



# Terminate Fund Quick Start Guide

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

The system can be accessed from:

- [Fund Maintenance System](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > System Links > Fund Maintenance

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 Terminate Fund process can be directed to Accounting Services at [hscacc@ttuhsc.edu](mailto:hscacc@ttuhsc.edu).

Training questions about the Fund Maintenance System can be directed to Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).