TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

Business Affairs Newsletter

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

Departments:

- **Accounting Services**
- **Budget Office**
- **Contracts and Grants Accounting**
- **Finance Systems Management**
- **General Services**
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POW! ZONK! BOOM!

EMPLOYEE SPOTLIGHT

Oscar Cardenas

Specialist IV

General Services

What brought you to TTUHSC El Paso? After more than 15 years of working in logistics, I decided to give my life a change and heard about the opportunities at TTUHSC El Paso.

How long have you lived in El Paso? I have been living in El Paso for about 15 years. I previously lived in Sunland Park, New Mexico for 12 years.

What has it been like working in General Services during the pandemic? It has been challenging due to the duties that we handle on a daily basis. We manage all the incoming and outgoing deliveries for all TTUHSC El Paso sites.

Who is one of your heroes? Captain America

How has your daily life changed? I have to take care of myself in order to take care of my loved ones.

Is there any silver lining to working during this difficult time? That we have a job. I always tell myself that every day will be a better day.

What's the first thing you will do once the pandemic is over? I will hug my parents and tell them how much I love them.

What is your favorite thing in life? Fishing with my son and my brother. I have to admit that fishing with those two is what I enjoy the most.

What might someone be surprised to know about you? That I am a good cook.

Budget Office: Vince Lantican, Director

The FY 2021 proposed Operating Budget will be presented to the Texas Tech Board of Regents on the first week of August. Budget prep data from the Budget Prep System will be loaded to the Banner Finance and Human Resources Systems for FY 2021 after the budget is approved.

Below are some year-end reminders:

1. The FY 2020 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 Friday, Sept. 4. Please contact the Budget office by Sept. 7 if LRDs are needed for SM 17.

Note: The posting date for FY 2020 labor redistributions must be Aug. 31 or earlier in order to correctly post against the FY 2020 Finance ledgers.

2. All overload jobs will end on Aug. 31. EPAFs must be submitted to reinstate the overload jobs for FY 2021.

3. The Budget Revision System will use a default fiscal year of FY 2020 for all budget revisions that are started on or before Aug. 31. The system will default to FY 2021 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.

4. The Budget Revision System will be unavailable on Sept. 11 to accommodate the FY 2020 year-end processes.

5. FY 2021 fund balances will not be available until FY 2020 closes and balances roll forward to the new fiscal year. Option 2 budget revisions (use of fund balance) for FY 2021 cannot be submitted until Sept. 14, 2020.

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

Student Business Services: Cindy Flores, Director

Year-end deadline reminder:

FY 2020 cash receipts must be submitted through the Cash Receipts System and approved by intermediate approvers by Friday, Sept. 4, 2020.

Cash receipt training for new employees tasked with creating cash receipts or those needing a refresher will resume in August. The training will take place online via Webex.

Further details will be provided on the

Workforce Education and Development web page.

If you have a question about cash receipts or need assistance with the Cash Receipt Application, email us at cashreceiptselp@ttuhsc.edu.

TIME IS RUNNING OUT!


WELCOME TO THE TEAM!

Image coming soon

Accounting Services would like to welcome Lead Analyst Octavio Bustillos. Octavio will be overseeing Service funds.


WELCOME ABOARD!

Accounting Services: **Sandra Tapia, Director**

With year-end around the corner, we would like to invite you to click **here** and review our year-end deadlines one more time! Below are some important dates to keep in mind during this time of the year:
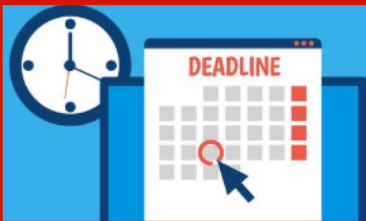
Important dates:

- Sept. 3: FY 2020 Inventory counts for consumable supplies or goods for resale as of Aug. 31 in excess of $15,000 must be submitted to accountingelp@ttuhsc.edu.

- Sept. 3: Non-Contract Revenue Accrual Form is due to Accounting Services.

- Sept. 4: Contract revenue accruals must be entered into the Contract AR system

- Sept. 4: FY 2020 FiTs transactions such as cost transfers (CTs), internal purchase transfers (PT), revenue transfers (RT), and interdepartmental vouchers (IV) must be entered and approved.
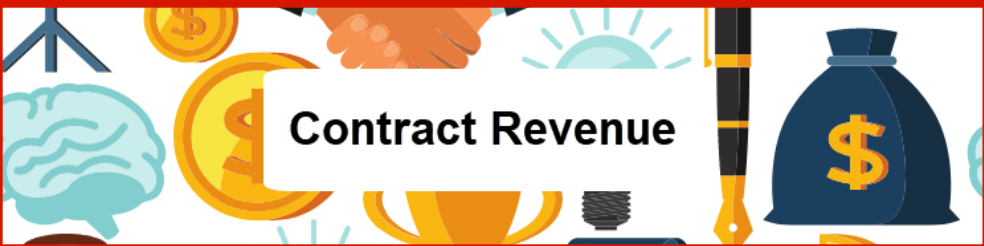
Contract Revenue

All contract revenue should be billed through the Contract AR system. If you receive payment for contract revenue please determine if:

- There is an existent contract in the AR system related to the payment received. For new contract setup, please contact the Contracting Department at ElpContractDept@ttuhsc.edu.

- Is there an AR outstanding for this payment? If not, do you need a new AR created for an existent contract? Please keep in mind all receivables should be created as soon as services provided have been billed.

Keep in mind that our office will be requesting confirmation of validity and assurance from sponsor(s) confirming payment for all outstanding ARs older than 100 days. Supporting documentation submitted by the departments should be current and no more than 60 days old.

For questions, please contact us at accountingelp@ttuhsc.edu.

SEPTEMBER 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12

The FY 2020 roll to FY 2021 will take place Sept. 11, 2020

All financial systems will be closed to transaction processing. Cognos will be available for reports.

Finance Systems Management: Raquel Diaz-Jaquez, Director

As more individuals come back to work, we would like to remind you to fill out the **"returned"** section of the Temporary Use of Property Authorization form. Once completed, please be sure to upload the form into the Property Inventory system.

TO BE COMPLETED WHEN PROPERTY IS RETURNED

Date Returned:_____ Building Name:_____ Room #:_____
Verified by:_____

Immediate Supervisor's Approval:_____
Property Custodian:_____

General Services - Mail Stop Codes

What is a mail stop code?

A mail stop code is a set of numbers used to designate a delivery location. The establishment of mail stop codes allows for the efficient processing and sorting of mail and packages and ensures for faster delivery.

The use of mail stop codes will prevent delivery delays or the return of mail or packages to the sender.

When should mail stop codes be used?

Mail stop codes should be included in all:

- Inter-campus mail
- Return addresses
- Ship-to addresses
- Incoming mail from outside sources
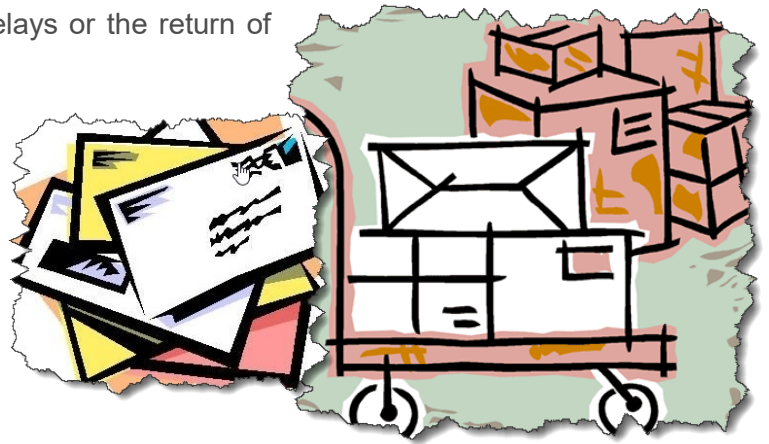
Where can I find a list of mail stop codes?

A list of mail stop codes can be found on the General Services website by selecting the **Mail Stop Listing**.

IMPORTANT ANNOUNCEMENT!

Due to low demand, effective Sept. 1, 2020 General Services will no longer provide copy services.

If you have any questions, please contact us at 915-215-4401.

See answer on page 6.

Guess Who?

Contracts and Grants Accounting: Gina Lopez, Director

In relation to externally sponsored projects, cost sharing is the portion of the total costs of a project that is born by the institution rather than the external sponsor.

The Cost Share is a commitment, either required by the Sponsor (mandatory) or proposed (volunteered) to complete the award objectives. A new fund may need to be established to accurately track and document a cost share.

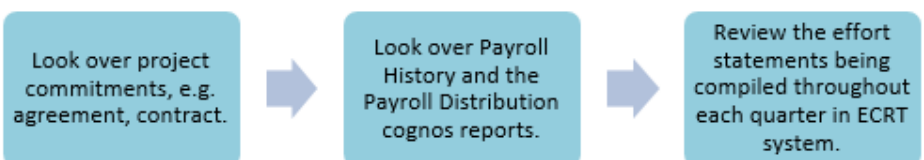Additional information on cost shares can be found in the links below:

- HSCEP OP 65.11 https://elpaso.ttuhsc.edu/opp/_documents/65/op6511.pdf.

- **Multiple Positions Effort Calculation Worksheet**

For additional assistance, contact grantsaccountingelp@ttuhsc.edu.

We appreciate everyone's response to the 3rd quarter Effort Certifications completed on July 22, 2020. Nevertheless, there have been instances when a re-certification has been required. This occurs when a Principal Investigator or the Certifier has already certified the time and effort and then a labor redistribution (LRD) is submitted to change payroll for the period certified.

Effort re-certifications indicate that the correction was missed during the certification process and could be construed as a lack of internal controls. Payroll corrections should be made before the certification process. Please conduct a monthly review of the payroll expenditures and the effort allocated to restricted funds.

Look over project commitments, e.g. agreement, contract. → Look over Payroll History and the Payroll Distribution cognos reports. → Review the effort statements being compiled throughout each quarter in ECRT system.

WARNING DUE DATES ARE CLOSER THAN THEY APPEAR!

TRAINING

COACHING   TEACHING   KNOWLEDGE   DEVELOPMENT   LEARN   EXPERIENCE   SKILLS

TechBuy Training

To register, visit:

Workforce Education and Development

If you guessed Mariel Sosa, you are correct!

Purchasing: Annette Hinojos, Director

Aug. 24, 2020	**Purchasing** Non-catalog TechBuy orders using FY 2020 funding and not requiring bids must be submitted to Purchasing by Aug. 24, 2020 to ensure completion by the end of the year.
Aug. 26, 2020	**PCard** Purchases for FY 2020 should be completed to ensure posting to FY 2020.
Aug. 31, 2020	**Travel** Applications for FY 2020 funds must be entered by 4:30 p.m. (MST).

Purchasing Requests for increases or releases of prior year encumbrances are due to Purchasing.

Purchasing Punch-out and catalog TechBuy orders using FY 2020 funding must be submitted to the vendor by Aug. 31, 2020 to ensure completion by year-end.

Purchasing All purchase orders for FY 2020 must be completed, approved, and posted to Banner by close of business (5 p.m. MST). Any orders not completed by Aug. 31, 2020 will be posted in September against FY 2021 funding.

Sept. 3, 2020   **PCard** Statement closes. Transactions will not be viewable until Sept. 4, 2020. Charges on Sept. 1, 2020 statements will be applied to FY 2020 funding.

Sept. 8, 2020   **PCard** Allocations should be made throughout the month as purchases are made. Allocations must be completed by noon (MST).

Travel FY 2020 vouchers and required documentation due to the travel office.

Invoices FY 2020 invoices and receiving reports are due to Accounts Payable by 5 p.m. (MST).

Email accountspayableelp@ttuhsc.edu.

If you have any questions, contact Purchasing at purchasingelp@ttuhsc.edu.

Payment Services: **Lupe Alvara, Director**

CHROME RIVER – Coming FALL of 2020

CHROME RIVER is TTUHSC El Paso's **NEW** Online/Paperless Pcard system:

Benefits of Chrome River:

- Eliminates Paper.
- Access Through a PC, Laptop, Tablet and Mobile Phone.
- Integrates with Citibank and Banner.
- Automates Expense Approval Routing and Budget Verification.
- Streamlines the Handling, Processing, Allocation and Approval of Expense Reports.
- Checks for Policy Compliance.
- Easy-to-Use Functionality.

Offline Expense Management Features:

- Provides for Expense Management On-the-Go
- Snap and Send: Take a photo of a receipt using any mobile device and share with Chrome River.
- Forward and Forget: Share receipts from vendors with Chrome River via email, scan or fax.
- Provides Optical Character Recognition (OCR): Captures and extracts receipt data.
- Direct Uber and Lyft Integration: Ride information and receipts can be sent from Uber and Lyft accounts to expense reports.
- Hotel Folio Itemization: Email hotel receipt to Chrome River and it creates expense line items for room, tax, parking, etc.

Configuration Phase Underway. Additional Information Coming Soon!

If you have any questions, contact Accounts Payable at: accountspayableelp@ttuhsc.edu.

Don't forget to sign up for our Business Affairs Newsletter!

Business Affairs Subscription

Provides updates, reminders, and new information about Business Affairs and the services provided by each department.

For questions or suggestions regarding our newsletter, please email us at fsmelp@ttuhsc.edu.