**Fund Maintenance System**

The Fund Maintenance system allows departments to submit requests for new fund codes to be set up, reviewed and approved. After review and approval, the system will update Banner with the new fund information.

The Fund Maintenance system can be accessed from the WebRaider portal, F&A Work Tools tab, Business Affairs section, under Accounting Services.

The Fund Maintenance system allows a departmental user to do the following:

- Start a New Fund Request
- Review the status and track the approval routing of a New Fund Request
- Resume completion of a New Fund Request
- Review the history of a New Fund Request
- Delete a New Fund Request

**New Fund Set Up Process**

To begin a new fund request, select **New Fund Request** under Common Task on the left side of the web page or **New Fund Request** in the drop down list under Functions.

Notice 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.

Select the **Chart Code** from the drop down menu. If a red asterisk appears next to a line, this means the field or line must be completed before moving forward.
Enter the **Fund Class** information into the provided field. The system will provide a drop down box or the Fund Class can be autocompleted as numbers or text are entered into the field.

Select the appropriate Fund Class based on the information from the **Fund Class Definitions (Appendix A)**.
Choose whether or not the fund will be related to research. If the fund is related to research, select Yes. If not, select No. Click Next to be routed to the New Fund Request form.

New Fund Request Form

The New Fund Request form will automatically auto populate information regarding the New Fund Request based on previous answers. If changes need to be made to the selection of the chart code, fund class or whether the fund will be related to research, click Change Fund Class.
The New Fund Request form will have different sections to enter information depending on answers provided in the New Fund Request section.

Those sections may include:

- Main Fund Information (required section for every fund request)
- Grants
- Research
- Service

**Main Fund Information**

The Main Fund Information section requires several fields to be completed regarding the New Fund Request form. Some of the fields include: Fund Manager, Fund Name, Source of Funds, Backup FOP, and Prior Year FOP.

The fields may be completed by either using drop down boxes to select from a list of allowable values or typing information into the text boxes. With a drop-down box, the system will provide options or autocomplete once valid beginning numbers or text are entered into the field. The Fund Name and Fund Long Name must not contain any special characters except "/". If a red asterisk appears next to a line, the information for that line is required and must be completed before the New Fund Request is submitted to approvals.
The Attachments and Comments buttons will be enabled after the request has been saved.

Documents required with all New Fund Requests, e.g. award notices, email correspondence, etc., must be attached by selecting **Attachments**. Attachments larger than 10MB may need to be split into multiple documents.

Click **Comments** to add additional information about the request.
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**.

Comments may be added until the New Fund Request has received final approval.

### Additional Sections

Based on selection of the Fund Class, the New Fund Request may include additional sections to gather information related to the following areas:

- Grants
- Research
- Service

Any additional required sections will be added directly under the Main Fund Information section. These sections will gather data in a way similar to the Main Fund Information section. The fields may be completed by either using drop down boxes to select from a list of allowable values or typing information into the text boxes. With a drop down box, the system will provide options or autocomplete once valid beginning numbers or text are entered into the field. If a red asterisk appears next to a line, the information for that line is required before the New Fund Request is submitted to approvals.

Several fields in the Grants section must be completed, including: Effort Reporting, Sponsor Agency Number, Project Start Date, Project End Date, and Award Amount.
In the Research section, several fields must be completed, including questions to determine if the fund qualifies as restricted research as defined by the Texas Higher Education Coordinating Board (THECB), Research Activity Type, Research Field, and Areas of Special Interest.

Research must be classified into one of these three activities (as defined by the National Science Foundation (NSF) Research Report):

- **Applied Research** – Original investigation undertaken in order to acquire new knowledge, and directed primarily towards a specific, practical aim or objective.
- **Basic Research** – Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
• Developmental Research – Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products and processes.

The Service section requires four parts to be completed, including: Part I – General Information, Part II – Contact Information, Part III – Billing Information, and Part IV – External Sales. Recommended reference for this section is HSC OP 50.17 – Establishment and Operation of Service Departments.

Save and Submit

After you have completed all sections, click the Save button on the bottom right of the Main Fund Information to save your work and send the request for approval at a later time, or click Save and Submit to send the New Fund Request to the approval process.

All required fields must be completed before selecting Save and Submit.
When the Save button is clicked the system will notify you that your request was successfully saved on the top right corner and will remain on the same screen. If any required fields are not completed or have errors, the Fund Maintenance system will save your work and indicate which fields need to be completed or fixed prior to submitting the New Fund Request to approvals.
When the Save and Submit button is clicked, the system will notify you that your request was successfully submitted on the top right corner and redirect you to the Search table. If any required fields are not completed, the system will remain on the same page and will not submit the New Fund Request to approvals.

When the New Fund Request is submitted, the request will first be routed to the Orgn Manager for approval. An email will go to the Orgn Manager notifying them that a New Fund Request is waiting for their approval. A link to the request will be provided in the email.

**My Requests**

To view your New Fund 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 items you have initiated and saved or routed to approvals. Each new fund request will provide information regarding the Request Number, Submitter, 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 New Fund Request form. Then click **Save and Submit** to begin the approval process.

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

Users can view the approval route of the request by scrolling to the bottom of the request form. A New Fund Request is routed based on the Orgn code entered in the request and the selection of Fund Class from the initial New Fund Request page.
Review Requests Needing Approval

To look for documents 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 New 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 New Fund 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, 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, and Status.

Once a filter has been selected for a search, click **Apply Filter**. To remove a filter from a search, click **Clear Filter**.
Assign Additional Approver

An Orgn Manager can assign Alternate Approvers for a New Fund Request through the TEAM application. The TEAM application can be accessed from the WebRaider portal, F&A Work Tools tab, Finance portlet, under Finance Systems Management.

Select Access Request from the menu on the left side of the TEAM application home page.

Select Financial Alternates Assignment under the Select Application section to begin the alternate assignment process.
Enter the eRaider ID for the alternate approver. To search for the person’s eRaider ID, click **Search for eRaiderID**. Enter at least the last name of the person and then click the **Search** button. Click the **Select** button beside the person’s name to be added as an alternate approver.

After the correct eRaider ID is populated in the eRaiderID field, click the **Next** button.

A list of Orgn Codes will display in the box on the left side of the screen. Highlight the **Orgn Code** from the list in the space on the left side of the screen that you wish to assign to the alternate and click the single arrow button that points to the space to the right, **Fund/Orgn Selected**.

If there is a list of several Orgn Codes, click the double arrow button that points to the right and all available **Orgn Codes** will be added to the space on the right.
After the Orgn Codes have been selected, click the **Submit** button.
When the request to add an alternate approver is complete, a message will display the name of the person granted the Financial Alternate role and the associated Orgn Codes.

![Message displays the Financial Alternate role](image)

When the request has been sent to Banner, the original submitter and all the request’s approval chain members will receive a confirmation email.

**Control Tables**

The Control Tables section is found under the Functions menu. While this section allows for users to view parts of the Control Tables, users are not authorized for the functionality of this section. The Fund Maintenance system will send an Error Notification to alert users if they try accessing these sections.

![Error Notification](image)

If you have additional questions, please contact Accounting Services at hscacc@ttuhsc.edu.
Appendix A

Fund Class Definitions

The determining factor in the Fund Maintenance system for the flow of form completion and routing for approvals is the selection of the proper fund class. Selection of the fund class requires some general knowledge about fund classes. Below is a list of the Banner Fund Classes and basic information about each fund to help determine the proper class to select:

- 10 – Educational and General
  - General revenue appropriations provided by the Legislature
  - State Appropriated Funds

- 10Z – Educational and General Grants
  - ARP (may cross fiscal years)

- 1L – Graduate Tuition
  - Statutory tuition as authorized by the Texas Education Code section 54.051
  - Support general educational operations

- 1MZ – Coordinating Board
  - Texas Higher Education Coordinating Board grants that have a specified performance period (may cross fiscal years)
  - Paid through the state treasury

- 11Z – HEAF
  - Higher Education Assistance Fund (HEAF) appropriation allocations
  - Capital expenditures for land, construction, major repair and rehabilitation of buildings, capital equipment, and library materials

- 12 – Permanent Health Funds
  - Programs funded from Permanent Health Fund appropriations that benefit medical research, health education, or treatment programs

- 12Z – Permanent Health Fund Seed Grants
  - Seed grants funded from Permanent Health Fund appropriations that benefit medical research, health education, or treatment programs
  - Have a specified performance period (may cross fiscal years)

- 13 – Medical Practice Income Plan - MPIP
  - Professional fees generated from patient care by MPIP members or professional health staff as noted in the Medical Practice Income Plan Bylaws
  - Revenue and expenditures related to patient care or other activities of the practice plan
• 15 – Nursing Income Plan - NIP
  o Professional fees generated from patient care by NIP members or professional health staff as noted in the Nursing Income Plan Bylaws
  o Revenues and expenditures related to patient care or other activities of the practice plan

• 16 – Hlth Prof Practice Inc Plan - HPPIP
  o Professional fees generated from patient care, professional consultations, services and contracts by HPPIP members or professional health staff as noted in the Health Professions Practice Income Plan Bylaws
  o Revenues and expenditures related to patient care or other activities of the practice plan

• 17 – Pharmacy Practice Income Plan - PIP
  o Professional fees generated from patient care, medication sales, etc. by PIP members or professional health staff as noted in the Pharmacy Income Plan Bylaws
  o Revenue and expenditures related to patient care or other activities of the practice plan

• 18 – General Designated
  o Resources internally allocated by the Board of Regents
  o Student fee funds
  o Facility and Administrative (Indirect Cost) funds

• 18Z – General Designated Seed Grants
  o Resources internally allocated by the Board of Regents that have a performance period that crosses fiscal years
  o Seed grants from unrestricted funds that have a specified performance period (may cross fiscal years)

• 1T – Student Fees
  o Designated tuition and fees as authorized by the Texas Education Code and the TTUS Board of Regents
  o Tuition funds support general education operations
  o Student fee funds support the approved purpose of the fee and should not be used for discretionary purposes

• 1TZ – Student Fees MY
  o Student fee funds (may cross fiscal years)

• 19 – Service Departments
  o Ongoing operations that sell products and provide specific services to other TTUHSC departments
    ▪ Lab services
    ▪ Facility use fees
New Fund Request

- **20 – Non-Federal Scholarships**
  - Gifts from external donors or internally designated funds designated to be used for scholarships
  - Donor or internal designation is to TTUHSC

- **20Z – Federal Scholarships**
  - Pell
  - SEOG

- **21Z – Federal Govt Grants/Contracts**
  - Grants or contracts with federal government agencies that have a specified performance period (may cross fiscal years)
  - Includes Federal funds passed to TTUHSC from other agencies
  - Use is restricted to conditions agreed upon in the grant/contract

- **22 – State Grants/Contracts**
  - Grants or contracts with other state government agencies that are budgeted on a fiscal year basis
  - Use is restricted to conditions agreed upon in the grant/contract

- **22Z – State Govt Grants/Contracts**
  - State Grants or contracts with other state government agencies that have a specified performance period (may cross fiscal years)
  - Use is restricted to conditions agreed upon in the grant/contract

- **23 – Local Govt Grants/Contracts**
  - Grants or contracts with local government agencies that are budgeted on a fiscal year basis
  - Use is restricted to conditions agreed upon in the grant/contract

- **23Z – Local Govt Grants/Contracts**
  - Grants or contracts with local government agencies that have a specified performance period (may cross fiscal years)
  - Use is restricted to conditions agreed upon in the grant/contract

- **24 – Private Gifts/Earnings Funds**
  - Grants or contracts with private entities that are budgeted on a fiscal year basis
  - Gifts from private agencies, foundations or individuals
  - Non-scholarship earnings from endowments
  - Use is restricted to conditions agreed upon in the grant/contract or donor correspondence

- **24Z – Private Grants/Contracts**
  - Grants or contracts with private entities that have a specified performance period (may cross fiscal years)
  - Use is restricted to conditions agreed upon in the grant/contract
• 30 – Auxiliary Enterprises
  o Entity that exists predominantly to furnish goods and services to students, faculty or staff
  o Charges a fee directly related to the cost of goods and services
    ▪ Traffic and Parking
    ▪ Bookstore

• 40 – Federal Loans
  o Federally funded loans available for loans to students

• 41 – Institutional Loans
  o Non-federal loans available for loans to students
  o Funding provided from internal sources or from private donations

• 50 – Funds Functioning as Endowments Unrestricted
  o Endowments funded with internal unrestricted resources that TTUHSC has obtained Board of Regent approval to retain and manage like an endowment
  o Corpus and earnings from the endowment corpus may be utilized at the discretion of TTUHSC

• 51 – Funds Functioning as Endowments Restricted Expendable
  o Endowments funded with expendable donor restricted resources that TTUHSC has obtained Board of Regent approval to retain and manage like an endowment
  o Purpose of endowment must meet the same purpose restrictions as the donor restricted resources used to fund the endowment
  o Endowment corpus must be utilized only for the purpose specified by the donor
  o Earnings from the endowment corpus may be utilized at the discretion of TTUHSC

• 52 – Funds Functioning as Endowments Restricted Non Expendable Match
  o Endowments funded with internal resources that TTUHSC has obtained Board of Regent or TTUS CFO approval to retain and manage like an endowment in order to satisfy matching requirements of a donor endowment
  o Corpus must remain intact
  o Earnings from endowment corpus can be expended or reinvested as stipulated on the matching donor endowment agreement

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

• 80 – Student and Other Agency Funds
  o Resources held on behalf of external parties
  o Used to report resources held by TTUHSC in a purely custodial capacity
New Fund Request

- 81 – TTFI Earnings Funds
  o Earnings from Texas Tech Foundation, Inc (TTFI) endowments

- 82 – TTFI Scholarships
  o Gifts from external donors designated to be used for scholarships
  o Donor makes gift to TTFI

- 83 – TTFI Restricted Funds
  o Funding is restricted for specific purposes
  o Non-discretionary funds

- 84 – TTFI Unrestricted
  o Funding that is not restricted for specific purposes
  o Discretionary funds

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

- 9EZ – Unexpended Plant – Perm Hlth Funds
  o Funded from Permanent Health Fund appropriations for construction projects that benefit medical research, health education, or treatment programs
  o Used to record expenditures for a construction project until completion (will cross several fiscal years)

- 9FZ – Unexpended Plant - HEAF
  o Funded from HEAF appropriation allocations
  o Used to record expenditures for a construction project until completion (will cross several fiscal years)

- 9GZ – Unexpended Plant – Tuition Revenue Bonds
  o Funded from Tuition Revenue Bond proceeds
  o Used to record expenditures for a construction project until completion (will cross several fiscal years)

- 9HZ – Unexpended Plant – Local Funds
  o Funded from internal local funds such as MPIP funds
  o Used to record expenditures for a construction project until completion (will cross several fiscal years)

If you cannot determine the correct fund class to select, please contact Accounting Services at hscacc@ttuhsc.edu.