Business Affairs NEWSLETTER

August 2022

Year-end

Departments

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

Deadlines

EMPLOYEE SPOTLIGHT!

IN THIS ISSUE

- FY2023 Operating Budget
- Student Fee Revenue
- Accounting Year-end Deadlines
- Year-end Roll
- Sponsored Projects/Awards/ Clinical Trails
- Invoices/Receipts
- Travel Update
- IT Purchases
- Business Associate Agreement (BAA)

This quarter, we feature **Esperanza 'Espy' Contreras** in the Employee Spotlight.

Employee Spotlight!

Esperanza 'Espy' Contreras
Lead Analyst
Payment Services

What is your role at TTUHSC El Paso? As a lead analyst for Payment Services, I am a system administrator for both the Travel System and Citi-Bank. I assist in reviewing and approving travel reimbursements and resolving any travel-related issues. As the Citibank administrator for travel and PCard credit cards, I assist anyone applying for a travel card and help with other CitiBank inquiries. I also help oversee Direct Pay transactions in TechBuy, and help answer any questions that may arise.

Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had? Before working here, I held a job at a PR company. The most interesting part about it was having direct contact with the McDonald's characters, such as Hamburglar, Grimace, Birdie and of course Ronald McDonald. We would work with these characters when we held PR and grand opening events for McDonald's. My kids growing up got to experience seeing all this, and it made my heart extremely happy!

If you could switch your job with anyone else, whose job would you want? If I could switch my job with anyone else, I would want to be Miranda Priestly from The Devil Wears Prada, only because her lifestyle seems so fabulous. Of course I would change some things around, like her attitude but her lifestyle… absolutely love!

What is your favorite thing to do in El Paso? My favorite thing to do in El Paso is visit "the placita" downtown (San Jacinto Plaza), late afternoons once the sun starts to set. There's always music, food, people walking around, others riding the scooters and having fun. It reminds me that even though we are a growing city, we still have that cozy "hometown" feeling.

Do you have a favorite quote? "Always be a little kinder than necessary". We don't know what kind of day that person might be having, so simply holding the door open for them or complementing their shoes, their blouse might just change their whole day around for them.

What TV show/movie are you ashamed to admit you love? "Homicide Hunter" with Lieutenant Joe Kenda. I was obsessed with that show. I think I've seen every episode!

Where is your favorite place to eat? Whataburger, without a doubt!

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

You're happiest when? I am the happiest when I'm with my family, eating pizza and playing board games.

Budget Office: Vince Lantican, Director

The **FY 2023** proposed Operating Budget will be presented to the Texas Tech Board of Regents on the second week of August. Budget Prep data from the Budget Prep System will be loaded to the Banner Finance and Human Resources Systems for FY 2023 after the budget is approved.

Below are some year-end reminders

- The FY 2022 labor redistribution deadline is Aug. 31. The only exception is for the SM 17 payroll (work dates of Aug. 16 – 31). This payroll will post to finance on Wednesday, Sept. 7. Please contact the Budget Office no later than Sept. 8, if labor redistributions are needed for SM 17. The posting date for FY 2022 labor redistributions must be Aug. 31, 2022 or earlier in order to correctly post against the FY 2022 finance ledgers.

- All overload jobs will end on Aug. 31, 2022. If an overload needs to continue into FY 2023, an EPAF must be submitted to reinstate the overload.

- The Budget Revision System will use a default fiscal year of FY 2022 for all budget revisions that are started on or before Aug. 31. The system will default to FY 2023 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.

- The Budget Revision System will be **<u>unavailable</u>** on Sept. 11 to accommodate the FY 2022 year-end processes.

- FY 2023 Fund Balances will not be available until FY 2022 closes. Option 2 budget revisions (use of Fund Balance) for FY 2023 cannot be submitted until Sept. 12, 2022.

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

Student Business Services: Cindy Flores, Director

FY 2022 cash receipts must be submitted through the Cash Receipts System and approved by intermediate approvers by Wednesday, Sept. 7, 2022.

REMINDER

A reminder for the departments that received student fee revenue as we approach a new fiscal year:

Tuition and fees are billed to students upon registration, so although students register as early as April for the following fall semester, the fee revenue billed is not immediately reflected as current fiscal year revenue. The revenue is actually deferred until the start of the new fiscal year.

The reason being, the fall 2022, spring 2023 and summer 2023 semesters collectively make up the 2022-2023 academic year and therefore are reported as FY 2023 revenue.

In September, the start of the new fiscal year, the deferred revenue will be released and recognized as income. This typically takes place the second week of September.

All Student Business Services-related questions should be directed to **sbselp@ttuhsc.edu**.

Guess the Baby!

Can you guess who this Business Affairs' employee is?

See answer on page 8.

Finance Systems Management: Raquel Diaz-Jaquez, Director

Saturday, Sept. 10, 2022
The August 2022 accounting period 12, FY 2022 in Banner will close at the end of the day Sept. 10, 2022. An accrual period for FY 2022 will remain open for a period of time after that date. Any entries made during the accrual period will require approval from Accounting Services.

Sunday, Sept. 11, 2022
The FY 2022 roll to FY 2023 will take place Sept. 11, 2022. All financial systems will be closed to transaction processing from Saturday evening through Monday morning. Cognos will be available for reports and will reflect August balances.

For questions, please contact Finance Systems Management at **fsmelp@ttuhsc.edu**.

BUSINESS Affairs — Are you ready for year-end?

General Services: Ana Alvarado, Supervisor

Amazon Purchases

For any Amazon purchases, please make sure a Mail Stop Code (MSC) is associated with the order. If no MSC can be identified, the department will need to pick-up the order in the Mailroom.

Texas Tech University Health Sciences Center El Paso:
5001 El Paso Drive
MSC XXXXX
El Paso, TX 79905

For any questions, please contact the Mail Room at **mailroomelp@ttuhsc.edu**.

Accounting Services: Sandra Tapia, Director

Fiscal year 2022 is coming to an end and with that, we would like to remind you of important year-end deadlines that are coming up!

Sept. 2, 2022:

- Any existing deficit must be cleared. Deficits can be cleared either by a funding transfer or a cost transfer when applicable. Keep in mind backup FOAP will be used to cover any deficits not cleared by this date.

Reminder:

The scheduled day for closing our ledger for the 2022 fiscal year is **Sept. 10, 2022**.

Sept. 6, 2022:

- Consumable supplies and goods for resale inventories must be counted as of Aug. 31. The value of any inventory item should be the 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/used until the following fiscal year, and are thus, on hand in departmental supply closets/cabinets/drawers/etc. as of Aug. 31.

    - **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, and are thus, on hand as of Aug. 31.

    - All inventories in excess of $15,000 must be reported to Accounting Services by submitting the Inventory Form for Consumable Supplies/Goods for Resale to **accountingelp@ttuhsc.edu** (**Click here to see form**).

- Revenue Accrual Form for all non-contract revenue is due to Accounting Services. Payment for non-contract services/goods that were provided before Sept. 1 but payment is expected in FY 2023 should be accrued and therefore included in this form (**Click here to see form**).

- FY 2022 FiTS transactions including Cost Transfers, Internal Purchase Funding Transfers, Revenue Transfers and Interdepartmental Billing must be entered and approved by departmental approvers.

- FY 2022 Contract Revenue accruals must be entered into the Contracting AR System located at **https://busaff.elpaso.ttuhsc.edu/ARSystem**. Please keep in mind that all receivables must be created as soon as services provided have been billed. If payment for contract revenue is received after Aug. 31 and payment is related to FY 2022, accounts receivable must be entered into the Contract AR System with an August date. The deposit should be recorded with the bank deposit date.

For assistance with setting up a new contract in the Contract AR system, please contact the Contracting Department at **ElpContractDept@ttuhsc.edu**.

Remember, our office will be requesting updates on expected payments and confirmation of validity from sponsor (s) for all outstanding accounts receivable older than 100 days to ensure the status of the accounts receivable has not changed.

Any further questions, please contact us at **accountingelp@ttuhsc.edu**.

For further information on year-end guidelines, please refer to TTUHSCEP O.P. 50.30 (click here).

WELCOME TO THE TEAM !

Contracts and Grants Accounting is pleased to announce **Liliana Lara** has joined our team as a Lead Analyst. Liliana will be responsible for state and local contracts and grants.

Contracts and Grants Accounting: Gina Lopez, Director

Review your grant/contract FOAPs on a regular basis throughout the month of August in order to ensure that all allowable expenses are allocated to the grant/contract FOAPs before the FY 2022 year-end deadlines mentioned above (**HSCEP OP 50.30**).

For sponsor projects ending on Aug. 31, 2022, review the open encumbrances. The services should be rendered and items must be received by Aug. 31, 2022, if not, move the open encumbrance to a local fund.

Important year-end deadlines

For newly-awarded grants received between now and Aug. 31, 2022, request the new fund as soon as possible, establish the budget, and process labor redistributions if required. Be mindful of the year-end deadlines mentioned in Accounting Services area in order to allocate FY 2022 expenses and the labor to the grant before it's too late.

Additionally, notify Contracts and Grants Accounting by email **grantsaccountingelp@ttuhsc.edu** of all Clinical trial invoices submitted by the department to the sponsor and not paid by Aug. 31, 2022, no later than Sept. 6, to work on accruing the earned revenue in FY 2022.

HOLDING ACCOUNT

For all deposits still held in the **Holding Account**, the depositor must identify the appropriate departmental FOAP no later than Sept. 6, 2022. 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.

Click here to review **Unidentified Receipts**.

If you guessed **Ana Alvarado**, you are correct!

Payment Services: Lupe Alvara, Director

Invoice/Credit Submissions

Invoices received by departments ready to be processed must be submitted to Accounts Payable by attaching them through TechBuy comments instead of sending them by campus mail or email. Please use one of the following methods to send invoices to Accounts Payable:

- If an invoice was received from vendor through email make a pdf file of the invoice along with the vendor email and attach to the PO Comments in TechBuy. Name the invoice file using the Invoice Number and add **accountspayableelp@ttuhsc.edu** as the email recipient.

- If invoice was received in the mail, date stamp it, make a pdf file of the invoice and attach it to the PO Comments in Techbuy. Name the invoice file using the **Invoice Number** and add **accountspayableelp@ttuhsc.edu** as the email recipient.

DO NOT SEND TO THE A/P EMAIL AND THROUGH A TECHBUY COMMENT.

DO NOT SEND AN INVOICE DIRECTLY TO ONE OF OUR STAFF MEMBERS.

Receipts

Very Important!

In order to efficiently improve our processes, when our office has received an invoice and sends you a request to create a receipt, do not respond to **accountspayableelp@ttuhsc.edu** to notify our office that a receipt has been created and do not resubmit the invoice.

Key Year-End Deadlines

- **Aug. 24** - PCard Purchases for FY 2022 should be completed to ensure posting to FY 2022.

- **Aug. 31** - Travel Applications using FY 2022 funds must be entered by 4:30 p.m. (MST).

- **Sept. 1** - PCard charges from this day forward will be applied to FY 2023.

- **Sept. 6** - PCard expense reports should be submitted throughout the month of August as purchases are made. All reports must be completed by noon (MST).

- **Sept. 6** - FY 2022 invoices and receiving reports are due to Accounts Payable by 5:00 p.m. (MST).

Travel

NEW UPDATE

Mileage Reimbursement Rate Effective Jul. 1, 2022 to Dec. 31, 2022

The mileage reimbursement rate for state employee travel in a personal vehicle is 62.5 cents per mile. This is a 4.0 cent increase from the previous rate of 58.5 cents per mile.

Reminder: If mileage reimbursement crosses months June and July, please list two separate lines on the voucher so that the correct rate is processed in the travel system.

Questions? Email us at **travelelp@ttuhsc.edu**.

Purchasing: Annette Hinojos, Director

Key Year-End Deadlines

- **Aug. 25** – Non-Catalog TechBuy orders using FY 2022 funding (not requiring competitive solicitation or sole source review) must be submitted to Purchasing to ensure posting to FY 2022.

- **Aug. 31** – Punch-Out and Catalog TechBuy orders using FY 2022 funding must be submitted to the vendor by end of business day.

Note: Any orders not approved by end of business day on Aug. 31, will be posted in September against FY 2023.

- **Aug. 31** – PO encumbrance change requests to increase or release in FY 2022 should be submitted by end of business day.

IT Purchases

When submitting a requisition for IT hardware, software, licenses, subscriptions, or equipment that will require IT support or services, please ensure to open a SysAid ticket with the IT Help Desk. All software purchases or renewals require the Third Party Application Review form to be submitted via the **SysAid system**.

To avoid a delay with the review of your requisition in TechBuy, include your SysAid ticket and allow for adequate time for review.

Business Associate Agreement (BAA)

What is a BAA?

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

- Permits the covered entity to disclose protected health information (PHI) to the business associate;
- Allows the business associate to create or receive PHI on the covered entity's behalf; and
- 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;

- The definition now extends to subcontractors and they 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**.

Happy New Fiscal Year! 2023

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