**June 2015**

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.

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**July 2015**

This fiscal year due to TTUHSC El Paso becoming a stand-alone agency with its own appropriated funds and the transition of our financial system from chart “H” to chart “E”, encumbrances on state funds will not carry forward. Departments should ensure state funds are just not encumbered but that the services and goods are actually received, invoiced, and paid in fiscal year 15.

Accounting Services will monitor these encumbrances and might contact departments with questions or instructions to reallocate encumbrance if needed. Any questions or concerns should be directed to the Accounting Services at accountingelp@ttuhsc.edu.

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**August 2015**

- In preparation for fiscal year end close, we would like to remind departments of approaching deadlines:
  
  **September 4, 2015**
  - FY15 FITS transactions (Cost Transfers (CT), Internal Purchase Funding Transfers (IPFT), Interdepartmental Vouchers (IV) or Revenue Transfers (RT) must be entered and approved by departments.
  - Unclaimed amounts in the Holding Account will be swept. These amounts can be viewed on the Holding Account Report, which is available online. If your department is the owner of an item on the holding account, please email a request to Accounting Services to have the funds deposited to your departmental account.
  - FY15 Consumable Supplies/Goods for Resale Inventory counts as of August 31, 2015 are due to Accounting Services. The Inventory Form is available online.
  - FY15 Contract Revenue Accruals should be entered into the Contracting/Accounts Receivable System and Non-Contract Revenue Accrual Invoice forms (INs) are due to Accounting Services. The Invoice Form (IN) is available online.
  - FY15 Expense Accrual requests are due to Accounting Services.

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