# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

# FINANCE FUND MAINTENANCE

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**TTUHSC El Paso Finance Systems Management**

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# New Fund Requests

The Finance Fund Maintenance system allows departments to submit requests for new funds to be set up, reviewed and approved in an online format. After review and approval, the system will update Banner with the new funding information. Departmental approval, functional review and final approval history can all be accessed through the New Fund Request System.

The New Fund System will allow a departmental user to do the following:
- Start a New Fund Request
- Save it
- Resume completion of a saved New Fund Request
- Attach documentation
- Submit it for approvals
- Review the Status of a New Fund Request
- Review the History of a New Fund Request, after approvals

## Identify Your Fund Class

10 – Educational and General
- State Appropriated Funds
  - General revenue appropriations provided by the Legislature to support general education operations.

10Z – Coordinating Board
- Projects or grants as approved by the Texas Higher Education Coordinating Board, i.e., Advanced Research Programs (ARPs), funded through appropriations in the state Treasury.

11 – HEAF Unallocated

11Z –HEAF
- Appropriations provided by the legislature for capital expenditures such as land, construction, major repair and rehabilitation of buildings, capital equipment, and library materials.

12– Permanent Health Funds
- Programs funded from Permanent Health Funds (Tobacco funds) that benefit medical research, health education, or treatment programs.

12Z – Permanent Health Funds Seed Grants
- Seed grants funded from Permanent Health Funds.

13 – Medical Practice Income Plan – MPIP
- Revenue and expenditures related to patient care or other activities of the practice plan.

18 - General Designated
- Resources internally allocated by the governing board or management
    - Student fee funds.
    - Facility and Administrative (Indirect Cost) recovery from sponsored program funds.

18Z – General Designated Grants
- Seed grants from unrestricted funds.

19 – Service Departments
- Ongoing operations that sell products and provide specific services to other TTUHSC El Paso departments.
    - Lab services

20 – Non-Federal Scholarships
- Scholarships funded from gifts from external sources (including endowment earnings) or internally designated funds.
- Use is restricted to scholarship expense.

20Z – Federal Scholarships
- Pell
- SEOG

21Z – Federal Govt Grants/Contracts
- Includes direct program grants and Federal funds passed to TTUHSC El Paso from other agencies.
- Use is restricted to conditions agreed upon in the grant/contract.

22Z – State Govt Grants/Contracts
- Grants or contracts from other state of Texas entities, including state funds passed to TTUHSC El Paso from other agencies.
- Use is restricted to conditions agreed upon in the grant/contract.

23 – Local Govt Gifts/Earnings Funds
- Gifts or endowment earnings from local government agencies.
- Use is restricted to conditions agreed upon in donor correspondence.

23Z – Local Govt Grants/Contracts
- Grants or contracts with local government agencies.
- Use is restricted to conditions agreed upon in the grant/contract.

24 – Private Gifts/Earnings Funds
- Gifts from private agencies, foundations or individuals
  - Non-scholarship earnings from endowments.
  - Use is restricted to conditions agreed upon in donor correspondence.

24Z – Private Grants/Contracts
- Grants or contracts with private entities.
- Use is restricted to conditions agreed upon in the grant/contract.

30 – Auxiliary Enterprises
- Entity that exists predominantly to furnish goods and services to students, faculty or staff outside the research and education functions.
  - Charges a fee directly related to the cost of goods and services.
  - Traffic and Parking
  - Bookstore

40 – Federal Loans
- Federally Funded Loans
  - Funds available for loans to students

41 – Institutional Loans
- Non-Federal Loans
  - Funds available for loans to students
  - Funding provided from internal sources or from private donations.

50 – Funds Functioning as Endowments
- Internal resources that TTUHSC El Paso, rather than a donor, has determined are to be retained and managed like an endowment and are approved by the Board of Regents.
  - Principal and income may be utilized at the discretion of TTUHSC El Paso
  - Expenditures may be restricted or unrestricted.

60 – Permanent Endowments
- External resources that a donor has determined are to be maintained in perpetuity
  - Corpus must remain intact.
  - Earnings from endowment corpus can be expended or reinvested with the original gift as stipulated by the donor.

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80 – Student and Other Agency Funds
- Resources held on behalf of external parties
    - Used to report resources held by TTUHSC El Paso in a purely custodial capacity

84- TTFI Unrestricted

85 – TTFI Endowments
- External resources gifted to TTFI that a donor has determined are to be maintained in perpetuity
    - Corpus must remain intact
    - Earnings from endowment corpus can be expended or reinvested with the original gift as stipulated by the donor

8A- TTFI Quasi Endowments

9EZ – Unexpended Plant – Perm Health Funds
- Used to record expenditures for a project until completion
    - Funded from Permanent Health Funds (Tobacco funds)

9FZ – Unexpended Plant - HEAF
- Used to record expenditures for a project until completion
- Funded from HEAF funds

9GZ – Unexpended Plant – Tuition Rev Bonds
- Used to record expenditures for a project until completion.
- Funded from Tuition Revenue Bond proceeds 9HZ – Unexpended Plant – Local Funds
- Used to record expenditures for a project until completion.
- Funded from internal local funds such as MPIP funds or restricted funds.
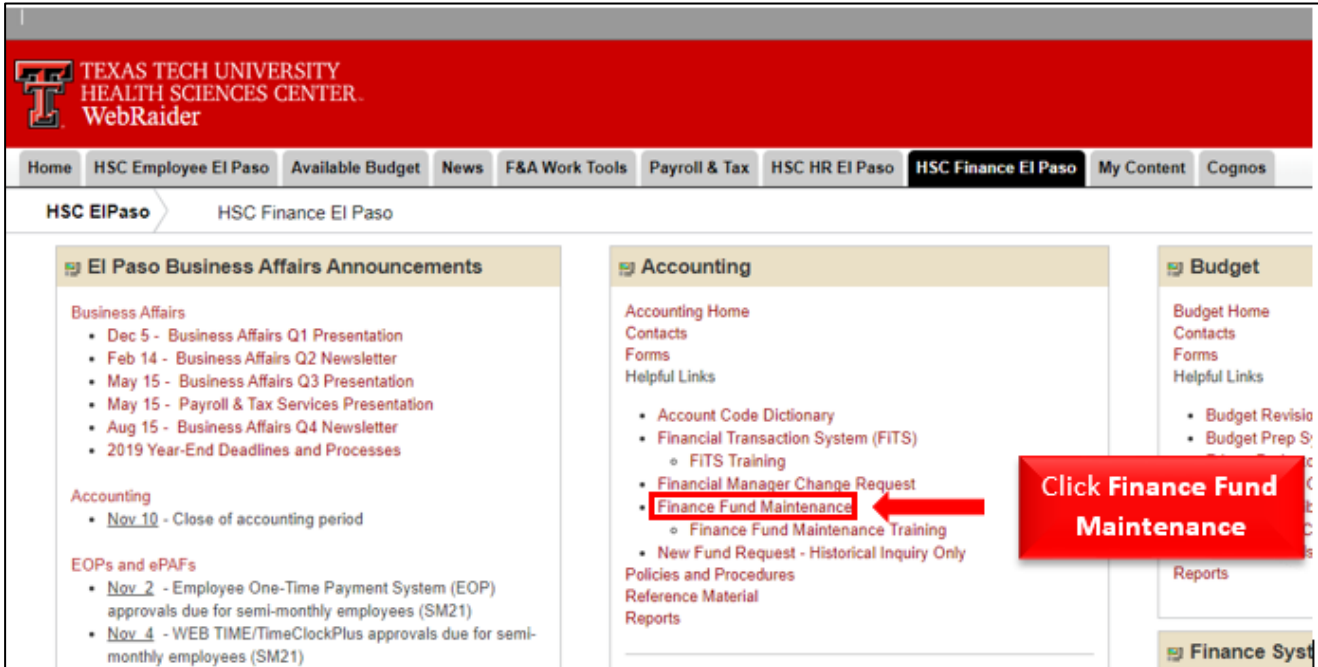
If you cannot determine the correct fund class to select, please contact Accounting Services at AccountingElp@ttuhsc.edu.

# Getting Connected

The new system can be accessed the same as before, from the TTUHSC El Paso WebRaider Portal, under the **HSC Finance El Paso** tab as shown below.

Click on Finance Fund Maintenance under the Accounting section of the HSC Finance El Paso tab.
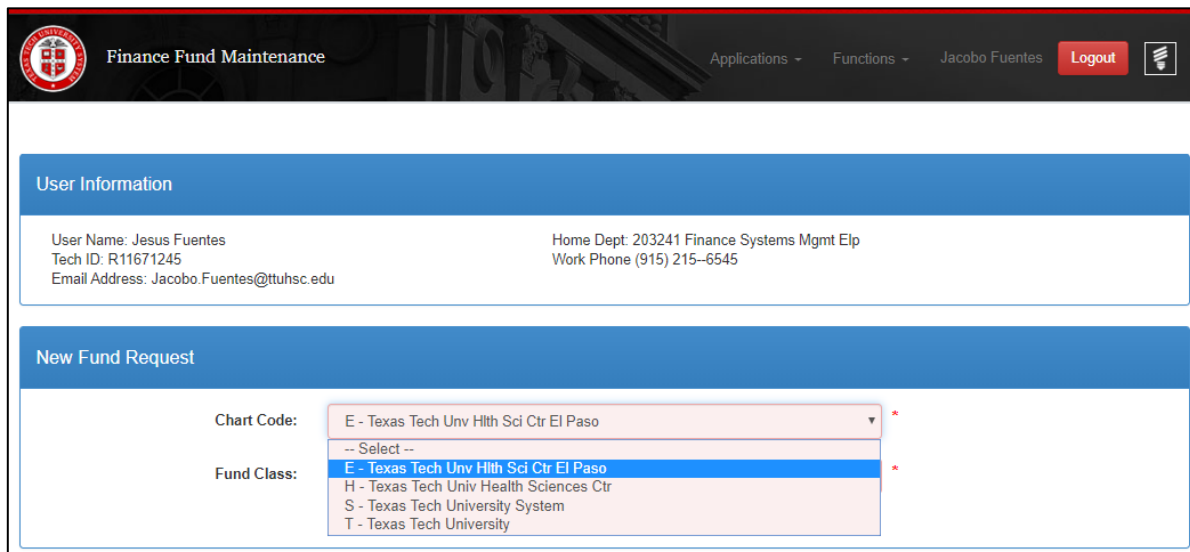
## Begin a New Fund Request

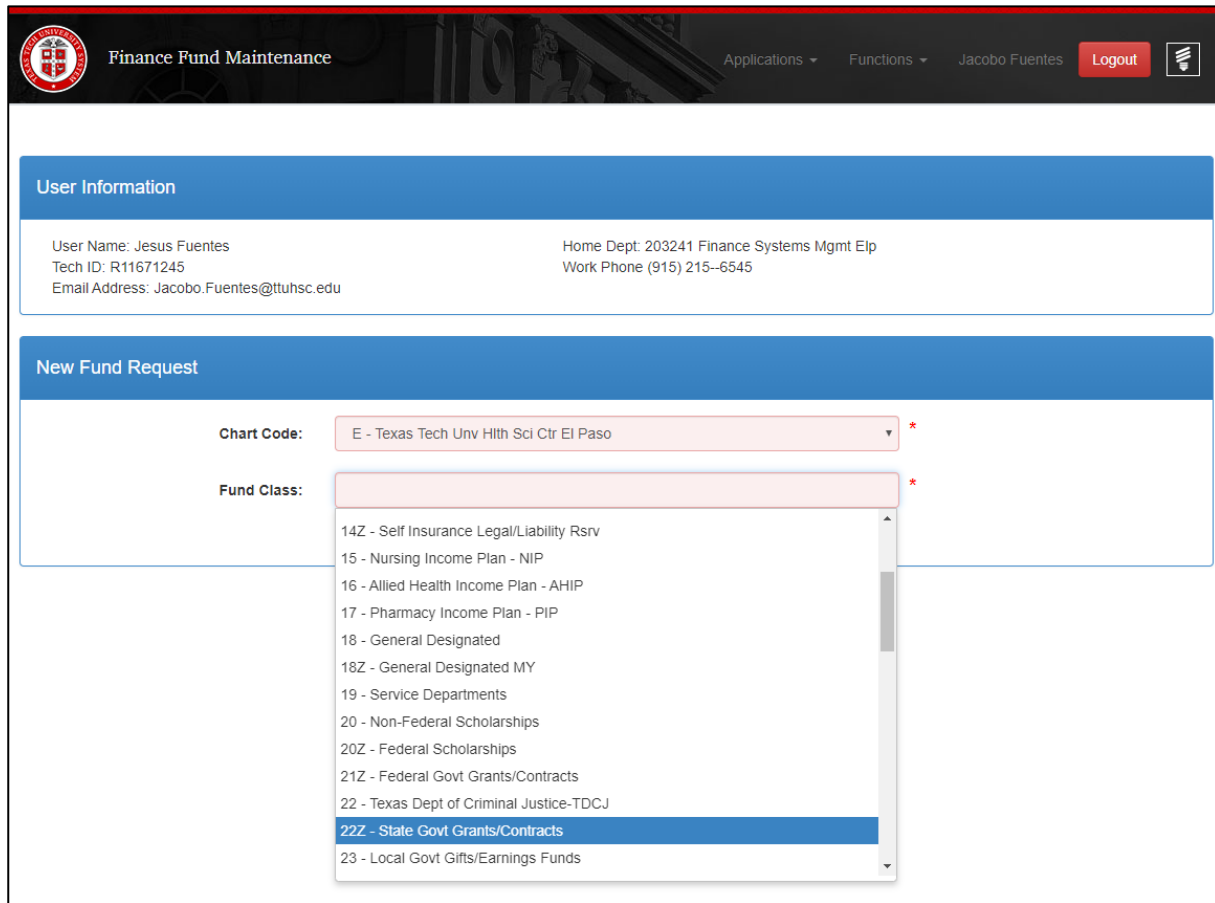To begin a new fund request, click on **New Fund Request** in the menu on the left side of the webpage.
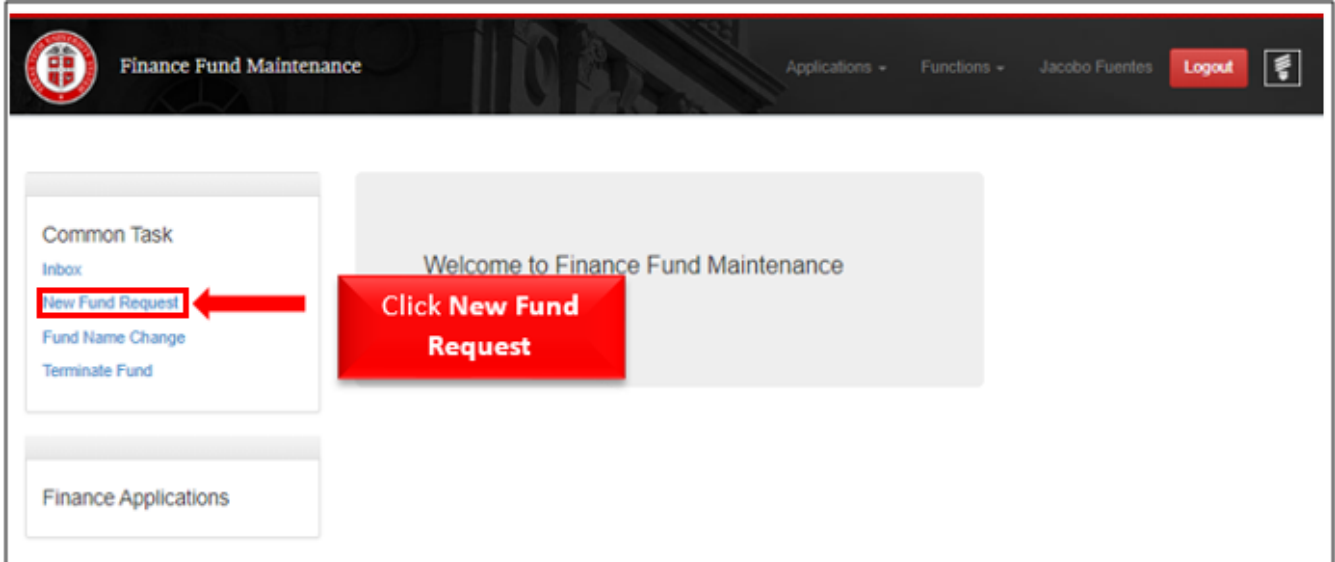


Notice that the system auto-populates information about you and your department. This information is based on information from Banner HR data and you will only be allowed to submit **New Fund Requests** for the Level 5 Orgn code associated to your home department Orgn.

The Finance Fund Maintenance system is shared by TTUHSC El Paso (Chart E), TTUHSC (Chart H), TTU (Chart T) and the TTU System (Chart S) so you must select the proper entity in order for Banner to identify the proper Chart Code. For El Paso, select **E - Texas Tech Univ Hlth Sci Ctr El Paso.**

Select the appropriate fund class.



Based on selection of Fund Class you choose, your request maybe routed to additional forms to gather information related to the following areas:

- Scholarships
- Research
  - ✓ Definitions (as defined by the NSF Research Survey):
    **Applied** research is conducted to gain the knowledge or understanding to meet a specific, recognized need.
    **Basic** research is undertaken primarily to acquire new knowledge without any particular application or use in mind.
    **Development** is the systematic use of the knowledge or understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including the design and development of prototypes and processes.
- Foundation/Endowments
  - ✓ Recommended Reading: HSCEP OP 02.08 - Operation & Maintenance of Endowment Funds. This OP will provide guidance in picking the correct level, type, and owner of an endowment.

- Grants
  - ✓ Sponsored Project: if effort certification is required on the grant, this should be marked "Yes"
- Service Departments
  - ✓ Recommended Reading: HSCEP OP 50.17 – Establishment and Operation of Service Departments

Next, choose whether or not the fund is related to research and click **Next**.



When selecting Next you will be taken to the **Main Fund Information** form. Requirements in this section will be based the fund class chosen and the answer to the research question.

**Tips:**
- The **Fund Name** and **Fund Long Name** fields are alpha-numeric and must not contain any special characters except /
- **Fund Name** field is limited to 35 characters only
- **Fund Long Name** allows additional characters
- **Fund Manager** To search for an R number for a Fund Manager, start typing a name in the Fund Manager field and a list of selections will begin to auto-populate.
- The asterisk * indicates a required field

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Begin completing the **Main Fund Information** form

### Main Fund Information

| | |
|---|---|
| **Fund Manager:** | [R00805614] Diaz-Jaquez, Raquel * |
| **Effective Date:** | Sep 01 2019 * |
| **Fund Name:** | NFR * |
| **Fund Long Name:** | New Fund Request Work Instructions * |

Will this fund receive gift revenue, either directly or through a transfer?    ○ Yes  ● No  *

### Source of Funds

| | |
|---|---|
| **Revenue Primary Account Type:** | -- Select -- ▼ |
| **Revenue Secondary Account Type:** | -- Select -- ▼ |

Transfers:

**+ Add**

| | |
|---|---|
| **Fund Objective/Purpose** | * |
| **Use of Funds/Expenses - Not Allowed** | * |

**Fund Defaults**

| | |
|---|---|
| **Orgn Code:** | * |
| **Prog Code:** | 20 - Research ▼ * |

**Main Fund Information** *form continued…*

Will there be any sale of goods or services to people outside of TTU/HSC/HSCEP?    ○ Yes ○ No *

Is this fund being created due to the establishment of a new student/source fee?    ○ Yes ○ No *

Is this a cost share fund?    ○ Yes ○ No *

Backup FOP

| Chart: | E ▼ * | Fund: | * |
| Orgn: | * | Program: | * |

Prior Year FOP

Is there a Prior Year FOP?    ○ Yes ○ No *

Sponsored Project Type:    -- Select -- ▼

If you selected **Yes** to the research question, you will need to complete the following information:

## Research

This section is to be used to document the determination that the funds qualify as restricted research. Definitions and guidance from the Texas Higher Education Coordinating Board (THECB) are available. Click Here.

Is research funding awarded to/received by TTUHSC/TTUHSC El Paso based on a competitive award process?　　○ Yes ○ No *

Is research externally funded (i.e. funding received from a source outside of TTUHSC/TTUHSC El Paso)?　　○ Yes ○ No *

Is there a budget that requires specific accounts for spending, for example payroll, supplies, etc?　　○ Yes ○ No *

Is there a specified period of time during which research/spending should occur (i.e. project period)?　　○ Yes ○ No *

Is there a specific commitment regarding deliverables and/or level of personnel effort required?　　○ Yes ○ No *

Is a report required at the end of the project that summarizes results and/or conclusions?　　○ Yes ○ No *

✱ Definitions for research attributes can be found on the Accounting Services website in the New Fund Request System Training document.

Select one research activity type that defines the character of the work:　　○ Applied ○ Basic ○ Developmental *

Select one research field:　　○ Biological Research ○ Medical Research ○ Education ○ Evaluation *

Areas of special interest, select all that apply:
- ☐ Aging
- ☐ AIDS
- ☐ Cancer
- ☐ Cardiovascular
- ☐ Child Health/Human Development
- ☐ Diabetes
- ☐ Health Disparity
- ☐ Hispanic/Border Health
- ☐ Human Stem Cells - Adult
- ☐ Human Stem Cells - Embryonic
- ☐ Mental Health
- ☐ Obesity
- ☐ Rural Health

☐ Other

If you selected a Grant fund class, you will need to complete the following information:

## Grants

| | |
|---|---|
| Effort Reporting Required? | ○ Yes ○ No * |
| Salary Cap: | -- Select -- ▼ |
| Sponsor Agency #: | [                    ] * |

If the appropriate agency is not available, please submit the Agency Set-Up Request Form to vendorteamelp@ttuhsc.edu When the agency has been established, you will receive an email.

| | |
|---|---|
| PI (R-Number): | [                    ] * |
| Project Start Date: | [                    ] * |
| Project End Date: | [                    ] * |
| Award Amount: | [                    ] * |
| CFDA #: | [                    ] |
| Is cost sharing required by the sponsor? | ○ Yes ○ No * |
| Is there voluntary cost share? | ○ Yes ○ No * |
| Will there be any subcontracts executed? | ○ Yes ○ No * |

After completion of all sections, click the **Save** icon or **Save and Submit** icon.

If you forgot to complete any of the required fields you will receive the following errors and will not be able to submit. Go back and fill in the missing information and submit again.

| Chart: | -- Select -- ▼ | ⚠ Required | Fund: | | ⚠ Required |
|---|---|---|---|---|---|
| Orgn: | | ⚠ Required | Program: | | ⚠ Required |

Once you submit, the routing and approval process will begin.

## **Approving a New Fund Request**

You will receive an email letting you know there is a fund pending your review and approval.
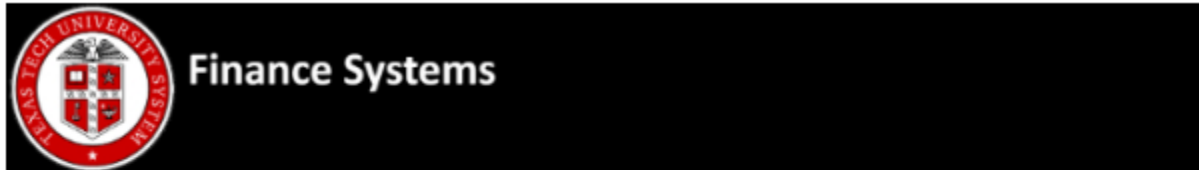


Your approval is required on New Fund request: **4419**
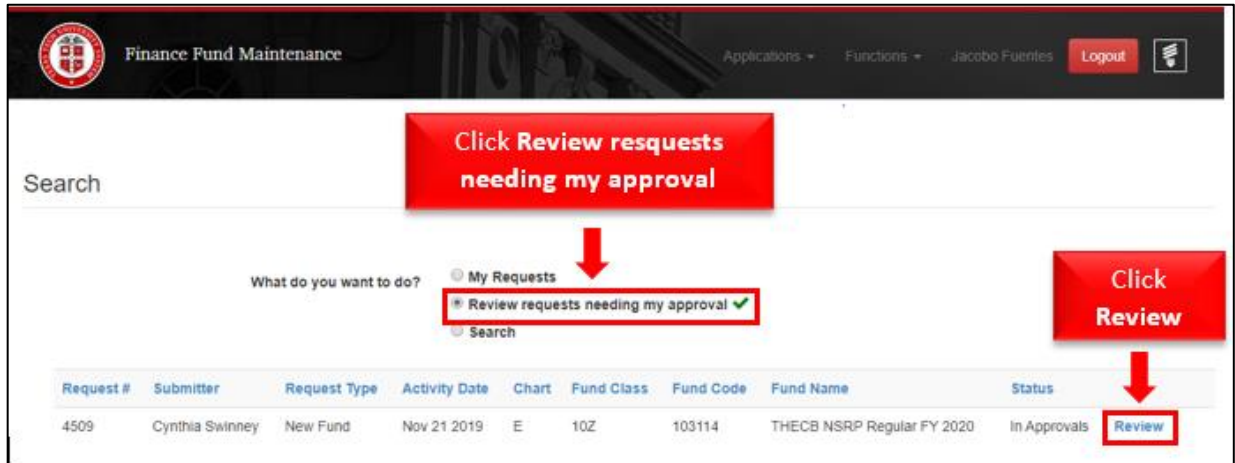
Please click **here** to review and approve this New Fund request.
This is an unattended mailbox. Please do not reply to this message. Contact the request originator **Maribel De la Huerta**, with questions about this request.

**This is an unattended mailbox. Please do not reply to this message.**

To review that fund click on the link in the email **or** you can manually search for it by going into Functions and Search.
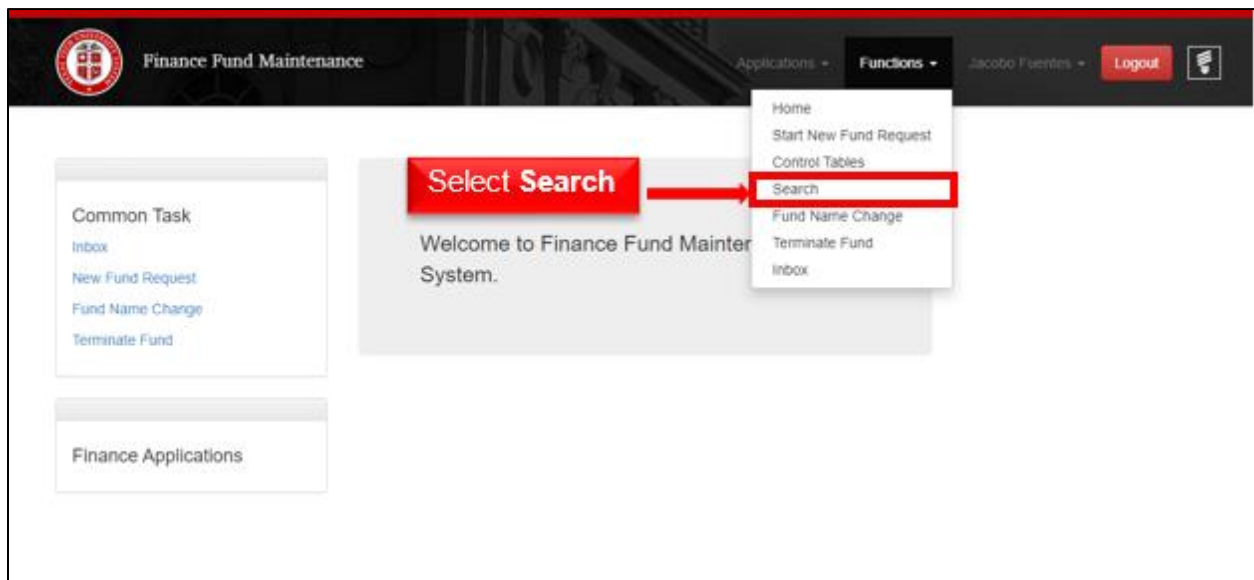
Next, select the **Review requests needing my approval** radio button, it will bring up funds pending your approval. Select **Review** at the far right and the detail of the funds will appear.



When you have finished reviewing, proceed to the **Approval Route** section at the bottom of the document.
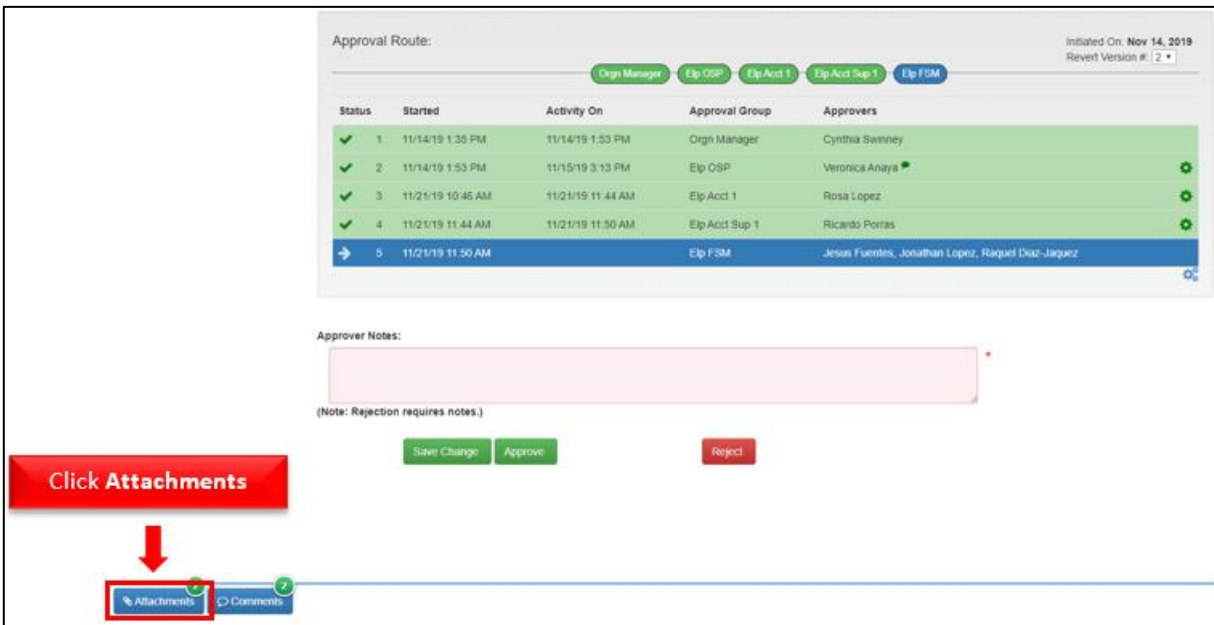


The following are actions you can take:

- View or upload attachments
- Return the fund to a previous approval level
- Save any changes you may have made
- View or Add comments
- Approve the fund
- Reject the fund (returns the fund to the Originator's Queue)

To view or upload an attachment, click on the **Attachments** icon.
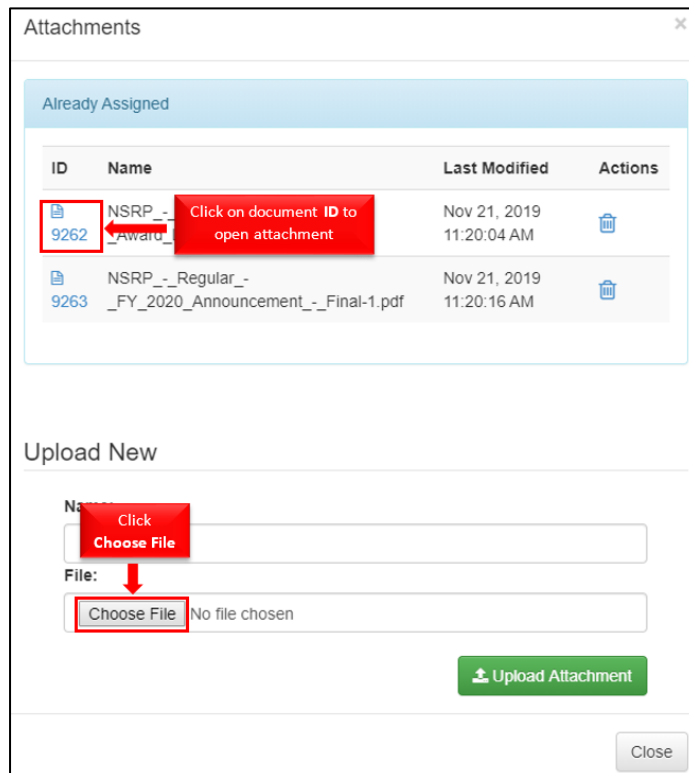


To open an attachment, click on the document **ID** that you want to open.

To upload an attachment, select **Choose File**.

To return the fund to a previous approval level, click on the green departmental icon for the department you want to revert it to.



You will be asked to provide a reason why you are returning it. When you're done select the **Revert** icon.
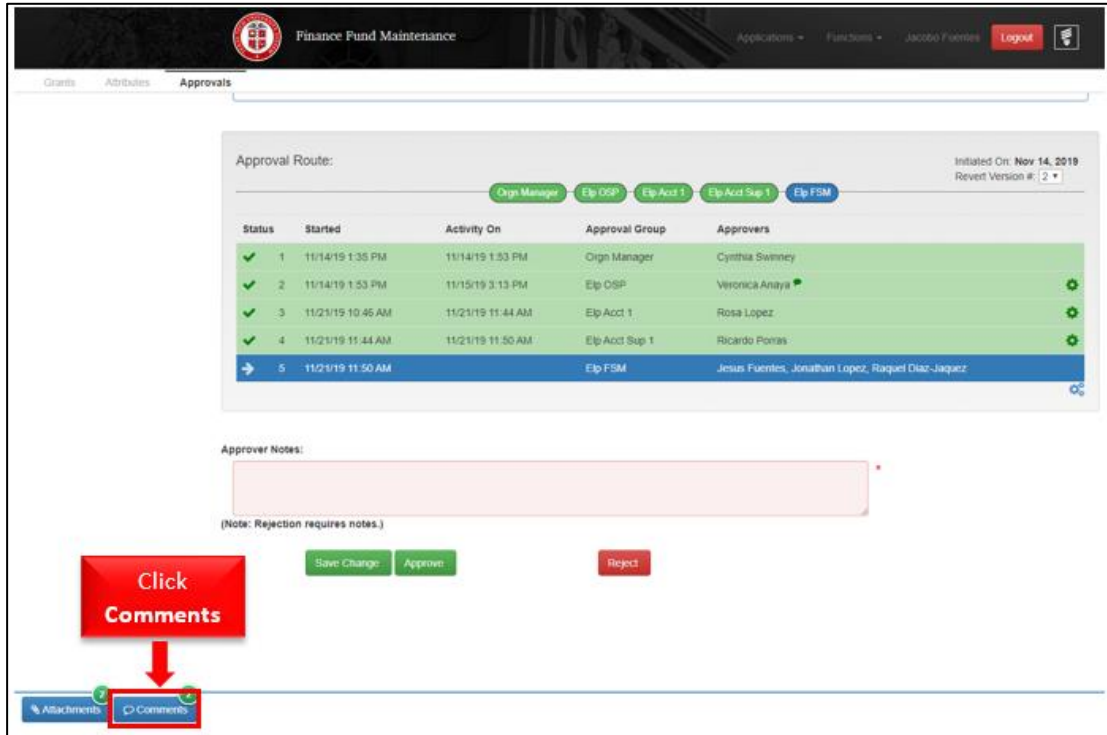
To view or add a comment select the **Comments** icon.



To add a new comment select the **Add** icon.

To approve the fund, select the **Approve** icon. This will finalize the fund and post it to Banner.

To reject the fund, select the **Reject** icon. This will send it back to the originator of the fund. The originator can make necessary changes and resubmit or delete the fund.
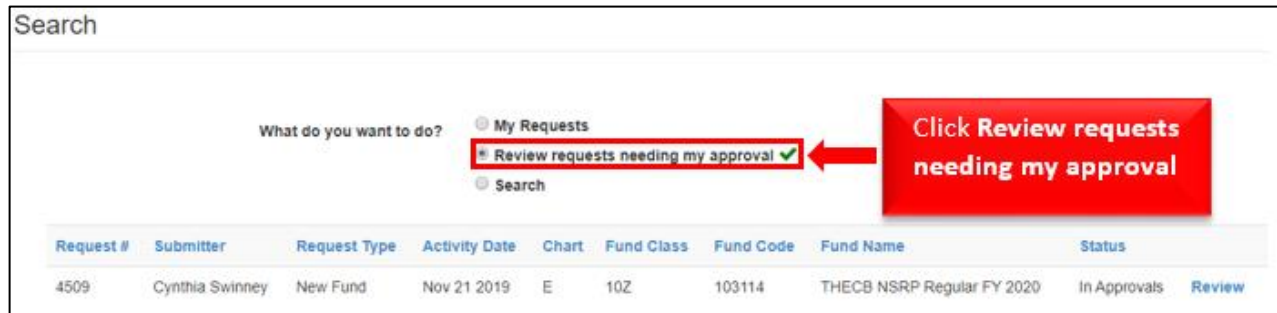
## **Check the Status of a New Fund Request**

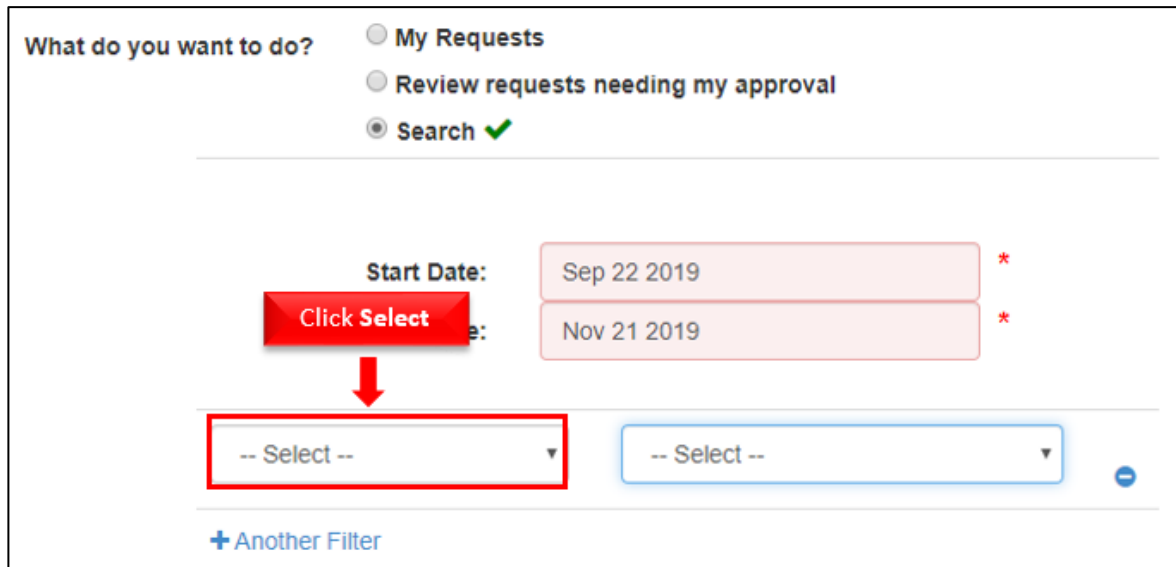At the main menu, select **Functions** then **Search**
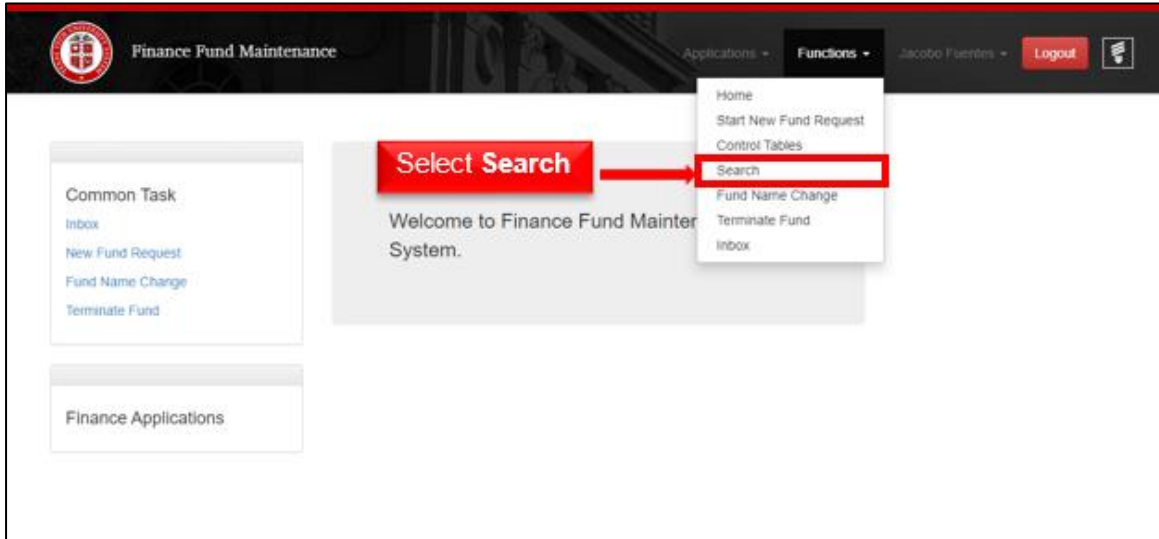


If you select the **My Requests** radio button, it will bring up any funds that are pending submission by you.

If you select the **Search** radio button you can search by

☐ Request Number
☐ Submitter
☐ Chart
☐ Fund Class
☐ Fund Code
☐ Fund Name
☐ Status
☐ Request Type

Click on the **Select** drop down
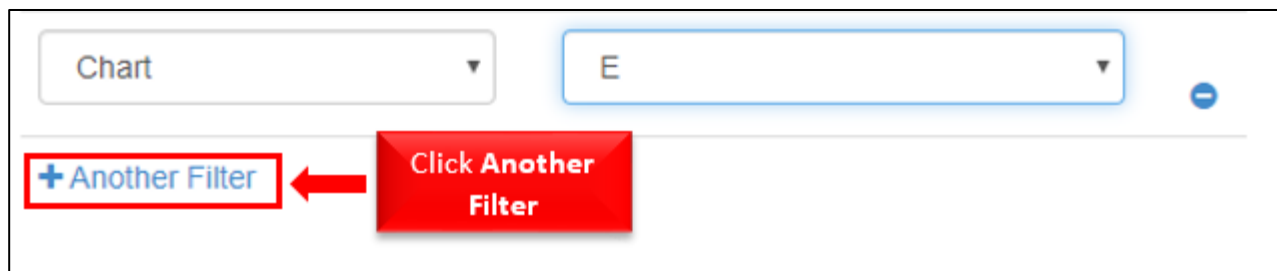


Choose the first item you want to search then choose the value. You can also search on multiple fields by selecting **+Another Filter.**

To search by submitter, type in the last name and select **Apply Filter**.



If the request number shows **History** as an option, that means the fund has gone through all the approvals and is complete. You can click on either History or Review to see the detail of the approved fund.

If you select **History**, you will get the New Fund detail in a summary format:

## Terminate Fund History Report

### Nov 21, 2019 3:25:24 PM
### Request ID: 4450

**Current Request Information**

| Field | Value |
|---|---|
| Request ID | 4450 |
| Posting Date | 2019-11-19 12:18:00 |
| Originator Name | Bertha Magana |
| Originator Oracle ID | DQE772 |
| Originator Home Department | 203203 |
| Last Modifier Oracle ID | DQE772 |

**Terminate Fund**

| Field | Value |
|---|---|
| Chart Code | E |
| Fund/Grant ID | 233063 |
| Termination Date | 2019-11-19 12:10:00 |
| Terminate FRAGRNT Record | N |

**Sub Funds**

| Chart | Fund | Fund Title | Status |
|---|---|---|---|
| E | 233063 | Emrg Med EMSS Med Control 2014-2019 | TERMINATED |

**Comments**

| Comment | User | Activity On |
|---|---|---|
| Checked ECRT Outstanding Effort Certifications | Elvia Duarte | 2019-11-19T11:51:42-0600 |

**Approvals**

| Approval Group | Approver | Activity On |
|---|---|---|
| Fund Financial Manager | Ruben Paredes | 2019-11-11T18:19:48-0600 |
| Elp Acct 2 | Bertha Magana | 2019-11-15T16:22:31-0600 |
| Elp Acct Sup 2 | Elvia Duarte | 2019-11-19T11:51:52-0600 |
| Elp FSM | Jesus Fuentes | 2019-11-19T12:08:37-0600 |

If you select **Review**, your detail will be displayed in the format of the original request.



If the fund does not show **History**, that means it's still routing for approvals. To see where it is in the approval process, select **Review**.

If you scroll to the bottom of the fund information you will find the **Approval Route** section and you can see who is pending to approve the Fund.

# Fund Name Change

## Quick Start Guide

The Fund Name Change module of the Fund Maintenance System allows departments to submit name changes for existing funds.

Fund Maintenance System and related training documentation can be accessed from the TTUHSC El Paso WebRaider portal, in the HSC Finance El Paso tab, under Accounting Services or through the following links:

[Fund Maintenance System](#)

Processing a Fund Name Change requires seven steps:

**Step 1** – Click "Fund Name Change" on the left hand Common Task menu.
**Step 2** – Verify the chart code. It will auto populate based on your User Information.
**Step 3** – Enter current fund code or fund name to be changed.
**Step 4** – Enter the proposed fund short name.
**Step 5** – Select the effective date. It will auto populate to today's date.
**Step 6** – Provide a justification for making the fund name change.
**Step 7** – Click "Save & Submit" when you are ready to route the request to approvals.

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.

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

Training questions about the Fund Maintenance System can be directed to Finance Systems Management at FsmElp@ttuhsc.edu.

For questions, corrections or recommendations on the above instructions, please contact the TTUHSC El Paso Finance Systems Management team at FsmElp@ttuhsc.edu.

## Fund Name Change

The Fund Name Change module of the Fund Maintenance System allows departments to submit name changes for existing funds. After review and approval, the system will update Banner with the new fund name.

The Fund Maintenance system can be accessed from the TTUHSC El Paso WebRaider portal, in the HSC Finance El Paso tab, under Accounting Services.

**Fund Name Change Process**

To begin a Fund Name Change request, select **Fund Name Change** under Common Task on the left side of the web page or from the drop down list under Functions.
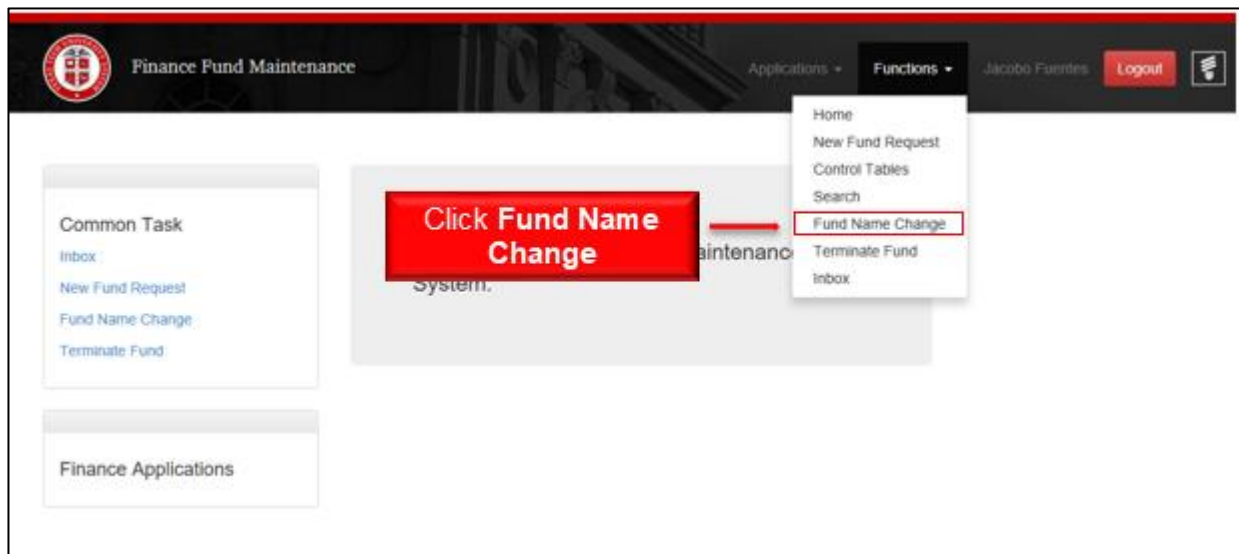


The system auto populates information about you and your department in the User Information section. This information is based on information from Banner HR data.

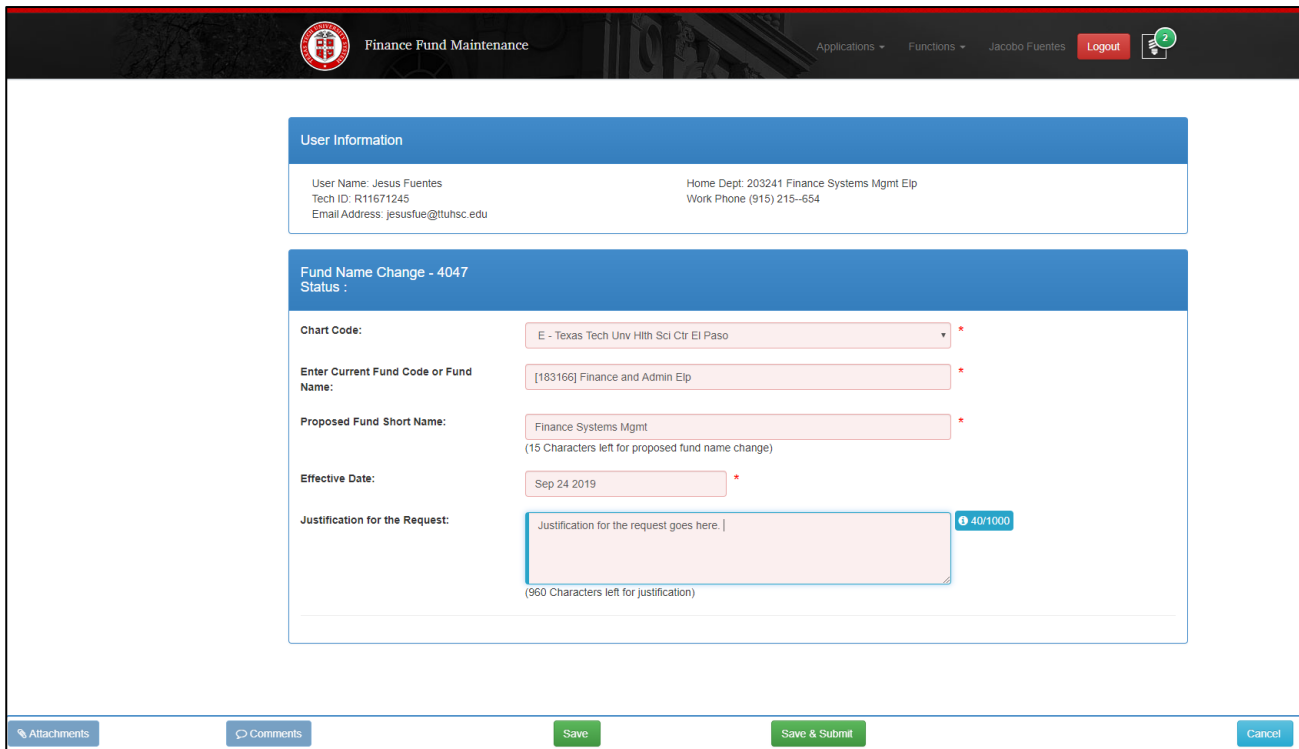A red asterisk appears next to all required fields.

The **Chart Code** is auto populated from the drop down menu based on your User Information.

You are able to type the current fund name or fund number in the **Enter Current Fund Code or Fund Name** field to initiate the search.

Enter the **Proposed Fund Short Name**. Keep in mind that this field is limited to 35 characters.

The **Effective Date** will be auto populated to today's date but may be changed to a future date. A date prior to today's date may not be used.

Enter the **Justification for the Request.**



You are able to click either the **Save** button (saves your work) or the **Save & Submit** button (sends your request to the approval process).

When the **Save** button is clicked, the system will notify you that your request was successfully saved at the top right corner and redirect you to the Search page.

When the **Save & Submit** button is clicked, the system will notify you that your request was successfully submitted at the top right corner and redirect you to the Search page. If any required fields are not completed, the system will remain on the same page and will not submit the request to approvals. All required fields must be completed before clicking **Save & Submit.**

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. A link to the request will be provided in the email.

**Attachments and Comments**

An **Attachments** button and a **Comments** button will appear at the bottom left corner after clicking the **Save** button.

After the Attachments box opens, click the **Choose File** button. Select the file you wish to upload and click **Upload Attachment**. If you accidentally upload an incorrect file, you are able to delete it by clicking on the trash can icon under Actions. Once the attachment is added, click **Close**.

After the Comments box opens, click the **Add** button to include additional information about the request. Click the plus sign to add the comment or the minus sign to delete the comment. Once the Comment is added, click **Close**.
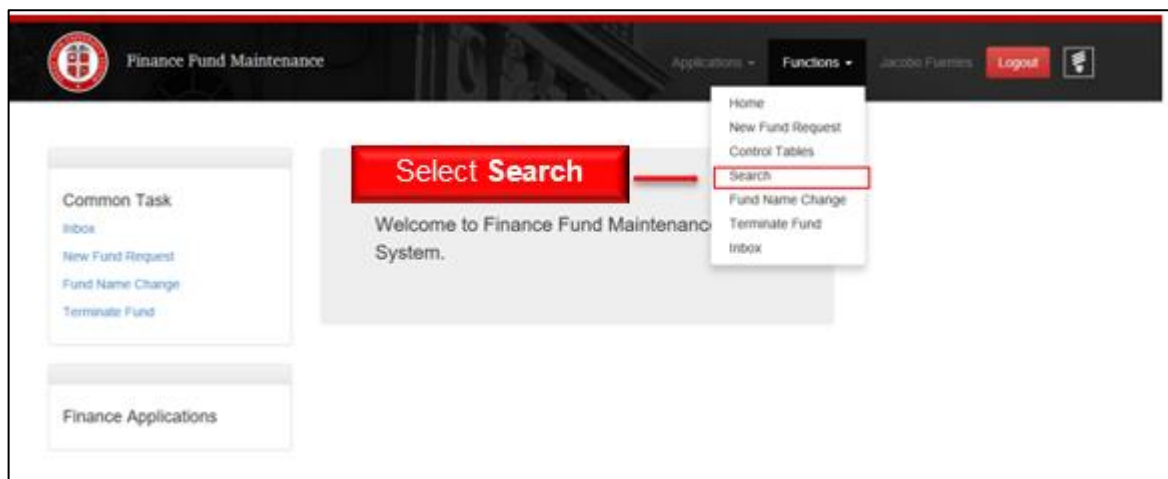
The green bubble icons on each button indicates how many attachments or comments the request has attached to it.



Attachments and comments may be added until the request has received final approval.

**My Requests**

To view your Fund Name Change requests, click **Search** in the drop down list under Functions at the top of the page.

Search will direct you to My Requests, which is a list of requests you have initiated and saved or routed to approvals. Each request will provide information regarding the Request Number, Submitter, Request Type, Activity Date, Chart, Fund Class, Fund Code, Fund Name, and Status.

If the request needs to be submitted for approval, the Status will indicate In Process. Click **Review** to view the Fund Name Change form. Then click **Save & Submit** to begin the approval process.



When the Status on a request indicates In Approvals, the request can be reviewed but no changes may be made.

Users can view the approval route of the request by scrolling to the bottom of the request form. A Fund Name Change request is routed to the Fund Manager, Accounting Services, and Finance Systems Management for final review and processing.
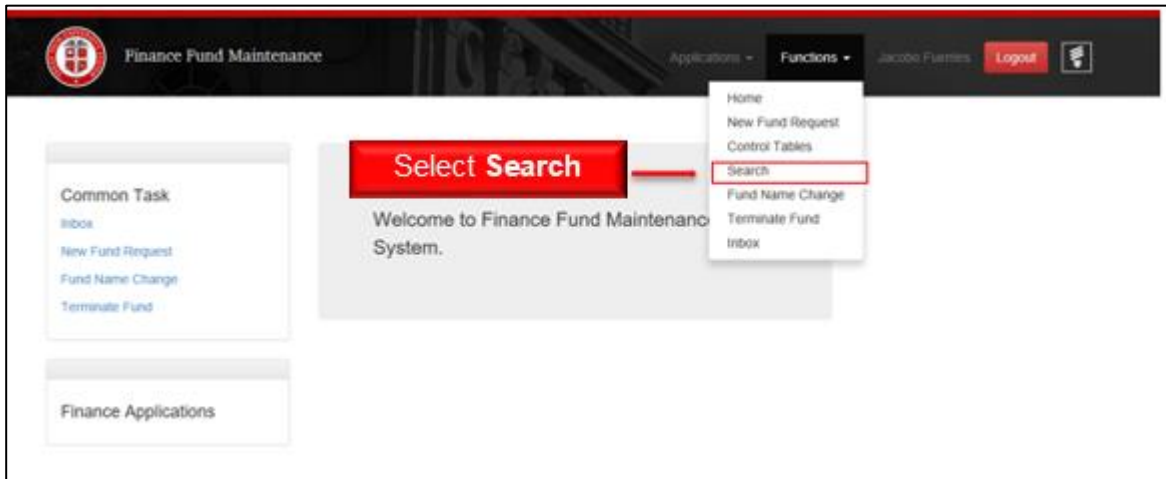
TEXAS TECH UNIVERSITY
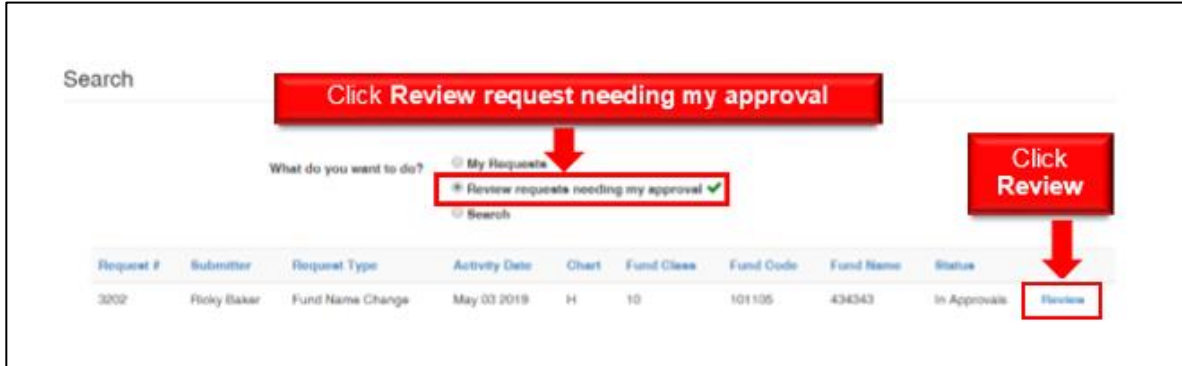HEALTH SCIENCES CENTER.
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**Review Requests Needing Approval**

To look for requests needing your approval, click **Search** in the drop down list under Functions at the top of the page.



Select the button **Review requests needing my approval**. Requests will be sorted by Request Number. Users may view a request by selecting **Review**.



After reviewing the Fund Name Change request, either click **Approve** or **Reject**. If the Reject button is selected, a reason must be entered in the Approver Notes before processing the rejection.

## Search

By selecting the **Search** button, all Fund Name Change requests for the past two months will appear. The required search dates may be changed by entering new information in the Start Date field or End Date field.

If the search needs to be narrowed beyond the dates and Chart, select **Another Filter**. A drop down menu will appear allowing the search to be filtered by Request Number, Submitter, Chart, Fund Class, Fund Code, Fund Name, Status, and Request Type.

Once a filter has been selected for a search, click **Apply Filter**.

To remove a filter from a search, click **Clear Filter**.

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

Training questions about the Fund Maintenance System can be directed to Finance Systems Management at FsmElp@ttuhsc.edu.

For questions, corrections or recommendations on the above instructions, please contact the TTUHSC El Paso Finance Systems Management team at FsmElp@ttuhsc.edu.

# Terminate Fund

## Quick Start Guide

The Terminate Fund module of the Fund Maintenance System allows departments to submit fund termination requests.

The Fund Maintenance System and related training documentation can be accessed from the TTUHSC El Paso WebRaider portal, in the HSC Finance El Paso tab, under Accounting Services or through the following links:

[Fund Maintenance System](Fund Maintenance System)

Processing a Terminate Fund request requires five steps:

**Step 1** – Click "Terminate Fund" on the left hand Common Task menu.
**Step 2** – Verify the chart code. It will auto populate based on your User Information.
**Step 3** – Enter current fund code or fund name to be terminated.
**Step 4** – Verify all Check Termination Items have a green Yes beside them.
**Step 5** – Click "Save & Submit" when you are ready to route the request to approvals.

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.

Training questions about the Fund Maintenance System can be directed to Finance Systems Management at FsmElp@ttuhsc.edu.

For questions, corrections or recommendations on the above instructions, please contact the TTUHSC El Paso Finance Systems Management team at FsmElp@ttuhsc.edu.
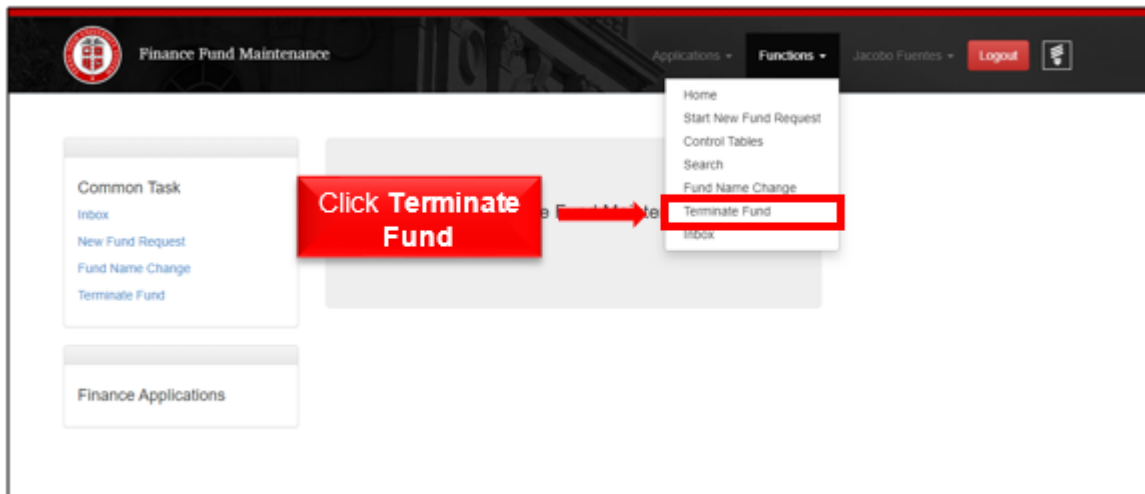
# Terminate Fund

The Terminate Fund module of the Fund Maintenance System allows departments to submit fund termination requests. After review and approval, the system will update Banner with the termination record and date.

The Fund Maintenance system can be accessed from the TTUHSC El Paso WebRaider portal, in the HSC Finance El Paso tab, under Accounting Services.

**Terminate Fund Process**

To begin the Terminate Fund request, select **Terminate Fund** under Common Task on the left side of the web page or from the drop down list under Functions.



The system auto populates information about you and your department in the User Information section. This information is based on information from Banner HR data.

In the Terminate Fund section, a red asterisk appears next to all required fields.

The **Chart Code** is auto populated from the drop down menu based on your User Information.

You are able to type the **fund name or fund number** in the Enter Fund/Grant ID field to initiate the search.

The **Effective Date** will be auto populated to today's date.

The Check Termination Items section lists questions that must be answered **Yes** before the fund is able to close. If any of these questions appear with a red **No** beside it, please contact Accounting Services.

## Terminate Fund

**Chart Code:** E - Texas Tech Unv Hlth Sci Ctr El Paso ▾ *

**Enter Fund/Grant ID:** [23X998] Local Grants/Contracts AFR Accruals *

**Termination Date:** Nov 04 2019

**Terminate FRAGRNT Record:** ⦿ Yes ○ No *

| Select | Fund Code | Fund Title |
|--------|-----------|------------|
| ✔ | 23X998 | Local Grants/Contracts AFR Accruals |

**Check Termination Items:**

| | |
|---|---|
| *Have all Non-Payroll Encumbrances been closed?* | ✔Yes |
| *Are all Payroll Encumbrances zero?* | ✔Yes |
| *Are all Balance Sheet accounts zero?* | ✔Yes |
| *Is Fund Balance zero?* | ✔Yes |

This is an example of a Terminate fund request that will not be able to be submitted:

## Terminate Fund

**Chart Code:** E - Texas Tech Unv Hlth Sci Ctr El Paso ▾ *

**Enter Fund/Grant ID:** [103211] Finance and Admin Elp *

**Termination Date:** Nov 04 2019

**Terminate FRAGRNT Record:** There is no associated grant code

| Select | Fund Code | Fund Title |
|--------|-----------|------------|
| ✔ | 103211 | Finance and Admin Elp |

**Check Termination Items:**

| | |
|---|---|
| *Have all Non-Payroll Encumbrances been closed?* | ✔Yes |
| *Are all Payroll Encumbrances zero?*<br>• 103211 has Payroll Encumbrances with the following items that are non zero : PR200001 : 321,519.00 - | ✘No |
| *Are all Balance Sheet accounts zero?* | ✔Yes |
| *Is Fund Balance zero?*<br>• 103211 has Fund Balance accounts that do NOT net to zero. | ✘No |

You are able to click either the **Save** button (saves your work) or the **Save & Submit** button (sends your request to the approval process).

When the **Save** button is clicked, the system will notify you that your request was successfully saved at the top right corner.

When the **Save & Submit** button is clicked, the system will notify you that your request was successfully submitted at the top right corner and redirect you to the Search page. If any required fields are not completed, the system will remain on the same page and will not submit the request to approvals. All required fields must be completed before clicking **Save & Submit.**

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.

**Attachments and Comments**

An **Attachments** button and a **Comments** button will appear at the bottom left corner after clicking the **Save** button.

After the Attachments box opens, click the **Choose File** button. Select the file you wish to upload and click **Upload Attachment**. If you accidentally upload an incorrect file, you are able to delete it by clicking on the trash can icon under Actions. Once the attachment is added, click **Close**.

After the Comments box opens, click the **Add** button to include additional information about the request. Click the plus sign to add the comment or the minus sign to delete the comment. Once the Comment is added, click **Close**.
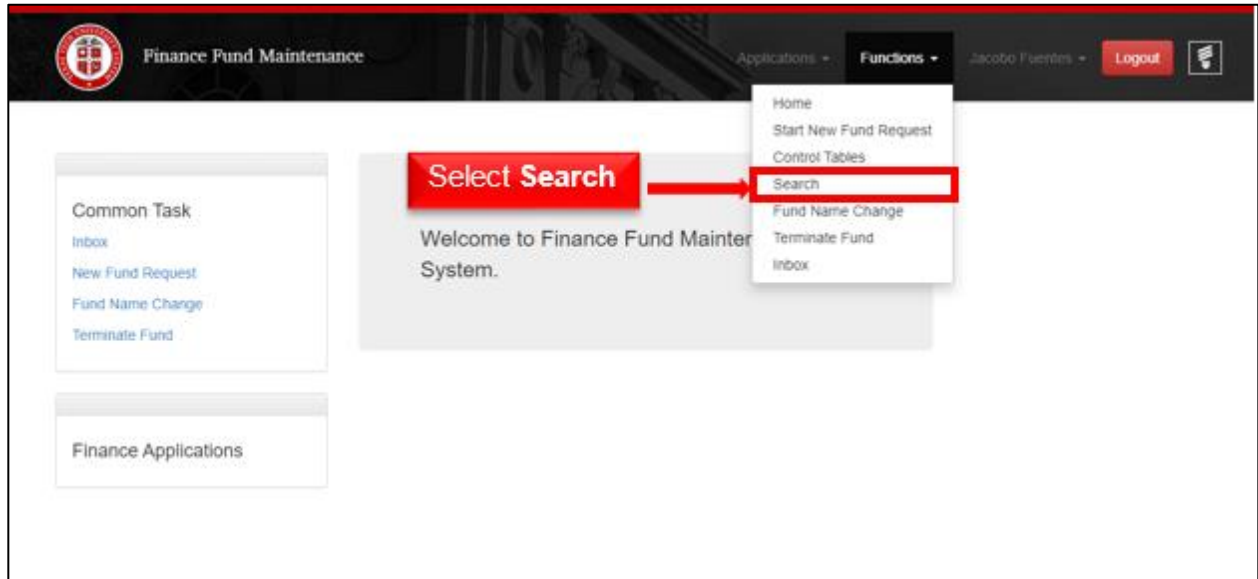
The green bubble icons on each button indicates how many attachments or comments the request has attached to it.



Attachments and comments may be added until the request has received final approval.

**My Requests**

To view all of your Finance Fund Maintenance system requests, click **Search** in the drop down list under Functions at the top of the page.



Search will direct you to My Requests, which is a list of requests you have initiated and saved or routed to approvals. Each request will provide information regarding the Request Number, Submitter, Request Type, Activity Date, Chart, Fund Class, Fund Code, Fund Name, and Status.

If the request needs to be submitted for approval, the Status will indicate In Process. Click **Review** to view the Fund Name Change form. Then click **Save & Submit** to begin the approval process.

When the Status on a request indicates In Approvals, the request can be reviewed but no changes may be made.

Users can view the approval route of the request by scrolling to the bottom of the request form. A Terminate Fund request is routed to the Fund Manager, Accounting Services, and Finance Systems Management for final review and processing.

**Review Requests Needing Approval**

To look for requests needing your approval, click **Search** in the drop down list under Functions at the top of the page.



Select the button **Review requests needing my approval**. Requests will be sorted by Request Number. Users may view a request by selecting **Review**.



After reviewing the Terminate Fund request, either click **Approve** or **Reject**. If the Reject button is selected, a reason must be entered in the Approver Notes before processing the rejection.

**Search**

By selecting the **Search** button, all requests for the past two months will appear. The required search dates may be changed by entering new information in the Start Date field or End Date field.

If the search needs to be narrowed beyond the dates and Chart, select **Another Filter**. A drop down menu will appear allowing the search to be filtered by Request Number, Submitter, Chart, Fund Class, Fund Code, Fund Name, Status, and Request Type.

Once a filter has been selected for a search, click **Apply Filter**.

To remove a filter from a search, click **Clear Filter**.

If you have policy questions, please contact Accounting Services at AccountingElp@ttuhsc.edu.

If you have questions about the system, please contact Finance Systems Management at FsmElp@ttuhsc.edu.