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August 30, 2023

RE: 2024 RTI Memo

Hello,

According to the State Comptroller's Office, if your institution is scheduled to receive funds from the Texas Higher Education Coordinating Board during FY24, you will be required to set up RTI (Recurring Transaction Index) codes in USAS before you can receive the transfer of funds. USAS will allow you to set up RTI codes before September that point to a future AY (24). You can enter these AY24 RTIs now since the fiscal year profile rollover has already taken place in USAS. To help expedite this process, the RTI code information you need to enter is listed on the table included in this memorandum.

Our agency will also set up these same RTI codes in order to receive any excess funds back from you, just as we have done in the past. To process a refund via the RTI system, you will enter a payment transaction to our agency using t-code "272", VID "37817817812000", PDT and/or Doc Type "T", and the applicable COBJ and RTI code.

For returns of funds that were deposited into a local fund, please either send a check to the attention of the THECB Cash Receipts Office at George HW Bush State Office Building, 1801 N Congress Avenue, Suite 12.200, Austin, TX 78701 or call me at (512) 427-6194, or by e-mail at bradley.broadus@highered.texas.gov, for wire transfer information.

RTI codes are to be set up on the **55 screen** in USAS, using an **ACTION code** of "A" for ADD. In addition to the fields listed in the table, there are a couple of other fields your institution will need to assign and/or enter:

- < (1) **TRANS NO:** Please make this number the same as the RTI number.
- < (2) **DESCRIPTION:** You can use the "Program Description" in the table below
- < (3) **PCA:** You should use one PCA and program description per grant program listed below. You can enter PCA 99999 for the grant programs that go outside the State Treasury.
- (4) **EFFECTIVE START DATE:** You should use 9/1/23 as the effective start date for each RTI.

On the RTI screen (55), you will only be able to enter a valid appropriation and PCA for your agency that have been set up in USAS. Funding for the programs listed below will not be distributed to every university.

USAS has problems processing transactions where schools have entered amounts onto the 55 screen. If you leave the amount field blank, the default of 100% of whatever is processed will show automatically. **Please do not change this.** This allows us to send you supplemental grants without having to ask you to do something else, and it also prevents you from having to make unnecessary corrections in USAS.

We intend to enter some FY24 RTI vouchers in USAS during August with a September 1 effective date so that we can transfer funds to you as soon as USAS becomes operational for the new year. Therefore, if your school's RTI codes are set up correctly on September 1, you will receive your funds on the first day USAS processes FY24 transactions. Any transactions involving RTIs that have not been set up by September will error off and we will re-release them each day until they process.

Should you have any problems or questions, please contact me at (512) 427-6194, or by e-mail at bradley.broaddus@highered.texas.gov.

* Please consult with your Financial Reporting Analyst to determine the correct COBJ to use on your RTI profile for each program.

** Please use one PCA for each grant program

*** This RTI memo will be sent to the contacts on the Comptroller's Interagency Contact List.

**** There will be a supplemental RTI list sent out after 09/01/23 to include new grant programs established for FY2024.

Sincerely,

Brad Broaddus
Director I
(512) 427-6194

RTI	Program Description	T-Code	Cobj	PDT	AY	Appn	PCA	Fund	SubFd
440001	Family Practice Residency	279	*	T	24	99999	99999	7999	1100
440002	Family Practice-Rural & Pub Health Rotation	279	*	T	24	99999	99999	7999	1100
440003	Minority Health Research	279	*	T	24	99999	99999	7999	1100
440004	Nursing & Allied Health	279	*	T	24	99999	99999	7999	1100
440008	Joint Admission Medical Program	279	*	T	24	99999	99999	7999	1100
440009	Professional Nursing Shortage Reduction	273	*	T	24	26402	*****	0001	1100
440013	College Work Study Program	279	*	T	24	99999	99999	7999	1100
440014	Work Study Mentorship Program	279	*	T	24	99999	99999	7999	1100
440015	Perkins Formula	279	*	T	24	99999	99999	7999	1100
440016	TEXAS Grants	279	*	T	24	99999	99999	7999	1100
440017	Perkins Leadership	279	*	T	24	99999	99999	7999	1100
440019	Texas Research Incentive Program	279	*	T	24	99999	99999	7999	1100
440022	Developmental Education Program	273	*	T	24	26402	*****	0001	1100
440032	Ashworth Scholarship Program	279	*	T	24	99999	99999	7999	1100
440067	Emergency and Trauma Care	273	*	T	24	26402	*****	0001	1100
440068	Advise TX	273	*	T	24	26402	*****	0001	1100
440069	Autism-Parent Directed Treatment	273	*	T	24	26402	*****	0001	1100
440070	Autism-Bd Cert Behavioral Analyst	273	*	T	24	26402	*****	0001	1100
440071	Autism-Research, Develop & Evaluation	273	*	T	24	26402	*****	0001	1100
440072	TEOG Public State/Tech Colleges	279	*	T	24	99999	99999	7999	1100
440076	GME Unfilled Positions	273	*	T	24	26402	*****	0001	1100
440077	GME New/Expanded Programs	273	*	T	24	26402	*****	0001	1100
440078	GME Expansion SB 18	273	*	T	24	26402	*****	0001	1100
440079	GME Planning Grants	273	*	T	24	26402	*****	0001	1100

440080	Educational Aide Program	279	*	T	24	99999	99999	7999	1100
440082	Bilingual Education Program	279	*	T	24	99999	99999	7999	1100
440091	Texas Works	279	*	T	24	99999	99999	7999	1100
440097	B.1.10. Texas Grants	279	*	T	24	99999	99999	7999	1100