April 2015 Finance & Admin Updates

What’s New?

Welcome to the 2nd edition of the Finance and Administration newsletter. As a reminder, live meetings will be held in January and July. Newsletters will be distributed in April and October.

The Finance and Administration areas at both TTUHSC and TTUHSC at El Paso are working fervently to transition daily functions to the El Paso offices. We are also ensuring that institutional systems will work correctly with the new Chart E that will be effective 9/1/2015. August and September are usually busy times in the Finance and Admin world and will be even more so this year as we convert all El Paso employees to the new Chart and their new ‘E’ position numbers and prepare the Finance system for Chart E transactions.

Please take time to review this newsletter. It contains important information about the following:

- The new Employee Profile that will become available on your webraider HSC Employee tab
- Dates and information about the upcoming Budget Prep Cycle, and
- Fiscal year end deadlines to add to your calendar

Links to Finance & Admin Information

Purchasing: http://www.fiscal.ttuhsce.edu/purchasing
Pcard: http://www.fiscal.ttuhsce.edu/busserv/pcard/
Fiscal Year 2015 Processing Deadlines

TTUHSC Accounting Services and Payment Services

August 31st (Monday)
- Encumbrance Adjustments
- Purchase Orders

September 4th (Friday)
- Travel Applications
- FY 2015 expense accrual requests
- FY 2015 Non-Contract Revenue Accrual Invoice forms (INs)
- FY 2015 Consumable Supplies/Goods for Resale Inventory counts
- FY 2015 Holding Account and unidentified wire claims
- FY 2015 Questions regarding fund balance
- FY 2015 Cost Transfers (CT), Internal Purchase Funding Transfers (IPFT), & Revenue Transfers (RT), FiTS requests
- FY 2015 Interdepartmental Billing through FiTS
- FY 2015 Contract Revenue Accruals
- FY 2015 Cash Receipts

September 9th (Wednesday)
- Purchasing Card Allocations

September 10th (Thursday)
- FY 2015 Travel Vouchers
- FY 2015 Invoices & Receiving Reports
- Month End close for August

September 11th (Friday)
- Banner closed

September 14th (Monday)
- Questions regarding fund balances for FY 2015 transactions.

See other important information on page seven of this newsletter!

Budget Prep Training

May 13th 3:00 – 4:30 (ct) 2:00 - 3:30 (mt)
- Lubbock – ACB 100
- Amarillo – AMHSC 4713, Park West
- Odessa – ODHSC 2C41
- Abilene – ABSOP 1130
- Midland – MD TTPM 210B
- El Paso – CSB A3500

Finance & Administration
BUDGET PREP TIME IS HERE!

The FY 2016 Budget Prep Cycle is almost underway. Changes for this prep cycle include:

- A new Cognos Budget Prep Reports folder. Reports are organized in Steps to help guide you through the prep cycle and to ensure you have the information you need during each stage of the cycle.
- Pay Plan Adjustments. Human Resources has announced changes to the pay plan that will be in effect September 1, 2015. These changes include updates to the pay grade minimums, position classes changing pay grades, and individual positions moving to different position classes. The Budget Office will adjust impacted employees to the new pay grade minimums. The Salary Increase report can be used to see who has been impacted in your department.

PRE-PREP REPORTS!

Did you know you can get a head start on your budget process? The Budget Office has a new Budget Prep Cognos folder titled ‘Step 1: Pre-Prep Reports’. Go to the Cognos folder with this path: Budget>Budget Prep>HSC and HSC El Paso. The Step 1: Pre-Prep Reports folder contains the following reports to help you get started. Use the Budget/Budget Phase of ‘H2016 - H16DPT’ when running the reports.

- 003_SECUR – Budget Prep Orgn Security
  - Use this report to verify who has security to access the Budget Prep System.
  - The organization manager can utilize the TEAM application to update security to the Budget Prep System.
- 010_BUDEV – List of Banner FOPs
  - This report will display a list of all FOPs that have a budget loaded into Budget Development
- 030_BUDEV_Y – Budget Development Detail Report with YTD Activity
  - Run this report to see what is currently loaded to Budget Development and how it compares to actual year to date activity.
- 040_TRNFR – Transfer Roster
  - This report will list all transfers in and out that are currently loaded into Budget Development.
- 120_BUDEV-Variance Report
  - While this report is similar to the ‘Budget Development Detail Report with YTD Activity’ listed above, it has one notable difference. This report annualizes the YTD activity for you to help you determine how much you may need annually in a particular budget account code.

Budget Prep Dates

The dates below are for TTUHSC only! TTUHSC at El Paso will receive dates from the El Paso Budget Office.

- May 13th – Budget Prep Training session
- May 18th – Open Budget Prep for Departmental Entry
- June 12th – HR actions dated 9/1/2015 due to HR Lubbock
  - Includes: New Positions, Reclassification, Salary Adjustments
  - Check with your local HR office for earlier deadlines
- June 15th – Budget are due to the Budget Office
  - Budget Prep System is locked
  - Your Dean/VP may have additional deadlines
News from Human Resources

LOOK WHAT IS COMING MAY 5th!

ON WEBRAIDER, YOUR HSC EMPLOYEE TAB/ MY TEXAS TECH INFORMATION WILL HAVE A LINK TO THE NEW EMPLOYEE PROFILE.

INSTANTLY SEE YOUR LEAVE BALANCES
EASY ACCESS TO EARNINGS INFORMATION
PRINTER FRIENDLY PAY STUB
COLLAPSABLE SECTIONS FOR EASY NAVIGATION
Did you know that the TEAM App is used to grant security to HR, Budget, and Financial information? The Organization Manager has the ability via TEAM to grant security to themselves and others to view HR related Cognos reports, to assign approvers for Web Time Entry and Web Leave Reporting and to update information in Budget Prep. Fund Managers can utilize TEAM to grant security to those in their departments who need to use online financial applications. Only a Fund Manager will be able to grant access to specific Banner Funds and assign roles to their departmental users for finance applications such as TechBuy, Direct Pay, and Budget Revision System. Information on how to grant security using TEAM can be found at the following:

links: [http://www.depts.ttu.edu/afism/trainingv2/trainingVideos.asp?tabid=contentTab1](http://www.depts.ttu.edu/afism/trainingv2/trainingVideos.asp?tabid=contentTab1) (Team App tab) and [http://www.fiscal.ttuhsc.edu/banner/teamappinfo.aspx](http://www.fiscal.ttuhsc.edu/banner/teamappinfo.aspx)
HAVE YOU SEEN THIS REPORT?

Open Encumbrances Outstanding

The purpose of this report is to list all open encumbrances by encumbrance item and sequence with their respective FOAP, description, original amount and outstanding amount. This report groups the open encumbrances by general encumbrances (Travel and general), purchase orders, and payroll.

As we approach Budget time and fiscal year-end review your FOP’s encumbrances and close any that the Department no longer needs! The process is electronic and can be done via the link on Webraider F & A Work Tools tab under Purchasing-PO/Encumb Change Requests. HSC El Paso please remember all your encumbrances must be closed under Chart H and reopened under Chart E.
FISCAL YEAR 2015 PROCESSING DEADLINES
TTUHSC Accounting Services and Payment Services

AUGUST 31st (Monday)

✓ Encumbrance Adjustments (*See note below for E & G Encumbrances)
Requests for increases or releases of encumbrances must be received by Purchasing. 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.

*Please note that E&G encumbrances from the prior fiscal year require special processing and attention. These encumbrances will be systematically closed on 07/31/2015. Please contact Purchasing by 08/07/15 regarding those FY2014 encumbrances for which there is a legitimate business reason to reestablish.

✓ Purchase Orders
All purchase orders must be completed, approved and posted to Banner by 5:00pm (CST). Any order not completed by 08/31/2015 will be posted in September against FY2016 funding.

SEPTEMBER 4th (Friday)

✓ Travel Applications
Travel Applications to be applied against FY 2015 funds must be entered by 4:30pm (CST).

✓ Due to Accounting Services:

FY 2015 expense accrual requests

FY 2015 Non-Contract Revenue Accrual Invoice forms (INs). Invoice Form (IN) is available online at http://www.fiscal.ttuhsce.edu/accounting/forms/

FY 2015 Consumable Supplies/Goods for Resale Inventory counts as of August 31st. Form is available online at http://www.fiscal.ttuhsce.edu/accounting/yep.aspx


FY 2015 Questions regarding fund balance transaction detail

FY 2015 Cost Transfers (CT), Internal Purchase Funding Transfers (IPFT) & Revenue Transfers (RT) requests; FiTS requests must be entered and approved by departmental approvers.
SEPTEMBER 4th (Friday) (continued)

✔ Due to Accounting Services:

FY 2015 Interdepartmental Billing through FiTS. Any documents with August charges posted in September of FY 2015 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 2015 Contract Revenue Accruals entered into Contracting/Accounts Receivable System

FY2015 Cash Receipts through the Cash Receipts system. CRs must be entered and approved by intermediate approvers and SBS.

SEPTEMBER 9th (Wednesday)

✔ Purchasing Card Allocations

Statement close date for Citibank – September 3rd; however, transactions will not be viewable until Monday, 09/07/2015.

Allocations should be made throughout August as purchases are made. All allocations must be completed by 2:00pm (CST)

All charges on the September 3rd statement will be applied to FY 2015

SEPTEMBER 10th (Thursday)

✔ Due to Travel:
✔ FY 2015 Travel Vouchers and required documentation

✔ Due to Payment Services:
✔ FY 2015 Invoices & Receiving Reports

✔ Month end close for August (last business day)

SEPTEMBER 11th (Friday)

✔ Banner closed all day
Cognos will be available and will reflect August balances.

SEPTEMBER 14th (Monday)

✔ Due to Accounting Services:
Questions regarding fund balances for FY 2015 transaction detail included on Cognos reports after August close.

Deficit fund balances will be covered from back up FOPs on September 15th unless alternate FOP information is received on 09/14/2015.
IMPORTANT NOTES

- **The month of August will be closed on 09/10/2015.**
  An accrual period for FY 2015 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services.

- **Deficit fund balances will be covered from back up FOPs on September 15th unless alternate FOP information is received by September 14th**

- **Revenue should be recorded in the period that it is earned.**
  - Deposits should be recorded as of the bank deposit date
  - If the amount was earned in FY 2015 but not received in FY 2015, contract revenue should be accrued via the Contracting/Accounts Receivable System located at https://www.fiscal.ttuhs.edu/contracting prior to September 4, 2015. For non-contract revenue accruals, an invoice (IN) form should be submitted to Accounting Services prior to September 4th. The form is available online at http://www.fiscal.ttuhs.edu/accounting/forms/. Please note that entry of revenue accruals via the invoice (IN) form occurs under rare circumstances and is NOT the preferred method for most revenue accruals. Please contact Accounting Services if you are uncertain regarding how a specific revenue accrual should be entered.

  - If the amount was received in FY 2015 but not yet earned in FY 2015, 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.

- **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 2015 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 Wires and Deposits**
  - Review the Holding Account Report at the Accounting Services website
  - http://www.fiscal.ttuhs.edu/accounting/reports/
  - Review the Unclaimed Wires Database at https://www.fiscal.ttuhs.edu/wiretransfers/.
  - Amounts not claimed within 6 months will be swept to a scholarship account per HSC OP 50.35
Year End Purchasing Guidelines

FY2015 funded orders:

Orders using FY 2015 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 6/01/2015 to ensure completion by year end.

Non-Catalog TechBuy orders using FY 2015 funding not requiring bids must be submitted to Purchasing by 8/24/2015 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2015 funding must be submitted to the vendor by 8/31/2015 to ensure completion by year end.

Any order not completed by 8/31/2015 will be posted in September against FY 2016 funding.

FY2016 funded orders:

All FY 2016 orders must have an accounting date of 9/01/2015 or later.

Orders needing to be in place on 9/01/2015 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/08/2015.

No TechBuy punch-out orders using FY 2016 funding may be entered/submitted prior to 9/01/2015.

Renewal orders based on current FY2015 orders must be submitted to Purchasing by 7/06/2015 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities)

**REMINDER: TTUHSC at El Paso FY 2016 orders should be submitted under Chart E.**

FY2015 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on 7/31/2015.

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 7/31/2015 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2014 encumbrance open please contact Purchasing no later than 8/07/2015.

**TTUHSC at El Paso: We encourage you to close out any open encumbrances before the end of the fiscal year. All remaining open encumbrances will be released under Chart H at the end of FY 2015. Contact your local Purchasing Office for the re-encumbrance process under Chart E for FY2016.**