The New Fund Request module of the Fund Maintenance system allows departments to submit requests for the establishment of new fund codes. After review and approval, the system will update Banner with the new fund code 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:

- 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 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.

The system auto-populates information about you and your department in the User Information section. This 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 is required and must be completed before moving forward.
Enter the Fund Class information. 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).
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 auto populate information based on previous answers. If changes to the selection of the chart code, fund class or research determination are necessary, click **Change Fund Class**.
The New Fund Request form will have different sections 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**

Required fields in the Main Fund Information section include Fund Manager, Fund Name, Source of Funds, Backup FOP, and Prior Year FOP.

Populate the fields by either selecting from allowable values in drop-down boxes or typing information into the text boxes. The drop-down box will provide options or autocomplete when valid beginning numbers or text are entered. 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.

![Main Fund Information section](image-url)
The Attachments and Comments buttons are enabled after the request has been saved.

Attach any required documents, e.g. award notices, email correspondence, etc., by selecting Attachments. Attachments larger than 10MB 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 and enter the comment. 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 related to the following areas:

- Grants
- Research
- Service

Any additional required sections are added directly under the Main Fund Information section. These sections gather data in a way similar to the Main Fund Information section. Populate the fields by either selecting from allowable values in drop-down boxes or typing information into the text boxes. The drop-down box will provide options or autocomplete when valid beginning numbers or text are entered. 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.

Required fields in the Grants section include Effort Reporting, Sponsor Agency Number, Project Start Date, Project End Date, and Award Amount.
Required fields in the Research section include 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.

Required fields in the Service section include 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 all sections are complete, 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, a system notification on the top right corner will indicate that the request was successfully saved. You will remain on the same screen. If any required fields are incomplete 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, a system notification on the top right corner will indicate that the request was successfully submitted. You will be redirected to the Search table. If any required fields are incomplete, 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 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 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 can be made.

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 selected Fund Class from the initial New Fund Request page.
Users can delete a request that is In Process or Rejected. Click **Delete** to remove the request.

Users can view the History of an Approved request. Click **History** to view the report.

### Review Requests Needing Approval

To look for documents that require your approval, click **Search** in the drop-down list under Functions at the top of the page.

Select **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 Reject is selected, a reason must be entered in the Approver Notes before processing the rejection.

**Search**

By selecting the **Search** button, all Fund Maintenance System 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, Status, or Request Type.

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 on the left side 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 you select more than one Orgn Code, click the double arrow button that points to the right and all selected **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.

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. Most users can view parts of the Control Tables, but are not authorized to view the details of the Control Tables or make changes for the functionality of this section. The Fund Maintenance system will send an Error Notification to alert users if they try accessing these sections.

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

Fund Class Definitions

Selecting the proper fund class on a New Fund Request assures the completion of the appropriate forms and approval routing. Selection of the fund class requires some general knowledge about fund classes. This list provides basic information about each fund class 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**
  - Grants held in the state treasury that have a specified performance period (may cross fiscal years)

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

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

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

• 20Z – Federal Scholarships
  o Pell
  o SEOG

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

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

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

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

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

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

• 24Z – Private Grants/Contracts
  o Grants or contracts with private entities that have a specified performance period (may cross fiscal years)
  o 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 – Quasi 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 – Quasi 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 – Quasi 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
- **81 – TTFI Earnings Funds**
  - Earnings from Texas Tech Foundation, Inc (TTFI) endowments

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

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

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

- **85 – TTFI Permanent 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

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

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

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

- **9HZ – Unexpended Plant – Local Funds**
  - Funded from internal local funds such as MPIP funds
  - 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.