Texas Tech Health
EL PASO

BUSINESS AFFAIRS

FEB.2025

NEWSLETTER

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EMPLOYEE SPOTLIGHT

This quarter, we feature Roxanne Lerma, Chief Analyst, in the Budget Office.

BUDGET OFFICE: VINCE LANTICAN

FY26 BUDGET PREPARATION TIMELINE

Keep an eye out for the FY26 Budget Preparation Timeline, which will be released by mid-March. In the meantime, here are some helpful tips to assist you in getting ready for the upcoming Budget Prep cycle:

- Make sure Annual Performance Evaluations are completed on time to avoid merit eligibility issues. Department administrators can use Cognos Report HR062C - Performance Evaluation by ORGN Current Data to determine which evaluations are still pending.

- Assess funding for current employees and vacant positions and ensure that your total current budget can accommodate all salaries and fringes.

- If you have positions currently funded on grants that will end this fiscal year, please ensure there is funding available on fiscal year funds for FY26 for these positions.

- Evaluate any staffing/position changes needed (new positions, closed positions, reclassifications). Additional funding requests need approval from the CFO.

- If PASS transactions will be submitted, please refer to HR's PASS guidelines and semi-annual review schedule to minimize delays in processing.

- To remain within your current budget, it's important to review all expenses and identify any potential cost savings. You should also estimate any additional expenses that may be required.

Due to system limitations, position org transfers cannot be processed after Budget Prep data is loaded. Please send all transfer requests via email to the Budget Office by March 31. Requests received after this deadline will be deferred until FY26.

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

STUDENT BUSINESS SERVICES:

CYNTHIA FLORES

DID YOU KNOW?

Student Business Services (SBS) evaluates the efficiency of its cash receipting process by tracking the number of days from submission to approval of each cash receipt. SBS strives to approve all cash receipts within five days from the time they are submitted for final approval until the deposit is verified and the cash receipt is posted to Banner.

91%

In the first quarter of FY25, we achieved an impressive 91% success rate in reaching this goal!

A cash receipt may take over five days to approve due to delays between its origin and submission to SBS for approval, as well as the deposit timing to the bank. SBS emphasizes the importance of prompt deposits, as state law mandates that receipts be deposited within three business days, with no exceptions. Receipts of $500 or more must be deposited by the next business day.

Both cash deposits and cash receipt submissions should be made promptly. Timely submissions can affect reconciliations, the perception of cash controls, and the distribution of interest earnings. SBS urges all cash handling departments to ensure that their cash is submitted for deposit on the same day that the cash receipt is submitted for approval.

For questions or assistance, contact Student Business Services at **cashreceiptselp@ttuhsc.edu**.
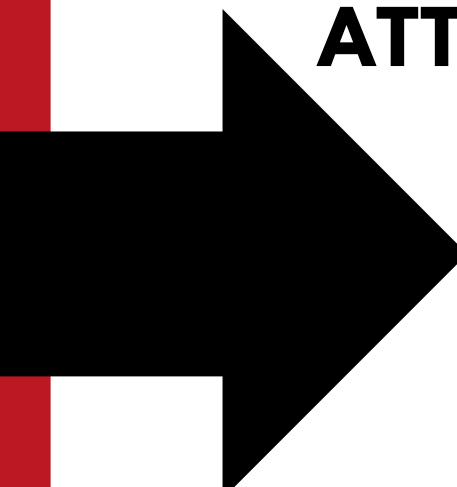
FINANCE FRIDAYS

Don't miss the opportunity to participate in Business Affair's **Finance Fridays**, offered monthly for all campus users. Throughout the year, a variety of trainings will be available so be sure to take advantage of them!

ACCOUNTING SERVICES:
CINDY BLESSING-WASHINGTON
ATTENTION FUND MANAGERS!

! Here are some Cognos reports designed to help you understand and monitor your funds, as well as comply with **HSCEP OP 50.03 Fund Manager Designation and Responsibilities**.

Statement of Changes in Fund Balances by Category and Class:
This report provides an overview of the fund's financial status. It includes the beginning balance for the current fiscal year, year-to-date activity for revenue, net expenses and transfers, total outstanding encumbrances/reserves, and available fund balance.

Use this report to: Ensure fund balances remain positive, expected revenue is posted, and the fund balance is on track to be fully exhausted. It is a valuable tool for maintaining positive fund balances, covering deficits, and ensuring timely billing and revenue deposits.

Cognos Report Path: HSC El Paso Finance > Fund Balance > Statement of Changes in Fund Balance by Cat and Class

Trial Balance:
This report provides ending balances for all general ledger and operating ledger accounts. The data can be filtered by fund, division, department, fund category, and class.

Use this report to: Analyze account balances, identify incorrect allocations and flag prohibited purchases such as travel (7B-Travel) on state funds, and ensure compliance with fund purposes and restrictions.

Cognos Report Path: HSC El Paso Finance > Trial Balance and Balance Sheet Summaries > Trial Balance

Operating Transactions for Excel for El Paso and Balance Sheet Transactions:
These reports provide detailed transactions for operating ledger and general ledger transactions, respectively.

Use this report to: Perform in-depth analysis by closely examining specific transactions. Summary reports are available for a quick overview; however, these reports are beneficial to analyze detailed information.

Cognos Report Path:
- Operating Transactions: HSC El Paso Finance > Transaction Detail > Operating Transactions for Excel for El Paso

- Balance Sheet Transactions: HSC El Paso Finance > Transaction Detail > Balance Sheet Transactions

Budget Account Code Summary:
This report summarizes available budget balances by organization, fund, program, and budget account code (BAC). It provides the beginning budget for the current fiscal year, month-to-date and year-to-date activity for net revenue and expenses, and total outstanding encumbrances.

Use this report to: Verify available budget balances before submitting expenses and analyze budget allocations and actual expenses to maintain sufficient budget balances.

Cognos Report Path: HSC El Paso Finance > Finances Relative to Budget > Budget Account Code Summary

Open Encumbrances by Fund & Organization:
This report lists all open encumbrances and can be filtered by division, department, and fund.

Use this report to: Review open encumbrances to determine if the remaining balance is accurate or needs to be closed. Additionally, the report can assist in identifying prior fiscal year encumbrances, small leftover items that should be closed, and line items pending payment that require follow-up.

Reminder: Open encumbrances decrease the available balance of the fund, so it is important that all open encumbrances are accurate. We encourage departments to review actively and close encumbrances that are not needed.

Cognos Report Path: HSC El Paso Finance > Encumbrances, Invoices, and Checks > Open Encumbrances by Fund & Orgn

For questions or assistance, contact Accounting Services at **accountingelp@ttuhsc.edu**.

CONTRACTS & GRANTS ACCOUNTING:

GRANT PERFORMANCE:

How is the grant performing? Is the budget spending on schedule and in accordance with the grant terms and conditions?

Review the grant's budget status to ensure that all posted expenditures are accurate and allowable under terms of the grant. It's important to confirm that expenses are aligned with both the approved budget and the fund timeline as proposed.

If the Principal Investigator identifies budget misalignment or needs an extension, they must promptly inform the Sponsored Programs department. This ensures compliance with grant terms and allows for necessary adjustments. For questions or assistance, please reach out to us.

WELCOME

Contracts and Grants Accounting is pleased to welcome Sylvia Duarte as Chief Analyst. She will oversee the management of restricted funds, which include state, private, and local funds, as well as endowments.

CLOSING A GRANT FUND OR CLINICAL TRIAL STUDY FUND

Grant Fund Termination Steps:

- Review the Grant Closure Checklist for departmental guidance.
- Ensure all transactions are accounted for before final termination.
- Reference Document: **Available at Texas Tech Health El Paso's Contracts and Grant Accounting**.

Clinical Trial Study Fund Termination:

- Review the Clinical Trial Financial Closeout Procedure document related to HSCEP OPs 65.03 and 65.10.
- Complete the Clinical Trial Closeout Checklist and Certification form after the Clinical Trial Study has concluded.

- Assign all eligible expenses to the clinical trial fund, including the salary of the Principal Investigator. Examine the clinical study contract to confirm that the institution retains all necessary documentation for the specified duration. Additionally, consult with the Sponsoring Agency to find out if any remaining funds need to be returned.

- Reference Document and Form: Available at **Reference Material | Contract and Grant Accounting | Business Affairs | Texas Tech Health El Paso**.

For questions or assistance, contact Contracts and Grants Accounting at **grantsaccountingelp@ttuhsc.edu**.

FINANCE SYSTEMS MANAGEMENT:

RAQUEL DIAZ-JAQUEZ

It's that time of year once more! The FY25 Property Inventory Certification is scheduled from **March 1, 2025, to April 30, 2025**.

Here's how to prepare for the certification:

- Ensure that each asset has an asset tag affixed.
- Record the serial number and location of any new equipment that requires this information.
- Maintain all location data to accurately reflect the current status at all times.
- Renew all Temporary Use forms for FY25.

Contact our office if you need any training assistance.

MISSING, LOST, OR STOLEN FORM !

This year's annual certification requires more detailed information for any assets reported as missing, lost, or stolen. During the certification process, it is essential to clearly explain the reasons for the asset's absence. Incomplete forms will be rejected and must be resubmitted with adequate information. This approach promotes accountability and helps us maintain accurate records for all property. Your collaboration is vital for a smooth and efficient certification process.

Thank you for your attention to this important matter. Together, let's ensure our records remain current and precise!

If you have any questions, please reach out to Property Management at **baelp-asset.accounting@ttuhsc.edu**.

PAYMENT SERVICES:
ANNETTE HINOJOS

With the arrival of spring, conference season is just around the corner. It's essential for travelers to be well-acquainted with the **TTUHSC El Paso Travel Operating Policies**. The State of Texas has partnered with Citibank, enabling state employees who are set to travel for official State business to apply for a state travel card. If you're interested, please refer to the instructions provided below:

CITIBANK ONLINE TRAVEL CARD APPLICATION:

Access the Citibank online travel card application at the following link.

- Click on "Apply for the Card" under the First Time Users section.
- Choose the second option – Invitation Passcode.
- Input the Invitation Passcode: travel774.
- Provide the Inviter's email address: lupe.alvara@ttuhsc.edu.
- Fill in the Card Embossing Information (First Name, MI, Last Name).
- Enter your Contact Information. It is **STRONGLY** recommended to use your home address instead of your work location.
- Complete the Residence Information.
- Fill in Additional Information. Ensure you provide all required details, including your social security number, date of birth, and employee ID (which is your R#). Please note that the Payment Services Team in El Paso cannot see your Social Security Number and Date of Birth; only Citibank will have access to this information. **AVOID** entering anything in the Default Accounting Code field.
- Submit your application. This will send it to the Payment Services team.

Upon completing the application, the employee must sign and send the **Travel Card Use Agreement Form** to **TravelElp@ttuhsc.edu**.

If an employee is ineligible for a travel credit card, they can book airfare through the **Business Travel Account (BTA**) using a **National Travel Agency**, with the institution covering the ticket cost. Additionally, a cash advance can be requested for overnight travel if the state travel card application was denied, and issued no earlier than five (5) days before the trip.

A prepaid advance can be requested for employees who have used their state travel card or personal credit card for airline tickets or hotel deposits paid in advance, provided they receive a billing statement before the travel date.

WHAT IS THE PROCESS TO USE THE BTA?

If an employee doesn't qualify for a travel credit card, they or their department should contact the National Travel Agency for the proposed itinerary. Once agreed upon, a Pre-Approval must be submitted via the Chrome River System, attaching the itinerary and including airfare and agency fees. The travel team will review and approve the request before authorizing a ticket purchase. Pre-approvals should be submitted by 3:00 pm to ensure same-day processing.

REQUEST FOR TRAVEL ADVANCE:

Cash Advances and Pre-Paid Advances must be submitted through the Chrome River System. Cash advances should align with actual expected expenses and can be issued no sooner than five (5) days before the trip.

Prepaid advance requests can be submitted after the expense is incurred and must include a credit/debit card statement, event confirmation screenshot, and airfare itinerary showing costs and payment method for reimbursement approval.

COMPLETION OF YOUR TRIP:

A travel expense report must be received in the travel office queue no later than fifteen (15) working days after the completion of the trip if the employee received a travel advance.

If you have any questions, contact the Travel Office at **TravelElp@ttuhsc.edu**.

PURCHASING OFFICE:

PAT MYERS

VENDOR CERTIFICATE OF INSURANCE REQUIREMENTS:

When is it necessary?

- Services will be conducted on institutional premises.
- Product deliveries will be made to institutional premises.

Coverages:	Limits:
Commercial General Liability	
General Aggregate	$2,000,000
Products/Completed Operations Aggregate	$2,000,000
Each Occurrence Limit	$1,000,000
Personal/Advertising Injury	$1,000,000
Damage to Rented Premises	$50,000
Medical Payments (Any One Person)	$5,000
Liquor Liability (if applicable)	
Each Occurrence	$1,000,000
Aggregate	$2,000,000
Automobile Liability	
Bodily Injury/Property Damage (Each Accident)	$1,000,000
Personal Injury Protection (if applicable)	Statutory
Workers' Compensation	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers' Liability)	$1,000,000 $1,000,000 $1,000,000
Crime Coverage (if applicable)	50% of the contract value,; or $100,000, whichever is greater

Certificate Holder block must read as follows:
Texas Tech University Health Sciences Center at El Paso
130 Rick Francis St.
El Paso, TX. 79905

Questions?
Email Purchasing at **purchasingelp@ttuhsc.edu**.

ROXANNE LERMA
CHIEF ANALYST
BUDGET OFFICE

What aspects of your current role do you find most enjoyable?

As the Chief Analyst in the Budget Office, I find satisfaction in helping other departments understand our systems, such as the Budget Revision System and Labor Redistribution System. It's fulfilling to assist colleagues and provide them with the information they need.

What is your favorite quote or mantra that you hold dear and live by?

I abide by the Golden Rule: "Treat others the way you wish to be treated."

Paint a picture of your perfect weekend.

Waking up to an unexpected weekend adventure with my family and savoring a much-needed time of relaxation.

What is a fun fact about you that may surprise people?

I love going on bike rides with my kids and husband!

Are you currently pursuing a personal goal or aspiration?

I am concentrating on developing positive habits that contribute to my overall well-being.

Who or what inspires you professionally?

One of my most significant professional inspirations comes from observing the success of women in the workplace. Their remarkable contributions and accomplishments drive me to pursue excellence in my own career.

What do you enjoy most about your job?

I genuinely appreciate my talented coworkers who help me learn daily. I feel comfortable seeking their assistance, as they guide me effectively. Their support is what I value most about my job.

EMPLOYEE SPOTLIGHT!

TechBuy training will now be available on the second Wednesday of every month. The training is intended for new and current users who want a refresher.

Please email **purchasingelp@ttuhsc.edu** if you want to register or have any questions about this training.

DON'T FORGET!

SUBSCRIBE

MAKE SURE TO SUBSCRIBE TO OUR BUSINESS AFFAIRS NEWSLETTER!

FOR QUESTIONS OR SUGGESTIONS REGARDING OUR NEWSLETTER, PLEASE EMAIL FSMELP@TTUHSC.EDU.

BUSINESS AFFAIRS NEWSLETTER

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