



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Business Affairs

Newsletter May 2021

Departments:

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

In This Issue:

- Budget Prep
- Endorsement Stamps
- FY21 Property Inventory Certification
- Cash Fund Control Plans
- Account Codes
- HIPAA Compliance
- Sponsored Programs
- Advance Pay vs. Direct Pay
- Vendor Hold Verification

Employee Spotlight!

Hector Quintero

Lead Analyst
Contracts and Grants
Accounting



1. What might (someone) be surprised to know about you?

I officiated a wedding of 200 people on Scenic Drive.

2. How have you spent your time at home during the pandemic?

Home workouts and virtual concerts with my roommates (parents).

3. What's the greatest bit of advice you've ever been given?

"Once you hit rock bottom, you can only go up."

4. What are the three traits that define you?

I am community oriented, I will help people if they are in need, and my positive attitude.

5. What is your go-to karaoke song? *"Ain't No Mountain High Enough," by Marvin Gaye.*

6. Who is one of your heroes, and why?

Diana, Princess of Wales, because she taught us how to love under any circumstances. She reminded us what it is to be human, and that you are not above anyone and no one is above you.

7. What would be your ultimate dream job?

My dream job would allow me to connect with small business owners and connect them with a variety of companies to help them with their needs. I love getting different insights on how one can develop content to suit local needs.

8. What is your favorite thing in life?

Listening to people with different perspectives. You can never learn less; you can only learn more.

Budget Office: Vince Lantican, Director



REMINDER

Just a friendly reminder for department heads: Merits for eligible staff should already have been entered in salary planner. If not, please make sure you do so before Budget Prep closes.

Budget Prep important dates:

May 24 – Budget Prep locked for Budget Office reviews.

May 31 – Budget Prep unlocked for final changes.

June 7 – Budget Prep close.



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



WELCOME



TO THE TEAM!



The Budget Office welcomes Roxanne Lerma

to the Budget Team! Roxanne joined the office as Lead Analyst in April and has already been a tremendous help to the team in assisting departments during Budget Prep and providing assistance and guidance with budget and HR-related requests.

Student Business Services: Cindy Flores, Director



ENDORSEMENT INFORMATION

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.

A verification request form was sent on **May 5, 2021** to the cash custodian of record for each department with an official endorsement stamp. All verification forms should be completed, signed and returned to Student Business Services no later than **May 31, 2021**. 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.

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

Accounting Services: Sandra Tapia, Director

Annual Submission of Cash Fund Control Plans

Attention Cash Custodians and fund managers with active petty cash funds: An email has been sent requesting an updated Cash Fund Control Plan form from each department in order to comply with HSCEP OP 50.21 Cash (Change) Funds. The deadline to submit the required paperwork is **May 31, 2021**. Note that if your department has submitted an updated form beginning January 2021 and no changes have been made since that date, there is no need to send a CFCP update. Electronic signatures will still be accepted this fiscal year. For additional information regarding the annual submission of cash fund control plans, please refer to [HSCEP OP 50.21](#).

Know the Difference

Per the Texas Comptroller, state agencies must properly record accounting transactions for revenue and expenses. See table below for clarification on which account code to use for these particular situations:

720300- OC Employee Registration/ Training Fees Registration fees and related expenses for seminars and conferences attended by state employees and officials.	vs	747020- RL Rental of Exhibit/Table Space For the rental of space, including utilities in lieu of rent. EX: Renting out booth table or conference space to promote TTUHSC El Paso.
721300- OC Training Expenses Training-related expenses, as authorized by law, for individuals and instructors when the intended primary recipients ARE NOT state employees.	vs	724300- PS Educational/Training Services For educational and training services, including professionally conducted training, when the intended primary recipients ARE state employees.
730000- SM Consumables To record payment for consumable items that are disposable or last for less than year. -Examples: -Batteries -Light bulbs -Cleaning supplies	vs	733400- OC Furnish/Equip and Other Expensed For the purchase of furnishings and equipment items whose unit cost is less than \$5,000 and have an expected useful life a year or more. Examples: -Stapler, plastic storage boxes -Reusable batteries -Mop, broom, garbage can
738000- OC Comp Software/License Fee Expensed To record payment for computer software. Total cost must be less than \$100,000 or have an estimated useful life of one year or less.	vs	726200- MR Computer Software To record payment for the maintenance, support and repair of computer software.



Please refer to our [Account Code Dictionary](#) for a complete list of account codes.

HIPAA Compliance

Practice due diligence when submitting documentation with personal and patient PHI (Protected Health Information) to Accounting Services or any other internal or external party. Look out for several types of transactions that could include PHI such as FITS, Budget Revisions, JV requests and emails.



Examples of PHI include:

-Names (full or last name and initial)	-Contact numbers (phone, fax, etc.)
-SSN	-Email addresses
-Date of birth	-Medical record (numbers, procedures, etc.)
-Home addresses	

Refer to the following link for more information: <https://el Paso.ttuhscc.edu/hipaa/>.



Accounting Services would like to welcome our newest staff member, Lead Analyst Norma Felix. Norma will be handling Service Funds.

Finance Systems Management: Raquel Diaz-Jaquez, Director

REMINDER

The FY21 Property Inventory Certification opened **March 1, 2021**. Due to the pandemic, the certification deadline was extended to **June 30, 2021**.

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.

Important things to keep in mind during the certification process:

- All serial numbers and locations need to be updated in the Property Inventory System.
- 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 FY21 and uploaded into the Property Inventory System.



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

Contracts and Grants Accounting: Gina Lopez, Director

As we approach the fiscal year-end, the following points should be reviewed on a regular basis throughout the month of August for sponsored programs:

KEY POINTS

Check if the open encumbrances are still valid. Review the open encumbrances; the services should be rendered and items must be received by **August 31, 2021** or before the sponsored program end date. If the open encumbrances are not valid, submit a request to close them or move the open encumbrances to a local fund, through the [PO/Encumbrance Change Request System](#).

Make sure that labor has been allocated to the grant or contract as stated in the agreement. If labor costs have been incurred and not yet been charged to the sponsored program fund, submit Labor Redistributions through the [Labor Redistribution System](#). After year-end deadlines, approval will not be granted to move FY21 labor from local FOPs to grant/contract FOPs.

If a grant or contract is ending by fiscal year end and it will get extended or a no-cost extension will be requested, now is the time to start working on the process of getting an amendment. If the sponsored program is a grant, work with the Office of Sponsored Programs. If the sponsored program is a contract, work with the Office of Contracting.

Ensure that all allowable expenses are allocated to the grant/contract FOPs before the FY21 year-end deadlines (refer to [HSCEP OP 50.30](#)).

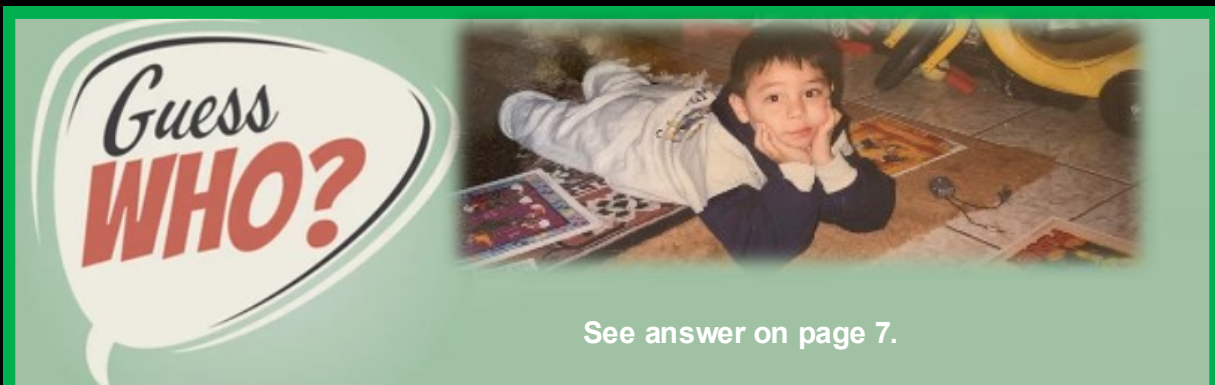
Revenue earned in FY21 but not received until FY22 that is not entered into the Contract AR System, such as clinical trial invoices submitted by the department to the sponsor and not paid by **August 31, 2021**, should be emailed to grantsaccountingelp@ttuhsc.edu by the deadline to work on accruing the earned revenue in FY21.

Contracts and Grants Accounting useful information:

- [State of Texas Comprehensive Annual Financial Report Audit Statement](#)
- [Indirect Cost \(F&A\) Rate Agreement](#)
- [TTUHSC El Paso W9 form for Grants](#)
- [Other TTUHSC El Paso Grant Reference Numbers](#)

useful
links

For additional assistance, contact grantsaccountingelp@ttuhsc.edu.



Purchasing: Annette Hinojos, Director

Advance Pay vs. Direct Pay

Advance Pay:

This type of payment is utilized when a vendor requires upfront payment or deposit for either goods or services rendered. Note that Advance Payments are **NOT** allowed on State or Federal funds.

You must select the Advance Pay option when submitting your requisition in TechBuy with specific instructions outlining the distribution of the payment in the internal notes section.

The screenshot displays a requisition for 'Fastsigns - El Paso' with a total value of 57.62 USD. It shows a table of items with columns for Status, Item, Catalog No., Size/Packaging, Unit Price, Quantity, and Ext. Price. The item is 'Foam core-.1875 3/16" B/B, PRINTED MOUNTED on , full color on white. "Thank You" 28x22'. Below the item table, there are 'ITEM DETAILS' including Specifications/Long Text, Contract, Commodity Code, and various payment options: Recurring Payment (marked with a red X), Advanced Pay (marked with a green checkmark), and Non-compliant Invoice (marked with a red X). Other options like Internal Note, Internal Attachments, External Note, and Attachments for supplier are marked as 'no value' or 'Add'.

Direct Pay:

Expenditures for which the department requires payment for products and/or services that have already been received, have occurred, or customarily require an advance payment and for which the statutory purchasing requirements do not apply. Please refer to [HSCEP OP 72.03](#) for documentation requirements.

TTUHSC El Paso Direct Pay Forms include:	
-Accreditation, certification and examination fees	-Membership dues*
-Advertising	-Postage
-Awards, prizes and gifts	-Professional license fee* (Texas licenses only)
-Donations to charitable organizations	-Registrations*
-Food and entertainment	-Sponsorship to charitable organizations
-Lodging - Direct bill	-Utilities
-Magazine/journal subscriptions*	-Water/services & coffee/soft drinks

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

FY 2022 Non-Catalog and Standing Orders can now be submitted

FY22 requisitions can now be submitted in TechBuy! A few key details to remember:

All FY22 orders must have an accounting date of 09/01/2022 or later. No TechBuy punch-out orders using FY22 funding may be entered/submitted prior to 09/01/2022. Include beginning and ending service dates, along with prior-year purchase orders. Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in early July.

Look out for our year-end deadlines and start reviewing your open encumbrances!



Feel like you need a refresher TechBuy training?

The purchasing and accounts payable team host a monthly training. The training is held the second Tuesday of every month. If you want to refresh your skills or have new personnel, please sign up at the link below under the [Resources and Technology section](#).

Payment Services: Lupe Alvara, Director
Vendor Hold Verification

Per [HSCEP OP 72.15 Purchasing Card Program](#), Section I, cardholders before purchasing goods or services over \$500 with the PCard must verify if a potential vendor is indebted to the State of Texas and is identified as being on *Warrant Hold Status*. Vendor status link can be found at the Purchasing Card website or on the Comptroller’s website at:

<https://fmcpa.cpa.state.tx.us/tpis/search.html>

To avoid your expense report from being returned by the PCard office, make sure you attach a copy of the website showing that you have verified the vendor is not on hold.

For questions, please contact Payment Services at paymentserviceselp@ttuhsc.edu.



The Purchasing team would like to introduce Senior Analyst Fred Ponce. Fred will be reviewing and approving the daily requisitions.



If you guessed Jonathan Lopez, you are correct!

Business Affairs Volunteers



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.

SUBSCRIBE FOR UPDATES

SUBSCRIBE FOR UPDATES

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