

Finance and Administration Newsletter

April 2025

SPRING HAS SPRUNG!

WHAT'S INSIDE

PEOPLE AND VALUES

- DISTINGUISHED STAFF AWARDS NOMINATIONS

BUDGET

- BUDGET PREP
- NEW EMPLOYEES



WHERE IS IT?

WHAT'S INSIDE.....	1
LINKS TO F&A	
NEWSLETTERS.....	1
PEOPLE AND VALUES.....	2
BUDGET	2&3
COGNOS REPORTS.....	4

THE HSC FINANCE & ADMIN USER
GROUP:

RECEIVES THE QUARTERLY F&A UPDATE
NEWSLETTER

RECEIVES OTHER IMPORTANT INFO
FROM THE INSTITUTIONAL FINANCE &
ADMINISTRATION AREAS OF TTUHSC



[JOIN NOW!](#)

LINKS TO F&A NEWSLETTERS

BUSINESS AFFAIRS- [HTTP://WWW.FISCAL.TTUHSC.EDU/FSM/NEWS_HOME.ASPX](http://www.fiscal.ttuhscc.edu/fsm/news_home.aspx)

F&A- [HTTPS://HSCWEB.TTUHSC.EDU/BUDGET/QUARTERLY F AND A MINUTES.ASPX](https://hscweb.ttuhscc.edu/budget/quarterly_f_and_a_minutes.aspx)

HUMAN RESOURCES- [HTTPS://HSCWEB.TTUHSC.EDU/HUMAN-RESOURCES/HRQRTLYNEWS.ASPX](https://hscweb.ttuhscc.edu/human-resources/hrqrtlynews.aspx)

PAYROLL- [HTTP://WWW.DEPTS.TTU.EDU/PAYROLL/NEWSLETTERS/INDEX.PHP](http://www.depts.ttu.edu/payroll/newsletters/index.php)

PCARD- [HTTP://WWW.FISCAL.TTUHSC.EDU/PAYMENTSERVICES/PCARD/](http://www.fiscal.ttuhscc.edu/paymentservices/pcard/)

PEOPLE AND VALUES

THE **DISTINGUISHED STAFF AWARDS** RECOGNIZE TTUHSC TEAM MEMBERS WHO EXEMPLIFY OUR INSTITUTION'S VALUES THROUGH THEIR DEDICATION, SERVICE, AND IMPACT. THESE AWARDS ARE A MEANINGFUL WAY TO HONOR INDIVIDUALS AND TEAMS WHO HELP SHAPE OUR CULTURE AND CONTRIBUTE TO THE SUCCESS OF OUR UNIVERSITY.

THE NOMINATION FORM WILL BE AVAILABLE STARTING **MAY 1**, SO NOW IS A GREAT TIME TO BEGIN THINKING ABOUT WHO YOU WOULD LIKE TO NOMINATE. FOR MORE INFORMATION ON AWARD CATEGORIES AND ELIGIBILITY, VISIT THE [DSA WEBSITE](#). QUESTIONS OR COMMENTS? PLEASE EMAIL HSCDSAWARDS@TTUHSC.EDU.

BUDGET

MEET OUR NEW STAFF MEMBERS!



NANCY SANDOVAL
SENIOR ANALYST



THOMAS MOWERY
SENIOR ANALYST



SARAH JEAN
SENIOR ANALYST

BUDGET

DATES TO REMEMBER

MAY 5 - BUDGET PREP SYSTEM OPENS

MAY 5 - BUDGET GUIDELINES

DISTRIBUTED TO DEANS/VPS

MAY 5 - E&G TARGETS DISTRIBUTED

TO DEANS/VPS

MAY 23 - FY26 HR ACTIONS DUE TO HR OFFICES

MAY 29 - BUDGET DUE TO BUDGET OFFICE

- *EACH DIVISION MAY HAVE ADDITIONAL DEADLINES*

BUDGET PREP TRAINING WILL BE HELD ON WEDNESDAY, APRIL 30TH FROM 9AM-11AM

CLICK HERE FOR ZOOM LINK

[HTTPS://TTUHSC.ZOOM.US/J/99646647804](https://ttuhsc.zoom.us/j/99646647804)

MEETING ID: 996 4664 7804

TIPS FOR A HEAD START ON YOUR BUDGET PROCESS

1. REVIEW THE [BUDGET PREP QUICK START GUIDE](#)
2. REVIEW [PRE-PREP CHECKLIST: PLANNING NEXT FISCAL YEAR BUDGETS](#)
 - ENSURE APPROPRIATE STAFF MEMBERS HAVE SECURITY TO THE BUDGET PREP SYSTEM
 - ESTIMATE FUTURE REVENUE BUDGETS ON REVENUE GENERATING FUNDS
 - REVIEW STAFFING NEEDS AND PREPARE HR ACTIONS
 - REVIEW CURRENT SPENDING TO ESTIMATE EXPENSE BUDGET NEEDS
 - RUN PRE-PREP REPORTS
 - WILL BE AVAILABLE MAY 5TH
 - LOCATED IN THE BUDGET>BUDGET PREP>HSC AND HSC EL PASO>STEP1: PRE-PREP REPORTS COGNOS FOLDER
3. REVIEW THE BUDGET PREP SYSTEM USER GUIDE TO PREPARE FOR DATA ENTRY
4. CONTACT THE BUDGET OFFICE AT ANY TIME WITH BUDGET PREP QUESTIONS!

REMINDER

ENTER THE AMOUNTS IN THE EQUITY COLUMN FOR RECLASSIFICATIONS. ATTEND THE BUDGET PREP TRAINING TO GET THE DETAILS.

PLEASE START YOUR BUDGET PREP EARLY THIS YEAR. THE BUDGET DEPARTMENT HAS THREE NEW STAFF MEMBERS. IF YOU HAVE QUESTIONS PLEASE REACH OUT TO HSCBUD@TTUHSC.EDU

COGNOS REPORTS

WHICH REPORT DO I USE?

DO YOU NEED FINANCE, BUDGET OR HR DATA AND ARE NOT SURE WHERE TO START? BELOW IS A LIST OF QUESTIONS AND COGNOS REPORTS THAT PROVIDE ANSWERS. FOR A MORE COMPREHENSIVE LIST, SEE PAGES 55-59 OF THE BUDGET BASICS REFERENCE GUIDE LOCATED:

[HTTPS://HSCWEB.TTUHSC.EDU/BUDGET/INSTRUCTIONS AND INFORMATION.ASPX](https://hscweb.ttuhs.edu/budget/instructions_and_information.aspx)

Where can I find my available budget?

- Budget>Budget Financial Reports>RPT_BAVL_005–Available Balance by Organization (BAVL)
- Budget>Budget Financial Reports>RPT_OPAL_005–Operating Ledger
- HSC Finance>Finances Relative to Budget>Budget Account Code Summary
- HSC Finance>Grants>Budget Account Code Summary for Grants

What is my cash balance?

- HSC Finance>Fund Balance>Statement of Changes in Fund Balances (any of the reports listed)

Do I have revenue to budget?

- HSC Finance>Finances Relative to Budget>Budget Account Code Summary
- Budget>Budget Financial Reports>SCORE_OPAL_002–Dashboard Detail

What are my department's Orgn Codes?

- Budget>Budget Financial Reports>RPT_ORGN_001–Organization Listing
- Budget>Budget Financial Reports>RPT_ORGN_002–Organization Manager Report

What budget account code (BAC) does an expense or revenue account code roll up to?

- Budget>Budget Financial Reports>RPT_ACCT_001–Budget and Data Entry Account Codes

How can I tell if my fund is Multi-Year?

- HSC Finance>Grants>Is my fund MY?

Can I budget fund balance?

- Budget>Budget Financial Reports>RPT_GENL_001–Prior Year Fund Balance Available to CarryForward

Do I have vacant positions?

- Human Resources>Departmental Users>Position Reports>HR010–Vacant Positions by Organization
- Human Resources>Departmental Users>Position Reports>RPT_PBUD_001–Vacant Positions by FOAP

What positions are funded by my FOP?

- Human Resources>Departmental Users>Position Reports>RPT_PBUD_002–Current Positions by Positions ORGN

Who is appointed on my FOP?

- Human Resources>Departmental Users>Employee Appointment Reports>RPT_NBAJOBS_010–Salary Roster by FOAP
- Human Resources>Departmental Users>Employee Appointment Reports>HR121–Current and Future Appointment Report

What Home/Position Organization does my employee belong too?

- Human Resources Reports>Departmental Users>Employee Appointments Reports>RPT_EMPL_008–Employee Organizations

How did an employee get paid?

- Human Resources>Departmental Users>Payroll Reports>RPT_PAYDIST_001–Payroll History
- Human Resources>Departmental Users>Payroll Reports>RPT_PAYDIST_004–Labor Redistribution History Report