



# Texas Tech University Health Sciences Center

## Business Affairs Newsletter

Volume 13, Issue 1

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### Our Mission

Business Affairs supports the mission and goals of TTUHSC by providing professional services and support for faculty, staff and students, conducted in accordance with all laws and institutional policies. Each department within Business Affairs continually strives for better and more efficient ways to provide these services.

## We're Having FiTS at HSC

The Financial Transaction System (FiTS) replaces the current Cost Transfer Form. FiTS and related training documentation can be accessed from the WebRaider portal, F&A Work Tools tab, Finance Channel, under Accounting Services or through the following links:

[FiTS](#)

[FiTS Training Documentation](#)

Processing a cost transfer request through FiTS requires three steps:

#### Step 1 - Create New Cost Transfer

- o Search for current fiscal year expenditures to be transferred
  - By FOAP (Fund and/or Orgn, or entire FOAP) or
  - By Document ID (complete or partial Document ID) or
  - By Transaction Amount Range (amount or range of amounts using the "Transaction Amount From" and/or "Transaction Amount To" fields)
- o "Select" the transactions that you want to transfer
- o Scroll down to see the selected transactions
- o Select "Edit" to enter the information for the FOAP that the expense will be transferred to
- o Type in the amount that you want to transfer (can be the total amount of the expense or a partial amount)
- o "Save" and scroll up to click on the tab for Step 2

#### Step 2 – Questions Attachments Comments

- o Click "Edit Answers" and answer required questions with clear and adequate information
- o Adding attachments and/or comments is optional
- o "Save Answers" and scroll up to click on the tab for Step 3

#### Step 3 – Finish

- o Click "Submit to Approvals"

Email notifications from ITIS Financial Transaction Entry System will be sent to TEAM App Fund Managers and Approvers for each fund included in the Cost Transfer notifying them that the Cost Transfer is in their queue for approval. After TEAM App Fund Manager or Approver approval, the Cost Transfer will route to Accounting Services for final review and processing.

*\* The transferring of prior fiscal year expenditures should be coordinated through Accounting Services.*

Policy questions regarding the Cost Transfer Process can be directed to Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu). Training questions about FiTS can be directed to Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).

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**Business Affairs** includes several departments operating within the Finance and Administration Division. Select a name below and be directed to their website.

- [Accounting Services](#)
- [Application Development](#)
- [Business Affairs](#)
- [Contracting](#)
- [Finance Systems Management](#)
- [General Services](#)
- [Payment Services](#)
- [Purchasing](#)
- [Student Business Services](#)

Questions or suggestions?  
Email [busaff@ttuhsc.edu](mailto:busaff@ttuhsc.edu)



## Year End Processes

*“How did it get so late so soon? Its night before its afternoon. December is here before its June. My goodness how the time has flown. How did it get so late so soon?”*

*- Dr. Seuss*

### Open Encumbrance Review Process

Review all open encumbrances at the following location in Cognos: Public Folders > HSC Finance > Encumbrances, Invoices and Checks > **Open Encumbrances by Fund & Orgn**

- Review for validity – is order expected to be fulfilled before 08/31/2013?
- Request PO / Encumbrance Close from the [PO & Enc Change Request](#) link.

All encumbrances on state funds that rolled from FY 2012 to FY 2013 (transaction date prior to **September 1, 2012**) will be closed **August 1, 2013**.

- If encumbrance is still valid and you need to keep the funding available, notify Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) by **August 9, 2013**

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 08/01/2013**.

The encumbrance roll process also rolls associated budget to the next year to cover the encumbrance. The budget for the E & G Funds 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.

### User Groups

The links below allow you to become part of a user group for the related topic. If you are interested in being notified of changes or updates regarding any of these areas, please follow the link to sign up.

[Banner User Group](#)

[Reporting User Group](#)

[Ecrt User Group](#)

[TechBuy User Group](#)

[Gateway User Group](#)

[TechBuy Research User](#)

[Payment Services User Group](#)

[Group](#)

### Accounting Services Processes

**The month of August will be closed on 09/10/2013**

- o An accrual period for FY 2013 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services.

**The FY 2013 roll to FY 2014 will take place on 9/11/2013 (Wednesday)**

- o All financial systems will be disabled from Tuesday evening through Thursday morning. (Cognos will be available for reports)

**Revenue should be recorded in the period that it is earned.**

- o **Deposits should be recorded as of the bank deposit date**
- o If the amount was **earned in FY 2013 but not received in FY 2013**, contract revenue **should be accrued** via the [Contracting/Accounts Receivable System](#) prior to September 4, 2013. For non-contract revenue accruals, an invoice (IN) form should be submitted to Accounting Services prior to **September 4<sup>th</sup>**. The [form](#) is available online. 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.
- o If the amount **was received in FY 2013 but not yet earned in FY 2013**, it should be recorded as **deferred revenue** using the appropriate Balance Sheet account. **Please contact Accounting Services for assistance in posting the related deposit.**

**Accounts Payable will record payments as a pre-paid asset if applicable.**

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

**Unclaimed Wires and Deposits**

- o Review the [Holding Account Report](#) at the Accounting Services website.
- o Review the [Unclaimed Wires Database](#).
- o Amounts not claimed within 6 months will be swept to a scholarship account per [HSC OP 50.35](#).

## Year End Deadlines

### August 30<sup>th</sup>, 2013 (Friday)

- Requests for increases or releases of prior year encumbrances to Purchasing

### September 4<sup>th</sup>, 2013 (Wednesday)

- Travel Applications for FY 2013 Funds must be entered by 4:30 p.m. (CST)
- All purchase orders for FY 2013 must be completed by close of business – 5:00 p.m. (CST)
- FY 2013 Internal Purchase Funding (IPFTs) and Cost Transfers due to Accounting Services
- FY 2013 Non-Contract Revenue Accrual Invoices (INs) and Expense Accrual Request Forms due to Accounting Services
- FY 2013 Contract Revenue Accruals entered into Contracting / Accounts Receivable System.
- FY 2013 Interdepartmental Billing through the Gateway
- FY 2013 Consumable Supplies / Goods for Resale Inventory counts as of 08/31/2013 due to Accounting Services
- Holding Account and unidentified wire claims due to Accounting Services
- Questions regarding fund balances for FY 2013 transaction detail due to Accounting Services
- FY 2013 Direct Pay transactions and required documentation due to Payment Services

### September 5<sup>th</sup>, 2013 (Thursday)

- Transaction allocations for PCard complete within Citi System. Statement close date – 09/04/2013, 12:00 p.m. (CST) PCard purchases for FY 2013 should be completed August 29<sup>th</sup> to ensure posting by 09/03/2013

### September 10<sup>th</sup>, 2013 (Tuesday)

- FY 2013 Travel Vouchers and required documentation due to the Travel Office
- FY 2013 Invoices and receiving reports due to Payment Services
- Month End Close for August 31<sup>st</sup>, 2013

### September 13<sup>th</sup>, 2013 (Friday)

- Questions regarding fund balances for FY 2013 transaction detail included in Cognos reports after August close. Deficits will be covered from back up FOPs on September 16th

## Purchasing Deadlines

### **FY 2013 funded orders:**

- Orders using FY 2013 funding **requiring a Bid or RFP** to be performed by Purchasing must be submitted to Purchasing by **6/03/2013** to ensure completion by year end.
- **Non-Catalog TechBuy orders** using FY 2013 funding **not** requiring bids must be submitted to Purchasing by **8/23/2013** to ensure completion by year end.
- **Punch-out and Catalog TechBuy orders** using FY 2013 funding must be submitted to the vendor by **8/29/2013** to ensure completion by year end.
- Any **order not completed by 8/30/2013 will be posted in September against FY 2014 funding.**

### **FY 2014 funded orders:**

- **All FY 2014 orders** must have an accounting date of **9/01/2013** or later.
- Orders needing to be in place on **9/01/2013** requiring a **Bid or RFP** to be performed by Purchasing must be submitted to Purchasing for processing by **06/11/2013**.
- No TechBuy **punch-out orders** using FY 2014 funding may be entered/submitted prior to **9/01/2013**.
- **Renewal orders** based on current FY 2013 orders must be submitted to Purchasing by **7/09/2013** to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities)

## Did You Know...

### **Standalone TTUHSC at El Paso**

Senate Bill 120 establishes Texas Tech University Health Sciences Center at El Paso as a separate standalone university within the Texas Tech University System. The bill establishes TTUHSC at El Paso as an independent health sciences university with its own president and administration, schools with degree-granting authority, and greater local engagement in key hiring and funding decisions. The move takes on greater significance given its role in regional priorities. It will continue to promote access to health care, attract more doctors and other health care professionals, research diseases that affect Latino and border populations, and spur economic development through its key role in the Medical Center of the Americas.

The Finance and Administration areas of TTUHSC will be heavily involved in the transition of El Paso to a separate Institution over the next 2 years. Transition plans have been developed and it has been determined that this will be similar to a system conversion.

Some impacts are:

- Creation of a new Chart of Accounts
- Conversion of all El Paso employees to this new Chart
- All Systems must be written to accommodate an additional chart

## Department Updates

### Business Affairs

The IT Unified Communications website provides training resources to enhance your Lync experience. As you have time, you may want to review these Materials: <http://www.ttuhsc.edu/it/helpdesk/lync/>

The redesigned Online Campus Directory is available through this link: <http://directory.texas-tech.edu/>

### Finance Systems Management

#### Effort Certification and Reporting—ecrt

The next Certification Period for **ecrt** opens on Monday, July 1st, 2013. You will receive an email reminder if you have effort to certify for the March 1st - May 31st Period of Performance. The Certification Period closes on Monday, July 22nd, 2013.

Training videos are available on the ecrt Training page. Click [here](#) to be taken to the available videos and other training documents. To view a training document, locate the section for your user role in **ecrt** and click on the name of the document. The training material will appear in a new browser.

For assistance, email [effortreporting@ttuhsc.edu](mailto:effortreporting@ttuhsc.edu)

### Payment Services

#### Expenses Taxable to Employee

Travel vouchers processed thru the Travel System that are submitted to the Travel Office more than 60 days after the return date of the trip are considered taxable income to the employee by the IRS (IRS Pub 463). The reimbursement will be subsequently reported to Payroll by the **Travel Office** to be included in Box 1 (Gross Wages) on the employee's W-2 form. See [HSC OP 79.06](#).

All other employee reimbursements (with original receipts) must be submitted within 60 days of when the expense was paid or incurred, whichever occurs first. Any reimbursements after 60 days will be considered taxable reimbursements (IRC §62(c)) to the employee which must be submitted through EOPS. See [HSC OP 72.03](#).

If you have any questions, please contact [Payment Services](#).

### Finance Reporting

#### Cognos and Internet Explorer 10 Upgrades

Upgrades to IE 10 are evidently being rolled out in waves. Unfortunately, there are some problems with the way Cognos works under IE 10. The symptoms include running a report and getting a blank page instead of any results, button or prompt non-responsiveness, or prompt page layout irregularities.

If you see any of those symptoms after your browser is upgraded, there is an easy fix:

1. Sign in to Cognos Connection at <http://cognos.texas-tech.edu>
  2. In IE 10, go to Tools, then click "Compatibility View"
- Done!

Cognos should now work as intended in IE 10. If you still have problems, please email us at [financereporting@ttuhsc.edu](mailto:financereporting@ttuhsc.edu)

### Purchasing

#### TechBuy Announcement to All TechBuy Users

Requisitions submitted requiring either a sole source justification or a proprietary statement should include the [Sole Source or Proprietary Purchase Justification](#) form. This link has been added to the Sole Source or Proprietary Purchase Justification section of the updated Non-Catalog Form.

Because of this change, users will be unable to successfully copy requisitions created on an older version form to the new version of the Non-Catalog Form. We apologize for any inconvenience this update may cause.

Please contact [Purchasing](#) if you have any questions regarding this update.

### Welcome to Business Affairs

#### Accounting Services:

Chance Riggins

#### Student Business Services:

Sarah Langley & TJ Yoakum

#### Payment Services:

Laura Ochoa

*We welcome your feedback! Please email your comments and suggestions to [terry.dalton@ttuhsc.edu](mailto:terry.dalton@ttuhsc.edu).*