TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

FINANCE REFERENCE GUIDE

TTUHSC El Paso Finance Systems Management

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Chart of Accounts

The **Chart of Accounts** is the hierarchical numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting.

TTUHSC El Paso Chart of Accounts code is defined as "E" for El Paso. The Banner Financial system is shared with TTU, TTUS, and TTUHSC Lubbock, their Chart of Accounts codes are "T", "S" and "H" respectively.

The Chart of Accounts (COA) is composed of six elements: Fund, Organization, Account, Program, Activity and Location (FOAPAL). The FOAPAL elements represent information that is similar to account numbers, Balance Sheet Accounts, Object / Sub- object Codes and Revenue Source / Sub-revenue Source Codes. The COA allows organization of financial information in a manner that enables us to isolate relevant data and roll up to generate reports for end users and administrative needs. It also creates flexibility and captures details in defining transactions. A visual representation of the Chart of Accounts can be located in Appendix A.

What is the Fund Code?

Fund Code is a self-balancing set of Accounts that shows ownership of cash or fund balance. It tells us who owns the funds or assets and liabilities and defines the:

- Fund Class (E&G, Designated, HEAF, MPIP, DIP, Scholarships, Auxiliary, etc.)

- Division (FA, ESOM, ESON, SODM, GR, etc.)

- Campus (El Paso, Lubbock, Amarillo, Odessa, etc.)

- Department (Business Affairs, IT, Pediatrics, Urology, etc.)

- Sub-Department (Acct. Services, MPIP Business Office, Patient Services, Rural Health, etc.)

What is the Organization Code?

Organization Code is the budgetary or departmental unit. It tells us who earns or spends the funds and defines the:

- Institution (TTU, TTUS,TTUHSC Lubbock & TTUHSC El Paso)

- Division (FA, ESOM, ESON, SODM, GR, etc.)

- Campus (El Paso, Lubbock, Amarillo, Odessa, etc.)

- Subdivision (El Paso SON, El Paso SOM, El Paso SODM, etc.)

- Department (MPIP Clinics, Business Affairs, Student Services, etc.)

- Sub-Department (Family Medicine Clinic, Acct. Services, SON Admin. Support, etc.)

- Cost Accounting Unit or Sub-Department 2

What is the Account Code?

Account Code is similar to Revenue / Sub-revenue, Object and Sub-Object or Balance Sheet account. It tells us what the funds were spent for or what kind of revenue was earned and defines:

- Sub Categories of Expense or Revenue (Tuition & Fees, Salaries, Travel, M & O, etc.)

- Revenue, Object code (Tuition, In-state Travel, Supplies, etc.)

- Sub Totals (State Comp Object) (Institutional Tuition, In-state Public Transportation, etc.)

- Sub Revenue Source, Sub Object Code or Balance Sheet

What is the Program Code?

Program Code is the function classification of revenues and expenditures. It defines:

- NACUBO function (Instruction, Research, Institutional Support, Public Service, etc.)

What is the Activity Code?

Activity Code is an optional nonhierarchical element that is used for tracking of special events or departmental functions.

What is the Location Code?

Location code is an optional code that identifies physical locations. It is only necessary in the Fixed Asset Module.

Finance Forms and System Applications

There are numerous forms and online system applications associated with day-to-day financial activity. This chapter will highlight the main financial forms and system applications.

Cost Transfer Form

- Submission – Preferred method is via our FiTS System located at https://fits.app.texastech.edu/. FiTS does not allow for account code changes. In instances where an account code change is needed a manual form must be emailed to accountingelp@ttuhsc.edu.

- Summary – Used to reclassify non-payroll expense transactions posted on FOAPs.

- Instructions – Manual Form is located at elpaso.ttuhsc.edu/fiscal/accounting/forms. Departments needing to move expense transactions must complete all relevant fields of the CT form including Fund, Orgn, Prog, Acct, and Amount for both the credit and expense FOAPs. CTs must also contain the original document id and description as well as an explanation for why the expense should be moved. All appropriate approvers should be listed on the form and verify their approval via e- mail with the form. CTs should be submitted no later than 60 days after the transaction date or by other deadlines established by operating policy. Instructions for FiTS are available at http://elpaso.ttuhsc.edu/fiscal/businessaffairs/accounting/FiTS.aspx.

- Related Ops:

50.18	Cost Transfers	65.03	Sponsored Program Account Management
50.30	Year End Processing Deadlines	65.04	Allowable Activities and Allowable Costs

- Use – Can reclassify non-payroll expenses to a more appropriate Fund or Orgn, change the expense Account for proper expense identification or correct program code postings.

- Supporting Documentation – All CT requests must include a report showing the original non-payroll expense transaction and document id, explanation which justifies the coding change, copy of invoice if applicable, and appropriate approvals for the Accounts being charged.

Internal Purchase Funding Transfer (IPFT)

- Submission – Preferred method is via FiTS.

- Summary – Used to charge other HSCEP Fund(s) and/or Orgn(s) for goods and services.

- Instructions – FiTS is located at http://fits.app.texastech.edu/. Departments may be involved in purchases from other HSCEP departments who are not considered service departments. The department will need to complete the IPFT form to record the revenue for the providing department and the expense for the purchasing department.

- All relevant fields of the IPFT form including Fund, Orgn, Prog, Acct, and Amount for both the revenue (Transfer In) and expense (Transfer Out) FOAPs must be completed. A description of the goods or services purchased should be included. Additional relevant information can be documented in the comment field. However, additional explanation for purchases by E&G or Federal Accounts is required. These Fund categories do not normally allow transfer activity and the transactions must be thoroughly documented before the IPFT will be processed by Accounting Services. IPFTs should be submitted no later than 60 days after the transaction date or by other deadlines established by operating policy. The selling department is responsible for maintaining proper documentation of the charges and must comply with policies established for service departments. For more information on IPFTs and FiTS see http://elpaso.ttuhsc.edu/fiscal/businessaffairs/accounting/FiTS.aspx.

- Related OPs :

50.06	Establishing Service Departments	50.29	Use of Internal Purchase Funding
50.17	Charging Departments for Goods or Services	50.30	Year End Processing Deadlines

- Use – Records revenue for HSC El Paso departments selling goods and services to other HSC El Paso departments and charges an expense to the purchasing department.

- Supporting Documentation – IPFT forms do not require additional supporting documentation. However, documentation for the charge must be retained by the selling department in accordance with applicable operating policies.

Installment Funding Transfer (IFT)

- Submission – Preferred method is to include the form with the related budget revision and submit via email to BudgetElp@ttuhsc.edu or if the transfer was included in the department's original budget the form can be submitted directly to Accounting Services at accountingelp@ttuhsc.edu.

- Summary – Establishes a fixed interval or specific date for budgeted transfers to be processed.

- Instructions – Form is located at https://elpaso.ttuhsc.edu/fiscal/businessaffairs/accounting/forms.aspx. Departments may provide funding to other departments but may not wish for that funding transfer to be processed immediately. It is customary for transfers included in original budget or submitted on budget revisions to be processed in full immediately. However, if the funding department prefers the transfer to be made at scheduled intervals then they must submit the IFT with their budget request. For original budgets established during Budget Prep, the department can submit the IFT directly to Accounting Services.

- For transfers budgeted later on a Budget Revision, the IFT form should be included with the Budget Revision when it is submitted to the Budget Office. All relevant fields of the IFT form including Fund, Orgn, Prog, Acct, and Amount for both the expense (Transfer Out) and the revenue (Transfer In) FOAPs must be completed. The specific accounting period or a frequency for processing the amount listed on that line of the form must be included. All appropriate approvers should be listed on the form and verify their approval via e-mail with the form. A description of the transfer reason should be included. Additional relevant information can be documented in the explanation fields.

- Related OPs – 50.38 Budget Adjustments to the Annual Operating Budget

- Use – Departments indicate the specific times for funding transfers to be processed as opposed to the entire budgeted transfer being transferred immediately.

- Supporting Documentation – IFT forms related to original budgets loaded during Budget Prep do not require additional supporting documentation. However, if the IFT is related to an adjustment to original budget then the IFT form should be submitted to the Budget Office with the Budget Revision request. The Budget Office will document the revision id before Accounting Services will process the IFT.

New Organization Request Form

- Submission – Preferred method is via Organization Code Request System
  https://newfop.app.texastech.edu/

- Summary – Used to request new ORGN in Banner for a budgetary or departmental unit

- Instructions – Instructions can be located at:
  https://elpaso.ttuhsc.edu/fiscal/businessaffairs/budget/_documents/Organization%20Request%20Instructions.pdf

- Related OPs – None

Budget Revision System

- Submission – used for submitting a change or addition to the Operating Budget. The online system is available at:
  https://banapps.texastech.edu/ITIS/BD_BudgetRevision/default.aspx

- Summary – there are four Budget Revision options available within the system:

  o Adjust Budget within Fund - this option is used to move budget between salary or expense codes within the same fund. In some circumstances it can also be used to move between transfer codes.
  o Budget of Fund Balance - this option is used to budget funds into the current fiscal year from prior year fund balance.
  o Budget of Revenue - this option is used to increase a revenue budget. The department must verify that the current revenue budget will be exceeded before budgeting an increase in revenue.
  o Transfer between FOPs - this option is used to transfer money between two funds.

- Instructions – the user will choose whether to start a new budget revision or to finish/delete a previously saved incomplete budget revision. For a new budget revision, the Create a New Budget Revision action should be selected. Required data enterable fields include: the Chart Code - E; Perm/Temp - defaults to Temporary; and Budget Revision Type - choice of Option 1 - 4 which determines how the system will populate the next sections. Optional or informational fields include: Fiscal Year - defaults with the current FY; Validation Date - defaults with today's date; Change FY - allows the FY to be changed; Budget Revision Transaction - system assigned Budget Revision Transaction number.

- Comments section is used to explain why the budget revision is being processed. Comments should be entered on every budget revision. The approval routing section will display the required approvals for this document. If a budget revision was not completed or is returned for correction, the Finish/Delete an Incomplete Budget Revision action should be selected. Use the Budget Revision Transaction drop down box to select the revision to be completed or deleted. The Budget Revision User Guide is available at: https://elpaso.ttuhsc.edu/fiscal/businessaffairs/budget/_documents/instructions_informati on/Budget_Revision_System_User_Guide.pdf

- Related OPs:

    50.38   Budget Adjustments   65.01   Establishing Sponsored Program Funds

Cash Receipts System

- Submission – all Departments must use this system to record receipt of all cash, checks, wires and credit card payments. The online Cash Receipts system is available at: https://busaff.elpaso.ttuhsc.edu/CashReceiptSystem/.

- Summary – Used to record deposits of cash, checks, credit cards, wires, credit card payments or other funds received. Cash receipts for revenue contracts interface to the Contract Database and Contract AR system where you can track payment on those contracts. Department's Travel and P-Card reimbursements and refunds should not be entered using this system. Please forward this information to the Travel or Payment Services Office. The system allows for departmental deposit information entry, electronic routing and approval. The online system also has the capability of returning an online cash receipt for correction.

- Instructions – Your name and department information will populate in the Header section of the cash receipt based on your eRaider ID. Other fields requiring completion includes the Deposit Date and Amount, and Bank Code. There are seven deposit types to select from in the Type drop down menu: Clinical Trial, Contract, Expense Reimbursement, Gift, Other, Patient Billing, Sponsored Program, and Sales and Service. Supporting documentation saved on your computer can be included with the cash receipt by using the Upload feature of the application. Refer to Supporting Documentation below. After submitting, print the cash receipt and forward to your immediate approver or to Student Business Services with the appropriate supporting documentation. A Help document and video Tutorial are located at: https://busaff.elpaso.ttuhsc.edu/CashReceiptSystem/Home/Help.

- Related Ops:

50.07	Cash Collections	50.26	Completion of Cash Receipts
50.08	Deposit Procedures	50.35	Unidentified Receipts
50.10	Endorsements	50.36	Sales Tax
50.11	Alteration of Checks	50.37	Credit Cards
50.12	Check Collections and Returned Checks		

- Supporting Documentation – Supporting documentation is required to be included with a cash receipt with Gift type lines. For funds to be properly posted to the system, the following supporting documents are required:

  - Proposal request made to the donor for the funds
  - Award letter
  - Copy of the check with the routing number redacted (blacked out) on the check copy

Refer to HSCEP OP 50.08 Deposit Procedures and HSCEP OP 50.26 Completion of Cash Receipts for additional information regarding required supporting documentation. Questions related to the Cash Receipt System should be sent to Student Business Services at cashreceiptselp@ttuhsc.edu.

Finance Fund Maintenance System

- Submission –requests for new fund codes to be set up are entered, reviewed and approved in an online format. The online system is available at: https://fund.app.texastech.edu

- Summary – Used to request new FUND(s) in Banner to indicate ownership of cash or fund balance. New Funds are required to segregate research expenditures, each year of a grant award, funding sources, etc. The system also allows a departmental user to review the status, resume completion of, and review the history of a New Fund Request. After review and approval, the system will update Banner with the new funding information.

- Instructions – Each component of the Finance Fund Maintenance provides the basis for institutional reporting, therefore, it is imperative that all applicable forms within the system are completed and verified for accuracy. A new Fund may only be requested within an existing ORGN. If a new ORGN is required, please refer to the New Organization Request section above. The financial manager or delegated Fund manager should be the organizational head. The determining factor in the new fund request system for the flow of form completion and routing for approvals is the selection of the proper fund class selected from a drop down list. Source of funding, campus, and division determines the classification of the new fund number so all fields must be completed. Program code is used to establish the default in various systems and determines the function category for all expense reporting. Based on questions answered on the Main Fund Form, the request may be routed to other forms for completion before routed for approvals. Additional forms include areas related to Scholarships, Restricted Research, Foundation, Office of Sponsored Projects and Service Departments. A helpful training document is located at: https://elpaso.ttuhsc.edu/fiscal/businessaffairs/finsysmgt/_documents/New-Fund-Request-System.pdf.

- Related OPs – 65.01 Sponsored Program Accounts

Fund Name Change

The Fund Name Change module of the Fund Maintenance System allows departments to submit name changes for existing funds. When the Fund Name Change request is submitted, the request will first be routed to the Fund Manager for approval. An email will be sent to the Fund Manager notifying them that a Fund Name Change request is waiting for their approval. After Fund Manager Approval, the request will route to Accounting Services and then to Finance Systems Management for final review and processing. If you need to add attachments or make comments on the request, you may do so by selecting the **Attachments** or **Comments** button in the bottom left corner.

Terminate Fund

The Terminate Fund module of the Fund Maintenance System allows departments to submit fund termination requests. When the Terminate Fund request is submitted, the request will first be routed to the Fund Manager for approval.

An email will be sent to the Fund Manager notifying them that a Terminate Fund request is waiting for their approval. It will then be routed to Accounting Services for approval and then to Finance Systems Management for final review and processing.

If you need to add attachments or make comments on the request, you may do so by selecting the **Attachments** or **Comments** button in the bottom left corner.

Policy questions regarding the Terminate Fund process can be directed to Accounting Services at accountingElp@ttuhsc.edu.

Policy questions regarding the Fund Name Change or Terminate Fund process can be directed to Accounting Services at accountingElp@ttuhsc.edu.

Cognos Analytics

Cognos Analytics is a web-based reporting tool used by Texas Tech University Health Sciences Center El Paso. The System allows users the ability to run comprehensive reports or build quick ad-hoc queries. Cognos's simple drag-and-drop functionality will provide end-users/departments with better query and analysis capabilities. Cognos also has the capability to create charts, maps, and graphs by utilizing information from the various Banner systems.
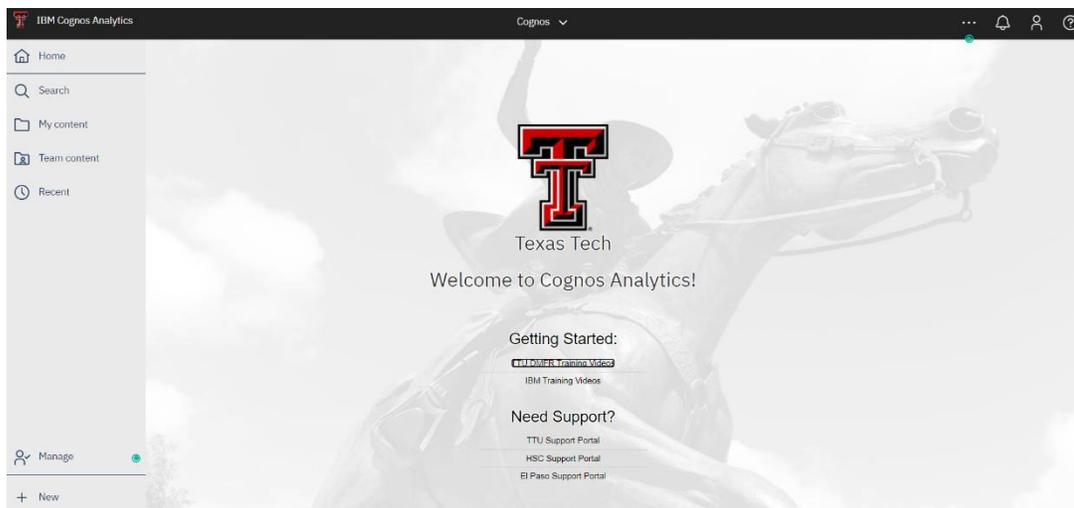
Logging into Cognos

You can access Cognos through the WebRaider portal:
(https://portal.texastech.edu/web/elp/cognos).

This tab provides numerous links to Cognos Analytics. Click on the Cognos Production link at the top of the Useful Links portlet.

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Setting Preferences

This section will highlight a few of the preferences you can set within Cognos to make Cognos a bit more personal.

- Setting your Home screen - If you have a folder within Cognos that you typically utilize, you can set it as your Home screen. This will allow you to go directly to your Home screen upon sign in and utilize the Home icon to navigate to the preferred screen from any folder or report in Cognos. To set your Home screen, navigate to the screen you wish to set as home and select the three dots on the top right hand corner.

Select Set View as Home.

- Removing the Welcome screen - If you wish to be logged directly into Cognos without viewing the Welcome screen, simply go to "My Preferences" and next to Home Page click on reset to default. This will now directly log you into your Home screen.
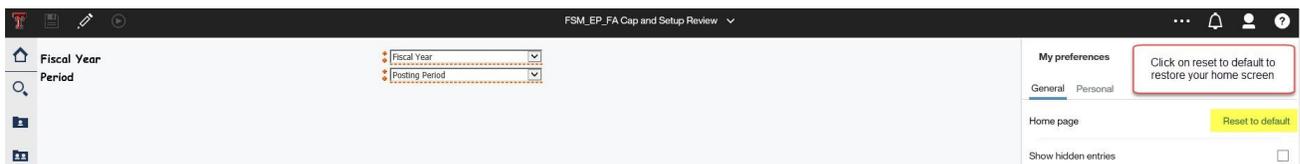
Navigation

This section will focus on various navigation techniques within Cognos.

- Report Paths- The following report paths will provide you with information specific to your needs:

    o **Financial reports** can be found using the Team Content > HSC El Paso Finance> Departmental Reports path.

    o **Crosswalk reports** can be found using the Team Content > El Paso Business Affairs > Chart of Accounts path.

    o **Budget reports** can be found using the Team Content > El Paso Business Affairs > Budget Financial Reports path.

- Navigation between folders - As you follow a report path, a hyperlinked list of the folders you have selected will populate on the screen. This is commonly referred to as a 'trail of breadcrumbs'. To return to a previously selected folder, simply select the hyperlinked folder title you wish to open.
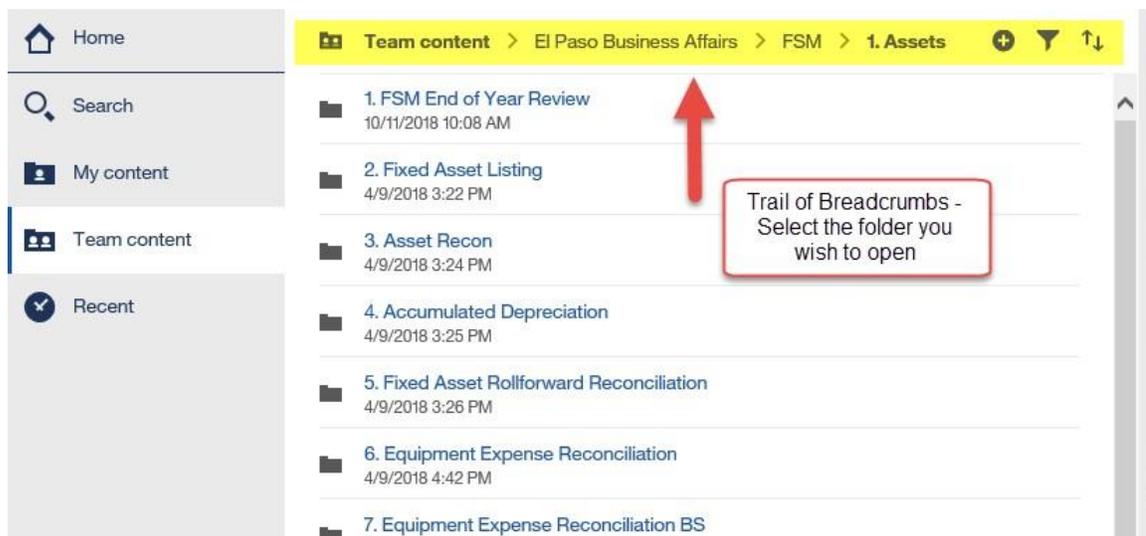
- Navigation to Home - You can select a particular view or folder as your 'Home' screen (for additional instructions on setting a home, please review the Preferences chapter). You can return to your home screen from any folder or report by select the Home icon at the top of the screen.
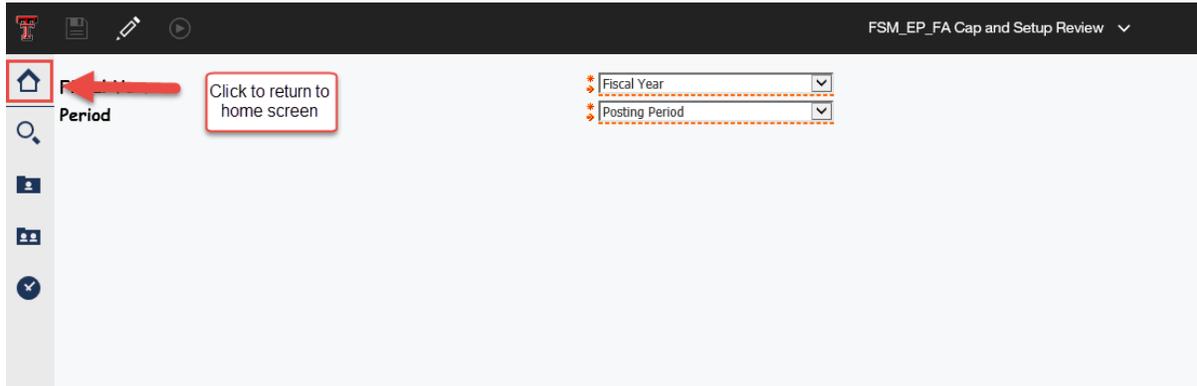
- Search all folders - to your left hand side you will see a search icon. You can enter the criteria you would like to search.
- A page with results will open and you can select the desired option.
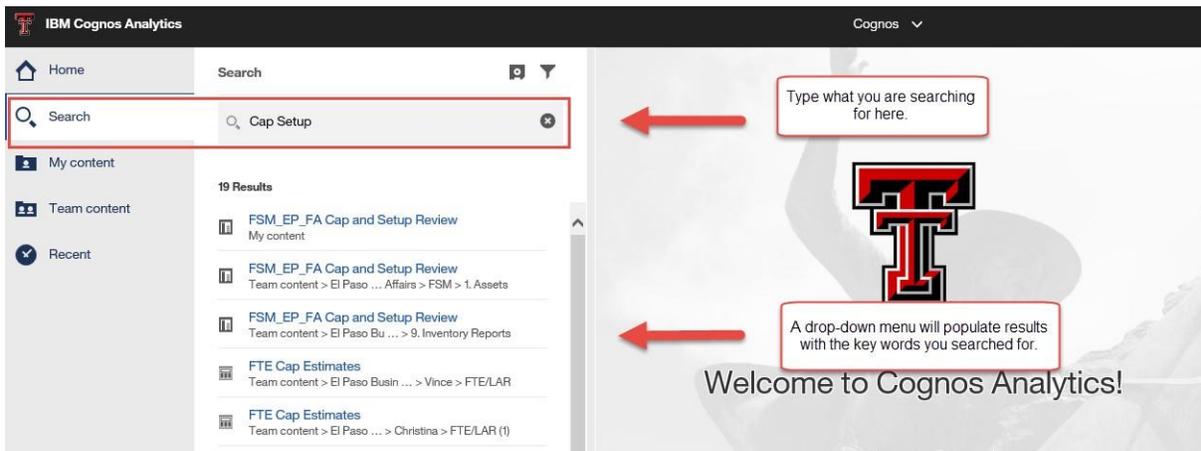
Select the hyperlinked title of the report or folder you wish to view.

- Navigating within a report - Once you have run a report and you wish to either rerun the same report select Reset prompts and run from the drop down menu.
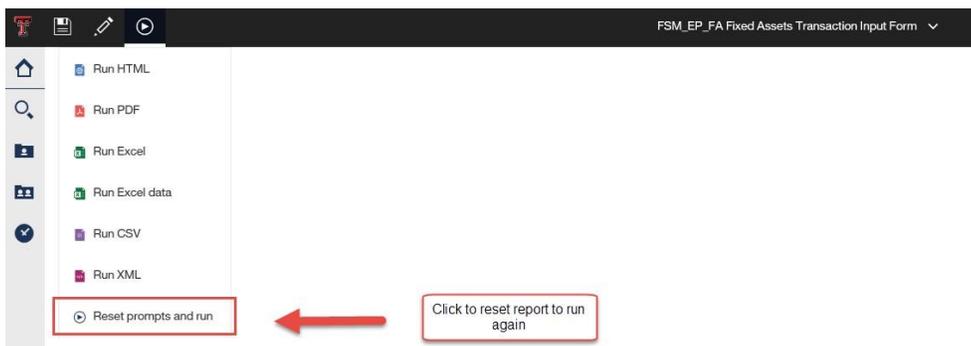
By clicking on the folder listed on your breadcrumbs, you can return you to the folder that houses the report you are currently viewing. From this folder, you can either reselect the report to run or use the other navigation tips from this section to locate a new report.
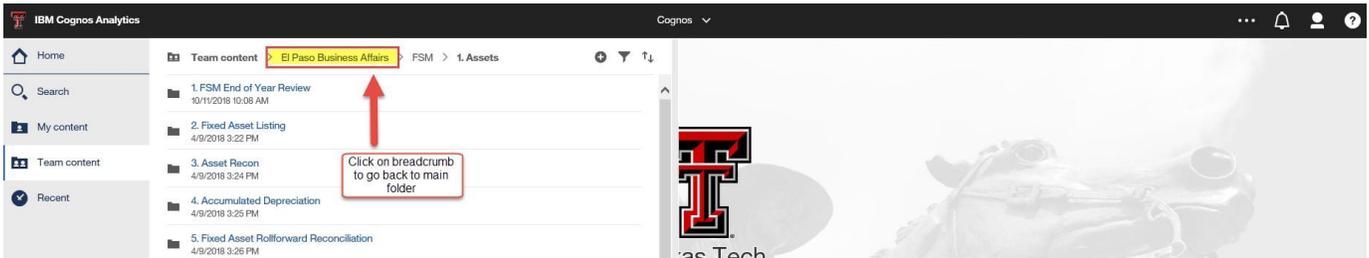
Running Reports and Entering Parameters

Running reports in Cognos is equivalent to viewing SQL reports, ledger sheets, etc. This section will apply to both financial, budget, and crosswalk reports.

Once you have selected the report you wish to run by selecting the hyper-linked report title, the report will either automatically populate if there are no parameters or it will open to a parameter page.

The parameter page provides the opportunity to tell the report the information you wish it to retrieve and display. You can enter as many parameters as you desire for your report. There are numerous different parameter prompts:

- **Required Parameter Prompts** - Required parameters are marked with red to signify they are required. The report will not run if a required parameter is not populated.

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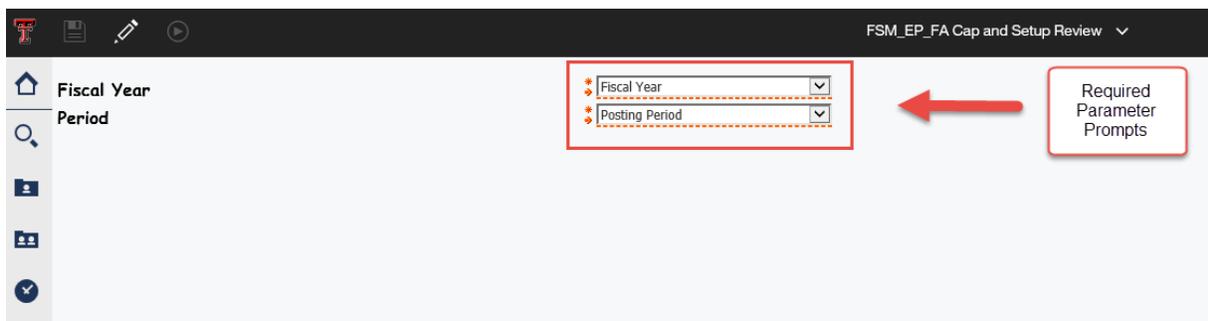
- **Drop-Down Parameter Prompts** - these prompts provide a list of available values. Simply select the arrow on the drop-down parameter you wish to populate and click on the value.
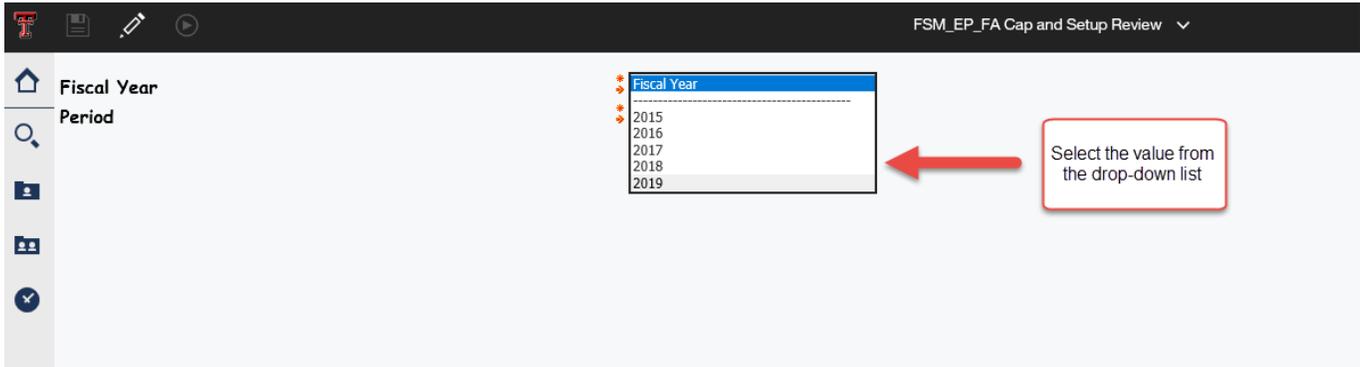
- **Date / Calendar Parameter Prompts** - The Date / Calendar prompt will allow you to select a date from Calendar. Select the calendar icon and select the year, month, and date you would like in your parameter prompt.
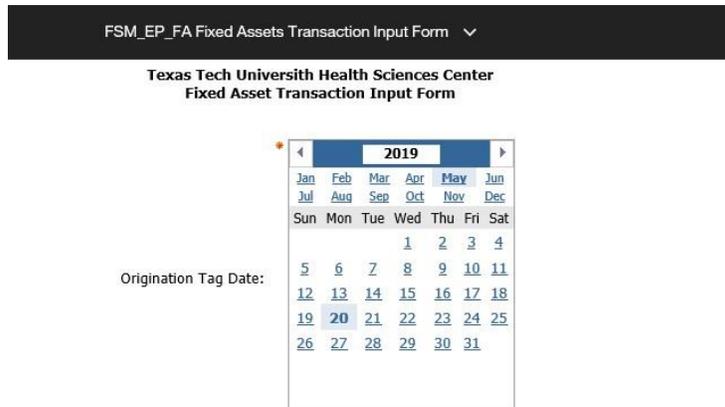
- **Keyword Search Parameters** - Keyword Search Parameters allow you to enter criteria in a field by which Cognos will supply Search Results.

- **Data-enterable Parameter** - This parameter allows you to data-enter the exact criteria you querying.

Fiscal Year: *	2019
Begin FP: *	01 - Sep
End FP: *	10 - Jun
Begin Activity Date:	

Type in all the values you wish to search for.

End Activity Date:	
Document:	
Doc Prefix:	
Doc Ref:	Wildcard = %
Amt Range:	to
Fund:	103001 - Anesthesiology Acad Support
Organization:	203011 - General Services Elp
Internal Account Type :	50 - Revenue
BAC:	6006-Unallocated Salaries
Account:	130690 - Accounts Receivable Allowance
Program:	40 - Academic Support
Division:	Academic Affairs
Department:	Finance and Admin Elp
Fund Category:	All Fund Categories
Fund Class:	All Fund Classes
Fund Manager:	All Fund Managers

- **Data-enterable Parameter** - This parameter allows you to data-enter the exact criteria you querying.

Fiscal Year: *	2019
Begin FP: *	10 - Jun
End FP: *	10 - Jun
Begin Activity Date:	×
End Activity Date:	
Document:	

Once you have populated the necessary parameters, select the Finish button at the bottom of the page.

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TTU Health Sciences Center at El Paso
FSM_EP_FA Transaction Search Query OL

Field	Value
Fiscal Year: *	2019
Begin FP: *	01 - Sep
End FP: *	10 - Jun
Begin Activity Date:	
End Activity Date:	
Document:	
Doc Prefix:	
Doc Ref:	Wildcard = %
Amt Range:	to
Fund:	103001 - Anesthesiology Acad Support
Organization:	203011 - General Services Elp
Internal Account Type :	50 - Revenue
BAC:	6006-Unallocated Salaries
Account:	130690 - Accounts Receivable Allowance
Program:	40 - Academic Support
Division:	Academic Affairs
Department:	Finance and Admin Elp
Fund Category:	All Fund Categories
Fund Class:	All Fund Classes
Fund Manager:	All Fund Managers

Click on the Finish Icon to run report → **Finish**

The report should now populate based on the values you entered in the parameter page.

Div: All   Campus: All   Dept: Finance and Admin Elp
Category: All   Class: All   Fund Mgr: All

Document	Doc Ref	Trans Desc	VENDOR_ID	FP	Trans Date	Act Date	Enc	Item	Seq	Vendor	Fund	Orgn	Acct Type	BAC	Acct	Prog	Amount
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6002	612002	60	(28,298.59)
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6005	615221	60	(100.00)
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6007	654901	60	(1,743.37)
PF150799	31FICA	2019 MN 6 FICA 31 F0126868		09	05-31-19	05-29-19					103211	203001	60	6007	654901	60	1,743.37
PF150812	31WCI	2019 MN 6 WCI 31 F0126868		09	05-31-19	05-29-19					103211	203001	60	6007	654902	60	141.49
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6007	654902	60	(141.49)
PF150800	31HLTH	2019 MN 6 HLTH 31 F0126868		09	05-31-19	05-29-19					103211	203001	60	6007	654904	60	1,847.34
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6007	654904	60	(1,847.34)
PF150808	31TRS	2019 MN 6 TRS 31 F0126868		09	05-31-19	05-29-19					103211	203001	60	6007	654913	60	348.04
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6007	654913	60	(348.04)
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6007	654914	60	(1,583.07)
PF150804	31ORP	2019 MN 6 ORP 31 F0126868		09	05-31-19	05-29-19					103211	203001	60	6007	654914	60	1,583.07
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6007	654927	60	(220.73)
PF150803	31LSVP	2019 MN 6 LSVP 31 F0126868		09	05-31-19	05-29-19					103211	203001	60	6007	654927	60	220.73
PF150806	31RIP	2019 MN 6 RIP 31 F0126868		09	05-31-19	05-29-19					103211	203001	60	6007	654931	60	523.53
F0126868		HR Payroll 2019 MN 6 0		09	05-31-19	05-28-19					103211	203001	60	6007	654931	60	(523.53)
CP000057	CP190510	0409DIAZ-ASU STUDENT ACCTS WEB		09	05-10-19	05-10-19					183166	203001	70	7010	720300	60	(450.00)
CP000057	CP190510	0424DIAZ-AVETA INSTITUTE		09	05-10-19	05-10-19					183166	203001	70	7010	720300	60	(195.00)
CP000057	CP190510	0411DIAZ-SAMSCLUB #6502		09	05-10-19	05-10-19					183166	203001	70	7035	7L0300	60	(15.20)
CP000057	CP190510	0416DIAZ-SAMSCLUB #6502		09	05-10-19	05-10-19					183166	203001	70	7035	7L0300	60	(9.13)

Changing Report Formats

Reports typically run in HTML (web-based) format. However, once the report runs, you can select a different format (e.g. Excel, PDF).

Select the Format button from the toolbar.
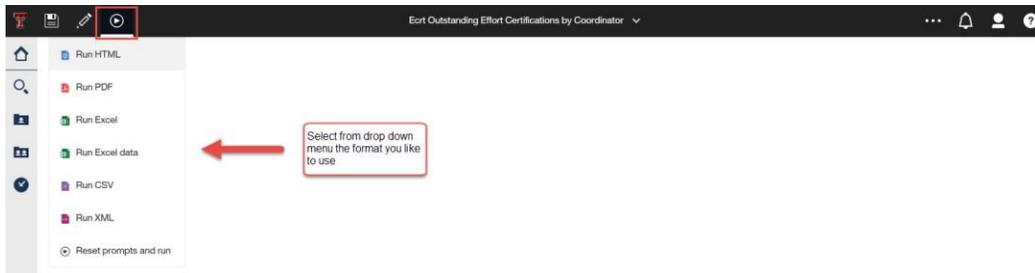
This will provide an option of HTML, PDF, XML, or Excel. Select the format of your choice from the selection box. If you select View in Excel Options, an additional selection box will open.
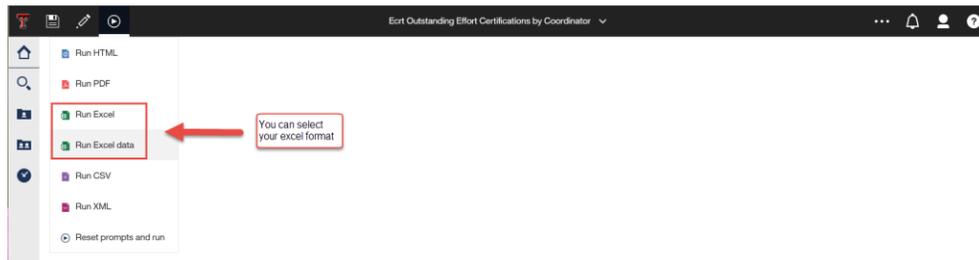
Select the desired Excel format and the report will generate an Excel worksheet. You may need to hold the CTRL button down if the Excel file does not populate. If you have difficulty viewing in Excel, please contact the IT Help Desk.

Drill-Through Reports

Drill-through reports allow users the ability to navigate from one report to another to view related data. For example, a summarized financial report can drill-through to a report holding the transaction detail.

A drill-through is represented by a hyperlink (blue-underlined value). The below report example allows you to drill through to several reports.

TTU Health Sciences Center at El Paso
Budget Account Code Summary

*FY: 2019   *Period: 10
Fund(s): 103002 Building Maintenance/Ops Elp   Orgn: All Fund Manager: All
Div: All   Campus: All   Department: All

Orgn	Description	Fund	Description	Prog	Description	AT	BAC	BAC Description	Current Budget	MTD	YTD	Enc	Avail Bud Balance
203511	Bldg Maint and Op Elp	103002	Building Maintenance/ Ops Elp	70	Physical Plant Operations	50	5006	Legislative Appropriations	560,935.00	0.00	560,935.00	0.00	0.00
								Revenue	560,935.00	0.00	560,935.00	0.00	0.00
						60	6002	Staff Salaries	341,650.49	0.00	249,873.35	115,039.26	(23,262.12)
							6005	Longevity	7,278.00	0.00	5,054.64	0.00	2,223.36
							6006	Unallocated Salaries	10,794.73	0.00	0.00	0.00	10,794.73
							6007	Payroll Related Costs	0.00	0.00	0.00	0.00	0.00
							6008	Other Employee Payments	9,490.00	0.00	6,161.61	0.00	3,328.39
								Labor	(369,213.22)	0.00	(261,089.60)	115,039.26	(6,915.64)
						70	7010	Maintenance and Operations	152,657.62	0.00	130,463.31	21,189.93	1,004.38
							7015	Professional Services	1,200.00	0.00	0.00	0.00	1,200.00
							7017	Communications	3,172.00	0.00	2,987.38	184.62	0.00
							7018	Utilities	0.00	0.00	0.00	0.00	0.00
							7099	Unallocated Expenses	0.00	0.00	0.00	0.00	0.00
								Expenditures	(157,029.62)	0.00	(133,450.69)	21,374.55	2,204.38
						80	8002	Transfers Out	62,921.78	0.00	62,921.78	0.00	0.00
								Transfers	(62,921.78)	0.00	(62,921.78)	0.00	0.00
					Physical Plant Operations				(28,229.62)	0.00	103,472.93	136,413.81	(4,711.26)
						SV	Service	60 6002 Staff Salaries	0.00	0.00	0.00	0.00	0.00

HSC El Paso Finance > Finances Relative to Budget   1   May 31, 2019
Budget Account Code Summary   Help   3:48:58 PM

Selecting the Current Budget ($560,935.00) will drill-through to a more detailed report of the Fund's activity.

The report will drill-through to a transaction report that will show all transactions that make up the $560,935.00.

Each drill-through should open a new browser window. You can close the browser when you have finished viewing the report.

TIP: A new window will open each time you drill to a new page.

Query Studio

Query Studio is a reporting tool for creating simple queries available to departmental users.

Report Studio

Report Studio is a report authoring tool that report authors and developers use to build sophisticated, multiple-page, multiple-query reports against multiple databases.

Analysis Studio

Analysis Studio is an additional reporting tool that reports trends and/or analyzes data.

Please contact Finance Systems Management at fsmelp@ttuhsc.edu for questions related to Cognos Analytics.

WebRaider

The WebRaider Portal [(WebRaider)](WebRaider) is the one-stop shop for access to Texas Tech University Health Sciences Center El Paso information and systems. Each student, faculty and staff member will have access to the WebRaider Portal but will only see the content that they have permission to view. For example, all employees will automatically have an HSC Employee El Paso tab.
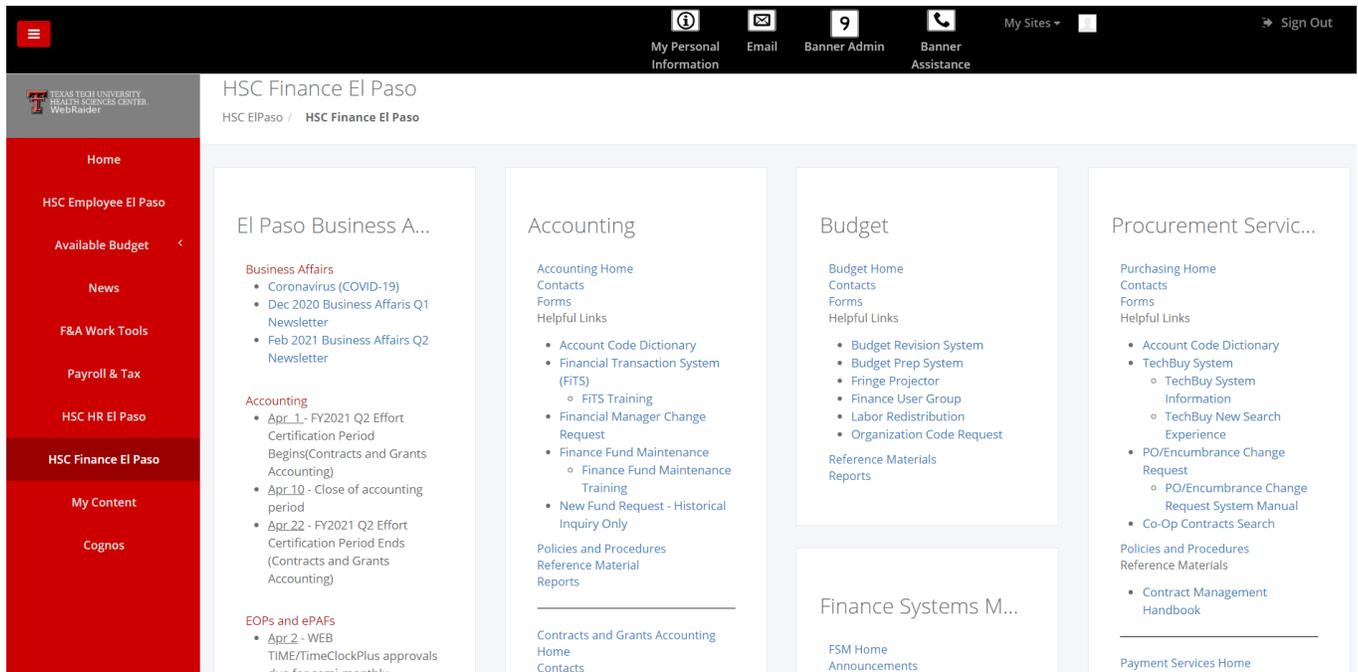
Each tab contains channels. The channels house the information. Some channels may be added or removed by selecting the appropriate icons. On the My Content page, you can also add website URLs to the Bookmarks channel.
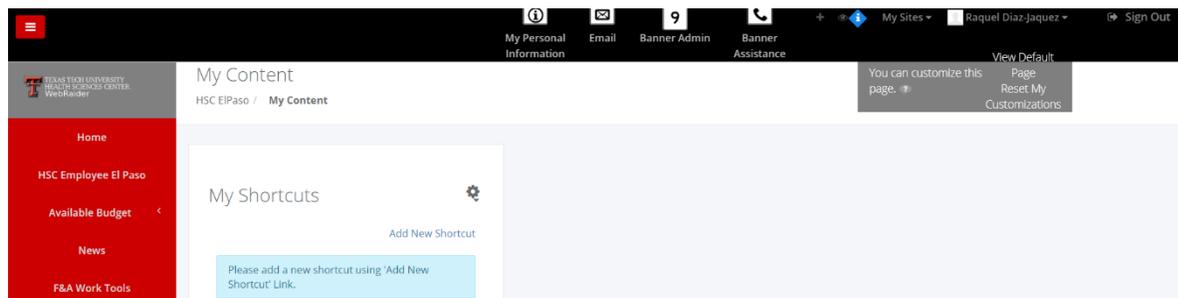
Gateway

The Banner Finance Transaction Gateway System (Gateway) allows departments to submit files and spreadsheets of accounting transactions to Banner Finance for posting.

Logging into Gateway

Access the Gateway by logging into https://banapps.texastech.edu/ITIS/IS_Gateway/Common/Welcome.aspx. From the HSC El Paso Finance tab, select Gateway under Business Affairs.
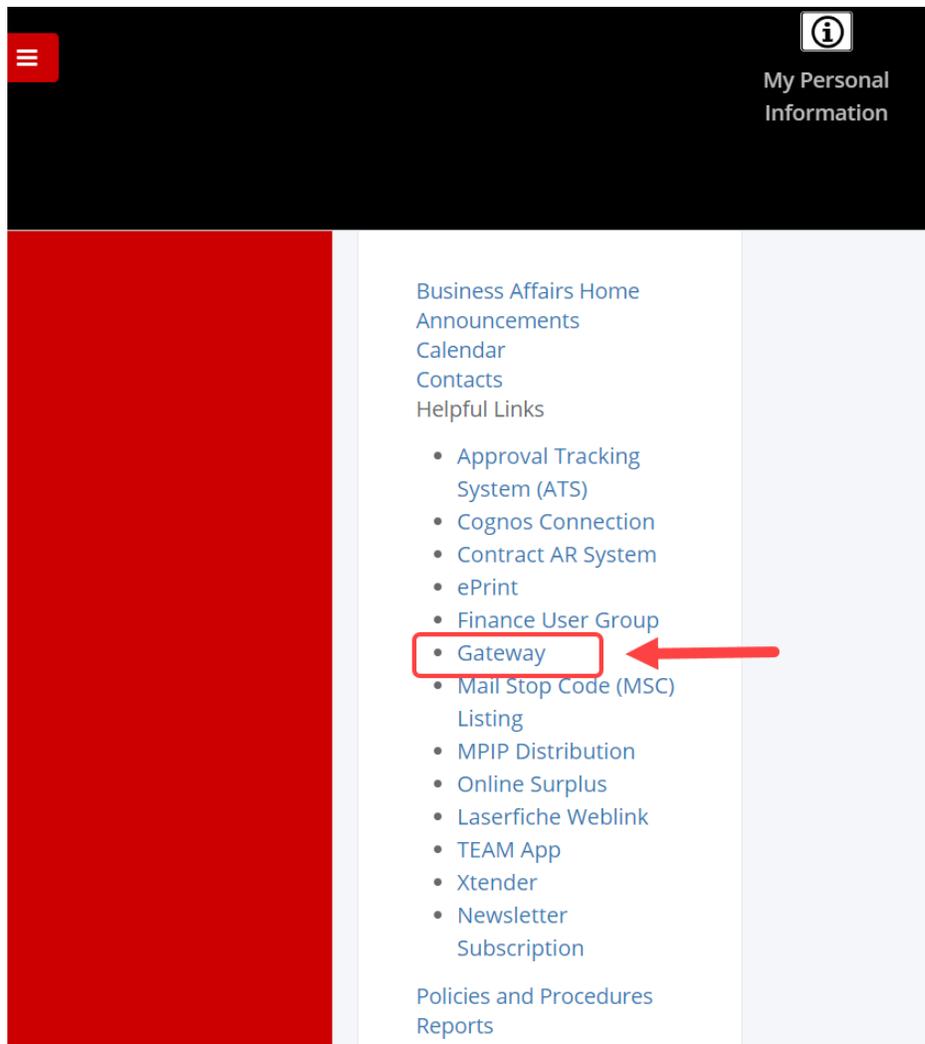
Locating the Templates

Submissions to the Gateway must conform to standard formats and templates. To locate the templates, select Finance from the left side of the Main Menu.

Select Submission Templates from the left side of the Finance Menu.
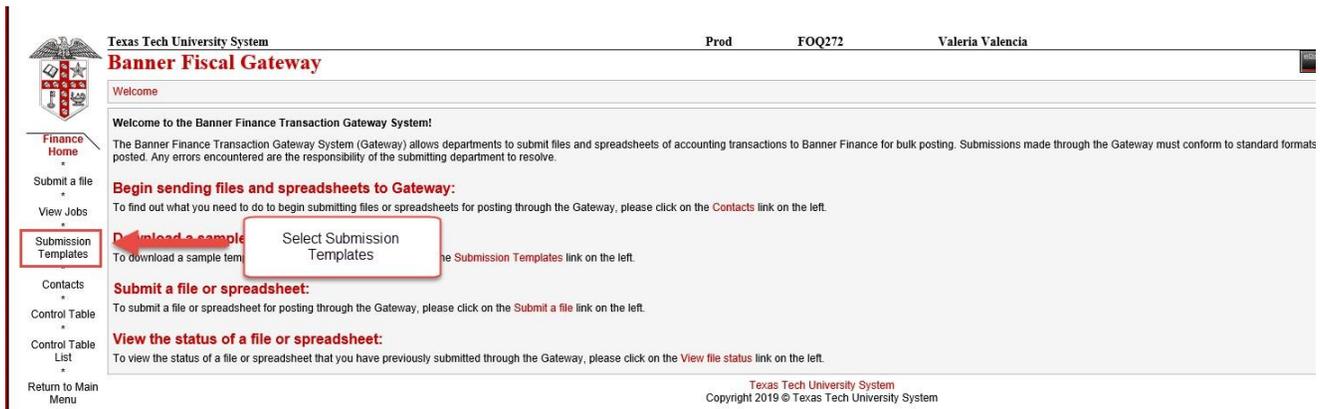
There are two sections of Gateway templates. The first section contains Excel Spreadsheet templates. The majority of users will use the Excel spreadsheets. The second section contains XML templates.

A few departments with technical resources may elect to use an XML format. Please contact FsmElp@ttuhsc.edu if you would like additional information on XML. The remainder of this chapter will focus on spreadsheet transmissions.

Banner Fiscal Gateway

File Submission Templates

There are two ways to submit transactions into Banner through the Gateway. One way involves sending transactions in a predefined XML document. The other way is to submit spreadsheets of accou... transactional requirements, the XML file submission is the approach to use. Departments that have limited technical resources or that only need to submit routine JV's, etc..., then the spreadsheet sub...

To help provide a consistent file layout, you will find links below to download templates for the different types of transactions. These templates will show you which fields are required and ones that are... seem to address your needs, then please click on the Contacts link on the left and contact the appropriate finance office for directions.

NOTE: right click on the link and then select "Save Target As". From there save the file where you can get to it.

Spreadsheet Templates:

- Spreadsheet for JV's
- Spreadsheet for IV's
- Spreadsheet for Cash Receipts
- Spreadsheet for Budget Transactions
- Spreadsheet for Modifying or Releasing General Encumbrances
- Spreadsheet for Establishing General Encumbrances
- Spreadsheet for Check Requests (Invoices)
- Spreadsheet for Check Requests (Invoices) Tied to POs or Encumbrances

XML Templates:

- XML template for JV's
- XML template for IV's
- XML template for Cash Receipts
- XML template for Budget Transactions
- XML template for Modifying or Releasing General Encumbrances
- XML template for Establishing General Encumbrances
- XML template for Check Requests (Invoices)
- XML template for Check Requests (Invoices) Tied to POs or Encumbrances
- XML template for Fixed Assets Transactions

Finance Home
*
Submit a file
*
View Jobs
*
Submission Templates
*
Contacts
*
Control Table
*
Control Table List
*
Return to Main Menu

Select the appropriate spreadsheet for the type of transaction you will enter.

- **JV** - Select this template if you will be entering a Journal Voucher transaction through the gateway. This type of transaction will most commonly be used by the functional team and is used to correct transactions or record revenue, expense or balance sheet transactions.

- **IV** - This is the most commonly used template by departments. This is the template for service departments and others to use for charging services/fees.

- **Cash Receipts** - This is currently for functional users only and used to record the original entry of a cash transaction.

- **Budget Transactions** - This is currently for functional users only and used to record budget transactions.

- **Modifying or Releasing Encumbrances** - This template is used to adjust or liquidate an encumbrance.

- **Establishing General Encumbrance** - This spreadsheet is used to create a General Encumbrance transaction in Banner.

![Texas Tech University Health Sciences Center El Paso logo]

Completing the Templates

JV and IV Template

	A	C	D	E	F	G	H	I	J	K	L	M	N
1					Banner Finance Transaction Upload								
2					Journal Voucher Format								
3													
4	Department Name:							Total Debits:		-			
5	Userid:							Total Credits:		-			
6	Authorized System ID:							Out of Balance:		0.00			
7	Date:												
8													
9	Doc Ref Num	Trans Date	Chart	Rule Class Code	Bank Code	Fund	Orgn	Acct	Prog	Amount	DR/CR Ind	Description	
10													
11													
...													
28													

Department Name: This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

Userid: Please enter your Banner User ID in this field. **It must be entered using all uppercase letters**. This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application matches the Banner Userid field. If this does not correspond to the same person, the document will reject.

Authorized System ID: The Authorized System ID has two main functions. The first function is that it provides security. Each User must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized. The second function is that it tells Banner what Banner Document ID prefix to use.

Each System ID will produce unique Document Prefixes. For example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters**.

Date: This is an informational field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**

Doc Ref Num: The information entered into this field will feed into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

Example 1: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
AAAAAA
AA
AAAAAA
AA

*Because the Doc Ref Num is the same, one Banner Document will be created.

Example 2: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
BBBBBB
BB
BBBBBB

BB

*Because the Doc Ref Num changes, two Banner
Documents will be created. The first document will contain
the lines that reference AAAAAAAA as the Doc Ref Num
and the second will contain the lines that reference
BBBBBBBB as the Doc Ref Num.

Example 3:   Doc Ref Num

AAAAAA
AA
AAAAAA
AA
BBBBBB
BB
BBBBBB
BB
AAAAAA
AA
AAAAAA
AA

*Because the Doc Ref Num changes three times, three
Banner Documents will be created. (Notice that it did not
matter that it used the same Doc Ref Num as above. It
only looks for changes not for actual values.)

Trans Date: The Trans Date is what will determine the fiscal (accounting) period
that the transaction will post. **It must be entered in the
MM/DD/YYYY format and the accounting period must be open.**
For example, if it is July 2nd and we have not closed the June fiscal
(accounting) period, you would have to backdate this date to
06/30/20XX in order to post in June. If you were to enter
07/02/20XX it would post into July.

Chart: Enter the Chart code for the entity you are charging (H-Health
Sciences Center Lubbock, T-Texas Tech University, S-Texas
Tech System and E – Health Sciences Center El Paso)

Rule Class Code: Enter the Rule Class Code for the type of transaction. **This must
be in capital letters.** When you are initially set up to enter
documents through the gateway, you will be provided with your
System ID and the Rule Codes. You must use the appropriate Rule

Code for the System ID you are using.

I-Bank Code: This field is only required with specific rule class codes. You will be given the bank code you must use when you are given your System ID and Rule Class Codes. **All letters must be capitalized.**

FOAP: Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). **All letters must be capitalized** *(if any of these data elements have alpha characters)*. **There must also be budget available for the Fund and Org codes you are** hitting. If there is no budget, the transaction will not be accepted by the Gateway.

Amount: Enter the amount for the line. It will have two places after the decimal point.

Dr/CR Indicator: Please enter an uppercase D for debits or an uppercase C for credits.

Description: Please enter the description- **maximum of 30 characters.** This information will populate onto the ledger transactions in the Banner Finance System.

Out of Balance: This area is calculated based on the total Debits and the total Credits entered on the document. It will notify you if your document as a whole does not balance. **This area is formula driven so please DO NOT MAKE ADJUSTMENTS OR ENTRIES to these fields.**

General Encumbrance Template

	Document Ref Num	Trans Date	Rule Class		Chart Code	Fund	Orgn	Acct	Prog	Pending Amount	Vendor ID (Optional)	Description

Banner Finance Transaction Upload
Establish Encumbrance Format

Department Name:
Userid:
Authorized System ID:
Date:

Department Name:	This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

Userid: Please enter your Banner User ID in this field. **It must be entered using all uppercase letters**. This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application match the Banner Userid field. If this does not correspond to the same person, the document will reject.

Authorized System ID: The Authorized System ID has two main functions. The first function is that it provides security. Each user must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized.

The second function is that it tells Banner what Banner Document ID prefix to use. Each System ID will produce unique Banner Document Numbers. For example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters**.

Date: This is an information field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**

Doc Ref Num: The information entered into this field will feed into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

Example 1: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
AAAAAA
AA
AAAAAA
AA

*Because the Doc Ref Num is the same, one Banner Document will be created.

Example 2: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
BBBBBB
BB

BBBBBB
BB

*Because the Doc Ref Num changes, two Banner Documents will be created. The first document will contain the lines that reference AAAAAAAA as the Doc Ref Num and the second will contain the lines that reference BBBBBBBB as the Doc Ref Num.

Example 3:   Doc Ref Num AAAAAAAA AAAAAAAA BBBBBBBB BBBBBBBB AAAAAAAA AAAAAAAA

*Because the Doc Ref Num changes three times, three Banner Documents will be created. (Notice that it did not matter that it used the same Doc Ref Num as above. It only looks for changes not for actual values.)

Trans Date:	The Trans Date is what will determine the fiscal (accounting) period that the transaction will post. **It must be entered in the MM/DD/YYYY format and the accounting period must be open.** For example, if it is July 2nd and we have not closed the June fiscal (accounting) period, you would have to backdate this date to 06/30/20XX in order to post in June. If you were to enter 07/02/20XX it would post into July.
Rule Class Code:	Enter the Rule Class Code for the type of transaction. **This must be in capital letters.** When you are initially set up to enter documents through the gateway, you will be provided with your System ID and the Rule Codes. You must use the appropriate Rule Code for the System ID you are using.
Chart:	Enter the Chart code for the entity you are charging (H-Health Sciences Center Lubbock, T-Texas Tech University, S-Texas Tech System and E – Health Sciences Center El Paso).
FOAP:	Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). **All letters must be capitalized** *(if any of these data elements have alpha characters)*. **There must also be budget available for the Fund and Org codes you are hitting. If there is no budget, the transaction will not be accepted by the Gateway.**

Pending Amount: Enter the amount for the line. It will have two places after the decimal point.

Vendor ID (Optional) Please enter the Vendor ID if appropriate.

All letters must be capitalized and the Vendor ID should be nine characters. (Example:R00072476.)

Description: Please enter the description- **maximum of 30 characters.** This information will populate onto the ledger transactions in the Banner Finance System.

Modify General Encumbrance Template

Banner Finance Transaction Upload
Modify or Release General Encumbrance Format

Department Name:																	
Userid:																	
Authorized System ID:																	
Date:																	

Doc Ref Num	Trans Date	Chart	Rule Class Code	Bank Code	Fund	Orgn	Acct	Prog	Amount	DR/CR Ind	Description	Encumbrance Num	Encumbrance Item Num	Encumbrance Seq Num	Encumbrance Action Ind	Encumbrance Type

Department Name: This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

Userid: Please enter your Banner User ID in this field. **It must be entered using all uppercase letters**. This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application matches the Banner Userid field. If this does not correspond to the same person, the document will reject.

Authorized System ID:	The Authorized System ID has two main functions. The first function is that it provides security. Each User must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized.
	The second function is that it tells Banner what Banner Document ID prefix to use. Each System ID will produce unique Document Prefixes. For example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters**.
Date:	This is an information field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**
Doc Ref Num:	The information entered into this field will feed into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

Example 1: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
AAAAAA
AA
AAAAAA
AA

*Because the Doc Ref Num is the same, one Banner Document will be created.

Example 2: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
BBBBBB
BB
BBBBBB
BB

*Because the Doc Ref Num changes, two Banner Documents will be created. The first document will contain the lines that reference AAAAAAAA as the Doc Ref Num and the second will contain the lines that reference BBBBBBBB as the Doc Ref Num.

Example 3:   Doc Ref Num

AAAAAAAAAAAAAAAA
BBBBBBBB BBBBBBBB
AAAAAAAA AAAAAAAA

*Because the Doc Ref Num changes three times, three Banner Documents will be created. (Notice that it did not matter that it used the same Doc Ref Num as above. It only looks for changes not for actual values.)

Trans Date: The Trans Date is what will determine the fiscal (accounting) period that the transaction will post. **It must be entered in the MM/DD/YYYY format and the accounting period must be open.** For example, if it is July 2nd and we have not closed the June fiscal (accounting) period, you would have to backdate this date to 06/30/20XX in order to post in June. If you were to enter 07/02/20XX it would post into July.

Chart: Enter the Chart code for the entity you are charging (H-Health Sciences Center Lubbock, T-Texas Tech University, S-Texas Tech System and E – Health Sciences Center El Paso).

Rule Class Code: Enter the Rule Class Code for the type of transaction. **This must be in capital letters.** When you are initially set up to enter documents through the gateway, you will be provided with your System ID and the Rule Codes. You must use the appropriate Rule Code for the System ID you are using.

	Bank Code: This field is only required with specific rule class codes. You will be given the bank code you must use when you are given your System ID and Rule Class Codes. **All letters must be capitalized.**
FOAP:	Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). **All letters must be capitalized** *(if any of these data elements have alpha characters).* **There must also be budget available for the Fund and Org codes you are hitting. If there is no budget, the transaction will not be accepted by the Gateway.**
Amount:	Enter the increase or decrease to the original encumbrance amount. It will have two places after the decimal point. L-Dr/CR Indicator: Please enter - to decrease an encumbrance or a + to increase an encumbrance.
Description:	Please enter the description- **maximum of 30 characters.** This information will populate onto the ledger transactions in the Banner Finance System.
Enc Num	Enter the Banner Document ID of the original encumbrance you are increasing or decreasing. **It will be eight (8) characters and any letters need to be capitalized.**
Enc Item Num	Enter the Encumbrance Item Number for the original encumbrance you are trying to adjust.
Enc Seq Num	Enter the Encumbrance Sequence Number of the original encumbrance you are trying to adjust.

Enc Action Indicator Please enter a capital P in this field when modifying an original encumbrance.

Encumbrance Type Please enter a capital E in this field.

Liquidate (Release) General Encumbrance Template

	Banner Finance Transaction Upload															
	Modify or Release General Encumbrance Format															

Department Name:
Userid:
Authorized System ID:
Date:

Doc Ref Num	Trans Date	Chart	Rule Class Code	Bank Code	Fund	Orgn	Acct	Prog	Amount	DR/CR Ind	Description	Encumbrance Num	Encumbrance Item Num	Encumbrance Seq Num	Encumbrance Action Ind	Encumbrance Type

Department Name: This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

Userid: Please enter your Banner User ID in this field. **It must be entered using all uppercase letters**. This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application matches the Banner Userid field. If this does not correspond to the same person, the document will reject.

Authorized System ID: The Authorized System ID has two main functions. The first function is that it provides security. Each User must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized.

        The second function is that it tells Banner what Banner Document ID prefix to use. Each System ID will produce unique Document Prefixes. For

example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters**.

Date:
This is an information field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**

Doc Ref Num:
The information entered into this field will feed into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

Example 1: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
AAAAAA
AA
AAAAAA
AA

*Because the Doc Ref Num is the same, one Banner Document will be created.

Example 2: Doc Ref Num

AAAAAA
AA
AAAAAA
AA
BBBBBB
BB
BBBBBB
BB

*Because the Doc Ref Num changes, two Banner Documents will be created. The first document will contain the lines that reference AAAAAAAA as the Doc Ref Num and the second will contain the lines that reference BBBBBBBB as the Doc Ref Num.

Example 3:   Doc Ref Num

AAAAAAA
A
AAAAAAA
A
BBBBBBB
B
BBBBBBB
B
AAAAAAA
A
AAAAAAA
A

*Because the Doc Ref Num changes three times, three Banner Documents will be created. (Notice that it did not matter that it used the same Doc Ref Num as above. It only looks for changes not for actual values.)

Trans Date: The Trans Date is what will determine the fiscal (accounting) period that the transaction will post. **It must be entered in the MM/DD/YYYY format and the accounting period must be open.** For example, if it is July 2nd and we have not closed the June fiscal (accounting) period, you would have to backdate this date to 06/30/20XX in order to post in June. If you were to enter 07/02/20XX it would post into July.

Chart: Enter the Chart code for the entity you are charging (H-Health Sciences Center Lubbock, T-Texas Tech University, S-Texas Tech System and E – Health Sciences Center El Paso).

Rule Class Code: Enter the Rule Class Code for the type of transaction. **This must be in capital letters.** When you are initially set up to enter documents through the gateway, you will be provided with your System ID and the Rule Codes. You must use the appropriate Rule Code for the System ID you are using.

Bank Code:	This field is only required with specific rule class codes. You will be given the bank code you must use when you are given your System ID and Rule Class Codes. **All letters must be capitalized.**
FOAP:	Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). **All letters must be capitalized** *(if any of these data elements have alpha characters)*. **There must also be budget available for the Fund and Org codes you are hitting. If there is no budget, the transaction will not be accepted by the Gateway.**
Amount:	If you are liquidating an encumbrance, enter a 0.00 in the amount field.
Dr/CR Indicator:	If you are liquidating an encumbrance you must enter a + in this field.
Description:	Please enter the description- **maximum of 30 characters.** This information will populate onto the ledger transactions in the Banner Finance System.
Enc Num	Enter the Banner Document ID of the original encumbrance you are liquidating. **It will be eight (8) characters and any letters need to be capitalized.**
Enc Item Num	Enter the Encumbrance Item Number for the original encumbrance you are liquidating.
Enc Seq Num	Enter the Encumbrance Sequence Number of the original encumbrance you are liquidating.
Enc Action Indicator	Please enter a capital T in this field when liquidating an original encumbrance.
Encumbrance Type	Please enter a capital E in this field.

Uploading the Template

To submit a file for processing through the Gateway, select Submit a file from the Finance menu on the left of the screen.
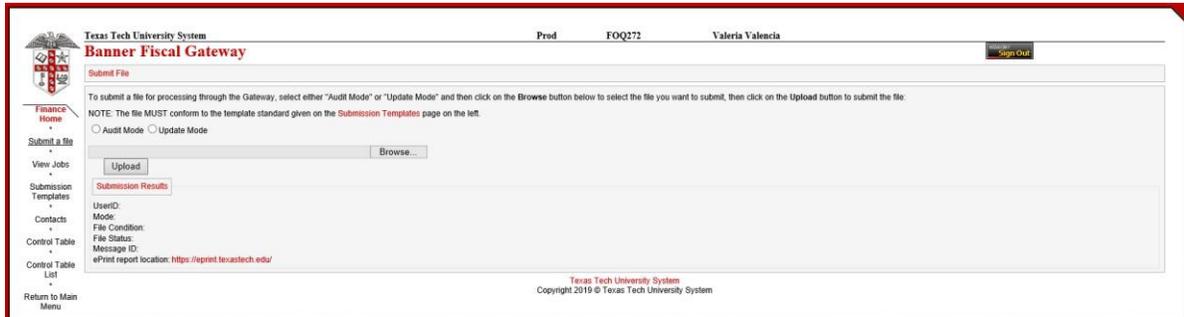
There are two upload options. Audit Mode allows you to run the file through the validation and edits to retrieve error information without the file actually uploading into Banner. Update Mode will run the file through the validation and edits but will also load the file to Banner if the file is accepted. A file will be accepted based on the type of errors it encounters (if any).

Once you have selected Audit or Update mode, select the Browse… icon. You will be prompted to locate the file saved on your computer.

NOTE: The file must be saved in Excel 97-2003 .xls version. It cannot be in the .xlsx format.

Select the file and click the Upload icon.
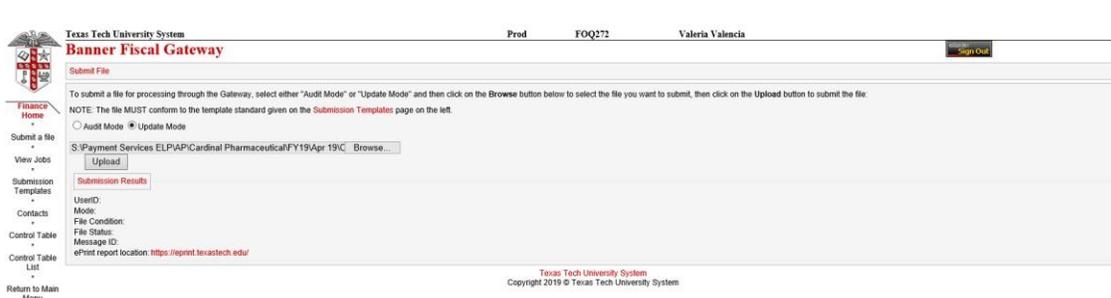
You will notice that the Submission Results will provide a message that will notify you if the file is received.

Reviewing the Submission Status

Once the file is received, it is placed in the Active Queue and processed. To view the progress, select View Jobs from the Finance Menu on the left side of the screen. This will provide a list of the most recently submitted transactions. The items listed in the Active Queue are waiting processing.

System ID	Job Nbr	Status	Submitted Timestamp	Elapsed Time	User ID	Mode

Job History

Job Nbr	Submitted Timestamp	User ID	System ID	Mode	Process Start	Process End	Elapsed Time	Rec Count	File Type	Appr Req	Sub Errs	Rej Lev	Sync Async	File Cond
1762625	06/03/19 16:16:25	MNX388	XPLANT	U	06/03/19 16:16:28	06/03/19 16:16:29	00:00:01	3	J	N	N	F	A	Good file, Loaded
1762624	06/03/19 16:13:02	APX257	HBGENSVS	U	06/03/19 16:13:02	06/03/19 16:13:03	00:00:01	12	J	N	N	F	S	Good file, Loaded
1762623	06/03/19 16:12:39	ATZ546	HBAFFINV	U	06/03/19 16:12:40	06/03/19 16:12:41	00:00:01	1	I	N	N	F	A	Good file, Loaded
1762622	06/03/19 16:10:18	TT_TRAVEL	HINVOICE	U	06/03/19 16:10:18	06/03/19 16:10:19	00:00:01	3	I	N	N	D	S	Good file, Loaded
1762621	06/03/19 16:10:17	TT_TRAVEL	TRAVELEX	U	06/03/19 16:10:17	06/03/19 16:10:18	00:00:01	33	J	N	N	D	S	Good file, Loaded
1762620	06/03/19 16:10:16	TT_TRAVEL	TRAVELEM	U	06/03/19 16:10:16	06/03/19 16:10:17	00:00:01	4	J	N	N	D	S	Good file, Loaded
1762619	06/03/19 16:10:15	TT_TRAVEL	TRAVELEN	U	06/03/19 16:10:15	06/03/19 16:10:16	00:00:01	3	E	N	N	D	S	Good file, Loaded
1762618	06/03/19 16:06:21	NYA256	XHOSP	U	06/03/19 16:06:24	06/03/19 16:06:24	00:00:00	2	J	N	N	F	A	File has errors, Not Loaded
1762617	06/03/19 16:05:07	TT_BUDGETREV	TBUDADJ	U	06/03/19 16:05:07	06/03/19 16:05:09	00:00:02	17	J	N	N	D	S	Good file, Loaded
1762616	06/03/19 16:05:03	APX257	HBGENSVS	U	06/03/19 16:05:03	06/03/19 16:05:04	00:00:01	3	J	N	N	F	S	Good file, Loaded
1762615	06/03/19 16:04:16	EIV885	TTUWAIV	U	06/03/19 16:04:39	06/03/19 16:05:03	00:00:24	2247	J	N	N	F	A	Good file, Loaded
1762614	06/03/19 16:03:43	NYA256	XHOSP	U	06/03/19 16:03:44	06/03/19 16:03:45	00:00:01	2	J	N	N	F	A	Good file, Loaded
1762613	06/03/19 16:03:16	EIV885	TTUWAIV	U	06/03/19 16:03:22	06/03/19 16:03:34	00:00:12	1099	J	N	N	F	A	Good file, Loaded
1762612	06/03/19 16:03:07	TT_HSCSTETL	ARH20120	U	06/03/19 16:03:07	06/03/19 16:03:08	00:00:01	1	B			R	S	File has errors, Loaded
1762611	06/03/19 16:02:49	TT_IAREV	IAREV	U	06/03/19 16:02:53	06/03/19 16:02:55	00:00:02	134	J	N	N	D	A	Good file, Loaded
1762610	06/03/19 16:02:24	FKN879	ELPACCTG	U	06/03/19 16:02:26	06/03/19 16:02:27	00:00:01	26	J	N	N	F	A	Good file, Loaded
1762609	06/03/19 16:00:17	UVM204	ARTC1404	U	06/03/19 16:00:19	06/03/19 16:00:21	00:00:02	45	W			R	A	Good file, Loaded
1762607	06/03/19 16:00:07	TT_HR_EPAF_LRD_APP	HEPAFLRD	U	06/03/19 16:00:12	06/03/19 16:00:13	00:00:01	8	J	N	Y	D	A	File has errors, Loaded
1762608	06/03/19 16:00:07	TT_HR_EPAF_LRD_APP	EEPAFLRD	U	06/03/19 16:00:09	06/03/19 16:00:11	00:00:02	2	J	N	Y	D	A	File has errors, Loaded
1762606	06/03/19 15:58:38	UVM204	ARTC1404	A	06/03/19 15:58:43	06/03/19 15:58:44	00:00:01	45	W			R	A	Good file, Not Loaded

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 …

Select the Refresh button at the lower right-hand corner of the screen to update the Active Queue and Job History.

System ID	Job Nbr	Status	Submitted Timestamp	Elapsed Time	User ID	Mode

Job History

Filters

Job Nbr	Submitted Date	User ID	System ID	Mode	File Type		
						Apply Filters	Clear Filters

Job Nbr	Submitted Timestamp	User ID	System ID	Mode	Process Start	Process End	Elapsed Time	Rec Count	File Type	Appr Req	Sub Errs	Rej Lev	Sync Async	File Cond
1762625	06/03/19 16:16:25	MNX388	XPLANT	U	06/03/19 16:16:28	06/03/19 16:16:29	00:00:01	3	J	N	N	F	A	Good file, Loaded
1762624	06/03/19 16:13:02	APX257	HBGENSVS	U	06/03/19 16:13:02	06/03/19 16:13:03	00:00:01	12	J	N	N	F	S	Good file, Loaded
1762623	06/03/19 16:12:39	ATZ546	HBAFFINV	U	06/03/19 16:12:40	06/03/19 16:12:41	00:00:01	1	I	N	N	F	S	Good file, Loaded
1762622	06/03/19 16:10:18	TT_TRAVEL	HINVOICE	U	06/03/19 16:10:18	06/03/19 16:10:19	00:00:01	3	I	N	N	D	S	Good file, Loaded
1762621	06/03/19 16:10:17	TT_TRAVEL	TRAVELEX	U	06/03/19 16:10:17	06/03/19 16:10:18	00:00:01	33	J	N	N	D	S	Good file, Loaded
1762620	06/03/19 16:10:16	TT_TRAVEL	TRAVELEM	U	06/03/19 16:10:16	06/03/19 16:10:17	00:00:01	4	J	N	N	D	S	Good file, Loaded
1762619	06/03/19 16:10:15	TT_TRAVEL	TRAVELEN	U	06/03/19 16:10:15	06/03/19 16:10:16	00:00:01	3	E	N	N	D	S	Good file, Loaded
1762618	06/03/19 16:06:21	NYA256	XHOSP	U	06/03/19 16:06:24	06/03/19 16:06:24	00:00:00	2	J	N	N	F	A	File has errors, Not Loaded
1762617	06/03/19 16:05:07	TT_BUDGETREV	TBUDADJ	U	06/03/19 16:05:07	06/03/19 16:05:09	00:00:02	17	J	N	N	D	S	Good file, Loaded
1762616	06/03/19 16:05:03	APX257	HBGENSVS	U	06/03/19 16:05:03	06/03/19 16:05:04	00:00:01	3	J	N	N	F	S	Good file, Loaded
1762615	06/03/19 16:04:16	EIV885	TTUWAIV	U	06/03/19 16:04:39	06/03/19 16:05:03	00:00:24	2247	J	N	N	F	A	Good file, Loaded
1762614	06/03/19 16:03:43	NYA256	XHOSP	U	06/03/19 16:03:44	06/03/19 16:03:45	00:00:01	2	J	N	N	F	A	Good file, Loaded
1762613	06/03/19 16:03:16	EIV885	TTUWAIV	U	06/03/19 16:03:22	06/03/19 16:03:34	00:00:12	1099	J	N	N	F	A	Good file, Loaded
1762612	06/03/19 16:03:07	TT_HSCSTETL	ARH20120	U	06/03/19 16:03:07	06/03/19 16:03:08	00:00:01	1	B			R	S	File has errors, Loaded
1762611	06/03/19 16:02:49	TT_IAREV	IAREV	U	06/03/19 16:02:53	06/03/19 16:02:55	00:00:02	134	J	N	N	D	A	Good file, Loaded
1762610	06/03/19 16:02:24	FKN879	ELPACCTG	U	06/03/19 16:02:26	06/03/19 16:02:27	00:00:01	26	J	N	N	F	A	Good file, Loaded
1762609	06/03/19 16:00:17	UVM204	ARTC1404	U	06/03/19 16:00:19	06/03/19 16:00:21	00:00:02	45	W			R	A	Good file, Loaded
1762607	06/03/19 16:00:07	TT_HR_EPAF_LRD_APP	HEPAFLRD	U	06/03/19 16:00:12	06/03/19 16:00:13	00:00:01	8	J	N	Y	D	A	File has errors, Loaded
1762608	06/03/19 16:00:07	TT_HR_EPAF_LRD_APP	EEPAFLRD	U	06/03/19 16:00:09	06/03/19 16:00:11	00:00:02	2	J	N	Y	D	A	File has errors, Loaded
1762606	06/03/19 15:58:38	UVM204	ARTC1404	A	06/03/19 15:58:43	06/03/19 15:58:44	00:00:01	45	W			R	A	Good file, Not Loaded

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 …

ePrint: https://eprint.texastech.edu/   Refresh

Once the transaction has processed, the Job History section will provide you with the file Condition. The file condition will tell you if the file is good or has errors and will also tell you if the file loaded or did not load.

Miscellaneous Notes

There are a few miscellaneous notes that are worth mentioning:

- There are two levels of error. Document level allows the transactions on the

spreadsheet template that do not have errors to process while the transactions with errors will not load. File level prohibits all transactions on the spreadsheet from loading if any of the transactions have an error. The error level is determined by the System ID setup. The Rej Level column on the Job History will populate a D for Document level and an F for File level.

- If the Gateway times out, close the current browser and open a fresh browser to log back into the system. Failing to do so will cause an error page.
- If an error appears that states "Server Error" or "Object of a Reference not set to an instance of an object", close the current browser and log into Gateway with a new browser window.

EPrint

The ePrint system allows you to retrieve reports associated with the Gateway submissions. If the Gateway file had errors, the report will give detailed messages to notify you of the errors. If the Gateway file successfully loaded, the ePrint report will provide the Banner Document Number assigned to the transaction.

Logging into ePrint

You can access ePrint through WebRaider, from the link provided in the Gateway, or directly at http://eprint.texastech.edu.

An ePrint login screen will appear. This login User ID will be your Oracle ID (commonly referred to as the license plate ID) and you will enter your oracle password (if you have forgotten your password, please refer to the next section Resetting your Oracle Password).

The repository housing the reports for the Gateway Submissions is GateWay.

Once you have entered your User ID information, please select **ENTER**.

Accessing the Report

Once in the system, locate the report with the System ID. You can either use the next button or the drop down list.

There are two reports created for each Gateway submission. The first report (titled with the system ID) is a list of all lines of the transaction. In the case of a good file, it will provide the Banner Document ID assigned within Banner. If the file has errors, it will show every line from the spreadsheet and will have the error message beneath the line with the error.

The second report is the error report (titled with the system ID_E). If the file has errors, this report will only show the lines with the error. If the file is good, it will state that there are no errors.

Resetting your Oracle Password

If you have forgotten your oracle password, you can reset it at http://team.texastech.edu.

Select **Reset Password** from the menu options.
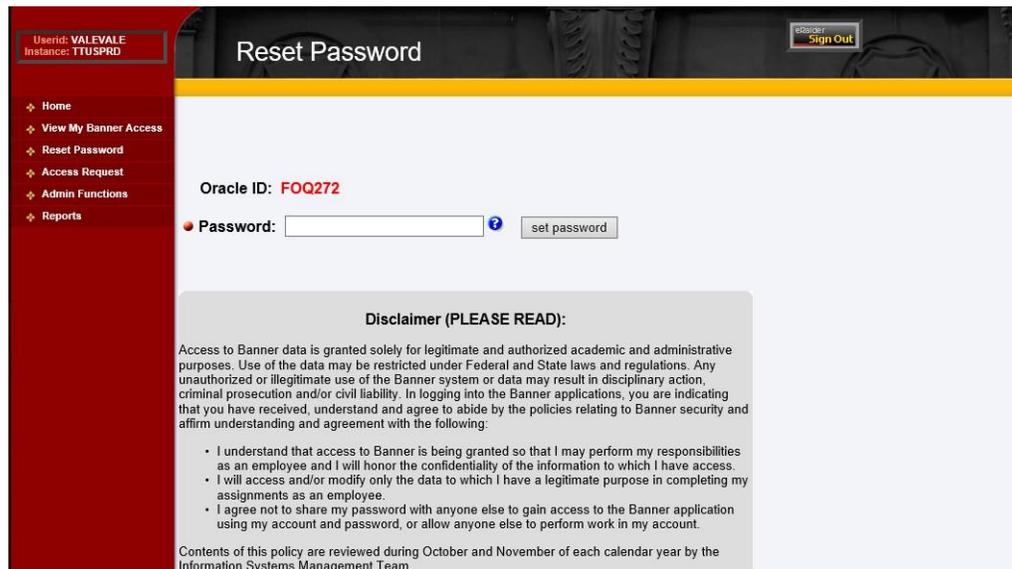
Enter the desired password. The password must meet the following criteria:

- 8-15 alphanumeric characters

- Must contain upper and lower case characters

- Must contain a number

- Must NOT contain a number as the first or last character

- Must NOT contain any word found in the dictionary.

- Must NOT contain special characters (e.g. ' @ ^ { [ ] } \ | / ').

- Passwords are CaSe sensitive

- Passwords expire every 90 days

- Passwords can only be reused after 365 days pass and 4 password changes are made. **Note:** This also means you cannot simply change the letter case for it to be a valid password. For example, if you used abc123DE as your password, then changing it to ABC123de will not work.

A screen will now appear that says Password Changed.

Password Changed
Oracle ID: FOQ272

● Password: [   ] ❓ [set password]

Instance	Status
PDEV	Password Changed
UDEV	Password Changed
TTUSPRD	Password Changed

Disclaimer (PLEASE READ):

Access to Banner data is granted solely for legitimate and authorized academic and administrative

Please do not be alarmed if you receive Warning: Userid not found in the majority of the Instances. The one that is important is TTUSPRD.

Newsletter Subscription

The Newsletter Subscription provides updates, reminders and any new information about Business Affairs and the services provided by each department.

Subscribing and Unsubscribing to our Newsletter

If you are interested in in subscribing you can easily subscribe via the link below. Navigate to the https://busaff.elpaso.ttuhsc.edu/BA_Subscription/ .

Select the Newsletters / Announcement's
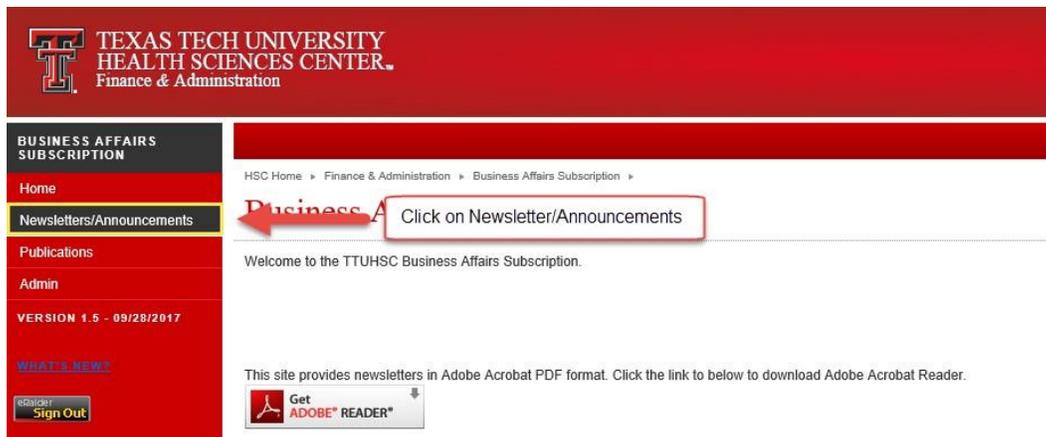
Select the **Subscribe** button.
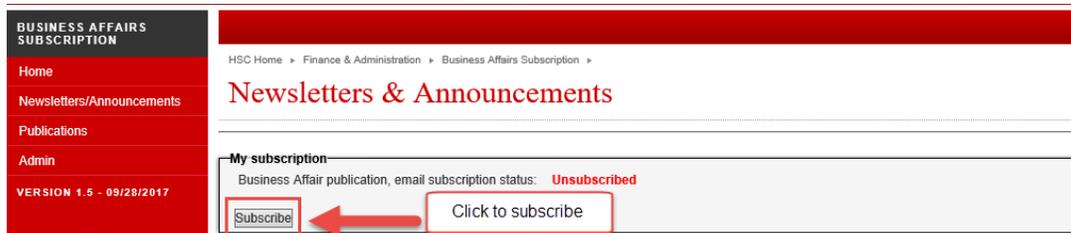
Once you've subscribed your Newsletter & Announcements page will show as "Subscribed"
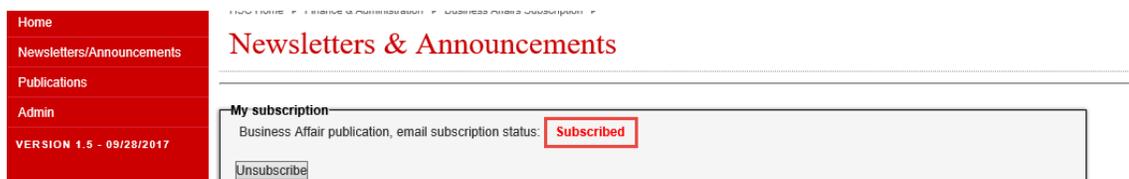
If at any point, you need to unsubscribe to the User Group. You will use the same steps but select the **Unsubscribe** button.
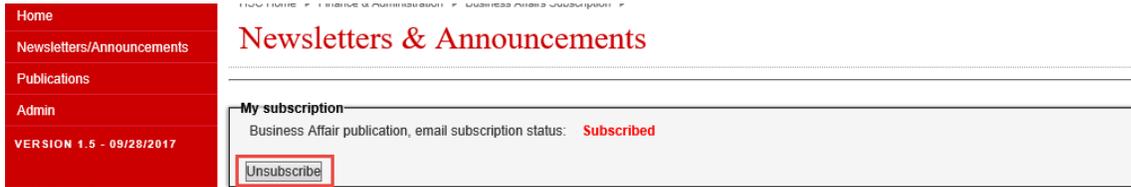
Appendix A

Finance and Administration

Chart of Accounts Levels

Types / Levels	Fund	Organization	Account	Program
Types	Fund Category / Sub – Type		Account Type / Sub - Type	
Reporting Levels	Fund Classification / Division / Campus / Department	Institution / Division / Campus / Sub – Division / Department / Sub – Department1	Reporting Level 1 / Reporting Level 2 / Reporting Level 3	Program Code
Data – Enterable Level	104006 Fam/Comm Med	544703 Family Med Ode Gen	730000 Consumables	10 Instruction

Appendix B

The below diagram displays the Banner Account Type I and II that hit the **General Ledger**.

10 Assets	20 Liabilities	30 Control Accounts	40 Fund Balances	90 Fund Additions	95 Fund Deductions
1A – Cash & Cash Equivalents	2A – Accounts Payable	3A – Control Accounts	4A – Fund Balances	9A – Fund Additions	9B – Fund Deductions
1D Legislative Appropriations	2C – Payroll Payable		4C –Invested In Capital Assets		
1F – Accounts Receivable	2E – Due To Other State Agencies		4E – Capital Projects		
1H – Due From Other State Agencies	2G – Unclaimed Property		4J – Funds Held as Permanent Investment		
1J – Merchandise Inventory	2J –Deferred Revenue		4N – Other		
1L – Prepaid Expenses	2L – Bonds Payable		4P – Debt Requirement		
1N – Loans and Notes Receivable	2N – Claims Payable		4S - Restricted		
1Q - Investments	2P – Compensable Leave Payable				
1W – Non Depreciable Capital Assets	2Q – Payable From Restricted Assets				
1X – Depreciable Capital Assets	2S – Funds Held For Others				
	2U - Other				
	2Z - Clearing				

50 Revenue

- 5A – Tuition & Fees
- 5C – Professional Fees
- 5E – Sales and Services
- 5G – Investment Income
- 5J – Contracts & Grants
- 5L – Gifts
- 5N – Other
- 5P – Legislative Appropriations

60 Salaries & Wages

- 6A – Salaries & Wages
- 6M – Payroll Related Costs

70 Expenses

- 7A – Professional Services & Fees
- 7B – Travel
- 7C – Supplies & Materials
- 7D – Communications & Utilities
- 7E – Cost of Goods Sold
- 7F – Maintenance & Repair
- 7G – Rental & Leases
- 7H – Printing & Reproduction
- 7J – Capital Outlay
- 7K – Interest
- 7L – Principal
- 7M – Claims & Adjustments
- 7N – Other Comp Object
- 7Q – Other Local
- 7X – Depreciation

80 Transfers

- 8A – Transfers In
- 8B – Transfers Out

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER. EL PASO

Appendix C

50-Revenue

•CG	Contracts and Grants
•GT	Gifts
•IV	Investment Income
•LA	Legislative Appropriations
•OI	Other Income
•PF	Professional Fees
•SS	Sales and Services
•TF	Tuition and Fees

60 – Salaries and Wages

•FB	Other Payroll Costs
•SW	Salaries and Wages

70-Expense

•CJ	Claims and Judgements
•CO	Capital Outlay
•CU	Communications and Utilities
•DE	Depreciation
•GS	Cost of Goods Sold
•IN	Interest
•MR	Maintenance and Repairs
•OC	Other Comptroller
•OL	Other Local
•PL	Principal
•PS	Professional Services
•RL	Rentals and Leases
•PR	Printing and Reproductions
•SF	Scholarships and Fellowships
•SM	Supplies and Materials
•TV	Travel

80-Transfers

•AI	Agency Transfers In
•AO	Agency Transfers Out
•II	Intra fund Transfers In
•IO	Intra fund Transfers Out
•LI	Legislative Transfers In
•LO	Legislative Transfers Out
•PI	Internal Purchases In
•PO	Internal Purchases Out
•TI	Transfers In
•TO	Transfers Out

Appendix D

Chart E Program Codes

Program Code	Program Code Description
10	Instruction
20	Research
30	Public Service
35	Patient Care
40	Academic Support
50	Student Services
60	Institutional Support
70	Physical Plant Operations
80	Scholarships and Fellowships
90	E/G Reported as Unexpended Plant
95	Res Reported as Unexpended Plant
AG	Agency Funds/Independent Operations
AX	Auxiliary Enterprise Funds
CL	Compensable Leave
DE	Depreciation
EN	Endowment Funds
IP	Investment in Plant
LN	Loan Funds
NG	Educational and General Income
OI	Other Income
RI	Retirement of Indebtedness
SB	Staff Benefits
SV	Service Department Funds
UP	Unexpended Plant Funds
UN	Unexpended Plant - Non-Operating

Appendix E

Program Code Definitions

Instruction

Includes expenditures for all activities that are part of an institution's instruction program. Expenditures for credit and non-credit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included.

Research

Includes all expenditures for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, the category includes expenditures for individual and/or project research as well as that of institutes and research centers.

Public Service

Includes funds expended for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

Academic Support

Includes funds expended to provide support services for the institution's primary missions: instruction, research, and public service. It includes the retention, preservation, and display of educational materials; the provision of services that directly assist the academic functions of the institution; media such as audio-visual services and technology such as computing support; academic administration (including academic deans but not department chairpersons) and personnel development providing administration support and management direction to the three primary missions; and separately budgeted support for course and curriculum development.

Student Services

Includes funds expended for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenditures for student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance, student aid administration, and student health service.

Institutional Support

Includes expenditures for central executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming, and legal services; fiscal operations, including the investment office; administrative date processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, safety security, printing, and transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relation, including development and fund raising.

| **Physical Plant Operations** | Includes all expenditures of current operating funds for the operation and maintenance of the physical plant. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items. |

| **Scholarships and Fellowships** | Includes all expenditures for scholarships and fellowships from current funds in the form of grants to student, resulting from selection by the institution or from an entitlement program. The category also includes trainee stipends, prizes, and awards. Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service. |

| **Auxiliary Enterprises** | An auxiliary enterprise exists to furnish goods or services to students, faculty, or staff, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that is managed as an essentially self-supporting activity. Examples are residence halls, food services, College stores, faculty clubs, faculty and staff parking and faculty housing. |

Glossary of Terms

Account
An element of the chart of account that represents the balance sheet, revenue, expense or transfer code.

Activity
An element of the chart of accounts that can track inter-fund or cross institutional activities. It is a field that is not currently used for the TTUHSC El Paso but can track special events or departmental functions.

Activity Date
This date represents the actual date the transaction posted to the ledgers.

Audit Mode
Audit mode allows you to upload a file or run a report to view the output (errors) without the information loading into the finance system.

Balance Sheet
A financial statement that lists the assets, liabilities and capital structure of a company on a specific date.

Balance Sheet Account
An account code representing an asset, liability or fund balance.

Banner
The name of the software purchased from Ellucian Company L.P. and it's affiliates to replace the finance, financial aid, student and HR administrative applications.

Bread Crumbs
The report path displayed on a report or within Cognos Analytics. Provides a visual path that allows users the ability to retrace their steps if necessary.

Chart of Accounts
A systematic classification of Accounts to organize financial transactions into meaningful and reportable information. The elements of the Chart of Accounts are Fund, Organization, Account, Program, Activity, and Location (FOAPAL).

Cognos
A web-based reporting tool. The location to access financial and budget information.

Crosswalk
A tool that allows you to take information from the legacy system (e.g. TechFIM) and translate the information into the current Chart of Accounts.

Document Reference Number	1. An optional 8 character field that allows the user to enter additional information relating to the transaction. 2. A required 8 character field on the Gateway templates. This field will determine how many documents are assigned within Banner.
Drill Down	A term used to describe accessing additional or detailed information for an item within the same report.
Drill Through	A term used when you select a link within a Cognos report to open a new report with similar information.
Encumbrance	An obligation to a third party to provide payment for services or commodities. An encumbrance will reserve the funds from the current budget.
E-Print	Provides reports that are derived directly from the Banner Finance System. The e-Print system is used primarily by departments to locate the Gateway Submission reports.
Financial Manager	The person whole responsibility includes the overall financial operation of a department. These duties include budget oversight, financial reporting, and directing financial activities.
Fund	The self-balancing set of Accounts that show ownership of cash or fund balance. It tells who owns the funds or assets and liabilities and defines the fund class, division, campus, department and sub-department.
Fund Balance	The fund balance represents the cumulative net income or loss generated by the operation of the fund since its date of inception.
Fund Manager	The next level of authority under Financial Manager. The Fund Manager is generally the person that works directly with the Accounts. This person is also responsible for assigning financial roles to individuals for their funds.
Gateway	An application that allows departments to submit files and spreadsheets of accounting transactions to Banner Finance for posting.

General Encumbrance Document	A document that reserves budget to fulfill an obligation to a third party. A general Encumbrance Document begins with an E in Banner.
General Ledger	The General Ledger maintains the assets, liabilities, and fund balances for each fund.
Income Statement	A detailed statement that shows the revenue, expenses, and transfers, which results in a net profit or loss for a specific period of time.
Invoice	The Banner document entered by the Accounts Payable department to produce a check. It is not to be confused with the Vendor Invoice number.
Location	The element of the Chart of Accounts used exclusively by the Fixed Assets system to track the location of fixed assets.
Net Income	The calculation (revenue – expenses + net transfers) that provides the profit or loss for a specific period of time. This amount eventually increases or decreases the fund balance.
Operating Ledger	The Operating Ledger maintains the revenue, expense, and transfer transactions by fund, Organization and program code.
Organization Code (Orgn)	The budgetary or departmental unit of the Chart of Accounts. It tells who earns or spends the funds and is based on organizational structures.
Purchase Order (PO)	A Banner document issued to a supplier to constitute a legal and binding offer to purchase goods or services. This document also reserves budget to fulfill the obligation.
Program	The element of the Chart of Accounts that classifies the function of the revenues and expenditures.
JAGGAER	Also called TechBuy, it is the online eProcurement system.

Statement of Changes	A report that provides summary and detailed information relating to the changes in fund balance up to a specific point in time.
Statement of Net Income	A report that provides summary and detailed information relating to the revenue, expense and transfers during a specific time period.
TechBuy	Also called JAGGAER, it is the online eProcurement system.
Transaction Date	A date that reflects the period for which the transaction posted. For example, period 01 will consist of all transactions with the transaction date between 01-Sep and 30-Sep.
Trial Balance	The trial balance lists the beginning and ending balances for all General Ledger accounts with activity in the fund. The Trail Balance proves that debits equal credits and should have zero net total.
Update Mode	Update mode allows you to upload a file or run a report to view the output (errors) and will also load correct information into the finance system.
Vendor Invoice	The vendor Invoice is a number or alpha numeric value the vendor provides when they invoice the University for tracking purposes. This should not be confused with an Invoice document created in Accounts Payable to create a check.