



# TEXAS HIGHER EDUCATION COORDINATING BOARD

Financial Services

P.O. Box 12788 Austin, Texas 78711

DATE: August 27, 2021  
TO: Business Officers, Texas Public Universities  
FROM: Brad Broaddus  
Assistant Director, Finance Office  
SUBJECT: 2022 RTI Codes

KEN MARTIN  
Assistant Commissioner  
Financial Services  
512-427-6173  
Fax 512-427-6169

KAREN TAYLOR  
Senior Director  
Financial Services  
512-427-6192  
Fax 512-427-6169

GLENN OSHER  
Director, Financial Reporting  
Financial Services  
512-427-6174  
Fax 512-427-6169

According to the State Comptroller's Office, if your institution is scheduled to receive funds from the Texas Higher Education Coordinating Board during FY22, 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 (22). You are able to enter these AY22 RTIs now since the fiscal year profile rollover has already taken place in USAS. In order to help expedite this process, the RTI code information you need to enter is listed on the table included in this memorandum.

Our agency also will 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 Cash Receipts Office at 1200 East Anderson Lane, Austin, TX 78752 or call me at (512) 427-6194, or by e-mail at [bradley.broaddus@highered.texas.gov](mailto:bradley.broaddus@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 9/1/21 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 FY22 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 FY22 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](mailto:bradley.broaddus@highered.texas.gov).

RTI	Program Description	T-Code	Cobj	PDT	AY	Appn	PCA	Fund	SubFd
240001	Family Practice Residency	279	*	T	22	99999	99999	7999	1100
240002	Family Practice-Rural & Pub Health Rotation	279	*	T	22	99999	99999	7999	1100
240003	Minority Health Research	279	*	T	22	99999	99999	7999	1100
240004	Nursing & Allied Health	279	*	T	22	99999	99999	7999	1100
240008	Joint Admission Medical Program	279	*	T	22	99999	99999	7999	1100
240009	Professional Nursing Shortage Reduction	273	*	T	22	26402	*****	0001	1100
240013	College Work Study Program	273	*	T	22	26402	*****	0001	1100
240014	Work Study Mentorship Program	279	*	T	22	99999	99999	7999	1100
240015	Perkins Formula	279	*	T	22	99999	99999	7999	1100
240016	TEXAS Grants	279	*	T	22	99999	99999	7999	1100
240017	Perkins Leadership	279	*	T	22	99999	99999	7999	1100
240019	Texas Research Incentive Program	279	*	T	22	99999	99999	7999	1100
240022	Developmental Education Program	273	*	T	22	26402	*****	0001	1100
240030	Student Success	279	*	T	22	99999	99999	7999	1100
240032	Ashworth Scholarship Program	279	*	T	22	99999	99999	7999	1100
240067	Emergency and Trauma Care	279	*	T	22	99999	99999	7999	1100
240068	Advise TX	273	*	T	22	26402	*****	0001	1100
240069	Autism-Parent Directed Treatment	273	*	T	22	26402	*****	0001	1100
240070	Autism-Bd Cert Behavioral Analyst	273	*	T	22	26402	*****	0001	1100
240071	Autism-Research, Develop & Evaluation	273	*	T	22	26402	*****	0001	1100
240072	TEOG Public State/Tech Colleges	279	*	T	22	99999	99999	7999	1100
240076	GME Unfilled Positions	273	*	T	22	26402	*****	0001	1100
240077	GME New/Expanded Programs	273	*	T	22	26402	*****	0001	1100
240078	GME Expansion SB 18	273	*	T	22	26402	*****	0001	1100
240079	GME Planning Grants	273	*	T	22	26402	*****	0001	1100
240080	Educational Aide Program	273	*	T	22	26402	*****	0001	1100
240082	Bilingual Education Program	273	*	T	22	26402	*****	0001	1100
240091	Texas Works	279	*	T	22	99999	99999	7999	1100

240095	GEER Upskill & Reskill 84.425C	273	*	T	22	26402	*****	0325	1100
240096	GEER Online Learning 84.425C	273	*	T	22	26402	*****	0325	1100
240097	B.1.10. Texas Grants	279	*	T	22	99999	99999	7999	1100
240098	B.1.10. TEOG Public Colleges	279	*	T	22	99999	99999	7999	1100

\* 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.