

BUSINESS NEWSLETTER AFFAIRS

December 2024

Holiday Edition

DEPARTMENTS:

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

EMPLOYEE SPOTLIGHT!

This quarter, we

feature **Edith**

Solorzano, Financial

Analyst II, in

Accounting Services.

IN THIS ISSUE:

- Employee One-Time Payments
- Credit Card Processing Responsibilities
- Property Inventory System Updates
- Surplus
- Cost Transfers
- Program Codes
- Grant Management
- Annual Hub Vendor Expo
- New Vendor Set-Up
- New Vendor Payment Query



Texas Tech Health 
EL PASO



EMPLOYEE SPOTLIGHT

Edith Solorzano

FINANCIAL ANALYST II
ACCOUNTING SERVICES



What is your role at Texas Tech University Health Sciences Center El Paso?

I serve as a Financial Analyst in Accounting Services, focusing on the banking area. My duties include preparing bank reconciliations, reviewing daily banking activities, and informing departments about the deposits they have received.



Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had?

As a student, I worked at a bookkeeping and tax office, where I found it intriguing to prepare personal income tax returns for clients who creatively wanted to list their pets as dependents.



What do you love most about your job?

Even after six years of working here, I truly appreciate that there are always new things to learn, along with the welcoming work atmosphere.



What do you think is the most important skill that a successful professional needs to have?

I believe that having initiative fosters a constant motivation to learn, improve, and assist others.



What do you enjoy doing outside of work?

I love spending time with my family and attending my son's soccer games.



What is one thing you can't live without? I have two: My sons Leo and Elias.



What is a dream that you want to make come true one day?

Travel around the world with my family.



What's something surprising that not many people know about you?

I like Legos, especially Lego flowers and plants.



What are some of your favorite holiday memories?

As a child, my family gathered at my parents' house for Christmas, where my dad organized fun games and made it seem like Santa delivered our gifts just for us.



BUDGET OFFICE:

Reminders:

Vince Lantican



December MN-01 payroll will extract earlier than normal due to the holidays. Please ensure EPAFS and EOPS are submitted in a timely manner.



Do you need to submit an Employee One-Time Payment but aren't sure what earn code to use?



Operating Policy [HSCEP OP 70.16](#) provides information on the different earn codes available for special payments. The Budget Office and Human Resources can provide additional guidance.



Fund managers are urged to review and promptly address monthly reports indicating labor on ending or expired grants. If a grant extension has been received, please provide supporting documentation to [Contracts and Grants Accounting](#) to update the grant end date.

COMING Soon!

Salary Planner and Budget Development modules are getting a new look! Watch for new and updated training materials to come in early spring!

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



SANTA HOLIDAY TRIVIA!

1. What agency officially tracks Santa Claus as he travels across the globe on December 24?
2. On what street did Santa's miracle take place?
3. Where was Mommy when she kissed Santa Claus?
4. How many times does Santa check his list?

See answers on page 13.

Ho ho ho!



STUDENT BUSINESS SERVICES:

Cynthia Flores



CREDIT CARD RESPONSIBILITIES:



Credit card terminals must be batched and settled daily, even if no payments were processed that day.



Credit card payment transactions must be cash receipted daily. eCommerce transactions originated through TouchNet Marketplace need not be cash receipted as those post directly to Banner Finance.



When cash receipting, select the current merchant ID from the drop-down list. Also, include the daily settlement report attached to the cash receipt.

CREDIT CARD REFUNDS:



Each department is responsible for processing credit card refunds, whether the original payment was processed through the credit card terminal or eCommerce (TouchNet Marketplace).



It is the department's responsibility to determine that the circumstances warrant a refund and that the original credit card payment was settled and payment was received before issuing a refund.



The department should retain all documentation used to substantiate the credit card refund.



The department's credit card processing procedures should include how credit card refunds are handled and who in the department can process a credit card refund.

Departments should reconcile all credit card activity (payments and refunds) regularly to ensure that revenue is accurate.

For questions or assistance with credit card payments, contact Student Business Services at cashreceiptselp@ttuhsc.edu.

FINANCE SYSTEMS

MANAGEMENT: *Raquel Diaz-Jaquez*

The Property Management team has been diligently striving to improve our system for the campus community. With the updates completed last year, we are confident that we have made enhancements that not only enhance the overall user experience but also benefit everyone involved.

One significant update involves our menu. Rather than being located on the left side, we have moved it to the very top for easier access.

Item(s)	Department	Organization	Transferee Agency	Created Date	FSM Approved Date	Status	Action
E101170 E101171	Business Affairs Eip (20320)	Business Affairs Eip (20320)	Lamar State College - Port Arthur (788)	11/13/2024		Awaiting FSM Approval	Sign/Return
E98089 E98819	Business Affairs Eip (20320)	Business Affairs Eip (20320)	Lamar Institute of Technology (789)	11/13/2024		Awaiting FSM Approval	Sign/Return

Also, in our previous updates we worked on automating all our forms. We took it a step further by evaluating the way these forms are completed.

Now, rather than filling out a PDF form, you will find fields designed for easy information entry. This will help users clearly understand what needs to be filled out and how to do it. You will still be able to print out the form in PDF format.

View Form	Year	Tag #	Temporary Custodian	Signed Date	Submitted Date	Status	Notes Attachments	Action
	2024	E95053	Fernando Arellano Lara	06/28/2024		Awaiting Property Custodian Signature		Sign/Return
	2024	E83493	Jonathan Ivan Lopez			Awaiting Property Custodian Signature		Sign/Return
	2024	E100730	Raquel Diaz-Jaquez	07/25/2024		Awaiting Property Custodian Signature		Sign/Return
	2024	E98819	Raquel Diaz-Jaquez	07/30/2024		Awaiting Property Custodian Signature		Sign/Return
	2024	E95053	Fernando Arellano Lara	08/01/2024		Awaiting Property Custodian Signature		Sign/Return

We believe that these new updates will allow users to complete these forms with greater efficiency. These updates will go live in January 2025.

Just a friendly reminder to ensure that you audit users in the Property Inventory System. As employees transition out or change departments, it's essential to update access for custodians and delegates accordingly.

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

Welcome to the Team!

Finance Systems Management is thrilled to welcome Adrian Alvarado to our team!

As Financial Analyst II, Adrian will be taking on the role of our fixed asset accountant and will also assist our users with inquiries related to property inventory.



GENERAL SERVICES:

Ana Alvarado

As we near the FY25 Inventory Certification, we urge departments to identify and surplus any outdated or unused equipment. This initiative will help minimize the number of assets that need to be scanned during the certification process. Furthermore, it presents a perfect chance to dispose of old, unsupported computers.

If you're planning to send furniture items – from cabinets and desks to credenzas and more – to Surplus, it's critical to ensure that they are cleared of any confidential information. This is a necessary step to avoid violating [HSCEP OP 52.09](#).

Remember that Surplus is not responsible for disposing of identifiable information such as files, folders, or paperwork so be sure to double-check before sending them away.

For questions, please contact Surplus at SurplusElp@ttuhsc.edu.

ACCOUNTING SERVICES:

COST TRANSFER TIPS:

Cost transfers ([HSCEP OP 50.18](#)) are utilized to move current fiscal year expenditures between funds, organizations, or program codes (FOPs). To submit the Financial Transaction System ([FiTS](#)), expenditures must be non-payroll and can only transfer between FOPs. If the cost transfer must transfer between account codes, a [Manual Cost Transfer form](#) must be submitted to Accounting Services.

Consider the following when submitting a cost transfer:

- Ensure the FOAP has sufficient budget.
- Attach supporting documentation to properly justify the transfer, such as invoices, Cognos reports, etc.
- If submitted via FiTS, ensure all questions are thoroughly answered.
- When submitting a manual cost transfer, be sure to include the fund manager's approval and justification of the transfer.

Any FiTS requests submitted between the 1st and 9th of the month will be posted in the current month unless explicitly indicated.

Octavio Bustillos

Official functions:

As the holiday season draws near, departments are advised to ensure that expenses align with fund restrictions, permissible expenditures, and institutional policies. It is also important to verify that the correct account code is applied based on the event type. For instance, use 7L0403 for graduation events, 7L0404 for department holiday celebrations, and 7L0405 for retirement occasions. Any holiday celebration events that feature meals, entertainment, decorations, or holiday cards are classified as food and entertainment expenses, which are only permitted on local funds.

Cash Handling.

Is there a new cash handler in your department? If so, we're here to assist you! Per [HSCEP OP 50.21](#), you need to submit an updated Cash Fund Plan to include a new cash handler. Please provide Accounting Services with your request for Cash Fund Training, including the following details: Name, eRaider, Email, Contact Number, and Department.

Please email all forms or questions to accountingelp@ttuhsc.edu.

Program Codes:

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

NOTE: Program codes 10/35/40 expenses can be lumped within the same fund. However, research funds should be a classified to program code 20.

Below are some links to information on the purpose of the functional classification of expenses and the definition of each program code.



[Chart E Program Codes](#)



[Fund manager responsibilities](#) (Maintain correct program coding, slide 10)

If you have any questions, please contact Contracts and Grants Accounting at grantsaccountingelp@ttuhsc.edu.

Welcome to the Team!



Perla Gonzalez



Jessica Arreola

Accounting Services is pleased to welcome Perla Gonzalez and Jessica Arreola to our team! Perla will oversee MPIP and DIP funds, and Jessica will oversee state funds including E&G, THECB, and PHF funds. We're happy to have you on board!

CONTRACTS & GRANTS ACCOUNTING:

Norma Felix

GRANT MANAGEMENT TIPS:

Ensuring the success of a grant is a collective responsibility at our institution, encompassing the efforts of Principal Investigators, Fund Managers, Sponsored Programs, and Contract and Grants Accounting departments.

We encourage everyone involved to diligently monitor and expense the funding by establishing a timeline for spending. Unless restrictions are stipulated in the award agreement or contract, here are some beneficial guidelines:



Equipment Procurement: Equipment approved by the sponsored agency through the awarded budget should be procured within the first three to six months of the initial grant term period. This allows sufficient time for the equipment to be received and billed to the sponsored program.



Monitoring Time and Effort: Fund managers of sponsored programs and departmental effort coordinators should periodically review the effort allocated to their funds. This will also provide the department ample time to request changes of personnel, submit LRDs, and be compliant with eCRT effort reporting.



Reallocation of Funding (Budget Revisions): Effective management of grants often requires budget revisions or amendments to accommodate changes in project needs or circumstances. It is important to submit budget revisions as early as possible to avoid delays in the project execution. Early submission allows ample time for review and approval, ensuring that the project remains on track.

By following these guidelines, we can ensure efficient and compliant management of grant funds, thereby supporting the successful completion of projects. Thank you for your attention to detail and dedication to our institution's mission.

Reminder: An explanation will be required if a grant or clinical trial results in a residual balance or lapsing of funds.

To ensure compliance, please reference HSCEP OPs available at [Policies and Procedures | Contract and Grant Accounting | Business Affairs | Texas Tech Health El Paso](#).

If you have any questions, please contact Contracts and Grants Accounting at grantsaccountingelp@ttuhsc.edu.

PURCHASING OFFICE: *Pat Myers*

ANNUAL **HUB** VENDOR EXPO

Texas Tech University Health Sciences Center El Paso Small & Historically Underutilized Business Vendor Expo is thrilled to announce our second annual Expo.

The HUB (Historically Underutilized Businesses) program at TTUHSC El Paso encourages the involvement of HUBs – including minority, woman, and veteran-owned businesses – in procurement and contracting opportunities within our institution.

TTUHSC El Paso is dedicated to supporting small and disadvantaged businesses. You will have the opportunity to engage with several large businesses at this event, which actively promote small and diverse enterprises through partnerships and mentoring initiatives. Their involvement is vital for the continued success of this event and the prosperity of our small and diverse partners. We look forward to seeing you there!

**JOIN US FOR OUR 2ND ANNUAL HUB EXPO
TUESDAY, DEC. 17, 2024,
10:00 AM – 1:00 PM AT THE MSBII AUDITORIUM**

NEW VENDOR SET-UP:

How Can I Request a New Vendor Set-Up in TechBuy?

You can manually input vendor information on the TechBuy forms: Direct Pay, Non-Catalog, and Standing Order. After submission, the requisition with the form will be forwarded to the Vendor Team for review and processing. Departments requesting a new vendor should send an invitation through PaymentWorks. To issue a purchase order, a vendor application must be completed online. While Direct Deposit is optional, it can also be arranged through the PaymentWorks online application.

More information on Payment Works:

- [Training Guide](#)
- [Quick Guide](#)
- [Log into PaymentWorks](#)

Questions? Email the Vendor Team at vendorteamelp@ttuhsc.edu.

Welcome to the Team!



Claudia Avitia

We are thrilled to welcome Ms. Claudia Avitia to our Purchasing Team as a Financial Analyst I. Claudia comes to us with eight years of experience in Procurement.



Melissa Sanchez

Let's extend a warm welcome to Ms. Melissa Sanchez, who is joining our Vendor Team as a Financial Analyst I. Melissa has 14 years of experience in Procurement and Vendor Services.

PAYMENT SERVICES

Annette Hingjor

NEW LOOK VENDOR PAYMENT QUERY

The Vendor Search page has been revamped!

Access Vendor Payments here: [TTUHSC El Paso: Vendor Payments](#).

You can search using the vendor record number or vendor name. Utilize % as a wildcard to enhance your search results.

Vendor Search

The screenshot shows the 'Vendor Search' interface. On the left, the 'Vendor Search' section has a text input field labeled 'Name or Code (R#):' containing 'R11313856', a 'Search' button, and a help icon. On the right, the 'Vendor Details' section shows 'Code: R11313856' and 'Name: Lone Star Home Depot'. Below this, there are fields for 'FY:' (set to '--FY--'), 'Start Date:' (09/01/2023), 'End Date:' (08/31/2025), and 'COA:' (set to 'E'). A red arrow points to the 'COA:' dropdown menu, which is open showing options: 'All', 'H', 'T', 'S', and 'E'. At the bottom, there is a section for 'Scheduled Payments'.

The Vendor Search system contains three sections: Scheduled Payments, Payment History, and Encumbrance Information.

Scheduled Payments:

The Scheduled Payments section lists any payments scheduled to be paid in the future. The payment for these invoices/credit memos has yet to be generated and/or mailed.

The screenshot shows the 'Scheduled Payments' table. A red arrow points to the table. The table has columns: Invoice, Vendor Invoice, Address, Trans Date, Due Date, PO, and Amount.

Invoice	Vendor Invoice	Address	Trans Date	Due Date	PO	Amount
V8555032	H0522-462677	8600 Cameron Loop Austin, TX 78745-7916	8/21/2024	9/5/2024		-298.00
V8556600	3971083	8600 Cameron Loop Austin, TX 78745-7916	8/23/2024	9/7/2024		103.68

Payment History:

The Payment History section lists any payments issued for the date range selected during the search. This section will show the vendor invoice number, address where the payment was sent, check number, date the check cleared, purchase order, and amount paid.

Payment History									
Invoice	Vend Inv	Address	Check #	Check	Cleared	PO	Inv Cancel	Check Cancel	Net
V8551471	5974534	8600 Cameron Loop Austin, TX 78745-7916	G1007323	8/30/2024		P1145395			698.00
V8553681	8970705	8600 Cameron Loop Austin, TX 78745-7916	11852338	8/30/2024	9/2/2024	P1148027			374.69
V8555029	H0522-462673	8600 Cameron Loop Austin, TX 78745-7916	11852338	8/30/2024	9/2/2024				-135.52

If you have searched for an invoice number that is not listed in the Payment History or the Scheduled Payments sections, contact accountspayableelp@ttuhsc.edu.

Encumbrance Information:

The Encumbrance Information section lists open general encumbrances and purchase orders. Encumbrances/purchase orders reserve funds for future payments.

Encl	Trans Date	Type	Address	Cancel Date	Original Amt	Current Adj	Current Liq'd	Outstanding Amt
P1153611	8/29/2024	P	2455 Paces Ferry Rd SE Atlanta, GA 30339-1834		393.35	0	0	393.35
P1152822	8/27/2024	P	2455 Paces Ferry Rd SE Atlanta, GA 30339-1834		45.42	0	0	45.42
P1149390	8/20/2024	P	2455 Paces Ferry Rd SE Atlanta, GA 30339-1834		1253.70	0	0	1253.70

Important:

Departments should use this tool to look for payment information before contacting the Accounts Payable team.



Welcome to the Team!

The Payment Services team is thrilled to welcome Viviana Saldana aboard. She will be joining us in the Accounts Payable department.

Santa Trivia Answers:

1. NORAD (North American Aerospace Defense Command).
2. 34th Street.
3. Underneath the mistletoe.
4. Twice.



Happy Holidays from Business Affairs!

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