

Business Affairs

Newsletter



February 2020

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- Contracts and Grants Accounting
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- Purchasing
- Student Business Services

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EMPLOYEE SPOTLIGHT

**JONATHAN LOPEZ - CHIEF ANALYST
FINANCE SYSTEMS MANAGEMENT**

1. What has been your favorite part of working at TTUHSC El Paso? **The friendly working environment and the Annual Inventory Certification.**

2. How long have you been here? **Started May 2015**

3. How has TTUHSC El Paso changed since you've been here? **Becoming independent from TTUHSC in Lubbock created new departments and new job opportunities for the El Paso community.**



4. What would be your ultimate dream job? **Professional soccer player for Barcelona.**

5. When you have 30 minutes of free-time, how you do pass the time? **I like to read the Wall Street Journal.**

6. Where is the best place you've traveled to and why? **I had the opportunity to stay with a German/Polish family in Germany and really got to know the culture.**



Budget Office: Vince Lantican, Director

FY 2021 Budget Prep will start in a couple of months. The Budget Prep timeline was sent March 6. Below are some helpful tips to start preparing for the Budget Prep cycle.

HINTS, TIPS & REMINDERS Budget Prep Cycle

1. Review the Budget Prep Tutorials and guides found on the following link:

<https://el Paso.ttuhsc.edu/fiscal/businessaffairs/budget/training.aspx>

2. Confirm Budget Prep security to ensure your staff has the appropriate access.

3. Start working on your supporting templates (same template as last year).

- Forecast revenue projections (applicable for clinical departments).
- Assess your staffing needs and start making a list of proposed new positions, reclassifications and salary reviews.
- Review current year operating expenses and estimate expenditures for next fiscal year.

4. Review your position rosters and request to close vacant positions no longer needed.

5. Complete 2019 Annual Performance Evaluations on time to minimize any merit-eligibility issues if merits are approved.

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



\$ TUITION/FEES

Student Business Services: Cindy Flores, Director

On Dec. 13, 2019, the Board of Regents approved the Global Fee Document for fiscal years 2021 and 2022. Academic and support departments that earn student fee revenue should base their 2021 budget on these new rates, where applicable.

The Office of Student Business Services is now providing Cash Receipt System training on a monthly basis, the last Thursday of the month. This training is geared toward new employees who will be responsible for creating cash receipts in the Cash Receipt System and existing employees who would like a refresher. To register for the next training session, visit the [Workforce Education and Development](#) website, under Resources & Technology or call Noelle DeMark at 215-5680.

All Student Business Services-related questions should be directed to: sbselp@ttuhsc.edu.





Unsure about which account code to use?

Please visit the [Account Code Dictionary](#) for guidance, or email us your inquiry including the following:

- Quote and requisition # (if any).
- Brief description of the item and intended use.

We will gladly assist you.

If you have questions please email the accounting inbox at accountingelp@ttuhsc.edu.

Accounting Services: Sandra Tapia, Director

Attention Fund Managers! Please ensure supporting documentation is attached when submitting Cost Transfers:



Congratulations



Accounting Services would like to congratulate Edith Solorzano for her promotion to Chief Analyst.

Way to go, Edith!

HINTS, TIPS & REMINDERS



Accounting Services

Per [HSCEP OP 50.14](#), purchase of promotional items and gifts is not allowed on state appropriated funds.

Per [HSCEP OP 50.08](#), receipts must be deposited within three (3) business days with no exceptions and receipts totaling \$100 or more must be deposited by the following business day.

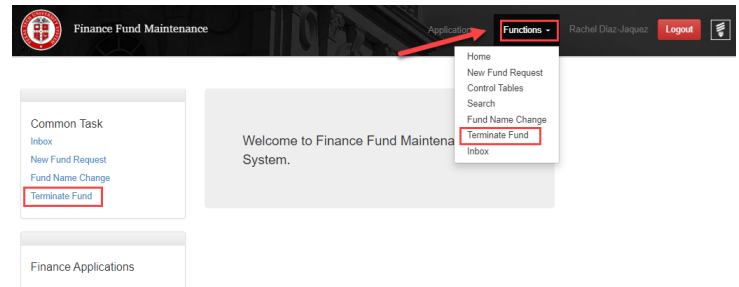
In the event of a Fund Manager change please contact your department head or administrator to change the assigned Fund Manager by submitting a request through the Financial Manager Change Request system in a timely manner to avoid delays in processing transactions requiring Fund Manager Approval.

All Accounting Services-related questions should be directed to: accountingelp@ttuhsc.edu.

WHAT'S NEW

Finance Systems Management: Raquel Diaz-Jaquez, Director

Terminate Fund: The new Terminate Fund system has been released under the Finance Fund Maintenance System. You can access the system by clicking on the "Functions" tab at the top of the page, "Terminate Fund" or click on the link on the left-hand side menu. The system will allow requests to be submitted to terminate funds.



Click [here](#) to go to the Fund Maintenance System. Links are also available on the HSC Finance El Paso tab, under the Accounting Services section.



It's time again for annual Inventory Certification!

Departments will need to reserve a scanner by sending an email to:

baelp-asset.accounting@ttuhsc.edu.

Make sure to let us know which users need to be set up in the scanner and how long you will need the scanner.

Note: You can check out a scanner as many times as needed.

Property Inventory Certification deadline is **April 30**.

Finance Fund Maintenance Training

Please visit our updated **reference material** related to the Finance Fund Maintenance system.

Finance Fund Maintenance Training

- Finance Fund Maintenance
- Finance Fund Maintenance Training

Property Inventory Certification Reminders:

Important things to keep in mind during the certification process:

- All serial numbers and locations need to be updated in the Property Inventory System.
- All equipment must be scanned.
- If a piece of equipment is missing or has been reported missing within the past two annual certification cycles, you will still need to submit a missing items report.
- Temporary Use forms should be updated for FY20 and uploaded into the Property Inventory System.



See answer on page 6.



Contracts and Grants would like to welcome Lead Analyst Hector Quintero. Hector's responsibilities will include grants, gifts, scholarship funds and private contracts.

Welcome, Hector!

Contracts and Grants Accounting: Gina Lopez, Director

Contracts and Grants Accounting Office is committed to supporting TTUHSC El Paso faculty and staff in administering contracts and grants related to research, instruction or public service involving funding from an external source, gifts and endowments.

Contracts and Grants Training:

Grant administrators, faculty and staff seeking one-on-one training on the below post-award financial management subjects can email us to schedule an appointment at grantsaccountingelp@ttuhsc.edu.

Topics:

Notice of Award arrives...now what?

- Monitoring Basics
- Cost principles (allowable/unallowable costs)
- Grant billing process
- Sub-recipient monitoring
- Financial Reporting
- Grant closeout process



If you have any questions, concerns or comments regarding restricted funds, please contact CGA at: grantsaccountingelp@ttuhsc.edu.

Setting up a vendor? Below is the link to the form to set up a vendor:

https://el Paso.ttuhsc.edu/fiscal/businessaffairs/accounting/_documents/TTUHSC-EP-Vendor-Form.pdf

Ecert (Effort Certification and Reporting Technology):

The effort certification period for Q1 ended Jan. 22. Thank you to everyone who completed their effort certifications. Our Q2 certification period will include Dec. 1–Feb. 28 and will open in ecert for certification beginning April 1.

Any questions or concerns can be sent to the ecert functional mailbox at: ecrtefp@ttuhsc.edu.





TechBuy Training

The Purchasing and Accounts Payable team is hosting a monthly training for all employees. If you have a new employee or need a refresher training, sign up. The training takes place the second Tuesday of every month. To register, visit the Workforce Education and Development page under the Category:

Workforce Education and Development

In an effort to consolidate reporting, the following account codes have been inactivated:

- 730050-Consumables Offices Supplies, use 730000-Consumables
- 730002-Consumables Medical Supplies, use 731200-Medical Supplies

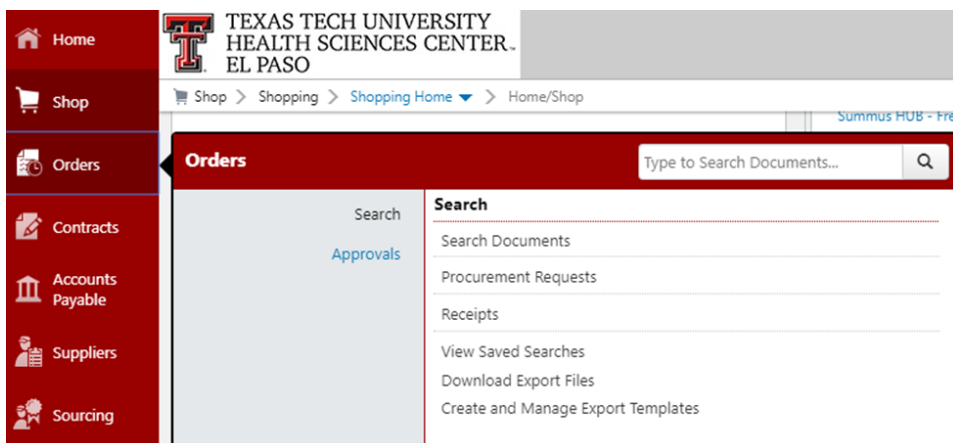
If you guessed Ricardo Porras, you are correct!



Purchasing: Annette Hinojos, Director

TechBuy Menu Update

The “Documents” menu item on the left navigation menu bar of the TechBuy Homepage has been renamed to “Orders”. Actions under Orders includes **Search** and **Approvals** and each have their own sub-menu.



Encumbrances

Don't wait to review your encumbrances until year end. Generate your Cognos Encumbrance reports. Follow the path in Cognos: TEAM Content, HSC El Paso Finance, Encumbrances, Invoices and Checks.



Review all open encumbrances and identify the following:

1. For open encumbrances with no payment activity, please confirm the following:
 - a) Have all goods/services been received?
-If yes, please complete a receipt in TechBuy.
 - b) Have all invoices been received?
-If no, please contact the vendor to ensure all invoices are being sent to Accounts Payable El Paso at: accountspayableelp@ttuhsc.edu.
2. For encumbrances that have been paid in full and have a zero balance, please submit a PO/Encumbrance Change Request to close PO.
3. If you have an encumbrance balance and all items have been fully received, invoiced, and paid for, please submit a PO/Encumbrances Change Request to release the remaining funds.
4. If you have an encumbrance balance and no future deliveries/services are expected, submit a PO/Encumbrance Change request to close PO.

The PO/Encumbrance Change Request system can be found can be accessed through the “**HSC Finance El Paso**” tab located on the Web Raider website, Procurement Services section.



ACCOUNTS PAYABLE

Vendor Payment Query Application

The vendor payment query application tool allows departments to query payments issued to vendors by all Texas Tech University institutions. Its functionality includes access to view future scheduled payments, payment history and outstanding encumbrances for a specific vendor.

The tool can be accessed through the “HSC Finance EI Paso” tab located on the Web Raider website, Payment Services section. Follow instructions and enter Vendor name accordingly.

Displayed for each vendor is Scheduled Payments, Payment History and Encumbrance Information.

The **Scheduled Payments** section details invoices that have been entered and are scheduled to pay in the future. The checks for these invoices have not yet been issued or mailed. This section may also include any credit memos that have been issued by the vendor to the institution.

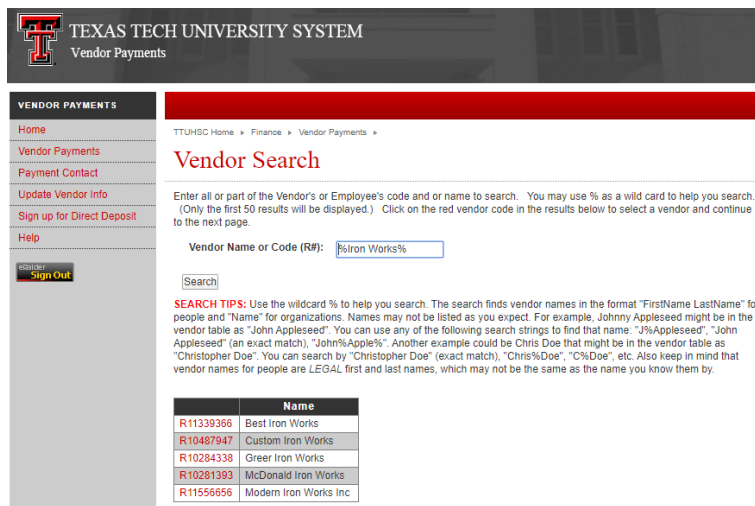
The **Payment History** section details payments that have produced a check. This section provides the mailing address for the check, the check number, check date, and cleared date, as well as other critical information related to the payment. Invoices processed on state funding will generate a state warrant. A state warrant is a check issued by the State of Texas on behalf of the institution. These payments will not have a cleared date.

Please contact our office at accountspayableelp@ttuhsc.edu if the vendor has not received the state warrant within 15 days of the check date (issue date).

Payments may be issued to vendors via a university check, direct deposit, state warrant, and / or SUA (single user account) payment. Each category has a unique document prefix when the check number is generated. Please see table below:

Direct Deposits	!	
State Warrants	A6	A4
	B6	B4
	D6	D4
	P6	P4
	S6	S4
	T6	T4
	W6	W4
SUA Payments	^	
TTUHSC EI Paso Check	49	

The **Encumbrance Information** section details the open encumbrances for the specific vendor queried. This section provides any adjustments made to the encumbrance, as well as current liquidation amount, and the outstanding encumbrance amount.



TEXAS TECH UNIVERSITY SYSTEM
Vendor Payments

VENDOR PAYMENTS

- Home
- Vendor Payments
- Payment Contact
- Update Vendor Info
- Sign up for Direct Deposit
- Help
- Sign Out

TTUHSC Home > Finance > Vendor Payments >

Vendor Search

Enter all or part of the Vendor's or Employee's code and/or name to search. You may use % as a wild card to help you search. (Only the first 50 results will be displayed.) Click on the red vendor code in the results below to select a vendor and continue to the next page.

Vendor Name or Code (R#):

SEARCH TIPS: Use the wildcard % to help you search. The search finds vendor names in the format "FirstName LastName" for people and "Name" for organizations. Names may not be listed as you expect. For example, Johnny Appleseed might be in the vendor table as "John Appleseed". You can use any of the following search strings to find that name: "%Appleseed", "John Appleseed" (an exact match), "John%Apple%". Another example could be Chris Doe that might be in the vendor table as "Christopher Doe". You can search by "Christopher Doe" (exact match), "Chris%Doe", "C%Doe", etc. Also keep in mind that vendor names for people are LEGAL first and last names, which may not be the same as the name you know them by.

R#	Name
R11339266	Best Iron Works
R10487947	Custom Iron Works
R10284338	Greer Iron Works
R10281393	McDonald Iron Works
R11556656	Modern Iron Works Inc

TTUHSC Home > Finance > Vendor Payments >

Vendor Payment Details

Vendor Code: R11556656 Vendor Name: Modern Iron Works Inc

The following tables show schedule payments, payment history and encumbrance information for the fiscal year. To view payment information for a specific date range (defaults to Fiscal Year) and/or for a specific COA, enter a begin and end date and/or choose a COA and click update.

Begin Date: End Date: COA:

Scheduled Payments

Invoice	Vend Inv	Address	Trans Date	Due Date	PO	Amount
No payments scheduled for this vendor.						

Payment History

Invoice	Vend Inv	Address	Check Number	Check Date	Cleared Date	PO	Inv Cancel Date
No payment history for this vendor.							

Encumbrance Information

Encb	Trans Date	Type	Address	Cancel Date	Original Amt	Current Adj	Current Liq'd	Outstanding Amt
No encumbrances for this vendor.								



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