Texas Tech University Health Sciences Center

Business Affairs Newsletter

Volume 14, Issue 1   **September, FY 2014**

Happy New (Fiscal) Year!

Most people celebrate the New Year on January 1. Others prefer the moon's guidance, placing the occasion at various other times. But for TTUHSC staff and faculty, the real New (Fiscal) Year is September 1, when the new budget is implemented and we reset our fiscal calendars.

Listed below are the most significant or otherwise notable elements that must be completed for FY 2013 to usher in the New (Fiscal) Year:

FISCAL YEAR 2013 PROCESSING DEADLINES

AUGUST 30th (Friday)

✓ **Encumbrance Adjustments:**
- Requests for increases or releases of FY 2013 and prior year encumbrances must be received by Purchasing.

✓ **Purchase Orders:**
- All purchase orders must be completed by close of business on August 30, 2013 (5:00 p.m. CST).

SEPTEMBER 4th (Wednesday)

✓ **Travel Applications:**
- Travel Applications to be applied against FY 2013 funds must be entered by 4:30 p.m. (CST)

✓ **Due to Accounting Services:**
- FY 2013 Internal Purchase Funding (IPFT) & Cost Transfer (CT) requests;

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

Year End Deadlines (Cont. from Pg 1)

FiTS CT requests must be entered and approved by departmental approvers

- FY 2013 Non-Contract Revenue Accrual Invoice forms (INs) & Expense Accrual Requests
- FY 2013 Contract Revenue Accruals entered into Contracting/Accounts Receivable System
- FY 2013 Interdepartmental Billing through the Gateway for service department charges. If charging E&G (State) funds or other restricted funds, charges must be posted before September 4, 2013. Documents with August charges posted in September of FY 2014 will be reversed and must be re-entered with August charges posted to an alternate funding source.
- FY 2013 Consumable Supplies/Goods for Resale Inventory counts as of August 31st. Form is available online.
- FY 2013 Holding Account and unidentified wire claims
- FY 2013 Questions regarding fund balance transaction detail

SEPTEMBER 5th (Thursday)

✓ **Purchasing Card Allocations:**

- Statement close date for Citibank – September 3rd
- Allocations should be made throughout August as purchases are made. All allocations must be completed by 4:00pm (CST) on September 5th
- All charges on the September 3rd statement will be applied to FY 2013

SEPTEMBER 10th (Tuesday)

✓ **Due to Travel:**

- FY 2013 Travel Vouchers

✓ **Due to Payment Services:**

- FY 2013 Invoices & Receiving Reports
- FY 2013 Direct Pay Transactions

✓ **August Month end close** (last business day)

SEPTEMBER 11th (Wednesday)

✓ **Banner and All Related Financial Applications Down:**

- Roll FY13 to FY14
- Cognos is available

SEPTEMBER 13th (Friday)

✓ **Due to Accounting Services:**

- Questions regarding fund balances for FY 2013 or transaction detail included on Cognos Reports after August close.
- Deficit fund balances will be covered from back up FOPs on September 13th unless alternate FOP information is received by September 12th.

Important Notes

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

- 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.

Deficit fund balances will be covered from back up FOPs on September 13th unless alternate FOP information is received by September 12th.

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 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 4th. 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.
- 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 to the correct account.

An expense should be accrued if an invoice has not yet been received.

E & G Funds (100000 - 109999) should be fully expended or encumbered by the end of FY 2013 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
- Review the Unclaimed Wires Database
- Amounts not claimed within 6 months will be swept to a scholarship account per HSC OP 50.35

> *"The brain is a wonderful organ. It starts working the moment you get up in the morning and does not stop until you get to the office"*
> *- Robert Frost*

Purchasing Deadlines

FY 2013 funded orders:

- 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.
- No TechBuy punch-out orders using FY 2014 funding may be entered/submitted prior to 9/01/2013.

Cash Fund Training

New and Improved! Accounting Services Now Offers an Online Cash Fund Training Format

The cash control training required of all cash handlers for the cash fund is now available in an online delivery format - ACME (Asynchronous Course Management Engine).

ACME provides a central location that allows the user to view the training video and complete the training course by taking the test. The completion of the training course is also tracked and allows the administrator to create a report of all users that have completed the Cash Fund Training course.

To access Cash Fund Training, log into the WebRaider portal and select the F & A Work Tools tab > Finance channel > Accounting Services Home > Procedures. The link is located under Training.

Did You Know...

TTUS Budgets Approved for FY 2014

The Texas Tech University System Board of Regents approved the FY 2014 operating budgets for the TTU System Administration, Texas Tech University, Angelo State University, and Texas Tech University Health Sciences Center. An operating budget for the newly established Texas Tech University Health Sciences Center at El Paso is included in the operating budget for Texas Tech University Health Sciences Center.

"This budget represents our continued commitment to educating generations of leaders and enhancing the state of Texas in an efficient and responsible manner," said Kent Hance, chancellor of the TTU System. "Investing in our universities provides a significant return and will pay dividends in a better future for students, families and our state."

The FY 2014 operating budgets run from Sept. 1, 2013 to Aug. 31, 2014 and are prepared on the basis of state appropriations and projected auxiliary, designated and restricted funds. The combined FY 2014 operating budget for the entire system is more than $1.7 billion, an increase of 7.9 % over last year's combined budget.

The overall economic impact of the TTU System on the state was approximately $10 billion in 2012, according to a report of the system's influence on business activity released earlier this year. The assessment also revealed that for every dollar the TTU System spends, the state's economy sees more than $23 returned.

The budget also includes a 2 percent merit-based salary increase policy for staff and faculty of Texas Tech University Health Sciences Center.

WARNING! Side Effects May Include...

NATIONAL WALK/RUN@WORK DAY

Date: September 20th, 2013
Time: 12:15 p.m.
Location: All TTUHSC campuses

Brought to you by WOW - Workforce Overall Wellness
Contact: Allison Kerin at allison.kerin@ttuhsc.edu

Why: To encourage everyone to incorporate 30-minutes of walking or running into their daily routine to improve their overall health.

Warning! Side effects may include: weight loss, positive self-esteem and an overall feeling of happiness and well being.

GENERAL SERVICES
by the NUMBERS
FY2013

1.55 Million — business cards printed by the Printing Center.

73.43 — miles those business cards would stretch if laid end to end; equal to the distance from the Texas Tech University Health Sciences Center Lubbock Campus to Happy, Texas.

40 — different countries to which Copy/Mail sent packages including such notable destinations as Iceland, Armenia and Uzbekistan.

1.88 Million — documents scanned into electronic format by Document Services.

39.3 — tons of paper recycled by Document Services; equal to roughly 8.9 million sheets of paper.

685 — trees saved by recycling that amount of paper.

18.7 — tons of metal recycled by Surplus.

499 — typical ovens that can be manufactured from that much recycled metal.

1,372.8 — miles walked by copier techs servicing and cleaning Swift Print copiers at TTUHSC; copier techs walk an average of more than five and a quarter miles each day replacing toner and filling paper for Swift Print copiers.

1,375.7 — distance in miles, as the crow flies, between Lubbock and Portland, Oregon.

13,225,448 — copies made by copiers operated by Swift Print at Texas Tech University Health Sciences Center; that amounts to 1.8 copies made EVERY SECOND during normal TTUHSC business hours.

4,629 — approximate height, in feet, of those copies if the paper were stacked; the tallest skyscraper in the world, the Burj Khalifa in Dubai, UAE, is a shade less than 2,723 feet tall.

1 DEPARTMENT
that meets the printing, copying, mailing, shipping/receiving, surplus, document scanning/storage, document shredding, vehicle fleet management, paging and other institutional needs of Texas Tech University Health Sciences Center.

Department Updates

Finance Systems Management

More Deadlines!

The deadline to submit a Labor Redistribution on FY 2013 funds is Friday, August 30th, 2013. Any LRDs submitted after the deadline will hit FY 2014 funds.

Contact the Budget Office with any questions.

I Guess It's Just What I Needed...

The Reporting role in **ecrt** (Effort Certification and Reporting Technology) is just what you need if you are a departmental administrator or dean. As a user with Reporting access in **ecrt**, you have the ability to log into **ecrt** to run reports and monitor the departments you are associated to for effort reporting and certification. A Reporting Role Overview training video is available to assist you.

To request the Reporting role, email the Central Administrator at effortreporting@ttuhsc.edu.

...Just What I Needed!

Certification Period

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

Training videos are available on the ecrt Training page. Click here to be taken to the available videos and other training documents.

For assistance, email effortreporting@ttuhsc.edu

Finance Reporting

Cognos Report Performance

The Finance Reporting team has been working closely with TTU IT staff to improve the performance of Cognos finance reports over the last several months. Most recently, we have seen a reduction in report run times of up to 20% due to updates on the underlying Oracle database servers!

Even though we are making performance gains, we are still working on reducing report run times even further. If you are seeing extremely lengthy run times on a specific report in the *HSC Finance* folder, please bring it to our attention by emailing us at FinanceReporting@ttuhsc.edu with the following information:

- Report name (including path in Cognos Connection, such as "Public > HSC Finance > Transaction Detail > Operating Transactions for Excel")
- Date/time you ran the report
- The parameters you selected
- Length of time it took to finish
- Interactive (you waited on the report) or Batch (you chose the option to have the report run in the background and be emailed to you)

We will take a look at the report and see if there are any changes we can make that would help improve its performance. We may also contact you with recommendations about alternative parameter combinations that might dramatically improve performance while still providing the information you need. Your feedback will be tremendously helpful, so please don't hesitate to contact us at: financereporting@ttuhsc.edu

Payment Services

Out of State Travel Cap

The Limitation on Travel Expenditures for "out of state travel" has been deleted from Article IX, Section 5.08, of the General Appropriations Act by the Legislature effective 9/1/2013. This means that the "TTUHSC Travel Cap" will no longer exist.

If you have any questions, please contact Payment Services.

Welcome to Business Affairs

Accounting Services:	Parking Services:
Robyn Jones	Bill Mallindine

May Be Superstitious...

Friday, September 13th, 2013.

Call it what you want, friggatriskaidekaphobia or paraskevidekatriaphobia, both are defined as the fear of Friday the 13th.

We welcome your feedback! Please email your comments and suggestions to fsm@ttuhsc.edu.