TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
EL PASO
Business Affairs

El Paso Business Affairs Newsletter

September 2016

Can you guess which Business Affairs staff member this is?

.. see page 4 to find out!

Business Affairs: Jessica Fisher, executive director

This month, I'm honored to highlight Sandra A. Tapia. Effective September 1st, Sandra will serve as Unit Associate Director in Accounting Services. Sandra holds a Masters in Accounting and is currently working towards becoming a Texas Certified Public Accountant.

Sandra A. Tapia
Accounting Services, Unit Associate Director

What is your favorite thing about TTUHSCEP? My hardworking team and the working environment... And every year I look forward to our Spring into Wellness event- Love it!

What keeps you motivated? Appreciation, expertise, professional growth and, most important, the arrival of my baby boy.

What is the worst movie you've ever seen? Birdman, I wish I'd never watched that movie.. No excitement, just plain boring.

List five hashtags that describe your personality. #Independent #Driven #Loyal #Persistent #Ambitious

If you had to eat one meal, every day for the rest of your life, what would it be? I would eat traditional wings with buffalo sauce and a side of french fries from my favorite place- Buffalo Wild Wings.

What's the one thing, you can't live without? Fruit, any type of fruit- I love it all!

Celebrity doppleganger? According to buzzfeed.com, I look exactly like Beyonce.

What are your pet peeves? Slow traffic... too bad I live in the West Side of El Paso.

Additionally, I am pleased to announce that David C. Solis has joined our department as Assistant Managing Director, Business Affairs. David will assist with special projects, including our Texas State Legislative Appropriations Request. More information on David to come in our next Employee Spotlight!

Accounting Services: Robert Ortega, director

September 1, 2016 marks the beginning of FY 17 and the close out of FY 16. Accounting Services will have an adjustment period open to record closing entries such as accruals, prepaids, and deferred revenue. This will ensure TTUHSCEP's financial statements provide an accurate overview of the University's financial position as of August 31, 2016. If your department has items to record in fiscal year 16 such as expense accruals, revenue accruals, cost transfers, interdepartmental billing, inventory, revenue transfers, and/or internal purchase funding transfers, we would like to remind you that the due date for these items is September 6, 2016. If you have any questions or are uncertain about how to record a specific transaction, please contact Accounting Services at AccountingElp@ttuhsc.edu.

I'd also like to welcome our newest team members—Adrian A. Ramos and Carolina Trejo!

FY16 FY17

Applications Development: Didem Mize, director

I would like to take a moment to say farewell to Dan Jeffry Onate. Jeff will be leaving our team and the Sun City to move to the Golden State at the beginning of September. Jeff has been a great team member and I wish him every success on his career path.

WEBRAIDER PORTAL

A new WebRaider Portal went live on July 18th. We ask that you familiarize yourselves with the HSC Finance El Paso tab, that has the links to TTUHSCEP financial sites and systems. The F&A Work Tools will soon be removed from our portal. Application Development was a part of the testing group during the upgrade and now maintaining the HSC Finance El Paso tab. For any questions you can always contact us at AppDevElp@ttuhsc.edu.

COGNOS REPORTS

We are also working to improve our Cognos financial reporting. If you would like to have a report scheduled to run daily, weekly, etc. we can do that for you through the option of "Scheduling". Please contact us at FinancialReporting_ElPaso@ttuhsc.edu if you are interested in learning more about Cognos reports.

Have you ever struggled to determine which account number to use for your expenses? We will soon launch a new Account Code Crosswalk application, that will allow users to simply type a key word to find which account code(s) are appropriate to use with the expense. We will keep you updated!

FINANCE SYSTEMS

We are extending our support on MPIP Distribution system to include the new Billing Areas for the Westside Hospital. The new Billing Areas and corresponding revenues reports based on FOAPs can be seen starting October.

Improvements have also been made to our Cash Receipt, Account Receivable, and PO Encumbrance Change Request systems. For further details, you can go to the "What's New" section of each application.

Budget Office: Vince Lantican, director

FY 2017 Operating Budget has been approved...

The FY 2017 Operating Budget has been approved by the Texas Tech Board of Regents. The Budget Prep information has been loaded to the Banner Finance and Human Resources Systems for FY 2017.

Here is some year end information:

1. The FY 2016 Labor Redistribution deadline is August 31st. The only exception is for the SM 17 payroll (work dates of August 16–31). This payroll will not be posted to finance until September 7th. Labor Redistributions for this payroll are due on September 8th.

   - Note: The posting date for FY 2016 Labor Redistributions must be 8/31/2016 or earlier in order to correctly post against the FY 2016 Finance ledgers.

2. All overload jobs (excluding Cell Phone Allowances and Supplemental Retirement Contributions) will end on 8/31/2016. An EPAF must be submitted to reinstate the overload jobs for FY 2017. Also, if a Cell Phone Allowance should be paid from another funding source a Labor Change EPAF should be submitted.

3. The Budget Revision System will use a default fiscal year of FY 2016 for all budget revisions that are started on or before August 31st. The System will default to FY 2017 for all revisions started on or after September 1st. 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 September 11th to accommodate the FY 2016 year end processes.

5. Option 2 budget revisions (Use of Fund Balance) for FY 2017 cannot be submitted until September 12, 2016. There are no FY 2017 fund balances available until FY 2016 closes and balances roll forward to the new fiscal year.

Contracts & Grants Accounting: Marcos Armendariz, director

Contracts and Grants Accounting (CGA) has created a new Cognos report for sponsored projects that will be automatically emailed to principal investigators and fund managers once a month. The report, titled Grant Financial Status Report, will show an easy-to-read summary of the available budget balance and actual revenue and expense transactions from inception to the most recent closed fiscal month. The information presented on the report is meant to help principal investigators and fund managers monitor their sponsored project funds. There is no need to subscribe for the distribution of this automated burst report. Anyone listed as the fund manager or the principal investigator for a sponsored project will be included in the distribution listserv. Be on the lookout for the first distribution of this report at the end of August 2016 for the month of July 2016. Every monthly report thereafter will be automatically emailed on the 12th day of every month for the prior fiscal month.

CGA is in year-end mode and you should be too! Please click here to view the July 2016 Grant Financial Management Workshop presentation, which contains details on year-end deadlines for sponsored projects.

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

Important Year-End Announcement
Rollover of multi-year fund budget balances from FY16 to FY17 will occur until Sunday, September 11. This means that from September 1 to September 11, budgets for multi-year funds (all grants are multi-year, by the way) will not be available and FY17 transactions that check for budget, such as purchase requisitions, travel applications, and travel vouchers, will not be able to be processed during this short time period. Multi-year fund budgets should be available on Monday, September 12. Please plan accordingly.

Finance Systems Management: Jennifer Meinberg, director

Annual Certification Complete

The Annual Physical Inventory has officially ended for Fiscal Year 2016. There were big changes this year as we moved from RFID to physically scanning barcodes located on the equipment. We appreciate all the help from the departments as we went through this learning curve. This new process allowed us to more efficiently comply with the state requirement of physically verifying our assets. In switching to physical scanning of the equipment we were able to issue hundreds of replacement tags which were either missing or manually written. We were also able to identify areas of opportunity to streamline our inventory process which we will be implementing throughout the 2017 fiscal year. A big thanks to Raul Natividad for jumping in and taking this activity through to completion.

In the area of systems management, we are in the final stages of testing a rewrite to the New Fund Request System. It is anticipated to be implemented around mid September. This will replace our current New Fund Request process. We will provide links and instructions as we get closer to "go live".

Please help me to welcome Jonathan Lopez as a new member of our Finance Systems Management team. He recently moved over from Accounts Payables and brings valuable experience to our group.

Visit the Finance Systems Management website for property inventory reference material. Please direct asset-related correspondence to BAElp-Asset.Accounting@ttuhsc.edu.

For questions related to systems management, please contact FsmElp@ttuhsc.edu.

Payment Services: Raquel Diaz-Jaquez, unit associate director

Year-end is here! Please make sure you are reviewing your departmental encumbrances. Please note, **do not close a Purchase Order** until you have verified with the Vendor if all invoices have been sent and payment received. If you are not sure if an invoice has been paid, please visit our Vendor Payments link at: https://www.fiscal.ttuhsc.edu/vendorpayments/payments/Search.aspx

Invoice Processing Reminders:

Please make sure the following information is completed before sending invoices to Accounts Payable for processing:

• Departments must enter receiving information in TechBuy within 3 days after the goods are received or services provided. Accounts Payable will not process invoices submitted for payment until a receipt has been completed in TechBuy.

• Invoices received directly from a vendor by a department must be **date stamped** on the day the invoice was received.

• Attaching invoices to TechBuy documents **will not trigger a payment** to be processed. All invoices must be sent electronically via email to Accounts Payable accountspayableelp@ttuhsc.edu

• Please submit all invoices in a timely manner to avoid any Late Interest charges.

Year End Deadlines:

SEPTEMBER 2nd (Friday)

✓ Due to Payment Services:

> **PCard** Statement close date for Citibank – September 2nd; Transactions will not be viewable until Tuesday, 09/06/2016. Charges on 09/02/2016 statement will be applied to FY16.

> **Travel Applications** Travel Applications to be applied against FY16 funds must be entered by 4:30pm (MST).

SEPTEMBER 9th (Friday)

✓ **Purchasing Card Allocations** Allocations should be made throughout August as purchases are made. All allocations must be completed by 2:00pm (MST).

✓ **Due to travel area** FY16 Travel Vouchers and required documentation are due to the travel office.

✓ **Due to Payment Services** FY16 Invoices & Receiving Reports are due to Payment Services.

If you guessed Charlie Fierro, Lead Analyst, Budget Office you were right!

Purchasing: Annette Hinojos, director

Happy New Year! The Purchasing Team would like to introduce two new team members: Liliana Guerrero, Unit Associate Director, and Patricia Myers, Sr. Analyst. Our Team is very excited to have them join our group as both of them bring a lot of purchasing knowledge and experience. If your departments will be procuring specialized equipment or have a new project, we ask that you please contact our department to ensure all items or services being procured are within State compliance guidelines and that your project timelines are met.

When requesting the quotes, they should be issued to the El Paso campus and no longer Lubbock. The quotes should be issued to:

> Texas Tech University Health Sciences Center El Paso
> 5001 El Paso Drive
> El Paso, TX 79905

The Bill to Address:

> Texas Tech University Health Sciences Center El Paso
> 5001 El Paso Drive
> Attn: Accounts Payable
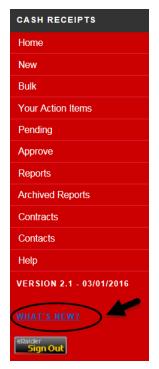> El Paso, TX 79905

Year End Deadlines:

♦ Punch-out and Catalog TechBuy orders using FY16 funding must be submitted to the vendor by 8/31/2016 to ensure completion by year end.

♦ Any order not completed by 8/31/2016 will be posted in September against FY17 funding.

♦ PO/Encumbrance Change requests for increases or releases of encumbrances must be received by August 31st.

Questions or concerns related to Purchasing can be directed to PurchasingElp@ttuhsc.edu.

Student Business Services: Cindy Flores, director

CASH RECEIPTS

Home
New
Bulk
Your Action Items
Pending
Approve
Reports
Archived Reports
Contracts
Contacts
Help

VERSION 2.1 - 03/01/2016

WHAT'S NEW?

eRaider Sign Out

The Cash Receipt System was updated in July to only allow the cash receipt originator to delete a cash receipt. Furthermore, the originator must provide a reason prior to deleting a cash receipt. For a complete list of the implemented functionalities, refer to the "What's New" section of the Cash Receipt System user menu.

REMINDER!

- FY2016 cash receipts must be submitted to SBS for final approval by September 6th.
- Deposits should be recorded as of the bank deposit date.
- Currency and coins must be delivered to the deposit location by August 30th to be accounted for in FY2016.
- Checks must be delivered to the deposit location by August 31st to be accounted for in FY2016

Student Business Services would like to remind all cash collection points that checks received by mail must be immediately endorsed with a restrictive TTUHSCEP endorsement stamp. The checks must also be recorded on a mail log and entered into the Cash Receipt System. Please refer to HSCEP OP 50.07 for more information.