



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO



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Welcome

Business Affairs

1st Quarterly Update Meeting

June 1, 2016

Main number (915) 215-6515



Introduction

Finance Systems Management Update	Jennifer Meinberg
Budget Timelines and Updates	Vince Lantican
Purchasing Year-End Deadlines	Annette Hinojos
Accounting Services Year-End Deadline	Robert Ortega



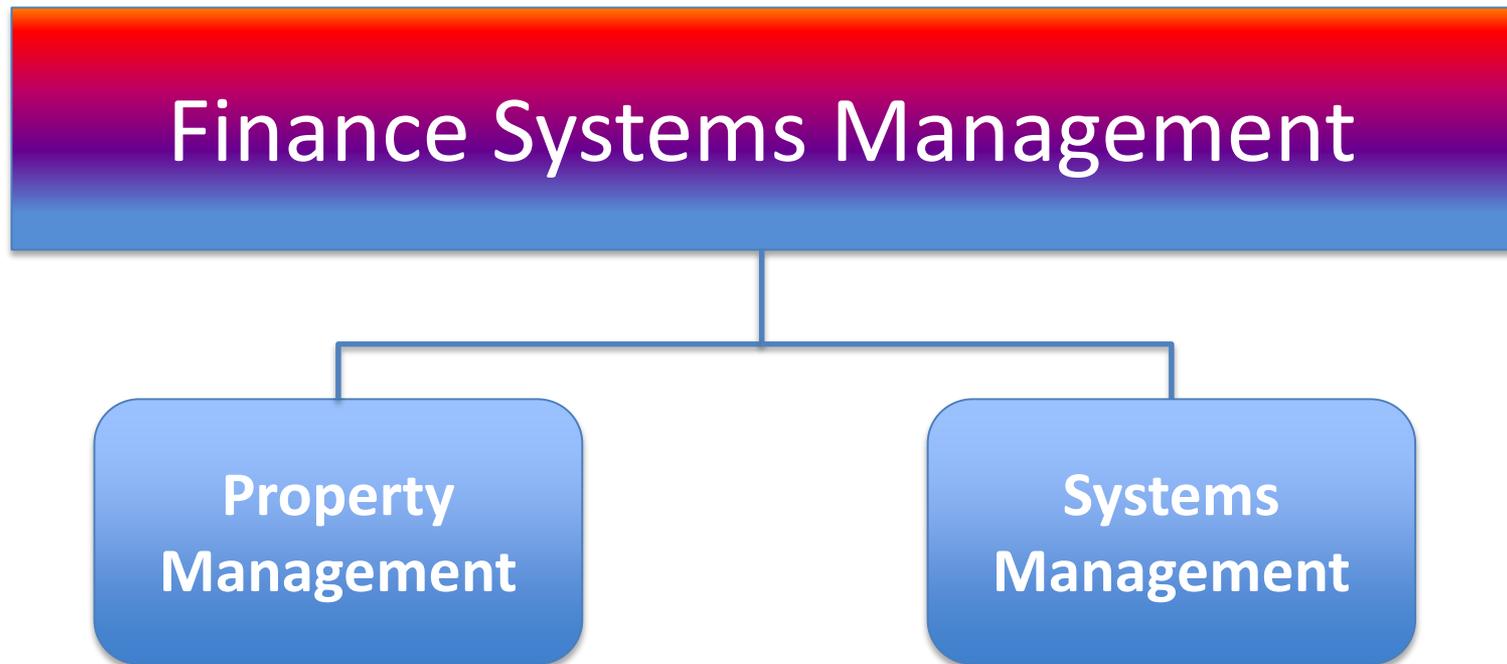
Overview

TTUHSC El Paso

Finance Systems Management



Overview





Inventory

Annual Certification

- New process this year
- More reliable results

Internal Inventory Audit

- Will be contacting departments
- 100% of Capital Assets will be reviewed
- 10% of Controlled Items will be reviewed





Fiscal Year 2016 Budget Deadlines

TTUHSC El Paso Budget



Budget Prep and HR Freeze Dates

Budget Prep

- Budget Prep DPT Phase Close – June 13th at 5 PM
- Board Meeting - August 11th and 12th
- Load Budget Development and Salary Planner to Banner - August 12th after board approval

HR Freeze Dates

- EPAFs will not be applied - August 11th and 12th
- EPAF to run on MN9 Payroll – Applied by August 18th



EOPS, LRD and Manual Checks

EOPS Deadlines

- EOPS Monthly – Must be fully approved by August 18th
- EOPS SM (August 16th – 31st) – Must be fully approved by September 1st.
- EOPS that need to post against FY 2017 budget must be submitted no earlier than September 1st

Labor Redistributions

- LRD – Submitted by August 31st
- LRD for SM 17 (August 16th – 31st), contact Budget by September 7th

Manual Check Requests

- Due to payroll by August 26th



Fiscal Year 2016 Year-End Deadlines

TTUHSC El Paso Procurement
Purchasing and Payment Services



Purchasing Deadlines FY 2016 Funded Orders

- Orders using FY 2016 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by May 23rd to ensure completion by year end
- Non-Catalog TechBuy orders using FY 2016 funding not requiring bids must be submitted to Purchasing by August 24th to ensure completion by year end
- Punch-out and Catalog TechBuy orders using FY 2016 funding must be submitted to the vendor by August 31st to ensure completion by year end
- Any order not completed by August 31st will be posted in September against FY 2017 funding
- Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in early July



FY 2017 Funded Orders

- All FY 2017 orders must have an accounting date of September 1st or later
- No TechBuy punch-out orders using FY 2017 funding may be entered and submitted prior to September 1st
- Orders needing to be in place on September 1st requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by May 30th
- Renewal orders based on current FY 2016 orders must be submitted to Purchasing by July 6th to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities). To renew or extend there must be a renewal option available and the contract/agreement must be active/exist in FY 2017



Encumbrances

- Encumbrances on E&G funds (funds that start with a 10) **only roll one year**. The encumbrance should be expended in FY 2017
- The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance
- Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed
- To keep the funds available beyond July 31st requires action involving multiple departments, if there is need to re-establish or keep an FY 2015 encumbrance open please contact Purchasing no later than August 8th
- PO/Encumbrance Change request to increases or releases of encumbrances must be received by August 31st. Departments are encouraged to review encumbrances in June and July in order to avoid problems associated with attempting to spend available funds in late August



Payment Services

AUGUST 26th - Friday

Purchasing Card Purchases

- Purchasing card purchases for FY 2016 should be completed by August 26th to ensure posting by September 2nd

September 2nd - Friday

Purchasing Card

- Statement close date for Citibank is September 2nd. Transactions will not be viewable until Tuesday, September 6th. Charges on September 2nd statement will be applied to FY 2016

Travel Applications

- Travel Applications to be applied against FY 2016 funds must be entered by 4:30pm (MST)



September 7th - Wednesday

Purchasing Card Allocations

- Allocations should be made throughout August as purchases are made. All allocations must be completed by 2:00pm (MST) September 7th

September 9th - Friday

Due to Travel Area

- FY 2016 Travel Vouchers and required documentation

Due to Payment Services

- FY 2016 Invoices and Receiving Reports



Fiscal Year 2016 Processing Deadlines

TTUHSC El Paso Accounting Services



September 6th - Tuesday

Due to Accounting Services:

- FY 2016 expense accrual request
- FY 2016 Contract Revenue Accruals entered into Contracting/Accounts Receivable System
- FY 2016 Non-Contract Revenue Accrual Invoice Forms (INs). Invoice Form (IN) in available online at:
<http://elpaso.ttuhsoc.edu/fiscal/businessaffairs/accounting/Forms.aspx>



September 6th - Tuesday

- FY 2016 Cost Transfers (CT), Internal Purchase Funding Transfers (IPFT) & Revenue Transfers (RT) requests; FiTS requests must be entered and approved by departmental approvers
- FY 2016 Interdepartmental Billing through FiTS. Any documents with August charges posted in September of FY 2017 to E&G (State) funds or other restricted funds will be automatically reversed and will be required to be re-entered with August charges posted to an alternate funding source
- FY 2016 Consumable Supplies/Goods for Resale Inventory counts as of August 31st. Form is available online at <http://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/Forms.aspx>
- FY 2016 Holding Account. Holding account reports available at: <http://el Paso.ttuhsc.edu/fiscal/businessaffairs/grantaccounting/Reports.aspx>



September 6th - Tuesday

Cash Receipts

- All FY 2016 cash receipts must be submitted to SBS for final approval by September 6th

FY 2016 Cash Collections

- 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 FY 2016
- Checks must be delivered to the deposit location by August 31st to be accounted for in FY 2016
- Cash collections deposited after August 31st will be accounted for in FY 2017



September 9th - Friday

Month end close for August (last business day)



September 11th - Sunday

Banner closed all day

- Cognos will be available and will reflect August balances



September 12th - Monday

Due to Accounting Services:

- Questions regarding fund balances for FY 2016 transaction detail included on Cognos reports after August close
- Deficit fund balances will be covered from back up FOPs on September 14th unless alternate FOP information is received on September 13th



Important Notes

- The month of August will be closed on September 9th
- An accrual period for FY 2016 will remain open for a period of time after that date
- Revenue should be recorded in the period that it is earned
- Please contact Accounting Services if you are uncertain regarding how a specific revenue accrual should be entered
- If the amount was received in FY 2016 but not yet earned in FY 2016, it should be recorded as deferred revenue using the appropriate Balance Sheet account. Please contact Accounting Services for assistance in posting the related deposit to the correct account



Important Notes

An expense should be accrued if an invoice has not yet been received, but the item has been received or the service provided

E & G Funds (100000 - 109999) should be fully expended or encumbered by the end of FY 2016 to avoid recapture

Accounts Payable will record payments as a prepaid asset if applicable

Changes in the reported inventory balance will be reclassified from expense to an asset

Unclaimed Deposits

- Review the Holding Account Report at the Accounting Services website
<http://elpaso.ttuhsc.edu/fiscal/businessaffairs/grantaccounting/Reports.aspx>
- Amounts not claimed within 6 months will be swept to a scholarship account per HSCEP OP 50.35

Questions?

Thank you for joining us