

Business Affairs Newsletter



August 2019

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Employee Spotlight



Vince Lantican

Budget Office

Managing Director

1. Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had? Working as a part-time gym instructor way back in college in the Philippines.
2. What is your favorite thing in life? My baby Loren.
3. What is your favorite thing about TTUHSC El Paso? Working with such a diverse group and how the institution impacts the El Paso community. #EIPasoStrong
4. What do you do when you aren't at work? I used to play a lot of basketball and lift weights, now that I'm older I just do casual workouts on weekends.
5. What might (someone) be surprised to know about you? For someone who's really quiet, I can throw some really fun parties!
6. What is the one thing you cannot resist? Helping out a friend or anyone in need.
7. What is your hidden talent? Cooking and grilling!
8. Would you rather be the best player on a horrible team or the worst player on a great team? Definitely worst player on a great team, always want to be part of a winning team.



Budget Office: Vince Lantican, Director

The FY 2020 Operating Budget will be presented to the Texas Tech University System Board of Regents. Data from the Budget Prep System will be loaded to the Banner Finance and Human Resources Systems for FY 2020.

Below are some year-end reminders:

1. The FY 2019 labor redistribution deadline is Aug. 30. The only exception is for the SM 17 payroll (work dates of Aug. 16 – 31). This payroll will post to Finance on Friday, Sept. 6. Please contact the Budget Office by Sept. 9 if LRDs are needed for SM 17.

Note: The posting date for FY 2019 labor redistributions must be Aug. 30, 2019 or earlier in order to correctly post against the FY 2019 Finance ledgers.

2. All overload jobs will end on Aug. 31, 2019. EPAFs must be submitted to reinstate the overload jobs for FY 2020.
3. The Budget Revision System will use a default fiscal year of FY 2019 for all budget revisions that are started on or before Aug. 31. The system will default to FY 2020 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.
4. The Budget Revision System will be unavailable on Sept. 11 to accommodate the FY 2019 year-end processes.
5. FY 2020 fund balances will not be available until FY 2019 closes and balances roll forward to the new fiscal year. Option 2 budget revisions (use of fund balance) for FY 2020 cannot be submitted until Sept. 12, 2019.

All budget-related questions should be directed to budgetelp@ttuhc.edu.

reminder

SBS: Cindy Flores, Director

The Global Fee Document (GFD) of student tuition and fees to be assessed for the 2020-2021 and 2021-2022 academic years is scheduled for submission to the TTU System Board of Regents for the December 2019 meeting. A timeline and process overview was sent on July 22 to each school/department that currently receives student fee revenue.

It is during this time that new fees, as well as increases/decreases to existing fees, may be requested or the fee description may be updated. The submission deadline for any change requests is Wednesday, Aug. 21.

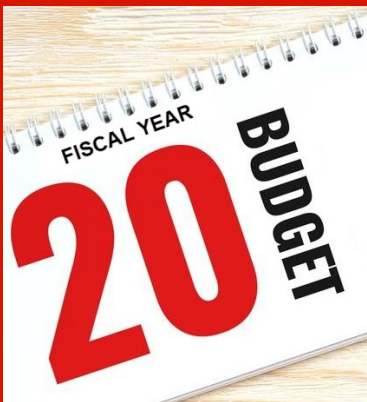
As a reminder, student fee administrators have the following responsibilities:

- Ensure that incidental fee rates reasonably reflect the actual cost of materials and/or services provided by the institution.
- Student fees are being collected and expended for the intended purpose.
- Excess fund balance is not being accumulated in student fee funds. Fund balances can be checked through Cognos:

HSC El Paso Finance>Fund Balance>Statement of Changes in Fund Balances-Student Fees

All Student Business Services-related questions should be directed to:

sbselp@ttuhsc.edu.





Accounting Services would like to welcome Lead Analyst Valeria Valencia. Valeria will be overseeing general designated, student fees, and IDC funds.

Welcome, Valeria!



Deadlines.....



Accounting Services: Sandra Tapia, Director

As we get closer to the end of Fiscal Year 2019, we would like to encourage departments to review the Year-End Deadlines and Processes that are now available on our [portal](#).

The following deadlines are coming soon:

Sept. 4, 2019

- FY19 Revenue Accrual Form for non-contract revenue is due to Accounting Services.
Note: Invoice Form (INs) has been replaced by the [Revenue Accrual Form](#).
- FY 2019 consumable supplies/goods for resale inventory counts as of Aug. 31, 2019 are due to Accounting Services.
- FY 2019 claims for unidentified deposits in holding account are due to Accounting Services.

Sept. 5, 2019

- FY 2019 contract revenue accruals must be entered into the Contracting/Accounts Receivable System.
- FY 2019 FITS transactions cost transfers (CTs), interdepartmental vouchers (IVs), internal purchase funding transfers (IPFTs), and revenue transfers (RTs) must be entered and approved by department approvers.

The scheduled day for closing our ledger for the 2019 fiscal year is Sept. 10, 2019.

Attention Service Departments:

If your service center is experiencing changes in costs, type or quantity of goods/ services provided or if fund balances or current rate sheet haven't been updated in the last two years, please contact Accounting Services. We will happily guide you through the process of submitting a new revised/updated rate sheet.

Departments with AR older than 100 days:

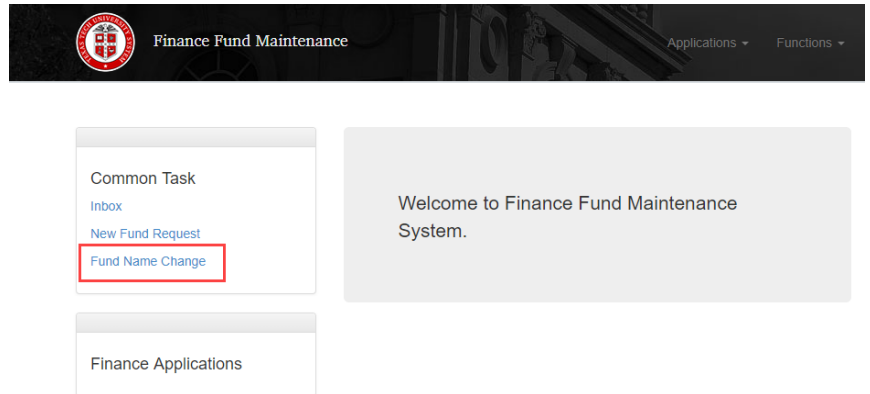
Our office will be requesting documentation from sponsor(s) confirming items older than 100 days will be paid. The documentation should be current (no more than 60 days old) so we can have strong assurance that the sponsor(s) anticipate making the payment(s) and to ensure the status of the AR has not changed.

If you have any questions, please email us at accountingelp@ttuhsc.edu.

WHAT'S NEW

Finance Systems Management: Raquel Diaz-Jaquez, Director

Change Fund Name: The new Fund Name Change system has been released under the Finance Fund Maintenance System. You can access the system by clicking on the "Functions" tab at the top of the page, "Change Fund Name" or click on the link on the left-hand side menu. The system will allow requests to be submitted for fund name changes.



Click [here](#) to go to the Fund Maintenance System. Links are also available on the HSC Finance El Paso tab, under the Accounting Services section.

COMING SOON

Finance Fund Maintenance:

- Terminate Fund Request

FITs System Redesign:

We are currently working on a FITs System redesign. The updated design will allow for easy navigation and improved search features with similar look and feel to the Finance Fund Maintenance System.

If you have any questions, please email us at fsmelp@ttuhsc.edu.

Capital vs. Controlled Equipment:

Please visit our updated [reference material](#) related to capitalized and controlled equipment.

Property Management

- [Asset Account Structure](#)
- [Asset Expense Accounts](#)
- [Guidelines for Capitalized and Controlled Items](#)
- [Property Controlled but not Capitalized](#)
- [Property Inventory Help](#)
- [Property Inventory Scanner Instructions](#)
- [TTUHSC El Paso Campus Buildings](#)

For questions regarding property inventory, please email us at: baelpasset.accounting@ttuhsc.edu.

Year-End Deadline:

The FY 2019 roll to FY 2020 will take place Sept. 11, 2019. All financial systems will be closed to transaction processing from Tuesday evening through Thursday morning. Cognos will be available for reports and will reflect August balances.



See answer on page 6.



KEEP CALM AND MEET DEADLINES



EcrT (Effort Certification and Reporting Technology):

The effort certification period for Q3 ended July 22. Thank you to everyone who completed their effort certifications. Our Q4 certification period will include June 1-Aug. 31 and will open in ecrT for certification beginning Oct. 1.

Any questions or concerns can be sent to the ecrT functional mailbox at: ecrtelp@ttuhsc.edu.

Contracts and Grants Accounting: Gina Lopez, Director

Contracts and Grants Accounting 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 FY19 year-end deadlines (refer to [HSCEP OP 50.30](#)).



- For sponsor projects ending on Aug. 31, 2019, please review open encumbrances. Services should be rendered and items must be received by Aug. 31, 2019. If not, move the open encumbrance to a local fund.
- For new awarded grants received between now and Aug. 31, 2019, be mindful of year-end deadlines in order to allocate FY19 expenses and labor to the grant before it's too late. Quick action to request new fund, establish budget and process labor redistributions will be key.

After the year-end deadlines, approval will not be granted to move FY19 expenses and/or labor from local FOPs to grant/contract FOPs.

In addition, revenue earned in FY 2019 but not received until FY 2020 that are not entered into the Contract AR System such as clinical trial invoices submitted by the department to the sponsor and not paid by Aug. 31, 2019, must be sent via email to grantsaccountingelp@ttuhsc.edu by the deadline Sept. 04, 2019 to work on accruing the earned revenue in FY 2019.

If you have any questions, concerns or comments regarding restricted funds, please contact CGA at: grantsaccountingelp@ttuhsc.edu.

TRAINING



Contract and Purchasing Training:

The new fiscal year always brings change. Texas Education Code §51.9337(b)(5) and Texas Government Code §2155.07(a),(a-1) and (b) require state employees who are authorized to execute a contract on behalf of the institution or to exercise discretion in awarding contracts are required to receive training. Both the Purchasing and Contracting Offices are working on mandatory training for all fund managers. Please look out for the training coming to you this year!

If you have any questions, contact Purchasing at purchasingelp@ttuhsc.edu.



TechBuy Training

The Procurement Office is offering TechBuy training the second Tuesday of every month. If you have any new staff or would like a refresher, please sign up. The training covers how to create a requisition, receipts and how to submit your invoices for payment. To sign up, please visit the ACME page. The TechBuy training can be found under the Resources & Technology category.

<http://elpaso.ttuhs.edu/hr/workforce-employment-and-development.aspx>

Category*: Resources & Technology

Click on an open course for enrollment details

Course Title	Date	Time	Location	Status
TechBuy System Training	1/8/2019	9:00 AM-11:00 AM	CSB-B3600	Closed
TechBuy System Training	2/12/2019	9:00 AM-11:00 AM	ASBII-1010	17 seats remaining
TechBuy System Training	3/12/2019	9:00 AM-11:00 AM	MEB-1150	25 seats remaining

If you guessed Sandra Tapia, you are correct!



Purchasing: Annette Hinojos, Director

Co-op Contracts Search

Starting July 1, 2019, a purchasing cooperative contract database is available for all departments to use. The Co-op Contracts database can be found on the portal under the Purchasing section.



Purchasing cooperatives (“Co-op”) are consortiums or groups of which TTUHSC El Paso is a member. Co-ops competitively procure contracts under which members can make purchases without having to issue bids or request proposals. A purchasing cooperative is a type of cooperative arrangement, often among businesses, to agree to aggregate demand to get lower prices from selected suppliers.

Purchasing cooperatives are used frequently by governmental entities, since they are required to follow laws requiring competitive bidding above certain thresholds. Co-op Contracts Search allows you to search by commodity or vendor name:

- Vendor Contact Information
- Contract Number

Key Year-End Deadlines:

- Aug. 23 - Non-catalog TechBuy orders using FY 2019 funding and not requiring bids must be submitted to Purchasing by Aug. 23, 2019 to ensure completion by the end of the year.
- Aug. 30 - Punch-out and catalog TechBuy orders using FY 2019 funding must be submitted to the vendor by Aug. 30, 2019 to ensure completion by year end.
- Aug. 30 - All purchase orders for FY 2019 must be completed, approved, and posted to Banner by close of business (5 p.m. MST). Any orders not completed by Aug. 30 will be posted in September against FY 2020 funding.
- Aug. 30 - Punch-out and catalog TechBuy orders using FY 2019 funding must be submitted to the vendor by Aug. 30, 2019 to ensure completion by year-end.
- Aug. 30 - Requests for increases or releases of prior year encumbrances are due to Purchasing.

If you have any questions, contact Purchasing at:

purchasingelp@ttuhsc.edu.



Chrome River coming soon! The TTU System has determined a new online/paperless system will be implemented for all PCard and travel expenses. The kick-off meeting took place in mid-July and our office will take part in the implementation. The new system will allow us to:

- Upload documentation for transactions.
- Route expense reports for approvals.
- Manage allocations.
- Expense transactions to FOAPs.

We are looking forward to sharing more information as it becomes available!

Key Year-End Deadlines:

- Aug. 27 - PCard Purchases for FY 2019 should be completed to ensure posting to FY2019.
- Aug. 30 - Travel applications for FY 2019 funds must be entered by 4:30 p.m. (MST).

Payment Services: Lupe Alvara, Director

Avoid Common PCard Documentation Violations

Below are some common PCard documentation violations:

- Missing itemized receipts.
- Food and Entertainment form is not included or not filled out correctly.
- Pre-Approval form is not included or filled out correctly.

Describe the business purpose of the event and its benefit to TTUHSCEP: **(PCARD ONLY)**

Be specific. Note business purpose and benefit to TTUHSC EI Paso.

Specify the TOTAL number of attendees if applicable

If attendees are more than the five, attach the attendee list as supporting documentation

List the names of up to five of the attendees and their position:

Check if Employee

Attach a sign-in sheet if more than 5 attendees.

Important: Violations may result in suspension or cancellation of your PCard. Be sure you know before you commit.

Other (detailed)

List other expenses. Be as detailed as possible.

Total Estimated Cost

\$

Number of Attendees

**President's approval is required*

2 PURPOSE (A business purpose that serves the institutional mission is required.)

State business purpose.

3 DATE AND LOCATION OF EVENT

Note date and location of event.

Reference [OP 72.15 Purchasing Card Program](#).

- Sept. 3 - PCard Statement closes. Transactions will not be viewable until Sept. 5, 2019. Charges on Sept. 1, 2019 statements will be applied to FY 2019.
- Sept. 6 - PCard Allocations should be made throughout the month as purchases are made. Allocations must be completed by noon (MST).
- Sept. 6 - Travel FY 2019 vouchers and required documentation due to the travel office.
- Sept. 6 - FY 2019 invoices and receiving reports are due to Accounts Payable by 5 p.m. (MST).

Contact Payment Services at pcardelp@ttuhsc.edu if you have any questions.



HAPPY
{fiscal}
NEW YEAR!

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