

Business Affairs Newsletter



February 2019

Departments:

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- **Budget Office**
- **Contracts and Grants Accounting**
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- **General Services**
- **Payment Services**
- **Purchasing**
- **Student Business Services**

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Employee Spotlight:

This month, I am pleased to highlight Ana Alvarado, who has been with our institution for 10 years. Well done, Ana!

Q: How long have you been at Texas Tech University Health Sciences Center El Paso?

A: Since Sept. 17, 2008.

Q: Before working here, what was an interesting job you had?

A: I was employed at Go Direct Mailing Services. At Go Direct Mailing Services, I developed the mail process and managed the area. I implemented processes that saved the company time and money.

Q: How has TTUHSC El Paso changed since you've been here?

A: I was the first female hired for the receiving area. I upgraded our area by developing an electronic mail/package tracking system. Before, all was done through hard copy. I was able to obtain all the necessary equipment to facilitate the receiving/delivery process for my area. One of my greatest accomplishments is that the mailroom/receiving area is OSHA compliant. Second, I developed the Mail Stop Code (MSC) for the TTUHSC El Paso campus.

Q: What hobbies and interests do you have outside of work?

A: I love to spend time with my sons.

Q: What is the first thing you would buy if you won the lottery?

A: I would love to help others.

Q: Where would you like to go on a dream vacation?

A: I would travel around Europe.

Q: What is the one thing you cannot resist?

A: I cannot say no to helping others.



to our team!



The Budget Office would like to introduce Mariel Sosa. Mariel joins the budget staff as a Lead Analyst. She will be assisting users with processing budget revisions, EPAFs, LRDs, HR actions and budget prep.



Student Business Services would like to introduce Noel DeMark. Noelle will be responsible for the Cash Receipt System which includes the final approval of all institutional cash receipts.



Budget Office: Vince Lantican, Director

FY20 Budget Prep cycle will be under way in a couple of months!

- The budget prep timeline will be sent out by the end of February and should cover preliminary dates on budget training, budget prep system data entry deadlines, budget meetings and reviews.
- Please be aware of the quarterly labor redistributions deadlines below:

Fiscal Quarter	Labor Redistribution Due Date All Funding Sources
September – November	January 15
December – February	April 15
March – May	July 15
June – August	August 31

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



SBS: Cindy Flores, Director

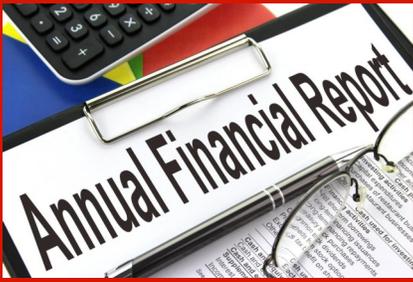
Cash Fund Reminder of the Quarter:

Does your department have a cash (change) fund? Student Business Services in conjunction with Accounting Services and Business Affairs conducts random, unannounced cash counts in accordance with [HSCEP OP 50.21](#) throughout the year. As the cash fund custodian, what should you do if auditors present themselves:

- The custodian of the cash fund must request all auditors or reviewers to show proper identification prior to making the funds available for an audit or cash count.
- The cash fund custodian must remain with the auditors or reviewers during the cash count or audit.

In accordance with [HSCEP OP 50.10](#), the annual verification audit of endorsement stamps will soon begin. A verification request will be sent to the cash fund custodian of departments with an official endorsement stamp in either late April or early May. 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. Student Business Services appreciates your cooperation and prompt response to this request.

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

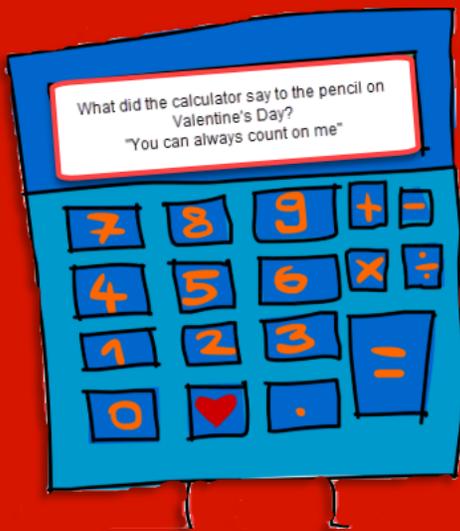


Visit our website to view the fiscal year 2018 Annual Financial Report.

<http://el Paso.ttuhs c.edu/fiscal/businessaffairs/accounting/reports.aspx>.

If you have any questions, please email us at:

accountingelp@ttuhsc.edu.



Accounting Services: Sandra Tapia, Director
Reminder for Service Departments:

Per HSCEP OP 50.17, billing transactions should be completed through FiTS no later than 30 days after the provision of goods or services. Pre-billing is not allowed.

Are you a cash fund custodian? Here are some things to keep in mind:

Cash Fund Reimbursements:

Reimbursement requests for cash shortages should be submitted to Accounting Services on the Cash Fund Reimbursement Form located at:

<http://el Paso.ttuhs c.edu/fiscal/businessaffairs/accounting/Forms.aspx>

Reimbursement requests must include an explanation for the shortage and documentation that appropriate departments have been notified of the shortage.

Overages and Shortages:

Any shortages greater than \$10 must be reported immediately upon discovery to Accounting Services. Shortages greater than \$100 or losses occurring from theft (known or potential) must be reported immediately upon discovery to Audit Services and to the Texas Tech Police Department, in addition to Accounting Services.

Annual Submission of Cash Fund Control Plans:

An updated CFCP must be submitted to Accounting Services in May of each year. Failure to submit an updated CFCP in a timely manner will result in the denial of additional cash funds for the fund custodian and department and/or termination of existing cash funds.

For more information, please refer to HSCEP OP 50.21, Cash (Change) Funds.



Our Accounting Services Directory has been updated, check it out:

<http://el Paso.ttuhs c.edu/fiscal/businessaffairs/accounting/documents/Responsible-Contact-List-by-Fund.pdf>



Ecrt (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 ecrt for certification beginning **April 1**.

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

Training:

The ecrt training reference material has been updated. You can access the training material via the Finance Systems Management or Contracts and Grants Accounting websites. Both are located in the "Reference Material" tab.

■ Finance Systems Management
Finance Systems Management Home
Announcements
Contact Us
Helpful Links
Policies and Procedures
Reference Material

For any training requests or questions, please contact our FSM department via email at:

ecrtelp@ttuhsc.edu.



Finance Systems Management: Raquel Diaz-Jaquez, Director
Property Inventory Certification:

It's time again for annual Inventory Certification!

Important things to keep in mind during the certification process:

- Departments will not be able to transfer or surplus any equipment until annual certification has been finalized.
- 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.



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 setup 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**.

Can you guess which Business Affairs staff member this is?



See answer on page 7.



Internal Asset Reviews:

After the certification period is finished, our office will be randomly selecting departments for an internal asset review.

A sample of assets will be chosen from the department's inventory based on the volume of assets and will be physically verified by our office. The information on the property inventory must accurately reflect the current asset location as well as the serial number.

Please note that any equipment that is not physically verified at the time of the asset review must have the proper documentation such as Temporary Use form, Surplus form, etc. An email will be sent out between June-July notifying the department they were selected for an asset review.

For questions regarding property inventory, email:

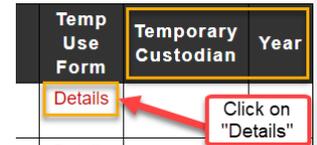
baelp-asset.accounting@ttuhsc.edu.



New features added to the Property Inventory System:

- New fields added to the inventory list (Temporary Custodian and Year)
- New “toggle” feature to show/hide the Manufacturer and Model columns in the inventory list.

The new fields have been added to include the “Temporary Custodian” and “Year.” This means you will have to upload the current Temporary Use form into the Inventory System. To upload the Temporary Use form, click on the Details link.



The next screen below will pop up. It will ask you to enter the R# of the temporary custodian and allow you to upload the form.

Once the form and R# have been entered and uploaded, the new fields will update with the individual's name.

Temp Use Form	Temporary Custodian	Year
Details	R11538746 - Maria Georgina Lopez	2018

The “toggle” feature will allow you to toggle between opening the Manufacturer and Model fields. For all reports, the default has been set to hide the Manufacturer and Model Fields. However, you can click on the “Toggle Manufacturer/Model” link, and the fields will be viewable.

For questions regarding property inventory, email:

baelp-asset.accounting@ttuhsc.edu.



to our team!



Contracts and Grants Accounting would like to introduce Karina Rodriguez and Bertha Magaña. They join the CGA team as Lead Analysts. Karina is the accountant for private grants, restricted funds and clinical trials. Bertha is the accountant for state and local grants and other restricted funds (auxiliary).



Employee Perks

Did you know that as an employee of TTUHSC El Paso, you can receive perks from various companies like Verizon and Dell? You can also get deals on travel, car rentals, hotel stays and merchandise discounts. Discover the extra benefits available to you by clicking [here](#).



Valentine's Day Trivia:

- *Is Valentine's Day the No. 1 card-giving holiday?*
- *Which state produces the majority of America's roses?*
- *What percent of women send roses to themselves on Valentine's Day?*

Contracts and Grants Accounting: Gina Lopez, Director Principle Investigators and Fund Managers:

Contracts and Grants Accounting (CGA) encourages all principal investigators and fund managers to review the financial status of their sponsored projects, at a minimum, on a quarterly basis. Please review all transactions posted to your respective funds for accuracy.

The Grant Financial Status Report for sponsored projects is a Cognos report sent automatically to principal investigators and fund managers once a month by email. The report shows an easy-to-read summary of the available budget balance and actual revenue and expense transactions from inception to the most recent closed fiscal month. The information presented on the report is meant to help principal investigators and fund managers monitor their sponsored project funds.

When reviewing this report, please review the following:

- Ensure that any required cost transfers, labor redistributions and PO/encumbrance change requests are completed in a timely manner especially for projects that are about to end.
- Do not create new purchase orders during the last two weeks of the grant unless essential items are still needed and goods/services will be received on or before the grant end date.

CGA also reminds fund managers of sponsored programs to recalculate salary cap cost share funds and review the effort allocated to restricted funds.

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



TechBuy Training

The Procurement Office is offering TechBuy training the second Tuesday of every month. If you have any new staff or would like a refresher, please sign up. The training covers how to create a requisition, receipts and how to submit your invoices for payment. To sign up please visit the ACME page. The TechBuy training can be found under the Resources & Technology category.

<http://el Paso.ttuhs.edu/hr/workforce-employment-and-development.aspx>

Category*: Resources & Technology

Click on an open course for enrollment details

Course Title	Date	Time	Location	Status
TechBuy System Training	1/8/2019	9:00 AM-11:00 AM	CSB-B3600	Closed
TechBuy System Training	2/12/2019	9:00 AM-11:00 AM	ASBII-1010	17 seats remaining
TechBuy System Training	3/12/2019	9:00 AM-11:00 AM	MEB-1150	25 seats remaining

If you guessed Annette Hinojos, you are correct!



Purchasing: Liliana Guerrero, Director PO and Encumbrance Change Request System

The PO Encumbrance and Change Request System has been updated and will now have the option to add a new FOAP or edit the FOAP information of an existing line. If you have any questions please email: purchasingelp@ttuhsc.edu.

PCard Deviation Form



In accordance with TTUHSC El Paso Operating Policy 72.15 Purchasing Card Program, if the purchase of a prohibited item needs to be made with the purchasing card, approval from Purchasing is required.

A new **Request for PCard Deviation** form has been developed and must be submitted along with any documentation justifying the deviation to the Purchasing department for approval. Remember to include this form and any supporting documentation when you submit your PCard documents at the end of each billing cycle to Payment Services.

The Request for PCard Deviation form can be found at:

http://el Paso.ttuhs.edu/fiscal/businessaffairs/purchasing/_documents/Request-For-PCard-Deviation.pdf

Valentine's Day Trivia Answers:

- *Is Valentine's Day the No. 1 card-giving holiday?*

No, Christmas is.

- *Which state produces the majority of America's roses?*

California.

- *What percent of women send roses to themselves on Valentine's Day?*

15%.



Mileage Reimbursement Rate Effective January 1, 2019

The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective **Jan. 1, 2019** is **58.0** cents per mile. This is a 3.5 cent increase from the previous rate of 54.5 cents per mile.

Reminder:

If mileage reimbursement crosses the end of the calendar year (2018 and 2019), list mileage as two separate lines on the voucher so that the correct rate is processed in the travel system.



The Purchasing Office would like to congratulate Mary Lopez for obtaining her state certification "Certified Texas Contract Developer (CTCD)." **Way to go, Mary!**

Payment Services: Lupe Alvara, Director
State Travel Agency



The Texas Administrative Code (TAC) Section 20.413 directs the use of a state-issued travel card for all travel expenditures using state grant funds. TTUHSC El Paso Employees should use the state-issued travel card to purchase travel services when traveling on state grant funds. Travel services for airfare shall be charged to the state-issued travel card.

Travel services for lodging, rental vehicles and other necessary travel expense shall be charged to the state issued travel card, when feasible.

TTUHSC El Paso is now using the State of Texas contracted travel agency **National Travel Systems (NTS)**. Any travel arranged by a travel agency, regardless of funding used, must use this agency.

For any travel for a prospective employee or non-employee, regardless of the type of funding used, the Business Travel Account should be used along with travel agency **National Travel Systems (NTS)**.

Office Hours:

Monday through Friday, 8 a.m. – 5 p.m. CST

Service Fee:

- Domestic Air Reservation \$11.79
- International Air Reservation \$19.99

Dedicated Line for Texas Tech Travel:

1-800-814-3336 ext. 200

TTUTravel@nationaltravelsystems.com

Contact the TTUHSC El Paso Travel Office if you have questions about obtaining or using a state-issued travel card or use of the new contracted state travel agency.

Please contact us via email:

travelep@ttuhsc.edu.



Pre-Approval Form – Official Functions, Business Meetings and Entertainment Events

Per HSCEP OP 72.16 Official Functions, Business Meetings and Entertainment, any expenses that aggregate to \$300 or more or where no outside guests are present must be approved in writing by the dean/vice president, and both the CFO and COO. If the expense is greater than \$5,000, it requires the president's signature.

Update: The form has been modified to include that, for university support departments, the responsible vice-president signature is now required.

5 APPROVALS

Approvers have determined that expenditures for this event have a business purpose, serve the institution's mission and are appropriate and reasonable considering budget and financial priorities. Signatures from the department head, Dean/Vice President, CFO and COO are required. The president's approval is required when alcohol will be served and/or for events with a total cost of \$5,000 or greater. All requests should be submitted at least **30 days prior to the event**.

Signature of Department Head

Signature of Dean/Vice President

Signature of Chief Operations Officer

Signature of Chief Financial Officer

Signature of the President

Late Interest Rate Increases for FY19

The State of Texas Comptroller's office announced that the interest rate for making late payments has increased to **6.0%** effective Sept. 1, 2018. This is a 0.75% increase from the previous rate of 5.25%.

To avoid incurring late interest fees, departments need to submit all invoices to the Accounts Payable department either through email at accountspayableelp@ttuhsc.edu or through inter campus mail, MSC 51008.

Make sure the invoice is date-stamped when received and a receipt is created in TechBuy within three days once goods are received or services completed. Notify Accounts Payable that the receipt has been created via TechBuy comments to:

accountspayableelp@ttuhsc.edu.

For questions or suggestions regarding our Newsletter, please email us at: FsmElp@ttuhsc.edu.

Happy Valentine's Day