Business Affairs

NEWSLETTER

AUG 2023

TTUHSC EL PASO
Texas Tech University Health Sciences Center El Paso

Year-end is coming!

DEPARTMENTS:

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

EMPLOYEE SPOTLIGHT

This month, we feature Oscar Wilson from Purchasing.

Oscar Wilson
FINANCIAL ANALYST II
PURCHASING

In this Issue:

- Budget Year-end Deadlines
- Cash Receipt System Updates
- Property Inventory System Updates
- Accounting Year-end Deadlines
- Holding Account
- Business Associate Agreements
- PO Encumbrance Change System Updates
- Chrome River Expense Travel System

EMPLOYEE SPOTLIGHT!

Oscar Wilson

FINANCIAL ANALYST II
PURCHASING

What is your role at Texas Tech University Health Sciences Center El Paso?
I am currently a Financial Analyst II in the Purchasing Office and have been with TTUHSC El Paso for about eight years. I am also the Historically Underutilized Business (HUB) coordinator. As the HUB coordinator, I am responsible for HUB reporting that consists of monthly, semi-annual, and annual financial reports. Part of my other duties, includes the daily review and approval of departmental requisitions.

Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had? I used to sell sunglasses at the mall when I was in college.

If you could switch your job with anyone else, whose job would you want?
It might be controversial, but it would be Elon Musk just to get his business mindset.

What is your favorite thing to do in El Paso? Go out and enjoy a nice time with family and friends.

Any favorite line from a movie?
"Lord Vader! Rise!"

Favorite travel spot? Cancun

What TV show/movie are you ashamed to admit you love? Braveheart.

What would you like to be famous for? For helping people.

Where do you see yourself in 5 years? In a managerial position.

Where would you like to go on a dream vacation? Europe.

You're happiest when? I make people happy or comfortable.

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BUDGET YEAR-END REMINDERS:

1 The FY2023 labor redistribution deadline is Aug. 31. The only exception is for the SM17 payroll (work dates of Aug. 16 – 31). This payroll will post to finance on Thursday, Sept. 7. Please contact the Budget Office no later than Sept. 7 if LRDs are needed for SM17. The posting date for FY2023 labor redistributions must be 8/31/2023 or earlier in order to correctly post against the FY2023 finance ledgers.

2 All overload jobs will end on 8/31/2023. If an overload needs to continue into FY2024, an EPAF must be submitted to reinstate the overload.

3 Payments for EOPS on faculty and staff will post against FY2023 funds if the EOPS are fully approved before the MN09 and SM17 payroll extracts begin. Otherwise, they will post in FY2024 against FY2024 budgets. Please submit these in a timely manner and ensure funding is available in the appropriate budget account codes to avoid delays.

4 The Budget Revision System will use a default fiscal year of FY2023 for all budget revisions that are started on or before Aug. 31. The system will default to FY2024 for all revisions started on or after Sept. 1. If you need to process a revision in a fiscal year other than the default, please contact the **Budget Office** for instructions.

5 The Budget Revision System will be **unavailable** on Sept. 11 to accommodate the FY2023 year end processes.

6 FY2024 fund balances will not be available until FY2023 closes. Option 2 budget revisions (use of fund balance) for FY2024 cannot be submitted until 9/12/2023.

CAN YOU GUESS WHO THIS BABY BOY

turned into?

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STUDENT BUSINESS SERVICES:
CYNTHIA FLORES, DIRECTOR

Student Business Services in conjunction with Applications Development and Accounting Services, has been working diligently on updates to the Cash Receipt System. These updates are intended to simplify the cash receipt origination process, streamline the search features, and enhance the overall user experience.

These updates include the following:

WHAT'S NEW!

Cash Receipt System updates to look out for...

Cash receipt description – originators will no longer need to write the deposit date and payment type in the deposit description. The deposit date is **still** required information. The system will generate a description that includes deposit date and payment type, and merchant identification number (MID) when applicable based on the originator's entries. The originator should include other payer information in the description field, as space allows.

Gift/sponsored programs – cash receipt originators will have the ability to edit the default account.

Search features – the search feature has moved to the left side menu. When searching for a cash receipt, the search output will remain intact by use of the "back" arrow so that the user may continue reviewing the search output.

Dashboard view – if the user changes the number of records displayed in the dashboard, the change will remain constant throughout the user's active session.

Approval process – when working on multiple batches, the intermediate approver or final approver will no longer need to clear the batch approval sum amount. The amount will automatically clear upon approval of the batch.

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You can expect to see these changes to the Cash Receipt System during the last week of August. Your feedback is always welcome!

For assistance with cash receipts or training, please email **cashreceiptselp@ttuhsc.edu**.

FINANCE SYSTEMS MANAGEMENT: RAQUEL DIAZ-JAQUEZ, DIRECTOR

YEAR-END DEADLINES:

Sunday, Sept. 10

The Aug. 2023 accounting period 12 FY2023 in Banner will close at the end of the day Sept. 10, 2023. An accrual period for FY2023 will remain open for a period of time after that date.

Monday, Sept. 11

The FY2023 roll to FY2024 will take place Sept. 11, 2023. All financial systems will be **closed** to transaction processing from Sunday evening through Tuesday morning.

PROPERTY MANAGEMENT:

We're excited to provide a sneak peek of the upcoming changes made to the Property Inventory System. Our team has been hard at work these past few months helping make the Property Inventory System even more valuable to you! These new updates not only include an updated user interface and dashboard but also automated forms, integrated reminders, and the newly integrated certification process.

During our testing phase, a pilot group was selected to test and provide feedback before full deployment of the system. We'd like to thank everyone who participated!

Thank You

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Below is a sneak peak of the system's new look. With this update, we will be introducing new reference material that will be posted online once the system goes live in FY2024. Training dates will be announced as soon as the system goes live, so stay tuned....

Note:

Scanners used in prior inventory certifications will no longer be supported with this new process. An upgraded scanner will need to be purchased, however, no annual license fee will be charged.

If your department is still interested in owning their own scanner, please email us at **baelp-asset.accounting@ttuhsc.edu**. A limited amount of scanners will still be available to lend out when inventory certification commences.

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ACCOUNTING SERVICES: OCTAVIO BUSTILLOS, DIRECTOR

Fiscal year-end is rapidly approaching, here are some important reminders to ensure year-end and monthly closing deadlines are met. Reference **HSCEP OP 50.30** - Year-End Close Processes and Deadlines for more information.

2023 YEAR-END DEADLINES

MONTHLY CLOSING DEADLINE: AUGUST 2023 MONTHLY CLOSE, SUNDAY SEPT. 10, 2023

Tuesday, Sept. 5, 2023

- **Consumable Supplies/Goods for Resale Inventory Form**, due to Accounting Services if either exceed $15k **(Click here)**. Counted consumable supplies and goods for resale inventories on hand as of Aug. 31 should be reported as the value of the inventory item of its original purchase price. Below are the two types of inventories:

→ **Consumable Supplies** are defined as goods and items purchased for use in daily operations, such as office supplies or medical supplies. Such items have been purchased and received but will not actually be consumed or used until the following fiscal year. This includes inventory on hand in departmental supply closets, cabinets, drawers, etc.

→ **Goods for Resale** are defined as finished goods purchased for the purpose of resale to a customer or other entity. Such items have been purchased and received but will not be sold to a customer, patient or other entity until the following fiscal year.

ADDITIONAL REMINDERS

Accounting Services will request updates on expected payments and confirmation of validity from sponsor(s) for all outstanding accounts receivable older than 100 days to ensure the status has not changed.

- **Non-Contract Revenue Accrual Form (INs)**, due to Accounting Services **(Click here)**. Payment for non-contract services/goods that were provided before Sept. 1 but payment is expected to be received/recorded in FY2024 should be accrued (revenue recognized in FY2023).

- **Holding Accounts and Unidentified Wire Claims**, FOAPs information are due to Accounting Services. Details are shown on the **Holding Account reports**.

- **Deferred Revenue listing,** due to Accounting Services.
- Goods or services that will be provided in FY2024 but funds are received and recorded in FY2023. A deferred revenue entry is required. These transactions are originally processed through Cash Receipts (in the **Cash Receipts System**) or Purchase In Transfers (in the **FiTS system**).

Wednesday, September 6, 2023

- **Contract Revenue Accruals** must be entered in the **Contracting Accounts Receivable System**.

- AR billings related to services provided in FY2023 need to be accrued (revenue recognized in FY2023) although payment will be received in FY2024.

- **Expense Accruals Form (to include its supporting documentation)** due to Accounting Services. To record non-TechBuy or PCard expenses that have been incurred but not paid in FY2023.

- **FiTS transactions** must be completed and approved at the department level. Immediate action is required if a FiTS transaction should be rejected or if additional information is needed during final review.

- **Cost Transfers (CTs)**
- **Interdepartmental Billing Vouchers (IVs, only used by Service Funds)**
- **Revenue Transfers (RTs)**
- **Internal Purchase Funding Transfers (IPFTs)**

Wednesday, September 13, 2023

- **Fund Balance Deficits** will be covered by the indicated backup FOPs (Fund Organization Program codes) in the financial system. If there is an alternate FOP, information is due to Accounting Services.

Have questions regarding a specific fund? Please refer to the **Accounting Services Directory by Fund Type** document to determine who to contact.

WELCOME
to the team!

Accounting Services would like to welcome **Abraham Ortiz** to our team. Abraham will oversee General Designated, Indirect Cost Recovery, and Student Fee funds.

We're happy to have you on board!

GENERAL SERVICES:
ANA ALVARADO, SUPERVISOR
Mail Stop Codes:

The establishment of Mail Stop Codes (MSC) allows for the efficient processing and sorting of mail. The use of mail stop codes will prevent delivery delays or the return of mail or packages to the sender.

WHAT IS A MAIL STOP CODE (MSC)?

- It is a set of numbers used to designate a delivery location.

WHEN SHOULD MAIL STOP CODES BE USED?

They should be used for:

- Inter-campus mail.
- All return addresses.
- Incoming mail (letters, magazines, packages, etc.) from outside sources.
- All ship-to addresses.

WHERE CAN I FIND A LIST OF MAIL STOP CODES?

- A list of mail stop codes can be found on the General Services website by selecting the **Mail Stop Listing**.

If you have any questions, or need a new MSC set up, please contact **General Services** at 915-215-4401.

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CONTRACTS AND GRANTS ACCOUNTING: GINA LOPEZ, DIRECTOR

Very Important! **Contracts and Grants Accounting Year-end Deadlines:**

Review your grant/contract FOPs on a regular basis throughout the month of August to ensure that all allowable expenses are allocated to the grant/contract FOPs before the FY2023 year-end deadlines (**HSCEP OP 50.30**).

For Sponsored projects ending on Aug. 31, 2023, review the open encumbrances. The services should be rendered and items must be received by Aug. 31, 2023, if not, move the open encumbrance to a local fund.

For newly awarded grants received between now and Aug. 31, 2023, request a new fund as soon as possible, establish budget, and process labor redistributions, if required. Be mindful of year-end deadlines in order to allocate FY2023 expenses and the labor to the grant before it's too late.

Additionally, notify CGA by email **grantsaccountingelp@ttuhsc.edu** of all Clinical trial invoices submitted by the department to the sponsor and not paid by Aug. 31, 2023, no later than **Sept. 5, 2023**, to work on accruing the earned revenue in FY2023.

Unidentified Receipts placed in the Holding Account can be found, **here**.

For all deposits still placed in the **Holding Account**, the depositor must identify the appropriate departmental FOAP no later than **Sept. 5, 2023**.

Once the FOAP is identified, submit a request to **grantsaccountingelp@ttuhsc.edu** to have the funds moved to their departmental account-FOAP. Unclaimed deposits outstanding for six months will be swept to a scholarship account.

WELCOME
to the team!

Contracts and Grants Accounting is pleased to announce **Susana Stanchos** has joined our team as a Financial Analyst II. Susana will be responsible for state and local contracts and grants.

We're happy to have you on board!

PURCHASING: PAT MYERS, DIRECTOR

WHAT IS A BAA?

A written contract of arrangement between a covered entity and business associate that:

01 Permits the covered entity to disclose protected health information (PHI) to the business associate;

02 Allows the business associate to create or receive PHI on the covered entity's behalf; and

03 Allows the business associate to create, receive, maintain, or transmit ePHI on the covered entity's behalf.

DEFINITION OF BUSINESS ASSOCIATE:

A business associate is a person or entity (other than a member of the covered entity's workforce that creates, receives, maintains, or transmits protected health information (PHI) for a covered entity). Basically, a business associate is a person or entity that performs services for a covered entity which involves PHI;

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→ The definition now extends to subcontractors that are required to enter into subcontractor business associate agreements.

WHO REQUIRES A BAA:

Any person or entity that TTUHSC El Paso shares PHI or ePHI or create, receive, maintain, or transmit ePHI on behalf of TTUHSC El Paso other than a workforce member.

Below are a some examples:

- Medical billing services
- IT service providers
- Practice Management
- Cloud storage providers
- EHR providers
- Professional service providers, such as accountants, attorneys, and auditors
- Medical Record storage and shredding services
- And many more

HOW DO YOU DETERMINE IF A BAA IS REQUIRED FOR YOUR PURCHASE?

- Review **HSCEP OP 52.13 HIPAA Business Associate Agreements**.

- Review the Business Associate Decision Tree (**Attachment B**) for guidance.

HOW TO PROCEED WITH GETTING THE BAA REVIEWED AND SIGNED?

→ If the purchase requires a BAA, the form should be submitted via the ASC Contracting System for review and signature.

→ The BAA should be fully executed prior to the purchase order being approved and should be attached in TechBuy.

Any questions concerning the BAA, please contact the Office of Institutional Compliance at **elpasocomplianceoffice@ttuhsc.edu**.

FOR FUTURE REFERENCE:

The Purchasing department recommends that you submit your requisitions ahead of the expiration of the previous renewal. Please take into consideration that the process involves approval from several departments and that other requisitions need to be processed as well. If your requisitions are not approved by the start date, they will be classified as "**Non-Complaint**." Your assistance and patience is greatly appreciated.

Friendly REMINDER:

When you receive a quote from IT and the vendor is CDW, there are two options to select in TechBuy:

- CDW – select the Non-Catalog order form if the item is a Hewlett Packard (HP) or Samsung item, or
- MPulse CDW – select the punch-out order form if the quote shows the MPULSE address as shown below.

TTUHSC at El Paso Computers/Software

CDW
CDW

PURCHASER BILLING INFO

Billing Address:
MPULSE/TEXAS TECH HEALTH
TYRONE DIXON
3 SUGAR CREEK CENTER BLVD
SUGAR LAND, TX 77478-2210
Phone: (281) 277-4410

IF YOU GUESSED SERGIO BANDA,

you are correct!

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PO/ENCUMBRANCE CHANGE REQUEST SYSTEM

WHAT'S NEW!

PO/ Encumbrance Change Request System updates to look out for...

The goal of the online PO and Encumbrance Change Request System is to minimize the manual process by allowing campus users to request Purchase Order and Encumbrance closures, FOAP addition/modifications, line item additions, and amount adjustments.

The **PO/Encumbrance Change Request System** can be found through the "HSC Finance El Paso" tab located on the WebRaider website, Procurement Services section.

Dashboard:

The dashboard is designed to give you a summary of the requests created by you. To access your dashboard, select the 'Dashboard' from the menu on the left side of the webpage.

It will display the PO change requests 'Deleted', 'Approved', 'Submitted' by you, and 'Returned' to you. For more information about each of these POs, click on the Request ID or PO Number.

Search:

To search for encumbrance or FOAP changes history to a PO, click on the 'Advanced Search' option. Enter the PO Number on the box or Request ID.

For questions, please contact the Purchasing Office at **Purchasingelp@ttuhsc.edu**.

PAYMENT SERVICES: ANNETTE HINOJOS, DIRECTOR

Importnat YEAR-END DEADLINES:

- **Aug. 18 -** Purchasing card (PCard) expense reports due (cycle ending Aug. 3, 2023).
- **Aug. 23 -** PCard purchases for FY2023 should be completed to ensure posting to FY2023.
- **Aug. 31 -** Travel Applications for FY2023 funds must be entered by 4:30 p.m.

- **Sept. 1 -** All new Travel Applications should be submitted via Chrome River Travel.
- **Sept. 3 -** PCard statement close date is Sept. 3, 2023. Charges posted through the Sept. 3 statement will be applied to FY2023.
- **Sept. 6 -** All PCard expense reports must be completed by noon and in the queue of the PCard team. PCard expense reports should be submitted throughout the month of August as purchases are made.
- **Sept. 6 -** FY2023 invoices and receiving reports are due to Accounts Payable by 5:00 p.m. (MST).

For questions, please contact Payment Services at **paymentserviceselp@ttuhsc.edu**.

LATE PAYMENT INTEREST RATE FOR FISCAL YEAR 2024!

The interest rate the state pays on a late payment to a vendor under the state's prompt payment law is calculated on an annual basis. The interest calculation is one percentage point higher than the prime rate published in the Wall Street Journal on the first business day of July.

For fiscal 2024, a **9.25** percent interest rate must be paid on late payments between Sept. 1, 2023 and Aug. 31, 2024.

See **Interest Rate** on eXpendit (FPP I.005) for more information.

CHROME RIVER TRAVEL EXPENSE SYSTEM

The Payment Service's team would like to announce that Chrome River Travel Expense System will go live at the beginning of the new fiscal year. Beginning **Sept. 1,** all new travel applications will have to be submitted via the Chrome River Travel Expense System.

Trainings will be held every Wednesday at 9:30 a.m. via WebEx beginning Aug. 9, 2023. Please look out for the announcement to sign up or send an email to **travelelp@ttuhsc.edu**.

TRANSITION PERIOD

If your department has any Travel Applications and/or Travel Vouchers pending in the current Travel System, you will proceed with using the current system until the travel has been fully approved and reimbursed.

WELCOME to the team!

Payment Services is pleased to welcome **Brenda Duarte** and **Susana Amezquita-Guzman** to the team. Both Brenda and Susana will be part of the Accounts Payable team.

We're happy to have you on board!

HAPPY
NEW *fiscal* YEAR
2024
from Business Affairs!

DON'T FORGET TO

SIGN UP

FOR OUR BUSINESS AFFAIRS NEWSLETTER!

Provides updates, reminders, and new information about business affairs and the services provided by each department.

For questions or suggestions regarding our newsletter, please email us at **fsmelp@ttuhsc.edu**.