Business Affairs Newsletter
DECEMBER 2021

Departments:

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

In This Issue:

What are some hobbies you do in your free time?
I enjoy camping, swimming, practicing yoga and tending to my yard and house plants.

Where is the best place you've traveled and why?
I went on a trip to Tulum, where I got to swim through cave cenotes. Swimming in the dark was unsettling at first, but once I got past those initial nerves, the experience was really enjoyable and memorable.

What are you most proud of?
I am very proud of my children. Seeing their sense of responsibility and their consideration of others reassures me that at least some of my parenting has worked.

What is the best part about working at TTUHSC El Paso?
I love the sense of pride and community when I see the Texas Tech logos around town and events. It's really cool to see the contributions our institution makes to the community.

What's your favorite holiday tradition?
We like to buy a Christmas ornament when we go on family trips during the year. We get a kick out of putting them on the Christmas tree and recounting things that happened on some of those trips.

What is the last joke you recall?
"How do you make a tissue dance?"
Put a little boogie in it...

Employee Spotlight:

Christina Delgado
Chief Analyst
Budget Office

What is your favorite thing to do in El Paso?
Before the pandemic, local dance clubs would offer dance classes followed by a live music dance. And they were free!

Are you messy or organized?
I am a work in progress; that is, messy but working to be more organized.

If you had to eat one meal for the rest of your life, what would it be?
I love to eat caldos (soups). If I had to decide on one caldo, it would be caldo de pollo (chicken soup) with lime and pico de gallo.

Finance Systems Management:

Raquel Diaz-Jaquez, Director

Due to the Texas Tech University System's growing needs, Banner's current functionality will need to be expanded by deploying Multi-Entity Processing (MEP). This functionality pro-vides TTU, TTUHSC Lubbock and TTUHSC El Paso more room for growth and more control over their own needs within Banner. While we recognize there is no good time for Banner to be unavailable, this change is necessary.

Finance applications and services will be unavailable from <u>Monday, Dec. 27</u> through <u>Thursday, Dec. 30</u>. Please plan accordingly to meet any deadlines before this time frame. Cognos will be available for reporting purposes during this time.

Once the MEP implementation is complete and applications and services are restored, an updated announcement will be sent out. Please direct any questions regarding this implementation to Texas Tech University Health Sciences Center El Paso Finance Systems Management at fsmelp@ttuhsc.edu.

Student Business Services: Cindy Flores, Director

The **Cash Receipt System** will be unavailable during the MEP implementation. Cash and checks should continue to be remitted to the central cashier for deposit.

<u>A temporary Cash Receipt should be completed in lieu of preparing a cash receipt during the MEP implementation period. This form, accessible via the link below, should accompany all cash and checks that are submitted to the central cashier for deposit</u>. Once electronically submitted, the form can be viewed in PDF and printed.

Temporary Cash Receipt Form

CLICK HERE ⊙

Once the Cash Receipt System becomes available, <u>departments will be responsible for completing a cash receipt in the Cash Receipt System.</u>

The MEP implementation will cause no interruption to credit card processing. You may continue to accept credit card payments via credit card terminals during this implementation period. Credit card terminals should continue to be settled daily; however, cash receipts for credit card settlements will need to be processed **after** the MEP implementation is completed and the Cash Receipt System becomes available.

Your prompt attention in preparing cash receipts, in advance of December month-end, is greatly appreciated!

For questions or concerns, email Student Business Services at cashreceiptselp@ttuhsc.edu.

Budget Office: Vince Lantican, Director

Friendly reminder to plan ahead and submit the following before systems are inactivated due to the upcoming MEP implementation.

- Any necessary budget revisions to fund purchase orders or any HR-type actions.
- Employee one-time payments that need to be processed with the semi-monthly 01 (12/16 to 12/31) payroll run.

In addition, monthly 01 Payroll will be processed earlier than most months due to the holidays. Please submit all December electronic personnel action forms and employee one-time payments in a timely manner and ensure funding is available in the appropriate budget account codes to avoid delays.

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

SECRET SANTA

CAN YOU GUESS WHO THE SECRET SANTA IS?

See answer on page 8.

Accounting Services: Sandra Tapia, Director

Fund managers, start off fiscal year 2022 with good oversight of your funds by following the recommendations below:

Reconcile ledger transactions to departmental transactions:

Reviewing financial reports will help to ensure that departmental transactions are properly and timely reflected in Banner. The following Cognos reports are useful when reviewing all transactions recorded on your departmental funds:

- *Team Content > HSC El Paso Finance > Transaction Detail > Operating Transactions for Excel for El Paso*

- *Team Content > HSC El Paso Finance > Transaction Detail > Balance Sheet Transactions*

Ensure compliance with fund purpose and/or restrictions:

Comply with state laws, institutional policies, fund restrictions, expenditure restrictions, grant policies, and donor instructions/restrictions. Please visit links below for more information on institutional policies and state regulations:

TTUHSC El Paso Operating Policies and Procedures - Accounting Services

TTUHSC El Paso Operating Policies and Procedures - Payment Services

Maintain positive fund balance throughout the fiscal year:

Fund managers are responsible for maintaining a positive fund balance and covering deficits. The Cognos report below will provide you with the available fund balance, as well as other useful financial information.

- *Team Content > HSC El Paso Finance > Fund Balance > Statement of Changes in Fund Balance by Cat and Class*

Ensure sufficient budget is available:

Sufficient expenditure budget must be available to support anticipated expenditures. The Cognos report below can help you verify if funds are available and under the appropriate budget pool.

- *Team Content > HSC El Paso Finance > Finances Relative to Budget > Budget Account Code Summary*

Review validity of outstanding encumbrances:

The Cognos report below can help you review all open and outstanding purchase orders in order to determine if these are still valid or any changes are needed to an outstanding purchase order. Submit purchase order change requests via the Purchase Order/Encumbrance Change Request system for purchase orders that need to be closed or changed.

- *Team Content > HSC El Paso Finance > Encumbrances, Invoices, and Checks > Open Encumbrances by Fund & Orgn*

Maintain proper program coding:

Program codes are used to classify expenses by function for annual financial reporting and other required reporting. Classification of expenses helps the readers of our financial statements obtain a better understanding of our institution's mission. When creating a new fund, departments should explain the purpose of the new fund in order to determine the appropriate program code to be used for classification of expenses. There are five program codes that are generally used.

Generally used program codes:	
10	Instruction
20	Research
30	Public Service
35	Patient Care
40	Academic Support

Other program codes used:	
50	Student Services
60	Institutional Support
70	Operation and Maintenance Plant
80	Scholarships & Fellowships
AX	Auxiliary Enterprises
DE	Depreciation

NOTE: 10/35/40 expenses can be lumped within the same fund.

Click **here** for further information on the purpose of functional classification of expenses and definition of each program code.

Refer to **HSCEP OP 50.03** Fund Manager Designation and Responsibilities for detailed information.

For questions, please contact us at accountingelp@ttuhsc.edu.

Official Functions Coding:

With the holidays approaching, departments are encouraged to verify expenses are in compliance with fund restrictions, allowable expenditures, and institutional policies; and to confirm the appropriate account code is used depending on the event. E.g., 7L0403 should be used for graduation events, 7L0404 should be used for departments' holiday celebrations, and 7L0405 for retirement events. Holiday celebration events that include meals, entertainment, decorations or holiday cards are considered food and entertainment expenses and **only allowed on local funds.**

For questions, please contact us at accountingelp@ttuhsc.edu.

Facilities and Administrative Cost (IDC Indirect Cost)

The federal Office of Management and Budget (OMB) 2 CFR Part 200.56 defines Facilities and Administrative costs as "those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved."

Funds paid to an institution for F&A costs (specified in the sponsored program agreement based on negotiated rates) are reimbursed on a monthly basis to the institution for expenditures already incurred and are necessary to support the programs of the institution.

F&A costs will be shared between the President's Office, the dean of each school, the Office of the Vice President for Research, the academic departments, and the principal investigator for all clinical trials and research, training, and public service contracts and grants according to the following percentages.

F&A Cost Recovery:	
Instruction	10.0%
Dean's Office	22.5%
Office of VP for Research	22.5%
Academic Departments	22.5%
Principal Investigator	22.5%
Total:	100%

References: HSCEP OP 65.02 | F&A Rate Agreement

WELCOME TO THE TEAM!

Contracts and Grants Accounting is pleased to announce Argelia Codina has joined our team as a Lead Analyst. Argelia Codina will be responsible for federal contracts and grants.

CONGRATULATIONS

Procurement Services would like to congratulate Patricia Myers on her promotion to Unit Associate Director of Purchasing.

Contracts and Grants Accounting:
Gina Lopez, Director

Residual Funds Derived from Drug Studies, Clinical Trials, Fixed-Price Contracts, and Investigator-Initiated Research.

Residual Funds:

Clinical trials, drug studies, fixed price contracts and other investigator-initiated research projects that are externally funded are captured in a restricted fund. Once the study or contract is complete, any unspent balance (residual funds) must be handled. Residual amounts may not be retained if HSC El Paso is contractually obligated to return unspent amounts to the sponsor.

What should be considered if you have a residual amount upon completion of the study/project?

1. Ensure all the funds from the external source have been deposited and all expenditures have been paid from the restricted fund.
2. Determine if all indirect costs have been properly calculated and paid from the restricted fund.
3. Close remaining encumbrances on the fund.
4. When residual funds become the property of HSC El Paso, they may be transferred to a general designated fund of the department or principal investigator and must be used for expenditures in support of research.
5. If Institution is contractually obligated to return unspent amounts, Contracts and Grants Accounting will issue a check to the sponsor once the close out procedure for the fund has been completed.

Reference: HSCEP OP 65.10

UPCOMING EVENTS

Come meet us at the Office of Research Meet & Greet!

Please keep your calendars open for the **Office of Research Meet & Greet** that will be held **Feb. 8, 2022**. Contracts and Grants Accounting cordially invites you to the event organized by the Office of Research where departments will provide information on the support each provides related to the research done at the university. Food and prizes will be provided. We look forward to seeing you!

Event: Office of Research Meet & Greet
Date: Tuesday, Feb. 8, 2022
Time: 10 a.m. to 4 p.m.
Location: MSBII Cafeteria

Meet the TEAM

For questions, contact grantsaccountingelp@ttuhsc.edu.

General Services: Ana Alvarado, Manager

Are you a custodian or delegate in charge of transferring items to Surplus? If so, this is a must read!

Is it Surplus or Trash?

The Surplus Property Manager determines the disposition of all property unless there is a grant, contract or purchase order that specifically addresses the return, trade-in or other disposition of the items, in accordance with **HSCEP OP 63.11**. Surplus, however, is not responsible for hauling away any garbage. Please do not send office supplies that have been broken. Used cardboard, packaging, food containers, and other trash should be sent to recycling. Below is a list of items that you may dispose of without confirming with Surplus. If you are unsure of how to dispose of an item, please contact the Surplus department at 215-5979.

Items departments may dispose:
Perishable Items
Broken office supplies
Binders (confidential documents should be shredded)
Used folders

Transferring items to Surplus

We have a three step process when transferring **tagged items** to Surplus.

1st Step: **Attachment B** must be filled out and completed with **all** signatures. Any asset with confidential information stored on the device must be cleared by Information Technology (IT). The Confidential Information Certificate section must be completed and signed by IT.

2nd Step: Transfer the tagged item to Surplus via the **Property Inventory System**. If not transferred, the department will be held responsible for the equipment until it is accepted by Surplus.

Note: Serial numbers on tagged items should match the records indicated in the Property Inventory System. If the serial number does not match, the transfer will be **rejected** and the department will need to contact Property Inventory at **baelp-asset.accounting@ttuhsc.edu** to request the serial number change.

* Department:	General Services Elp (20301)
* Organization:	Surplus Property Elp (203012)
Building:	
Room:	

3rd Step: **Attachment A** must be filled out with all the items you are requesting for Surplus to pick up. Be sure to check all items being disposed of for asset tag numbers and list them on the form. If any of these numbers are missed, the item may remain in your department's inventory. Please complete a form for tagged items and a separate form for **non-tagged** items. Once completed, please submit your form to **SurplusElp@ttuhsc.edu** including **Attachment B**. Our office will review the forms submitted and notify the department if a work order needs to be submitted.

For questions, contact us at surpluselp@ttuhsc.edu.

Payment Services: Lupe Alvara, Director

The following systems will be unavailable during the MEP implementation:

- TechBuy
- Chrome River PCard
- Travel System

During the implementation, departments will not be able to request advance payments, create receipts, enter comments, or add documents in TechBuy, create PCard expense reports in Chrome River, or submit travel expense vouchers. Payment Services will not be processing any payments during this time.

Please plan accordingly to meet any deadlines before this time frame.

For questions, please contact us at accountspayableelp@ttuhsc.edu.

SECRET SANTA

If you guessed Jesus Macias, you are correct!!

Travel Voucher Checklist:

When submitting travel vouchers, follow these guidelines:

- Enter a detailed Trip Description. Add the **Purpose** for the travel and **Benefit** to the institution.
- Attach the conference brochure, meeting announcement, or agenda. The Travel Office uses this to confirm travel dates and place of travel.
- If airfare receipt indicates a ticket exchange was used, include any and all original airfare receipts used for the exchange.
- Receipts for hotel or other commercial lodging establishments must show:

  * Traveler's name
  * Check-in and departure dates
  * Hotel location
  * Itemization of charges (Daily Room Rate and Daily Tax)
  * Proof of Payment

- Receipts for ground transportation such as taxicab, Uber, Lyft, etc., should be itemized and purpose of the trip indicated (airport to hotel, hotel to conference, etc.)

- If receipt does not show payment method, attach traveler's bank or credit card statement verifying the charge. All protected information must be redacted.
- Meal receipts must be itemized and must show date and location.
- Maximum allowed for tips is 20% of the **Subtotal** amount on the receipt. Do not add tip to the tax amount. If tip is greater than 20% of the subtotal, the amount requested must be prorated accordingly. Tips must be charged to a local fund.
- If renting a vehicle, a final receipt must be submitted. It should show driver's name, pick-up and drop-off location, dates, contract rate, and proof of payment. State contracted vendors should be utilized.
- Employees should choose the most cost-effective method when traveling.
- Voucher must be approved by traveler's immediate supervisor or superior.

It is the responsibility of the traveler to read and understand Travel Operating Policies.

Contact the Travel Office at travelelp@ttuhsc.edu or go to the Payment Services website for additional reference material.

Purchasing: Annette Hinojos, Director

The following systems will be unavailable during the MEP implementation:

- TechBuy
- PO Encumbrances Change Request
- TEAM App
- Co-OP Contract Search

Purchasing will not be processing requisitions during this time. **We ask that you please plan accordingly.**

TechBuy 21.3 Release Updates:

TechBuy updates were recently rolled out. A few new features from Jaggaer are now available for Approvers. Approvers will have new way in which to view pending items requiring review and approval.

1. Approvers can access pending items that need review and approval, by selecting the Flag in the upper right hand corner and then click on **Requisitions to Approve**.
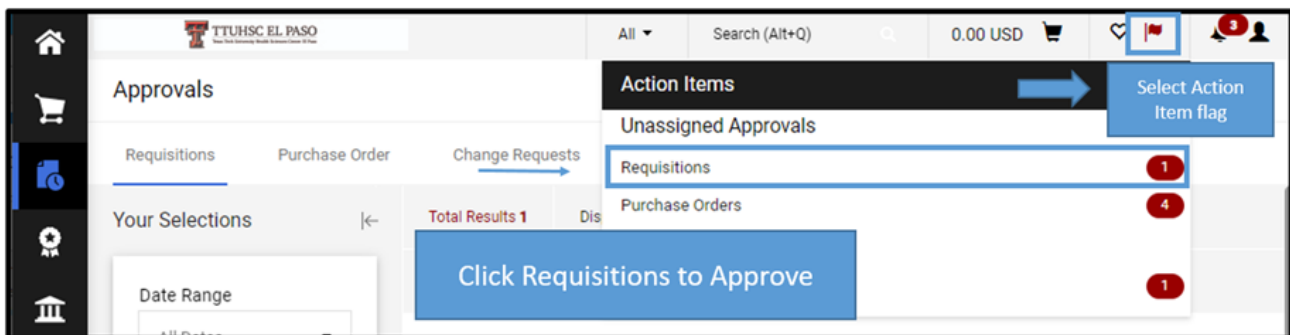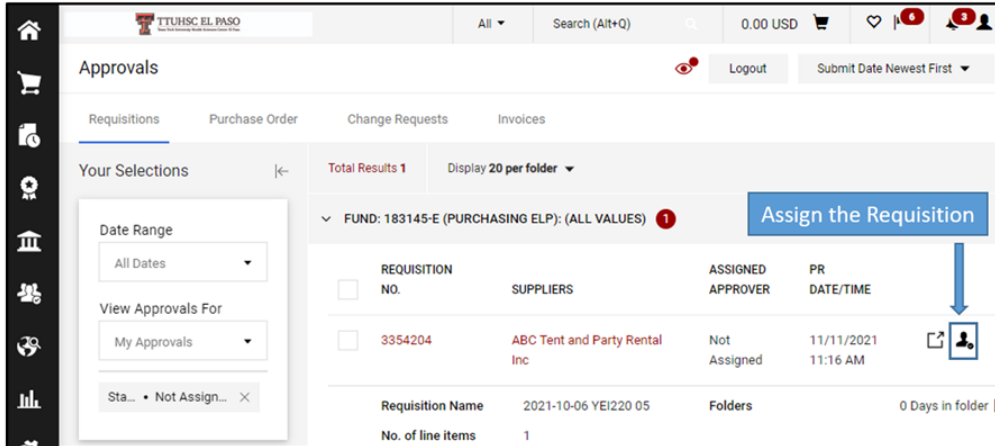
2. Approvers can also select **Orders ->Approvals ->Requisitions to Approve**.
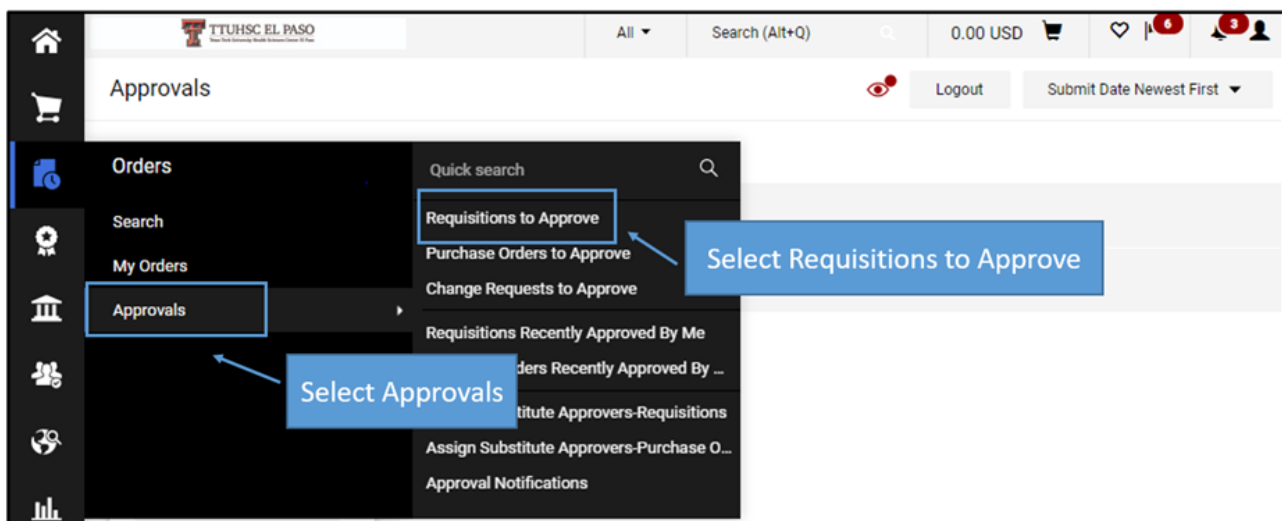
The requisitions pending will appear and can now be assigned to the Approver. The Approver can select the icon.
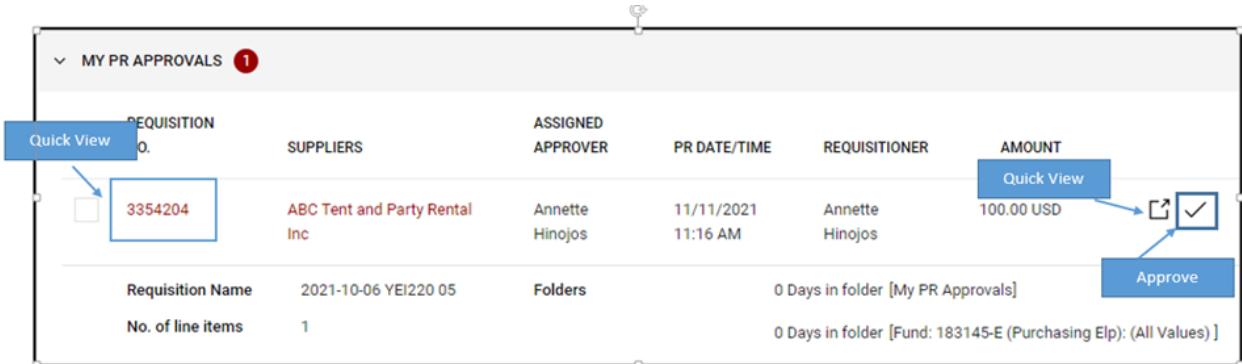
My Approvals:

Once the requisition has been assigned, the approver can click on the requisition number for a Quick View or use the icon. Once the Approver is ready to approve they may select the icon.
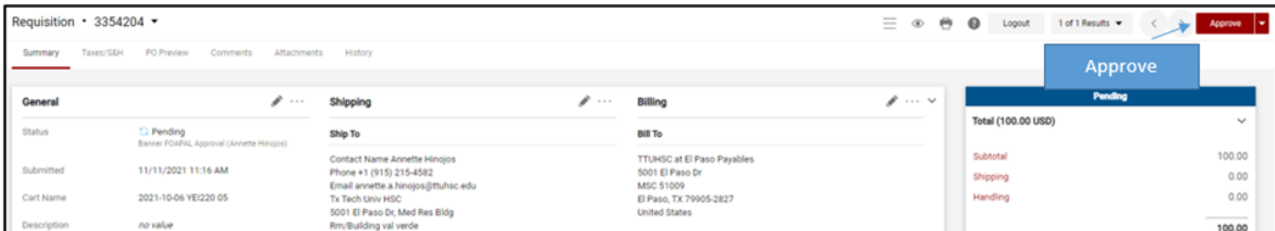

The Approver will also have the option to approve when the requisition is being viewed by selecting the Approve button on the upper right hand corner.

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

Wishing you
the best for the holidays
and beyond

Business Affairs

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.