



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 WebRaider portal, F&A Work Tools tab, Business Affairs section, under Accounting Services or through the following links:

[Fund Maintenance System](#)

[Fund Maintenance System Information](#)

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 hscacc@ttuhsc.edu.

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