

Business Affairs Newsletter

MAY 2022

Departments:

- Accounting Services
- Budget Office
- Contracts and Grants Accounting
- Finance Systems Management
- General Services
- Payment Services
- Purchasing Office
- Student Business Services

Employee Spotlight

This quarter, we feature **Alejandra Garcia** in the Employee Spotlight.

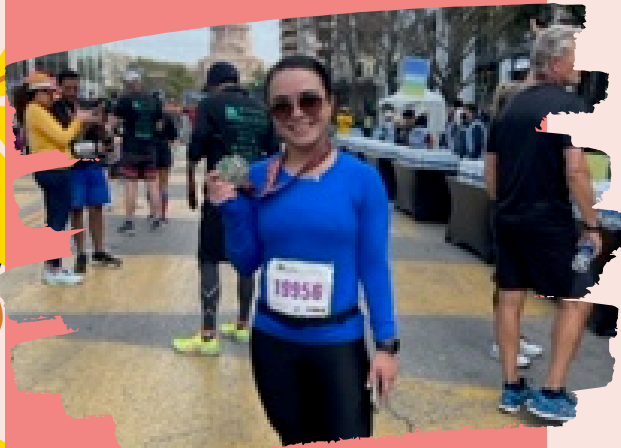


In this Issue:

- Budget Prep Dates
- Endorsement Stamp Verification
- Property Inventory Reminders
- Cancer Prevention and Research Institute of Texas (CPRIT)
- Unique Entity Identifier (UEI)
- New Fund Set Up
- **Updated:** Account Code Dictionary
- Event Planning
- Travel Reminders
- Pre-Approval Form

Employee *Spotlight!*

Alejandra "Ale" Garcia
Lead Analyst
Finance Systems Management



What is your role at Texas Tech University Health Sciences Center El Paso? *As a Lead Analyst for Finance Systems Management, I work as the fixed asset accountant. I help with financial reporting, and make sure assets are set up correctly and align with state guidelines and TTUHSC El Paso policies. I also answer any questions for departments regarding fixed assets and provide trainings.*

Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had? *I wouldn't say unusual, but I worked in retail for years and definitely learned how to grow my people skills and learn how to help people feel comfortable in their own style. Then after graduating from high school, I thought that would be my career path, and I ended up applying to fashion school.*

If you could switch your job with anyone else within TTUHSC El Paso, whose job would you want? *Probably someone in the marketing field.*

What is your favorite thing to do in El Paso? *Hiking! I'll jump on any hike, on any day.*

Where would you like to go on a dream vacation? *Turkey, Australia, or Argentina.*

Do you have a favorite quote? *"I come in peace, but I mean business."
Janelle Monae*

What would be the title of your autobiography?
"Crazy, But Simple Life With Ale."

What would you like to be famous for?
Interior design.

You're happiest when?

When my family says they are proud of me!

Budget Office: Vince Lantican, Director

Important Reminders:

- Ensure that merits for merit-eligible staff have been entered into salary planner.
- Ensure fringe and longevity budgets have been accounted for.
- **Budget Prep** important dates:
 - May 23** – Budget Prep System locked for Budget Office reviews.
 - May 31** – Budget Prep unlocked for final changes.
 - June 6** – Budget Prep System closed.

As we get closer to the end of the fiscal year, please be aware that Business Affairs will start sweeping available budgets on E&G funds with non-salary budget account codes starting in **July**. Please make sure to plan accordingly and encumber funds for purchases in a timely manner.

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

Student Business Services: Cindy Flores, Director

In accordance with **HSCEP OP 50.10 - Endorsement Stamps and Endorsement of Checks**, the annual verification audit of endorsement stamps is to be completed in May of each fiscal year.

This year, the process has changed in that the verification form is now submitted electronically. A link to the verification form with instructions was emailed April 29, 2022, to the cash custodian of record for each department with an official endorsement stamp. Verification forms must be completed and submitted no later than **May 31, 2022**. Student Business Services appreciates your cooperation and prompt response to this request.

If at any time throughout the year there is a change to the cash fund custodian, please notify Student Business Services so that we may update our records.

A few important reminders regarding endorsement stamps:

- Checks must be stamped with a restrictive endorsement stamp immediately upon receipt.
- Endorsement stamps are issued through the Office of Student Business Services only, and under no circumstances should a department obtain an endorsement stamp by any other means.
- Worn stamps should be replaced through a request made to the Office of Student Business Services.
- Lost endorsement stamps must be reported to the Office of Student Business Services immediately upon determination that the location of the endorsement stamp is unknown.

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

Property Management

How are inventory tags generated?

- ✓ Property tags are automatically generated when an invoice is processed against an account code that has been identified as a capital or controlled account code.
- ✓ Property tags are mailed to the Property Custodian/Delegate.
- ✓ If you have not received a property tag for equipment that has been received, please send an email to Property Management.

Fixed Assets Reminders:



New Equipment Purchases

Property custodians and delegates: For all new equipment that has been issued an inventory tag, please update in the Property Inventory System with the serial number and location within **three business days** of receiving the tag. Tags are sent out the next business day after the invoice has been processed.

Note: Once the serial number has been entered, it can no longer be changed/updated by the user. You will need to send an email to baelp-asset.accounting@ttuhsc.edu providing documentation and a picture reflecting the new serial number in order for Property Management to make the change.

Warranty Replacements

For assets that have been swapped or replaced due to malfunction or a need for repair, please notify Property Management accordingly. Documentation will be required for the replaced item. Once we have the proper documentation, we will then update the serial number of the replacement asset.

For questions, please contact Property Management at baelp-asset.accounting@ttuhsc.edu.

Welcome to the Team!

Finance Systems Management would like to welcome our new Chief Analyst-Report Writer, **Sergio Banda**. Sergio will be our finance Cognos Report Writer for Business Affairs.

We're happy to have you on board, Sergio!



Contracts and Grants Accounting: Gina Lopez, Director

Cancer Prevention and Research Institute of Texas (CPRIT)

December 2021 Policy and Procedure Update

CPRIT: December 2021 update to the Cancer Prevention & Research Institute of Texas (CPRIT) Policies and Procedures.

Aside from always acknowledging CPRIT on all printing and visual materials funded by CPRIT grants, beginning September 1, 2021, all printed materials must also include the grant ID number of the project (PPXXXXXX). Printed materials include, but are not limited to, publications, brochures, pamphlets, booklets, training fliers, project website, videos, DVDs, manuals and reports, and labels and cases for audiovisual or videotapes/DVD presentations.

Source:

https://www.cprit.state.tx.us/media/2660/policy_and_procedure_guide_122021.pdf

The Comptroller published the Texas Grant Management Standards (TxGMS).


The Texas Grant Management Standards (TxGMS) is better aligned with the federal Uniform Guidance in 2 CFR, Part 200, and replaces the Uniform Grant Management Standards (UGMS).

It applies to grants and contracts that begin on or after January 1, 2022.

Source:

<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>

Unique Entity Identifier (UEI) is here!



Beginning April 4, 2022, the Unique Entity ID is the authoritative identifier for those doing business with the federal government (grant recipient and applicant organizations). The DUNS number is no longer valid for federal award identification.

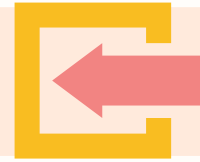
The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.

TTUHSC El Paso's UEI is ZFW7KJ6NUML9.

Source:

<https://sam.gov/content/duns-uei>

Need to set up a new fund?



The **Finance Fund Maintenance System** allows departments to request a new fund to be established, an existing fund to be terminated or to change the name of a fund. The Finance Fund Maintenance can be accessed from the WebRaider portal, HSC Finance El Paso tab, under the Accounting Section.

The Finance Fund Maintenance system serves as a basis for institutional reporting; therefore, it is imperative that all applicable forms within the system are completed and verified for accuracy.

IMPORTANT!

Please keep the following in mind when submitting a new fund request:

- **Fund Class:** The fund class identifies the primary funding source of revenue, if the fund will be restricted or unrestricted and whether the fund should be classified as a multi-year ("Z"). Typically, all grants should be classified as multi-year funds. Examples include THECB funds, SEED grants, plant funds and federal, state, local and private grants. In addition to grants, IDC funds are also considered multi-year funds. It is important to select the appropriate fund class since it will determine the required forms and the routing of approvals. Requests submitted with incorrect fund class will be rejected and may result in delays for the establishment of the new fund.
- **Effective Date:** Should be the first day of the FY (09/01/20XX) unless otherwise stated in the contract or grant. The effective date determines when transactions can post to the fund.
- **Fund Name:** Fund name should be descriptive of the fund's purpose or title of the project. It is important to keep name consistency based on naming conventions used for each fund class. (e.g. THECB, SEED, IDC or Student Fee). Fund name field is a 35-character limit and alpha-numeric to allow users to include fund's validity period, such as fiscal year.
- **Source of Funds:** Identifies the source of revenue. (e.g., Legislative Appropriations, Federal, State, or Local Contracts or Grants, Gifts). If the new fund will be internally funded, please enter the FOP where the funds will come from.
- **Use of Funds/Expenses not allowed:** Provide details for the use of funds and/or a description of expenses not allowed. Any restrictions associated with a grant or contract should be listed in this section.
- **Backup FOP:** A backup FOP is provided to cover negative balances (deficit) during year-end. If the new fund being requested is a research fund, the backup FOP should also be a research fund.
- Attach any necessary forms, such as email correspondence, donor agreement, non-endowed gift agreement, grant award documents, or executed contract to help justify the need for a new fund.



IT'S HERE!

A **new** version of the **Account Code Dictionary** is now available in the HSC Finance El Paso tab, under Accounting Helpful Links. The Account Code Dictionary is a valuable tool for TTUHSC El Paso departments to help them determine the proper account code to be used for the classification of expenses.

WHAT'S NEW?


The new version displays detailed description/notes of available account codes to assist all users on determining which is the most appropriate account code to use when submitting their requisitions. It also includes a new feature that notifies users of any messages or changes regarding account codes. Departments are encouraged to use this resource to ensure accuracy on financial reporting.

NEW LOOK!

Account Code Dictionary

Please enter the Account Code or the Keyword to search: *

721000 - OC Fees and Other Charges

Search 

New 



Announcements or Messages

Account Code ▲ Account Code Information

721000

Description

OC Fees and Other Charges

Budget Account Code

7010 - Maintenance and Operations

Notes

Brief description

To record payment of authorized fees and service charges not otherwise covered by more specific codes.

Account Type

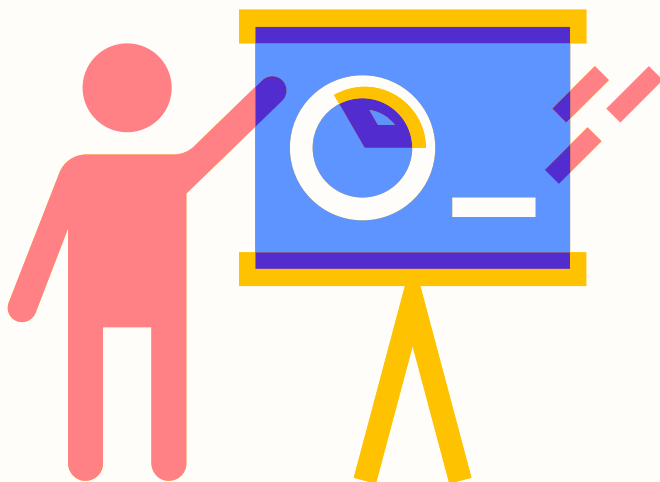
70 - Expense

Keywords

NEW 

If further assistance is needed to determine the proper account code to use, please contact us at accountingelp@ttuhsc.edu.

Purchasing: Annette Hinojos, Director



Training

The Procurement team would like to invite you to join them for a TechBuy refresher training. Over the past year, TechBuy has undergone some cosmetic changes. The training takes place on the second **Wednesday** of every month at the Business Affairs office. The training covers purchasing and accounts payable processes. If you are interested in signing up, please register at the **Workforce Education** page under Resources and Technology.

For questions, please contact the Purchasing Office at purchasingelp@ttuhsc.edu.

Welcome to the Team!



The Purchasing team is pleased to announce two new employees. **Henry Clift** has joined their team as the new Chief Analyst. Henry has over 30 years of higher education purchasing experience and will be responsible for all requests for proposals and projects.



Welcome

Paul Miranda has joined the team as the new Senior Analyst. Paul will be responsible for reviewing the daily purchasing requisitions.

Welcome to the Team!



Welcome

Accounting Services would like to welcome our new Lead Analyst **Giannino (Gino) Rodriguez**. He will be overseeing General Designated, IDC and Student Fee funds. We're happy to have you on board, Gino!

Payment Services: Lupe Alvara, Director

Please ensure you submit your requisition with plenty of time prior to your event. If you will be hiring an independent contractor, the Independent Contractor Questionnaire (ICQ) must be completed and signed by the contractor as well as the Financial Manager/Contract Administrator and attached to the TechBuy requisition. The requisition will route for approval to the Payroll and Tax Office. Please allow sufficient time for review. If this is an annual event, it is recommended that you submit this 30 days prior to your event.



If you will be submitting a requisition that includes the institution logos for printing (i.e., invitations, brochures, etc.) or promotional items, the requisition will route to the Creative Services team for review and approval. Please allow time for their review.

Questions? Email us at paymentserviceselp@ttuhsc.edu.



Travel



The Trip Description may be updated when creating the travel reimbursement voucher. If there was a change to the trip, it is important to include the details necessary to assist the Travel Office with the review and reimbursement. The more information that is included, the less likely you will receive an email from the travel team.

Trip Description

When creating the Travel Application, it is important to include a detailed description of the trip and the benefits to the university and traveler. The official dates of the meeting, event or conference should be included with a narrative, which describes the purpose of the trip. Attach the conference brochure/meeting agenda showing the dates and location. Please include a comment if any days are personal.

Traveler

The traveler should ensure that each travel expense is the most cost-effective considering all circumstances, regardless of funding source. It is the responsibility of the traveler to read and understand our **Travel Operating Policies**.

If the traveler decides to use a car service (i.e., Uber, Lyft, etc.) from their home to the El Paso International Airport and back, a cost comparison is required. The traveler will be reimbursed for the least expensive method:

Cost of Car Services

VS

Cost of Mileage (round trip home/airport)+ \$7.00 Daily Rate for long-term parking.

The calculation should be included with the backup documentation.

Questions? Email us at travelep@ttuhsc.edu.

Tips when Submitting your Pre-Approval Form:



Please ensure when submitting your **Pre-Approval request form** for review and signature, that it is submitted at least thirty **(30) days prior to the event** and in advance of incurring any expenses. The following documentation should be included:

- All quotes associated with the cost of the event.
- A breakdown of the cost in the proper category.
 - a. If expenses fall under “Other” include detailed information, using a separate page if needed.
- If the event is not being submitted at least thirty (30) days prior to the event, please include justification as to why the request is not within the time frame.

Questions? Email us at paymentserviceselp@ttuhsc.edu.

Sign up!

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.

Business Affairs

VOLUNTEERS



This year, the Business Affairs team volunteered at the El Paso Humane Society.