
invoices
electronically.**

Payment Services: Maria Chavez, Director

Effective immediately, TTUHSC El Paso Accounts Payable is requesting that all invoices for services and purchases made for TTUHSC El Paso be sent electronically to AccountsPayableElp@ttuhsc.edu.

This is being done in effort to expedite payment to you as well as notify you of any discrepancies or issues that need to be resolved.

If you have any questions, please feel free to contact us at AccountsPayableElp@ttuhsc.edu.

Purchasing: Annette Hinojos, Director

Happy New FY16! The Purchasing Office would like to update you on an *upcoming* change. Change order requests will soon be submitted within the TechBuy System. In the meantime, if you will be closing a purchase order, please send an email to PurchasingElp@ttuhsc.edu, in the subject line include "Close PO and the PO Number" and we will work on submitting your request. More information will be distributed in the coming weeks.

A reminder to all Fund Managers: please verify the **Shoppers** and **Approvers** that are assigned to your Chart E funds using the TEAM Application.

If you are not receiving TechBuy notification emails, you can edit your profile in TechBuy. To edit your profile, click on the upper right hand corner where your name is located. Click on the down arrow and select View My Profile. On the left hand side you will see a menu, click on Notification Preferences from the menu options. Here you can select the items for which you wish to receive notifications.

Questions or concerns related to Purchasing can be directed to the El Paso staff at PurchasingElp@ttuhsc.edu.

Student Business Services: Cindy Flores, Director

The El Paso cash receipt system was launched on September 1st with the start of the new fiscal year. All deposits made on September 1st and thereafter should be cash receipted in the El Paso cash receipt system. The El Paso cash receipt system can be accessed through the HSC El Paso Finance Portal tab or the [Student Business Services](#) website under helpful links. The El Paso cash receipt system was developed to work much like the Lubbock cash receipt system; however, there are some distinct differences which were covered during the August 25th presentation. If you would like a copy of the presentation, it too can be found on the Student Business Services website under [helpful links](#).

Contract AR receipts can now be processed through the El Paso cash receipt system. A copy of the cash receipt should accompany the deposit to the cashier's office or the SBS office.

Also with the start of the fiscal year, Student Business Services is final approving all institutional cash receipts. The Lubbock cash receipt system is still accessible but to report view only.

Need help using the El Paso cash receipt system? Just email [Student Business Services](#) for assistance.

