



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

FINANCE FUND MAINTENANCE

- New Fund Request
- Fund Name Change
- Terminate Fund



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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.



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

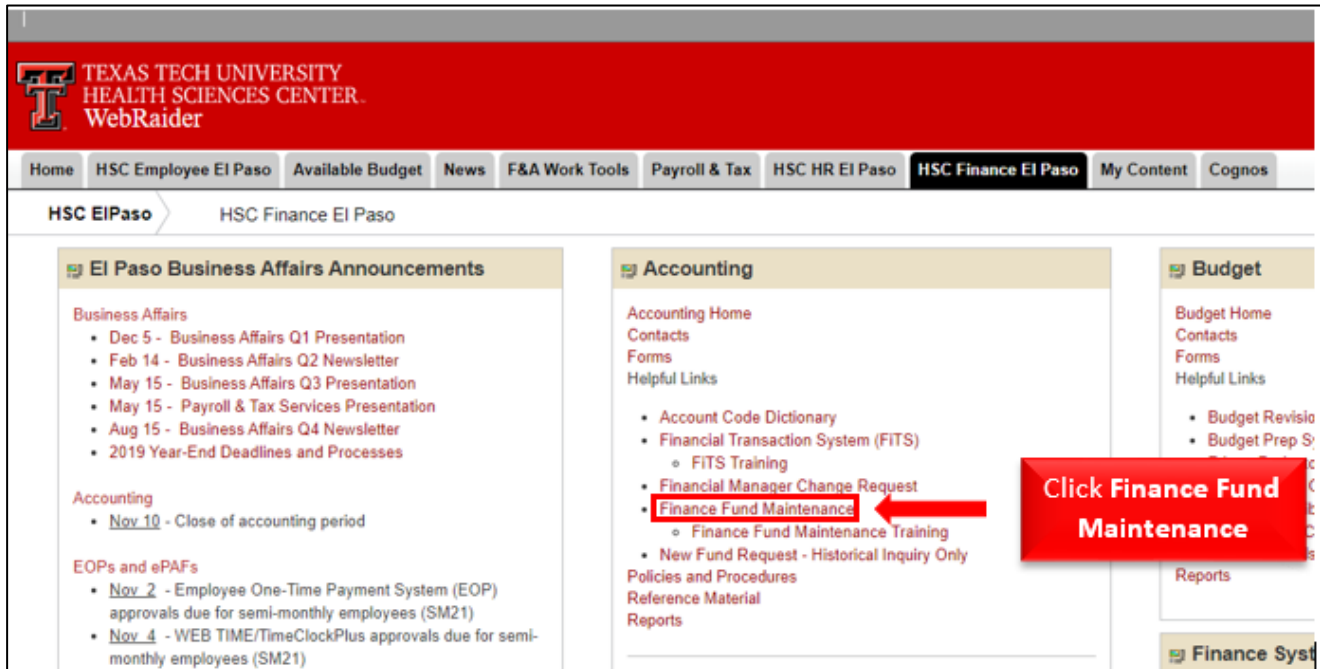
- Used to record expenditures for a project until completion.
- Funded from Tuition Revenue Bond proceeds 9HZ – Unexpended Plant – Local Funds
- Used to record expenditures for a project until completion.
- Funded from internal local funds such as MPIP funds or restricted funds.

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.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
WebRaider

Home HSC Employee El Paso Available Budget News F&A Work Tools Payroll & Tax HSC HR El Paso **HSC Finance El Paso** My Content Cognos

HSC El Paso HSC Finance El Paso

El Paso Business Affairs Announcements

Business Affairs

- Dec 5 - Business Affairs Q1 Presentation
- Feb 14 - Business Affairs Q2 Newsletter
- May 15 - Business Affairs Q3 Presentation
- May 15 - Payroll & Tax Services Presentation
- Aug 15 - Business Affairs Q4 Newsletter
- 2019 Year-End Deadlines and Processes

Accounting

- Nov 10 - Close of accounting period

EOPs and ePAFs

- Nov 2 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM21)
- Nov 4 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM21)

Accounting

Accounting Home
Contacts
Forms
Helpful Links

- Account Code Dictionary
- Financial Transaction System (FITS)
 - FITS Training
- Financial Manager Change Request
- Finance Fund Maintenance** ←
- Finance Fund Maintenance Training
- New Fund Request - Historical Inquiry Only

Policies and Procedures
Reference Material
Reports

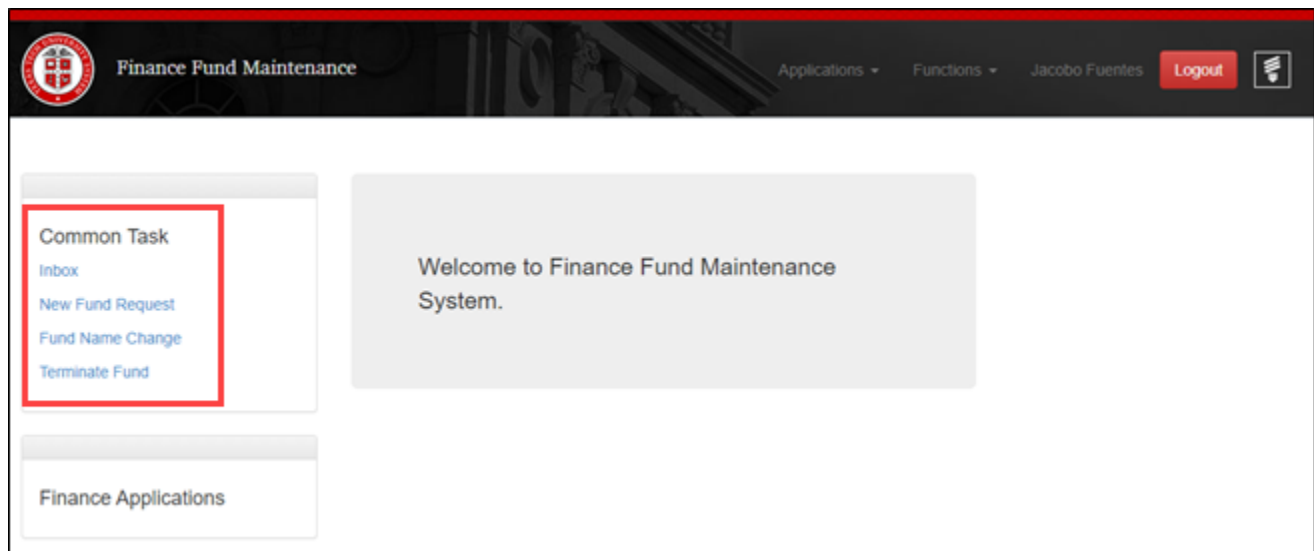
Budget

Budget Home
Contacts
Forms
Helpful Links

- Budget Revisio
- Budget Prep S

Reports

Finance Syst



Finance Fund Maintenance

Applications Functions Jacobo Fuentes Logout

Common Task

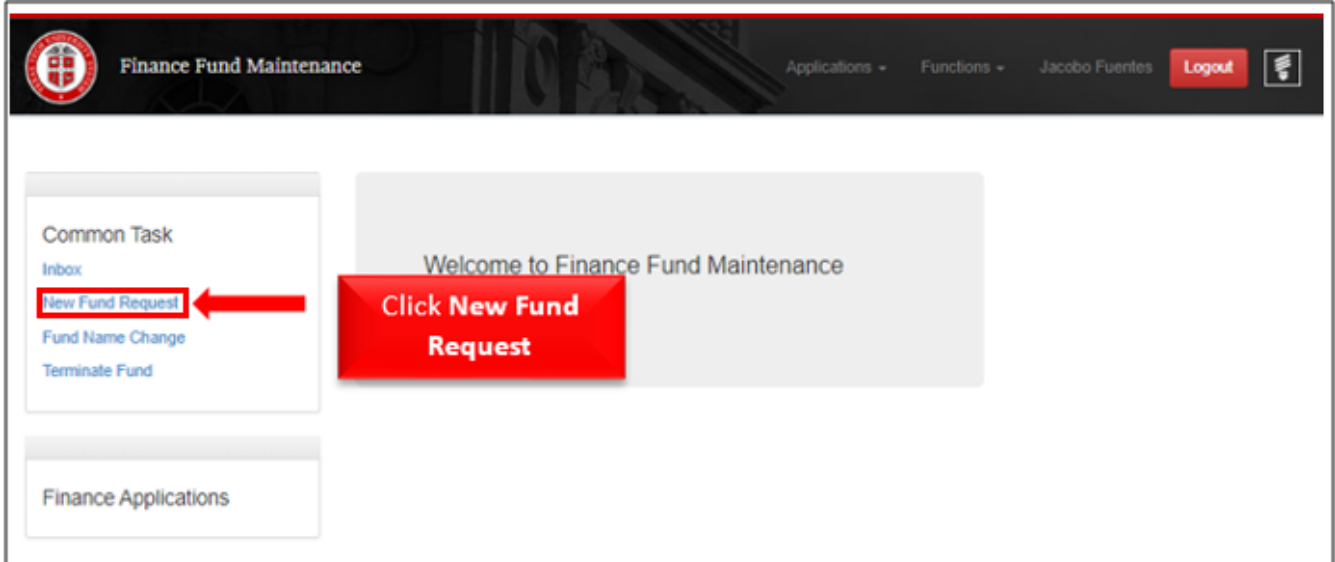
- Inbox
- New Fund Request
- Fund Name Change
- Terminate Fund

Finance Applications

Welcome to Finance Fund Maintenance System.

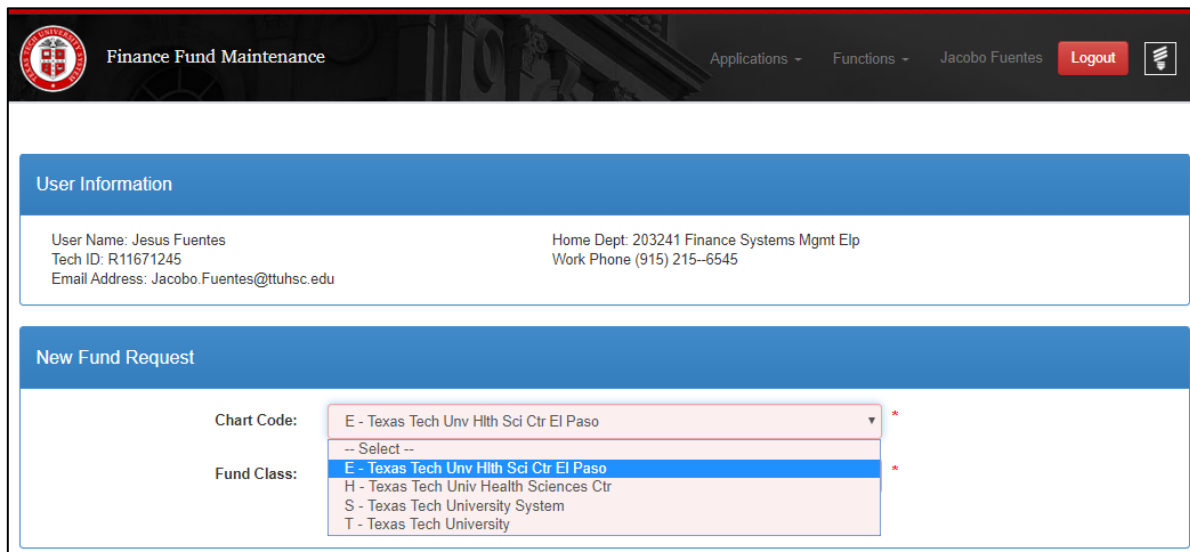
Begin a New Fund Request

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

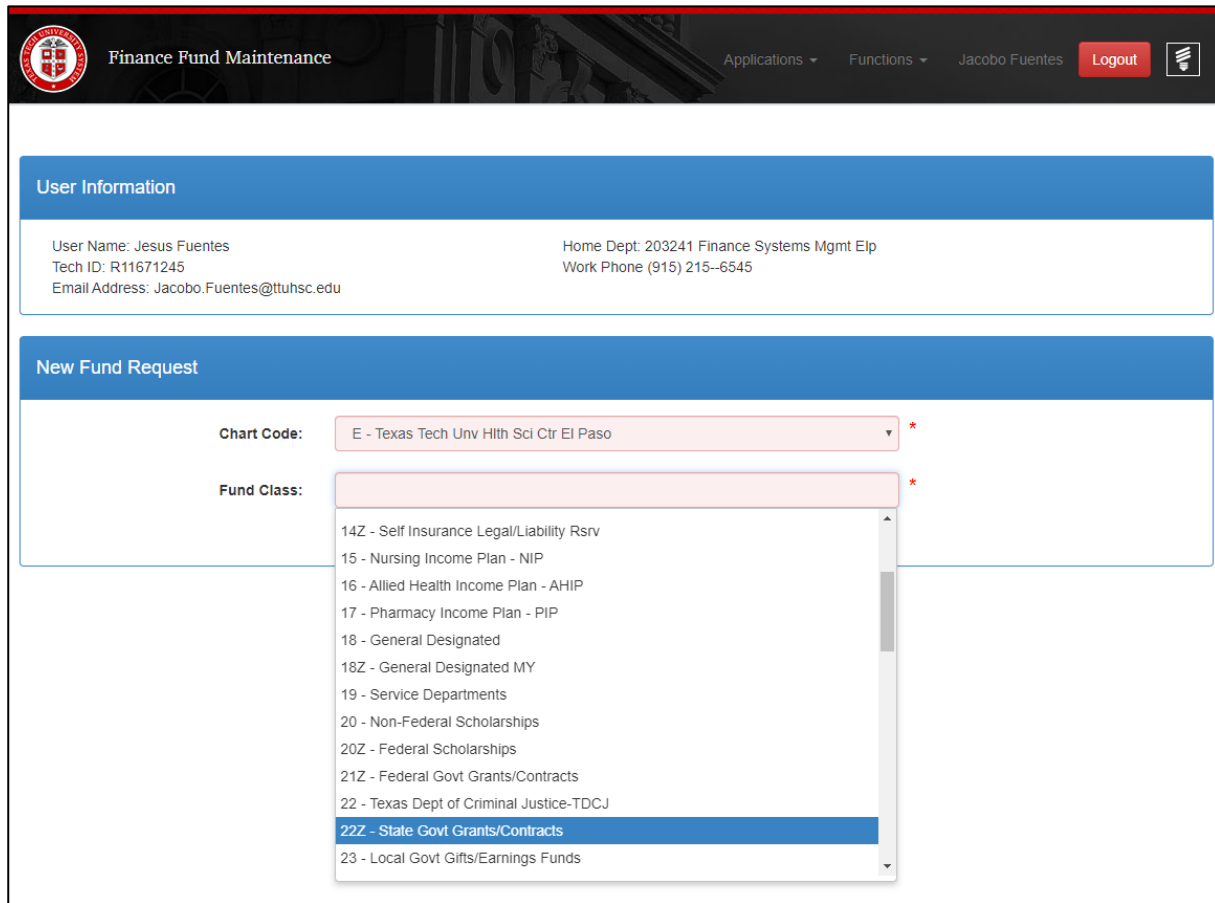


Notice that the system auto-populates information about you and your department. This information is based on information from Banner HR data and you will only be allowed to submit **New Fund Requests** for the Level 5 Orgn code associated to your home department Orgn.

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.



Finance Fund Maintenance

 Applications ▾ Functions ▾ Jacobo Fuentes **Logout**

User Information

User Name: Jesus Fuentes Home Dept: 203241 Finance Systems Mgmt Elp
 Tech ID: R11671245 Work Phone (915) 215--6545
 Email Address: Jacobo.Fuentes@ttuhsc.edu

New Fund Request

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

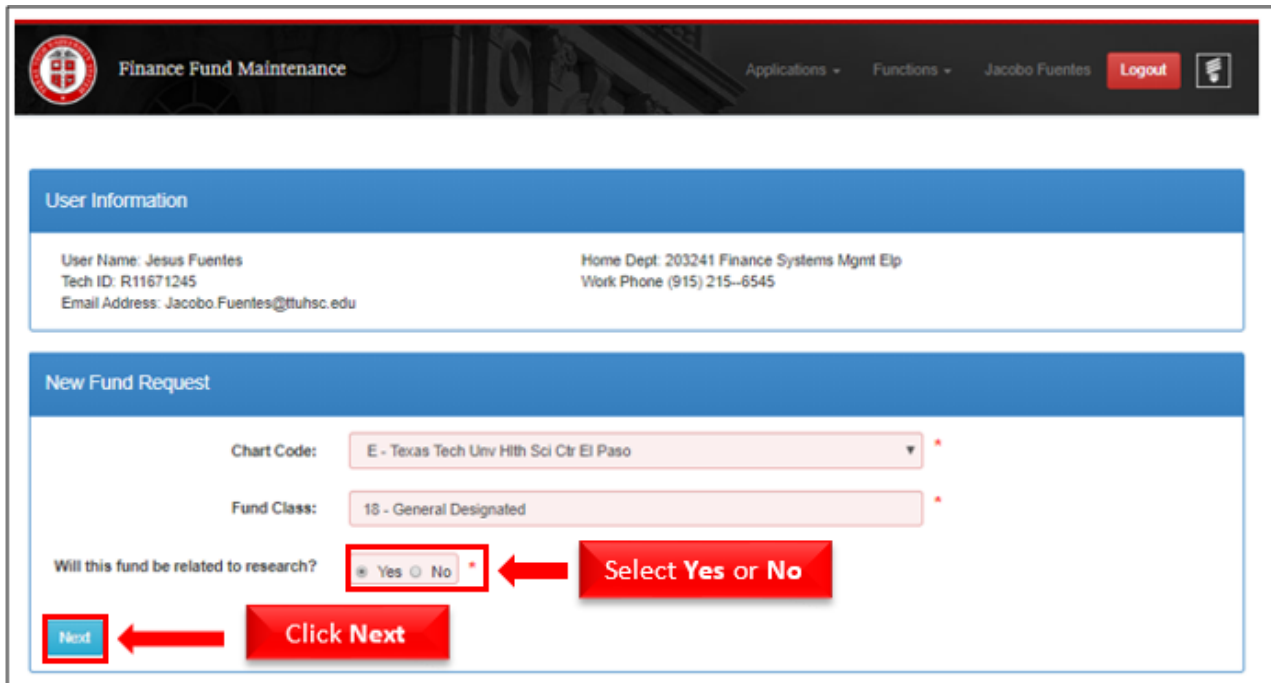
Fund Class:
 14Z - Self Insurance Legal/Liability Rsrv *
 15 - Nursing Income Plan - NIP
 16 - Allied Health Income Plan - AHIP
 17 - Pharmacy Income Plan - PIP
 18 - General Designated
 18Z - General Designated MY
 19 - Service Departments
 20 - Non-Federal Scholarships
 20Z - Federal Scholarships
 21Z - Federal Govt Grants/Contracts
22Z - State Govt Grants/Contracts
 23 - Local Govt Gifts/Earnings Funds

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



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: ▼



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:

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.

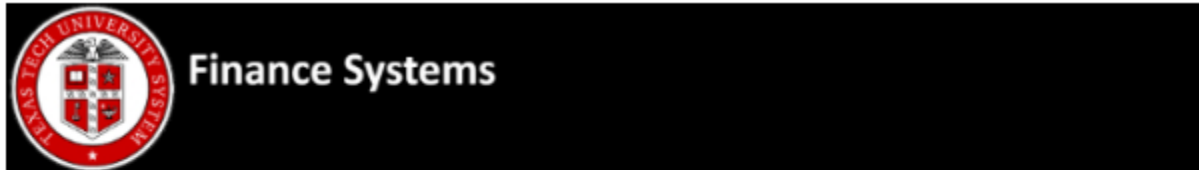
If you forgot to complete any of the required fields you will receive the following errors and will not be able to submit. Go back and fill in the missing information and submit again.

Chart: <input type="text" value="-- Select --"/>	<input type="button" value="Required"/>	Fund: <input type="text"/>	<input type="button" value="Required"/>
Orgn: <input type="text"/>	<input type="button" value="Required"/>	Program: <input type="text"/>	<input type="button" value="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.

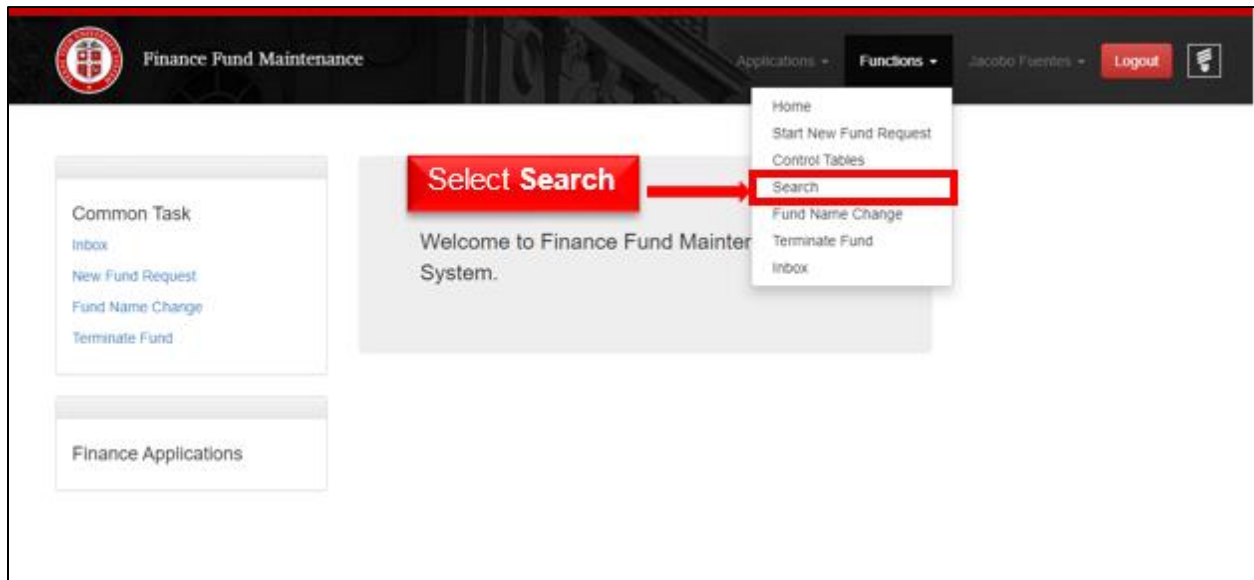


Your approval is required on New Fund request: **4419**

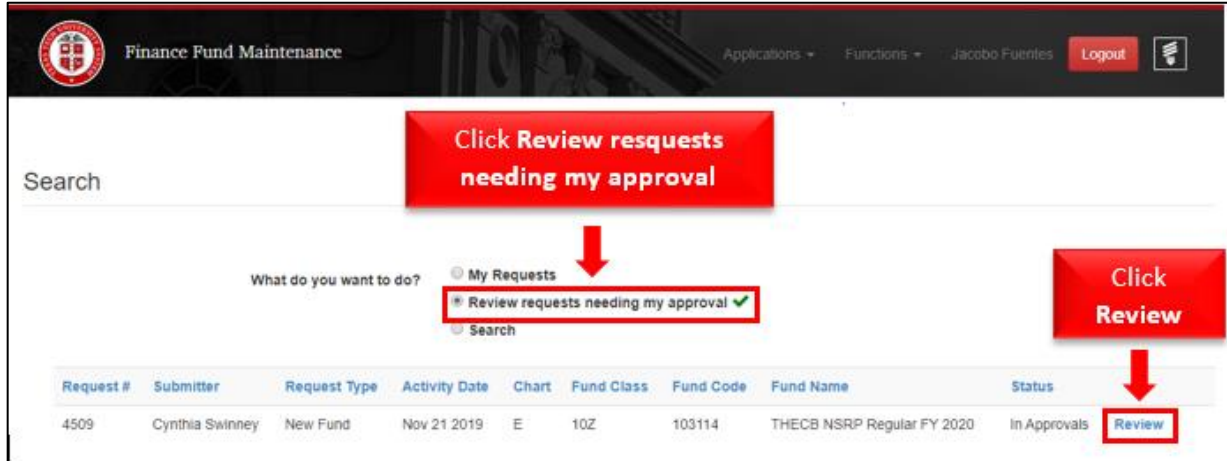
Please click [here](#) to review and approve this New Fund request.
This is an unattended mailbox. Please do not reply to this message. Contact the request originator **Maribel De la Huerta**, with questions about this request.

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.



Click Review requests needing my approval

What do you want to do?

- My Requests
- Review requests needing my approval
- Search

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status
4509	Cynthia Swinney	New Fund	Nov 21 2019	E	10Z	103114	THECB NSRP Regular FY 2020	In Approvals Review

Click Review

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

Approval Route: Initiated On: Nov 14, 2019
Revert Version #: 2

Orgn Manager
 Elp OSP
 Elp Acct 1
 Elp Acct Sup 1
 Elp FSM

Status	Started	Activity On	Approval Group	Approvers
✓	1 11/14/19 1:35 PM	11/14/19 1:53 PM	Orgn Manager	Cynthia Swinney
✓	2 11/14/19 1:53 PM	11/15/19 3:13 PM	Elp OSP	Veronica Anaya
✓	3 11/21/19 10:46 AM	11/21/19 11:44 AM	Elp Acct 1	Rosa Lopez
✓	4 11/21/19 11:44 AM	11/21/19 11:50 AM	Elp Acct Sup 1	Ricardo Porras
➔	5 11/21/19 11:50 AM		Elp FSM	Jesus Fuentes, Jonathan Lopez, Raquel Diaz-Jaquez

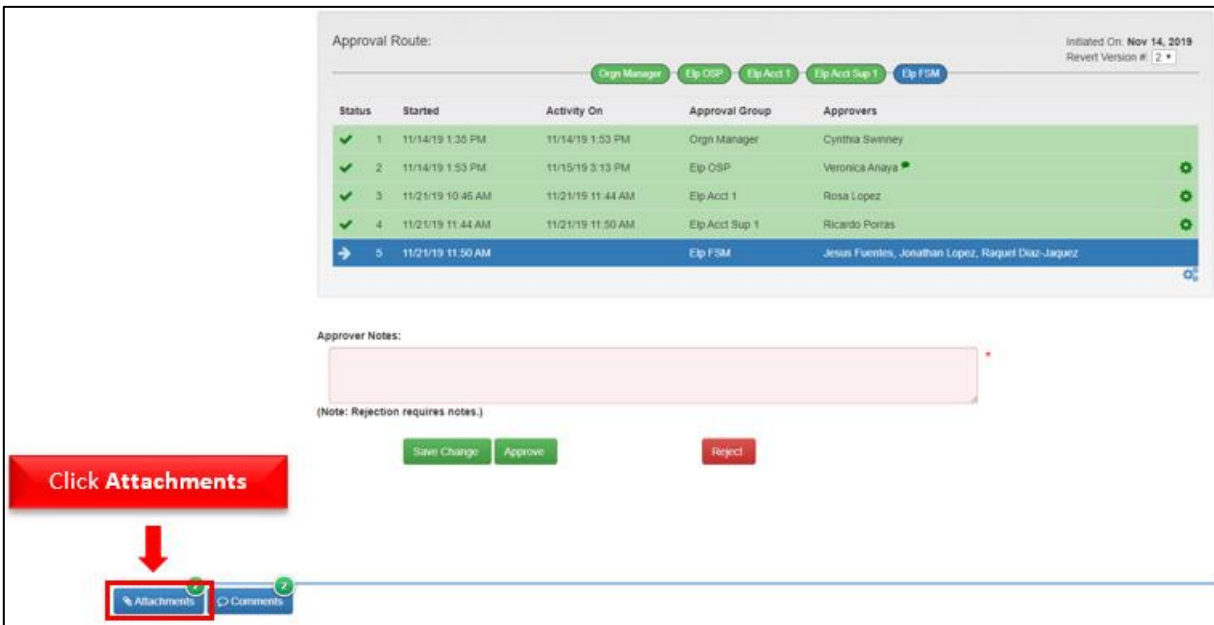
Approver Notes:

(Note: Rejection requires notes.)

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.



Approval Route: Initiated On: Nov 14, 2019
Revert Version #: 2

Status	Started	Activity On	Approval Group	Approvers
✓	11/14/19 1:35 PM	11/14/19 1:53 PM	Orgn Manager	Cynthia Swinney
✓	11/14/19 1:53 PM	11/15/19 3:13 PM	Eip OSP	Veronica Anaya
✓	11/21/19 10:45 AM	11/21/19 11:44 AM	Eip Acct 1	Rosa Lopez
✓	11/21/19 11:44 AM	11/21/19 11:50 AM	Eip Acct Sup 1	Ricardo Portas
➔	11/21/19 11:50 AM		Eip FSM	Jesus Fuentes, Jonathan Lopez, Raquel Diaz-Jaquez

Approver Notes:

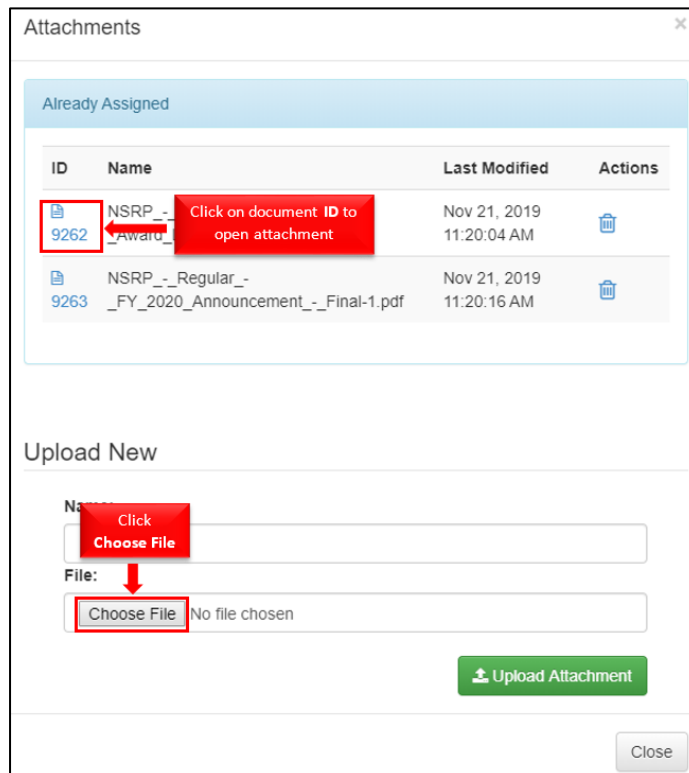
(Note: Rejection requires notes.)

Click Attachments

Attachments (2) | Comments (2)

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

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



Attachments

Already Assigned

ID	Name	Last Modified	Actions
9262	NSRP_-_Award_	Nov 21, 2019 11:20:04 AM	
9263	NSRP_-_Regular_-_FY_2020_Announcement_-_Final-1.pdf	Nov 21, 2019 11:20:16 AM	

Upload New

Name:

File: No file chosen

Click on document ID to open attachment

Click 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.

Approval Route: Initiated On: Nov 14, 2019
Revert Version #: 2

Orgn Manager **Elp OSP** **Elp Acct 1** **Elp Acct Sup 1** Elp FSM

Status	Started	Activity On	Approval Group	Approvers
✓	1 11/14/19 1:35 PM	11/14/19 1:53 PM	Orgn Manager	Cynthia Swinney
✓	2 11/14/19 1:53 PM	11/15/19 3:13 PM		
✓	3 11/21/19 10:46 AM	11/21/19 11:44 AM		
✓	4 11/21/19 11:44 AM	11/21/19 11:50 AM	Elp Acct Sup 1	Ricardo Porras
→	5 11/21/19 11:50 AM		Elp FSM	Jesus Fuentes, Jonathan Lopez, Raquel Diaz-Jaquez

Click on any department that you would like to revert to

You will be asked to provide a reason why you are returning it. When you're done select the **Revert** icon.

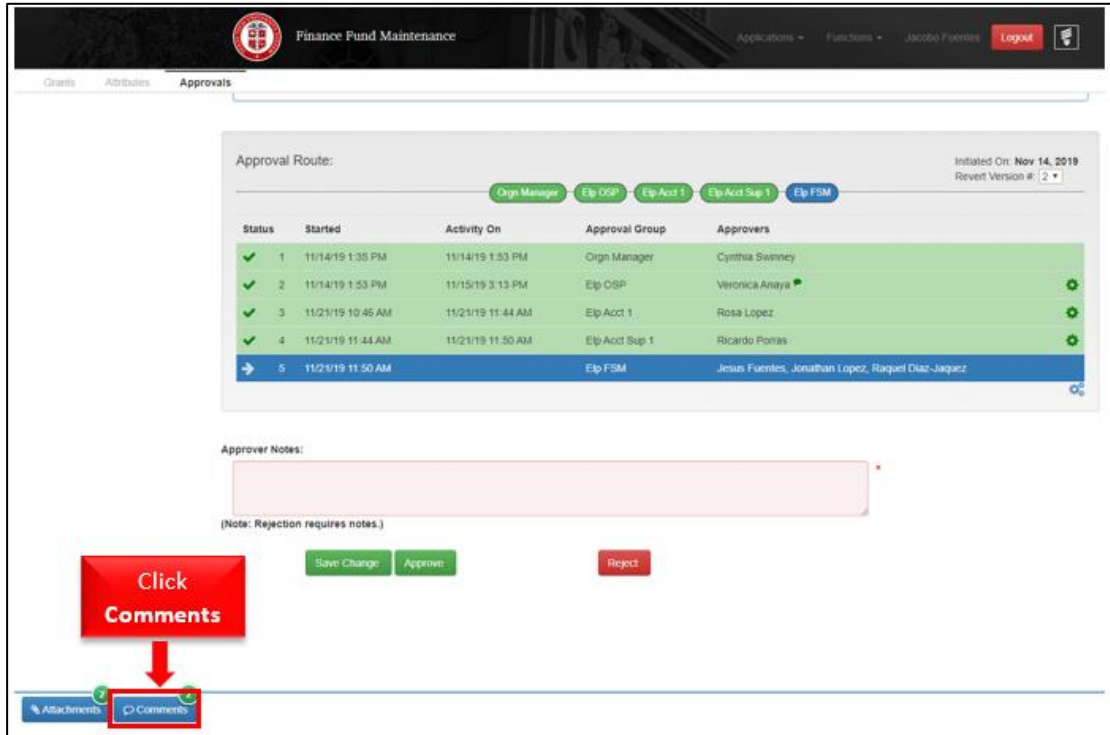
Revert Approvals

Reason to revert:

Click Revert to return the document

✕ Close **Revert**

To view or add a comment select the **Comments** icon.



Finance Fund Maintenance | Applications | Functions | Jacobo Fuentes | Logout

Grants | Attributes | Approvals

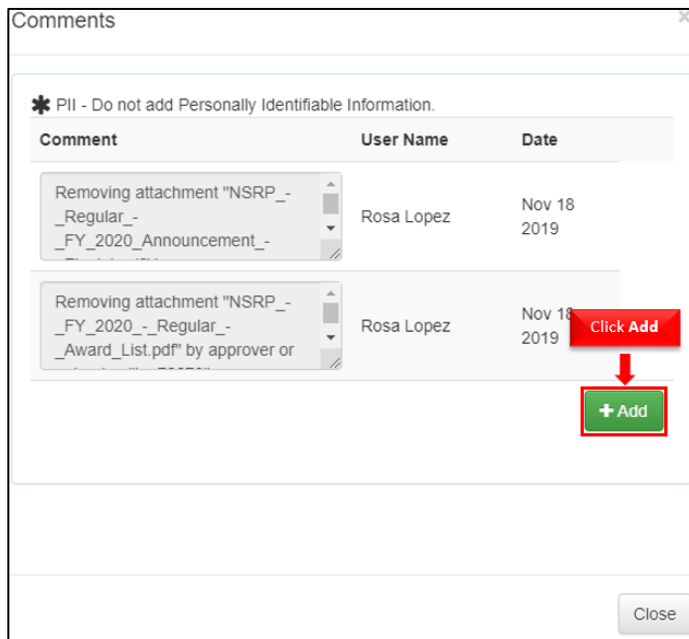
Approval Route: Orgn Manager Efp DSP Efp Acct 1 Efp Acct Sep 1 Efp FSM
Initiated On: Nov 14, 2019
Revert Version #: 2

Status	Started	Activity On	Approval Group	Approvers
✓	11/14/19 1:35 PM	11/14/19 1:53 PM	Orgn Manager	Cynthia Swinney
✓	11/14/19 1:53 PM	11/15/19 3:13 PM	Efp DSP	Veronica Anaya
✓	11/21/19 10:46 AM	11/21/19 11:44 AM	Efp Acct 1	Rosa Lopez
✓	11/21/19 11:44 AM	11/21/19 11:50 AM	Efp Acct Sep 1	Ricardo Pomas
➔	11/21/19 11:50 AM		Efp FSM	Jesus Fuentes, Jonathan Lopez, Raquel Diaz-Jaquez

Approver Notes:

(Note: Rejection requires notes.)

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



Comments

* PII - Do not add Personally Identifiable Information.

Comment	User Name	Date
Removing attachment "NSRP_-_Regular_-_FY_2020_Announcement_..."	Rosa Lopez	Nov 18 2019
Removing attachment "NSRP_-_FY_2020_-_Regular_-_Award_List.pdf" by approver or	Rosa Lopez	Nov 18 2019



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.

Approval Route: Initiated On: Nov 14, 2019
Revert Version #: 2 ▾

Orgn Manager
Elp OSP
Elp Acct 1
Elp Acct Sup 1
Elp FSM

Status	Started	Activity On	Approval Group	Approvers
✓ 1	11/14/19 1:35 PM	11/14/19 1:53 PM	Orgn Manager	Cynthia Swinney
✓ 2	11/14/19 1:53 PM	11/15/19 3:13 PM	Elp OSP	Veronica Anaya
✓ 3	11/21/19 10:46 AM	11/21/19 11:44 AM	Elp Acct 1	Rosa Lopez
✓ 4	11/21/19 11:44 AM	11/21/19 11:50 AM	Elp Acct Sup 1	Ricardo Porras
➔ 5	11/21/19 11:50 AM		Elp FSM	Jesus Fuentes, Jonathan Lopez, Raquel Diaz-Jaquez

Approver Notes:

Click Approve

(Note: Rejection requires notes.)

Save Change

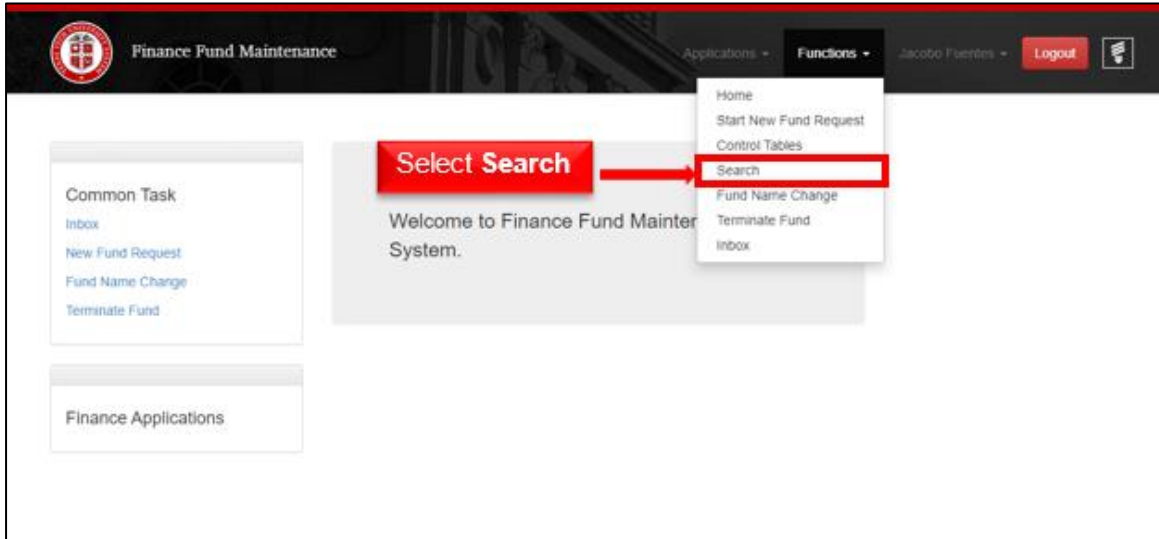
Approve

Reject

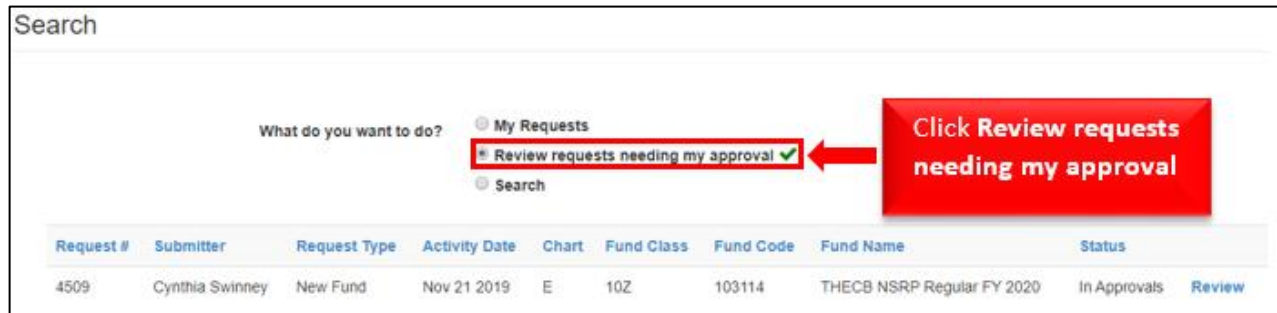
Click Reject

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

What do you want to do?

My Requests

Review requests needing my approval

Search ✓

Start Date: Sep 22 2019 *

End Date: Nov 21 2019 *

Click Select

-- Select --

-- Select --

+ Another Filter

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

Chart

E

+ Another Filter

Click Another Filter



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

Select Submitter

Type in last name

Chart: [Dropdown]

E: [Dropdown]

Submitter: [Dropdown]

Magana: [Text Input]

+ Another Filter

Click Apply Filter → Apply Filter Clear 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.

What do you want to do?

- My Requests
- Review requests needing my approval
- Search ✓

Start Date: Sep 22 2019 *

End Date: Nov 21 2019 *

Chart: [Dropdown] E: [Dropdown]

Submitter: [Dropdown] Magana: [Text Input]

+ Another Filter

Apply Filter Clear Filter

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status
4450	Bertha Magana	Terminate Fund	Nov 19 2019	E	23Z	233063	Emrg Med 2019	Approved
4449	Bertha Magana	Terminate Fund	Nov 19 2019	E	23Z	233015	UMC Residents Contract ELP 18/19	Approved

Click Review → Review History

Click History



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.

User Information

User Name: Cynthia Swinney Tech ID: R11666234 Email Address: Cynthia.Swinney@ttuhsc.edu	Home Dept: 363001 Hunt SON Admin Elp Work Phone (915) 215-6100
---	---

New Fund Request - 4509
Status : In Approvals

Chart Code: E	Fund Class: 10Z - Coordinating Board	Research: N	Change Fund Class
---------------	--------------------------------------	-------------	--

Main Fund Information

Fund Manager:	[R11666234] Swinney, Cynthia Joy *
Effective Date:	Oct 09 2019 *
Fund Name:	THECB NSRP Regular FY 2020 *
Fund Long Name:	THECB Nursing Shortage Reduction Program Regular FY 2020 *

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

Source of Funds

Revenue Primary Account Type:	51 - State Contracts and Grants ▼
Revenue Secondary Account Type:	-- Select -- ▼

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.

Approval Route:					Initiated On: Nov 14, 2019 Revert Version #: 2 ▼
Orgn Manager Elp OSP Elp Acct 1 Elp Acct Sup 1 Elp FSM					
Status	Started	Activity On	Approval Group	Approvers	
✓	1 11/14/19 1:35 PM	11/14/19 1:53 PM	Orgn Manager	Cynthia Swinney	
✓	2 11/14/19 1:53 PM	11/15/19 3:13 PM	Elp OSP	Veronica Anaya	
✓	3 11/21/19 10:46 AM	11/21/19 11:44 AM	Elp Acct 1	Rosa Lopez	
✓	4 11/21/19 11:44 AM	11/21/19 11:50 AM	Elp Acct Sup 1	Ricardo Porras	
➔	5 11/21/19 11:50 AM		Elp FSM	Jesus Fuentes, Jonathan Lopez, Raquel Diaz-Jaquez	



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.

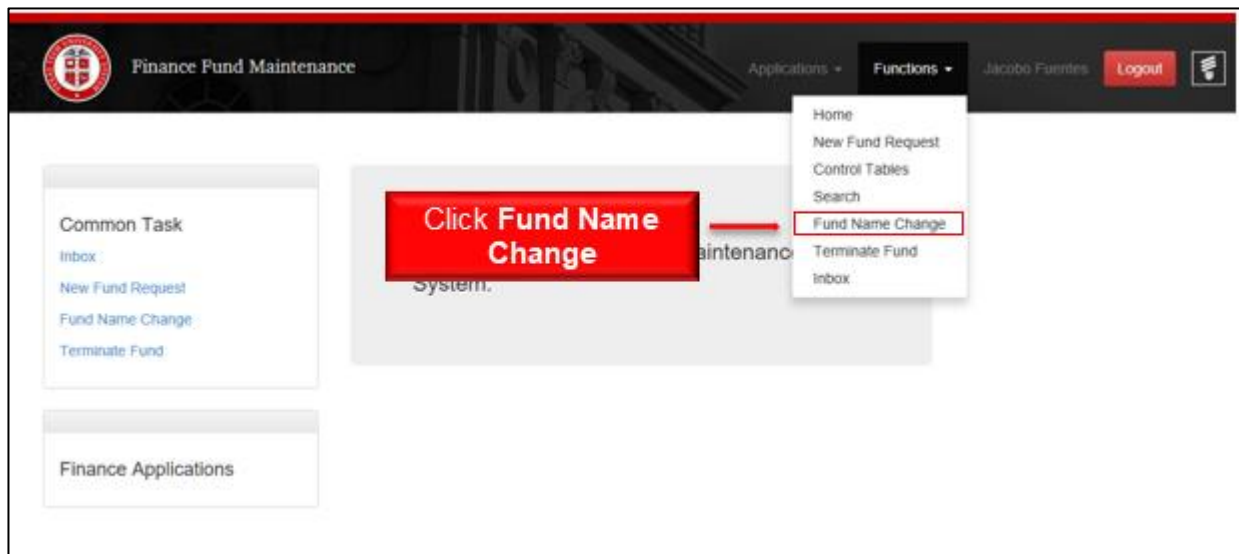
Fund Name Change

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.

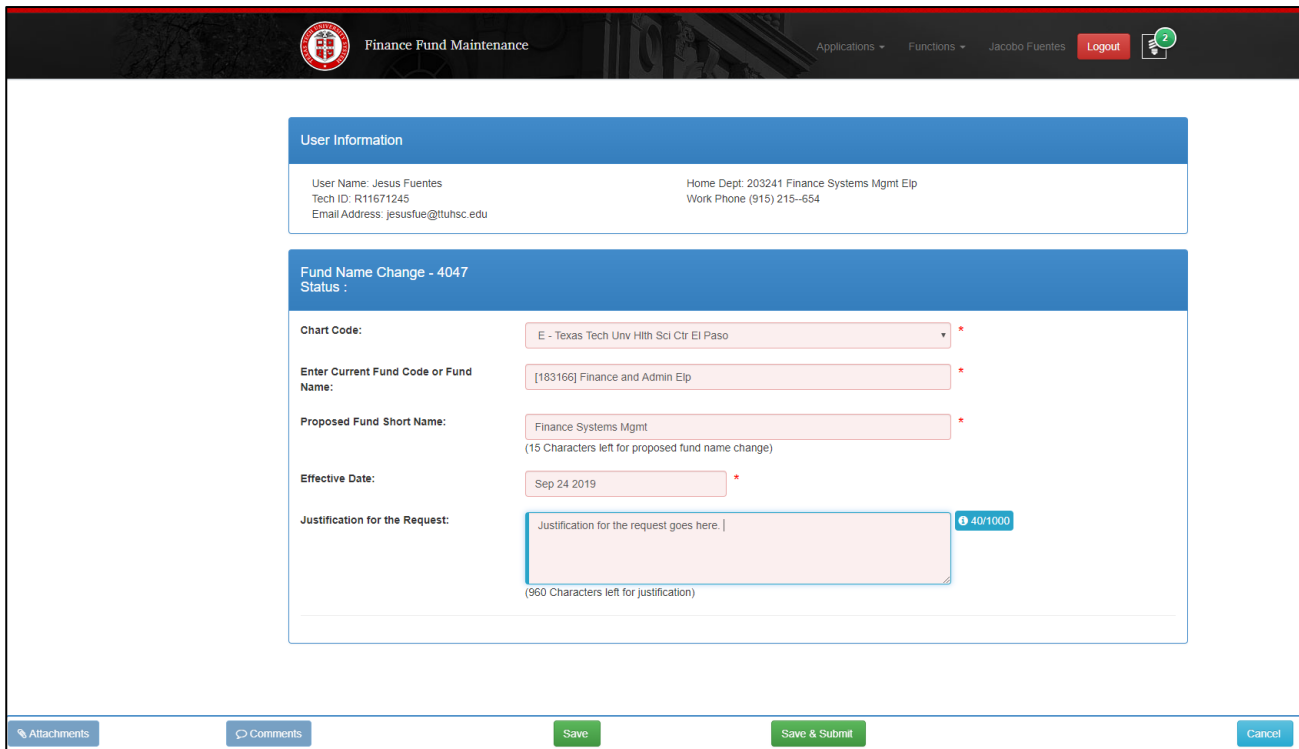
The **Chart Code** is auto populated from the drop down menu based on your User Information.

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**.



The screenshot shows the 'Finance Fund Maintenance' web application. The user is logged in as 'Jacobico Fuentes'. The main form area is titled 'Fund Name Change - 4047'. The form contains the following fields:

- User Information:** User Name: Jesus Fuentes, Tech ID: R11671245, Email Address: jesusfue@ttuhsc.edu, Home Dept: 203241 Finance Systems Mgmt Elp, Work Phone (915) 215-654
- Fund Name Change - 4047 Status :**
- Chart Code:** E - Texas Tech Univ Hlth Sci Ctr El Paso
- Enter Current Fund Code or Fund Name:** [183166] Finance and Admin Elp
- Proposed Fund Short Name:** Finance Systems Mgmt (15 Characters left for proposed fund name change)
- Effective Date:** Sep 24 2019
- Justification for the Request:** Justification for the request goes here. | (960 Characters left for justification)

At the bottom of the form are buttons for 'Attachments', 'Comments', 'Save', 'Save & Submit', and 'Cancel'.

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.

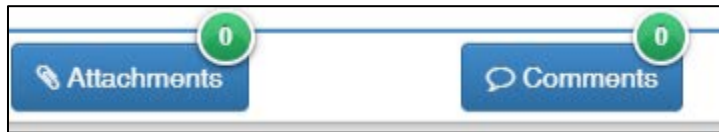
Attachments and Comments

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**.

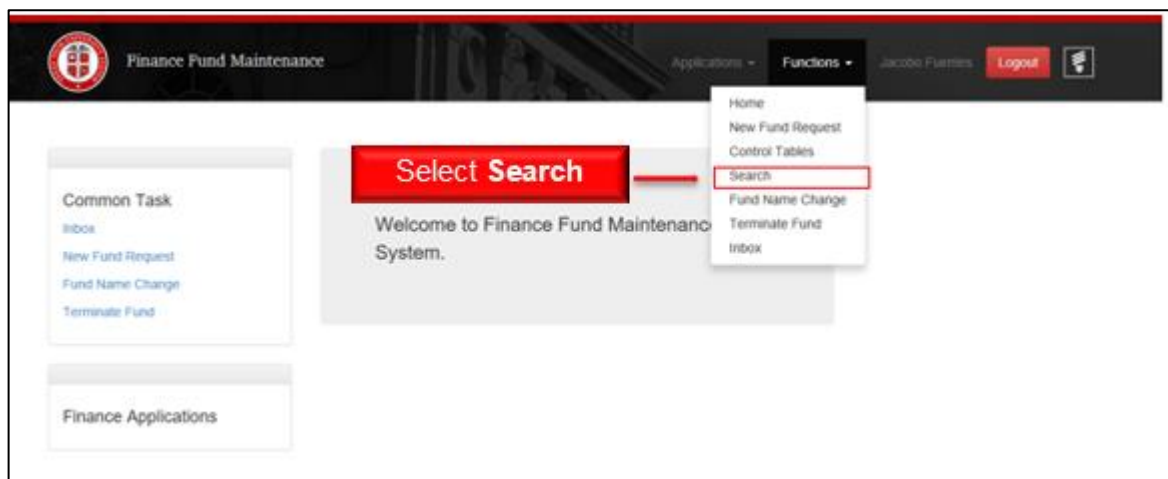
The green bubble icons on each button indicates how many attachments or comments the request has attached to it.



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.

The screenshot shows a search interface with a 'What do you want to do?' section. A red box highlights 'My Requests' with an arrow pointing to a 'Click My Requests' button. Below this are filters for Start Date (Jul 26 2019) and End Date (Sep 24 2019), and a 'Chart' dropdown. A table lists requests with columns: Request #, Submitter, Request Type, Activity Date, Chart, Fund Class, Fund Code, Fund Name, Status, and Review. Red boxes highlight the 'Status' and 'Review' columns, with arrows pointing to 'Status of Request' and 'Click Review' buttons.

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status	Review
3813	Susan Matchett	Terminate Fund	Sep 19 2019	T	18C	18C009	Reese 252 Roof Rpt 19363 1218	Approved	Review
3812	Susan Matchett	Terminate Fund	Sep 19 2019	T	16K	16K022	FBI Security Fence 2 17688 0618	Approved	Review
3811	Susan Matchett	Terminate Fund	Sep 19 2019	T	16A	16A651	Sci 3rd Flr Furniture 17753 0318	Approved	Review
3806	Alexandra Gable	Terminate Fund	Sep 12 2019	H	10	101006	Finance Systems Management	In Approvals	Review
3807	Terry Dalton	Terminate Fund	Sep 12 2019	H	22	221166	Business Affairs	In Approvals	Review

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.

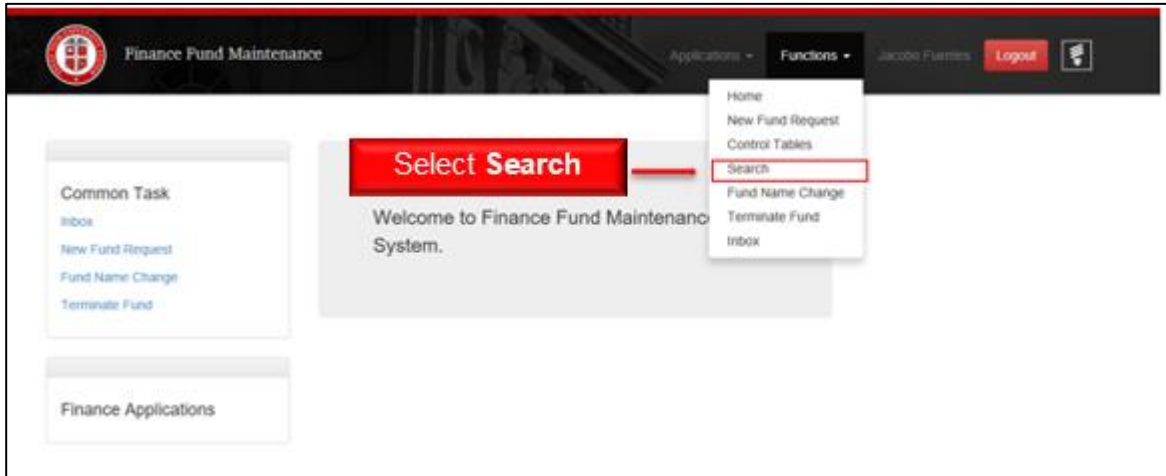
Approval Route: Initiated On: Sep 20, 2019 Finalized On: Sep 23, 2019

Orgn Manager | Elp Inst Adv | Elp Acct 2 | Elp Acct Sup 2 | Elp FSM

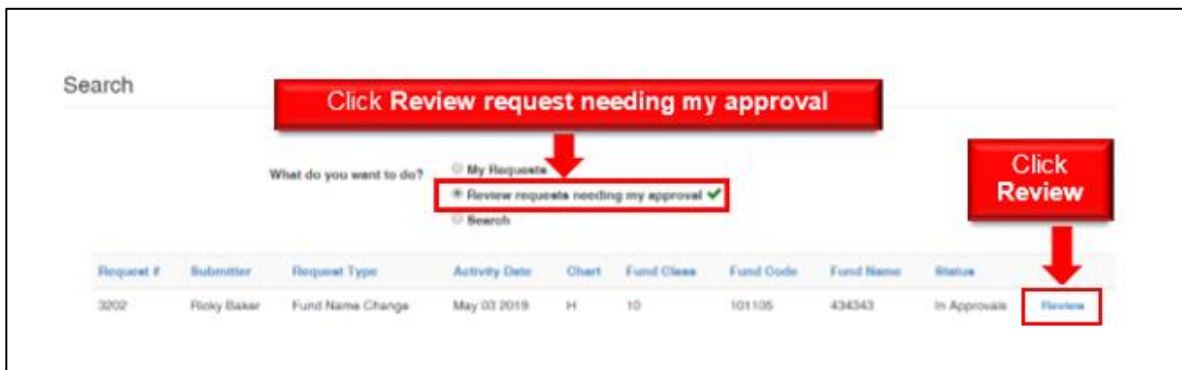
Status	Started	Activity On	Approval Group	Approvers
✓	1 9/20/19 10:05 AM	9/20/19 1:28 PM	Orgn Manager	Andrea Tawney
✓	2 9/20/19 1:28 PM	9/20/19 1:29 PM	Elp Inst Adv	Kent Pearce
✓	3 9/20/19 1:29 PM	9/23/19 11:54 AM	Elp Acct 2	Karina Rodriguez
✓	4 9/23/19 11:54 AM	9/23/19 12:06 PM	Elp Acct Sup 2	Maria Lopez
✓	5 9/23/19 12:06 PM	9/23/19 12:42 PM	Elp FSM	Raquel Diaz-Jaquez

Review Requests Needing Approval

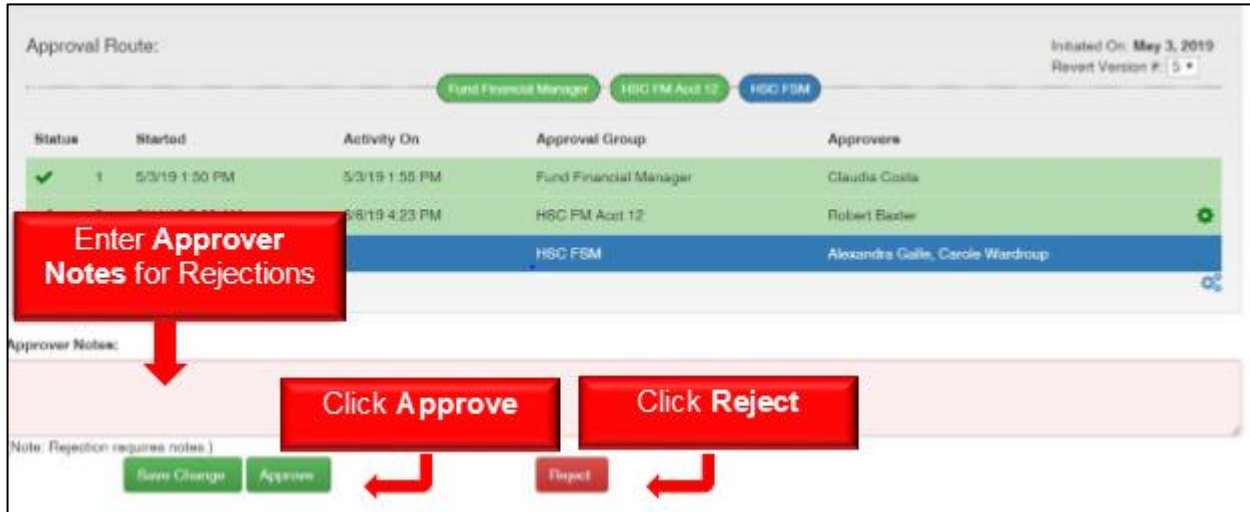
To look for requests needing your approval, click **Search** in the drop down list under Functions at the top of the page.



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.



Approval Route: Fund Financial Manager | HSC FM Acct 12 | HSC FSM

Initiated On: May 3, 2019
Revert Version #: 5

Status	Started	Activity On	Approval Group	Approvers
✓	5/3/19 1:50 PM	5/3/19 1:55 PM	Fund Financial Manager	Claudia Costa
		5/8/19 4:23 PM	HSC FM Acct 12	Robert Baxter
			HSC FSM	Alexandra Gallo, Carole Wardrop

Approver Notes:

Note: Rejection requires notes

Buttons: Save Change, Approve, Reject

Callouts: Enter Approver Notes for Rejections, Click Approve, Click Reject

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**.



The screenshot shows the 'Finance Fund Maintenance' application interface. At the top, there is a navigation bar with 'Applications', 'Functions', and a 'Logout' button. Below the navigation bar is a search section with the heading 'Search'. Underneath, there are radio buttons for 'My Requests', 'Review requests needing my approval', and 'Search' (which is selected). A red box labeled 'Click Search' points to the 'Search' radio button. Below the radio buttons are date pickers for 'Start Date' (Jul 26 2019) and 'End Date' (Sep 24 2019), with a red box labeled 'Change Search Dates' pointing to them. A dropdown menu is open, showing filter options: 'Chart', 'Fund Class', 'Fund Code', 'Fund Name', 'Status', and 'Request Type'. A red box labeled 'Select a Filter' points to this dropdown. Below the filters is a table of request records.

Request #	Submitter	Request Type	Request Date	Request Status	Fund Class	Fund Code	Fund Name	Status	Actions
3813	Susan Matchett	Terminate Fund	Sep 19 2019	T	18C	18C009	Reese 252 Roof Rpl 19363 1218	Approved	Review History
3812	Susan Matchett	Terminate Fund	Sep 19 2019	T	16K	16K022	FBRI Security Fence 2 17688 0618	Approved	Review History
3811	Susan Matchett	Terminate Fund	Sep 19 2019	T	16A	16A651	Sci 3rd Flr Furniture 17753 0318	Approved	Review History
3808	Alexandra Galle	Terminate Fund	Sep 12 2019	H	10	101008	Finance Systems Management	In Approvals	Review
3807	Terry Dalton	Terminate Fund	Sep 12 2019	H	22	221166	Business Affairs	In Approvals	Review
3806	Terry Dalton	Terminate Fund	Sep 12 2019	H	10	101010	Accounting Svcs	In Approvals	Review

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](#)

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 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 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.

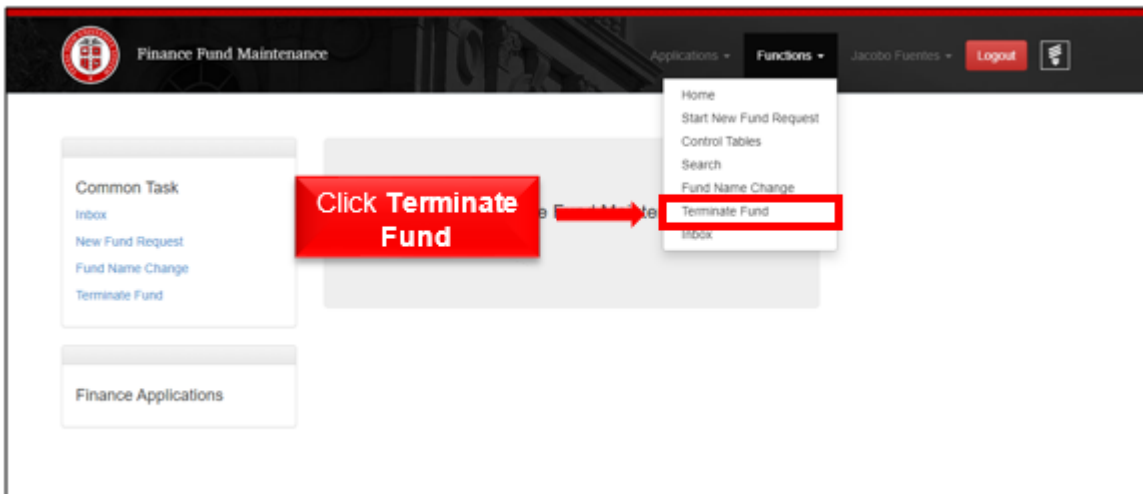
Terminate Fund

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 Univ 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
<input checked="" type="checkbox"/>	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 Univ 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
<input checked="" type="checkbox"/>	103211	Finance and Admin Elp

Check Termination Items:

Have all Non-Payroll Encumbrances been closed? ✔ Yes

Are all Payroll Encumbrances zero? ✘ No

- 103211 has Payroll Encumbrances with the following items that are non zero :
PR200001 : 321,519.00 -

Are all Balance Sheet accounts zero? ✔ Yes

Is Fund Balance zero? ✘ No

- 103211 has Fund Balance accounts that do NOT net to zero.

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 Accounting Services for approval and then to the 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**.

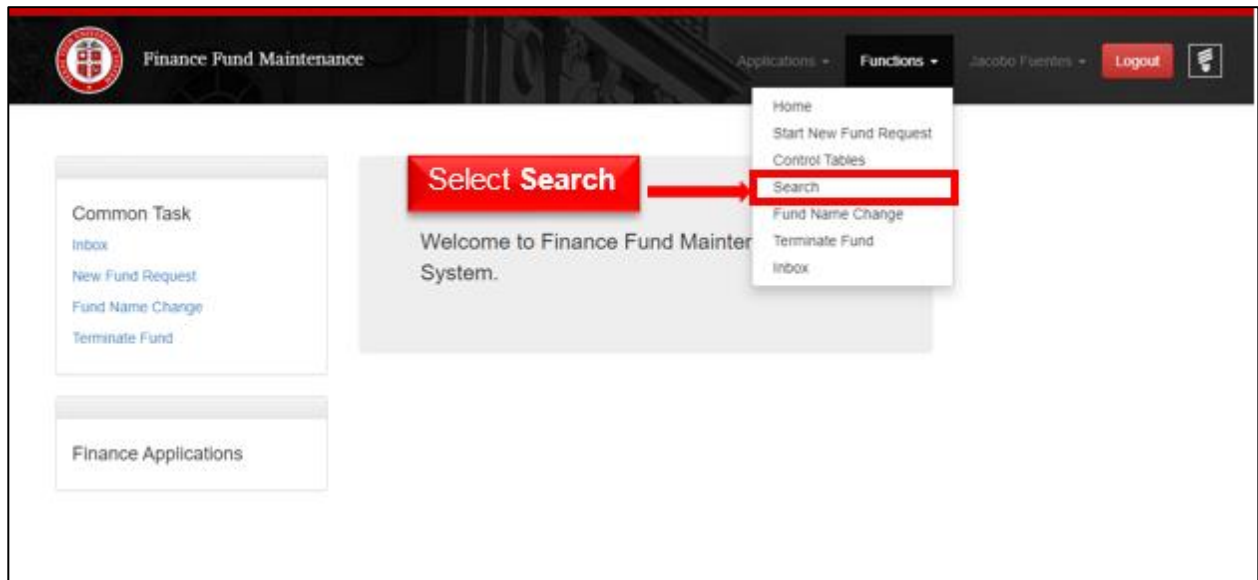
The green bubble icons on each button indicates how many attachments or comments the request has attached to it.



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.

Search

What do you want to do? **My Requests** ← **Click My Requests**

Review requests needing my approval
 Search ✓

Start Date: Jul 26 2019
 End Date: Sep 24 2019

Chart: [Dropdown] -- Select -- [Dropdown]

Status of Request **Click Review**





Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status	Review	History
3813	Susan Matchett	Terminate Fund	Sep 19 2019	T	18C	18C009	Reese 252 Roof Rpt 19063 1218	Approved	Review	History
3812	Susan Matchett	Terminate Fund	Sep 19 2019	T	16K	16K022	FBR1 Security Fence 2 17688 0618	Approved	Review	History
3811	Susan Matchett	Terminate Fund	Sep 19 2019	T	16A	16A651	Sci 3rd Flr Furniture 17753 0318	Approved	Review	History
3808	Alexandra Gale	Terminate Fund	Sep 12 2019	H	10	101008	Finance Systems Management	In Approvals	Review	
3807	Terry Dalton	Terminate Fund	Sep 12 2019	H	22	221166	Business Affairs	In Approvals	Review	

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.

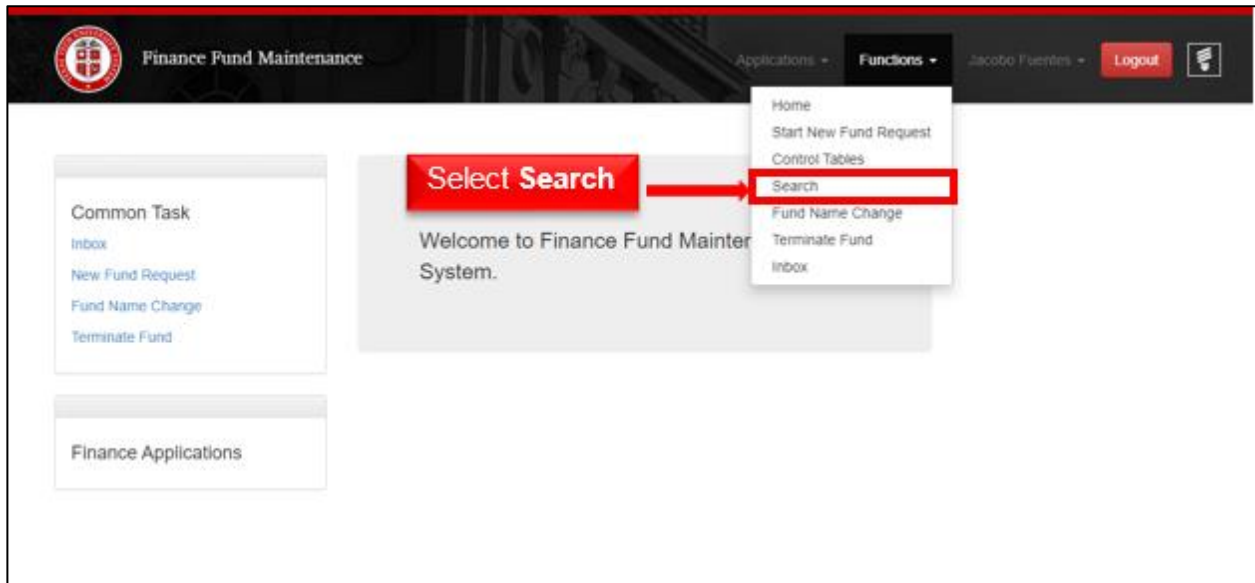
Approval Route: Initiated On: **Sep 20, 2019** Finalized On: **Sep 23, 2019**

Orgn Manager EIp Inst Adv EIp Acct 2 EIp Acct Sup 2 EIp FSM

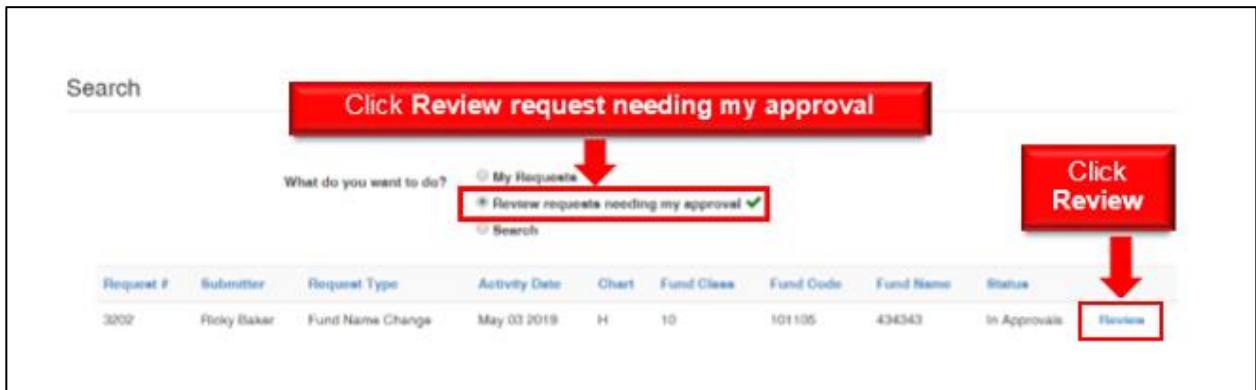
Status	Started	Activity On	Approval Group	Approvers
✓	1 9/20/19 10:05 AM	9/20/19 1:28 PM	Orgn Manager	Andrea Tawney
✓	2 9/20/19 1:28 PM	9/20/19 1:29 PM	EIp Inst Adv	Kent Pearce 
✓	3 9/20/19 1:29 PM	9/23/19 11:54 AM	EIp Acct 2	Karina Rodriguez 
✓	4 9/23/19 11:54 AM	9/23/19 12:06 PM	EIp Acct Sup 2	Maria Lopez 
✓	5 9/23/19 12:06 PM	9/23/19 12:42 PM	EIp FSM	Raquel Diaz-Jaquez 

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.



The screenshot shows an approval route interface. At the top, it says "Approval Route:" and "Initiated On: May 3, 2019" and "Revert Version #: 5". Below this are three buttons: "Fund Financial Manager", "HSC FM Acct 12", and "HSC FSM". A table below shows the approval process:

Status	Started	Activity On	Approval Group	Approvers
✓ 1	5/3/19 1:50 PM	5/3/19 1:55 PM	Fund Financial Manager	Claudia Costa
		5/6/19 4:23 PM	HSC FM Acct 12	Robert Baxter
			HSC FSM	Alexandra Galie, Carole Wardrop

Annotations include a red box "Enter Approver Notes for Rejections" with an arrow pointing to the "Approver Notes:" field. Below this are two red boxes: "Click Approve" and "Click Reject". At the bottom, there are buttons for "New Change", "Approve", and "Reject". A note says "Note: Rejection requires notes." and red arrows point from the "Click Approve" and "Click Reject" boxes to the "Approve" and "Reject" buttons respectively.

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**.



Finance Fund Maintenance

Search

What do you want to do? My Requests Review requests needing my approval Search

Start Date: Jul 26 2019
End Date: Sep 24 2019

Chart: -- Select --
Fund Class
Fund Code
Fund Name
Status
Request Type

Request #	Submitter	Request Type	Request Date	Request Type	Fund Class	Fund Code	Fund Name	Status	Review	History
3813	Susan Matchett	Terminate Fund	Sep 19 2019	T	18C	18C009	Reese 252 Roof Rpl 19363 1218	Approved	Review	History
3812	Susan Matchett	Terminate Fund	Sep 19 2019	T	16K	16K022	FBRI Security Fence 2 17688 0618	Approved	Review	History
3811	Susan Matchett	Terminate Fund	Sep 19 2019	T	16A	16A651	Sci 3rd Flr Furniture 17753 0318	Approved	Review	History
3808	Alexandra Gale	Terminate Fund	Sep 12 2019	H	10	101008	Finance Systems Management	In Approvals	Review	
3807	Terry Dalton	Terminate Fund	Sep 12 2019	H	22	221166	Business Affairs	In Approvals	Review	
3806	Terry Dalton	Terminate Fund	Sep 12 2019	H	10	101010	Accounting Svcs	In Approvals	Review	

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.