

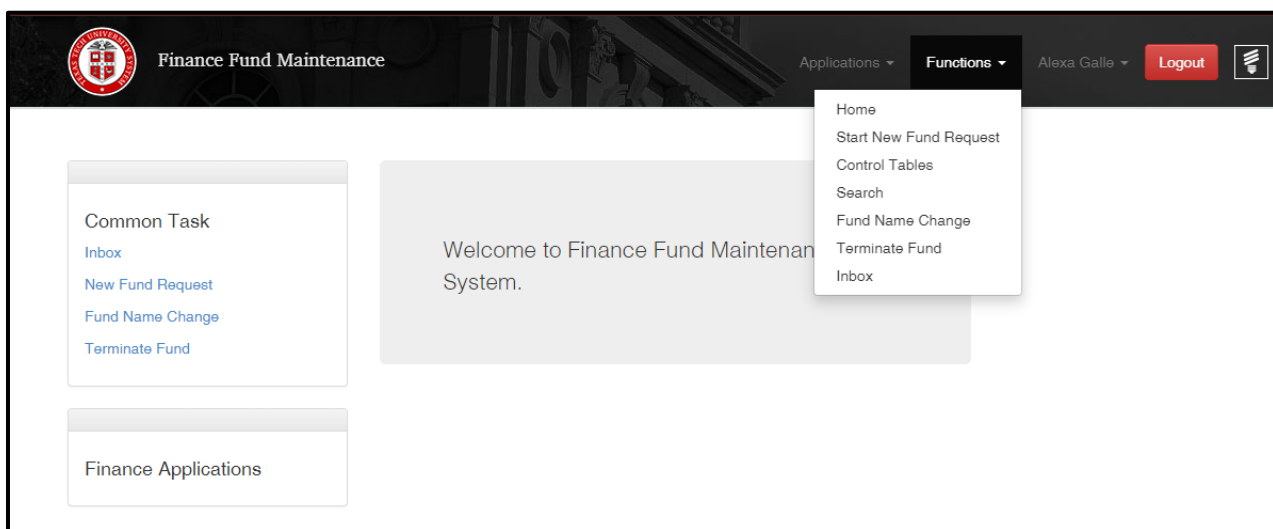


The Terminate Fund module of the Fund Maintenance System allows departments to submit fund termination requests. After review and approval, the system will update Banner with the termination record and date.

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

Terminate Fund Process

To begin a 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 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/Grand 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 be closed. If any of these questions appear with a red **No** beside it, please contact Accounting Services.

Terminate Fund Training

Terminate Fund

Chart Code: *

Enter Fund/Grant ID: *

Termination Date: Oct 29 2020

Select	Fund Code	Fund Title
<input checked="" type="checkbox"/>	101009	Accounting Srvcs Support

Check Termination Items:

- Have all Non-Payroll Encumbrances been closed? ✔ Yes
- Are all Payroll Encumbrances Zero? ✔ Yes
- Are all Balance Sheet accounts zero? ✔ Yes
- Are all Fund Balance Sheet accounts zero? ✔ Yes
- Are all reserve accounts zero? ✔ Yes

This is an example of a Terminate Fund request that will not be able to be submitted:

Check Termination Items:

- Have all Non-Payroll Encumbrances been closed? ✔ Yes
- Are all Payroll Encumbrances Zero? ✔ Yes
- Have all IDC records been removed? ✔ Yes
- Have all Student Detail codes been removed? ✘ No
 - 201319 has Student Detail codes that need to be removed : 41PG
- Are all Balance Sheet accounts zero? ✔ Yes
- Are all Fund Balance Sheet accounts zero? ✔ Yes
- Are all reserve accounts zero? ✔ Yes

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**.

Terminate Fund Training

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.

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**.

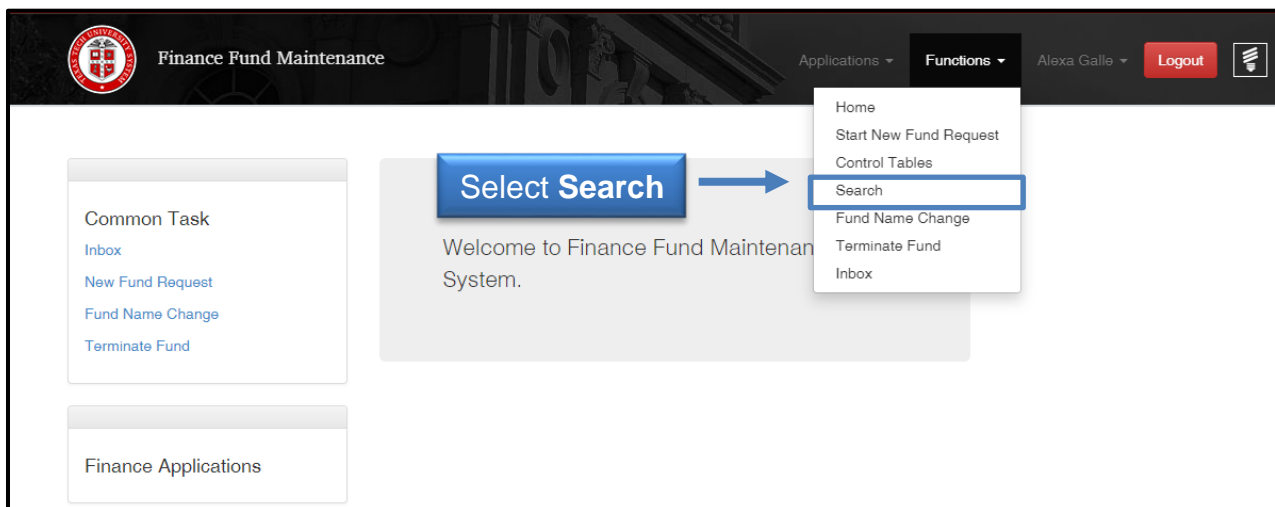
The green bubble icons on each button indicates how many attachments or comments the request has attached to it.



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.



Terminate Fund Training

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 the 'My Requests' interface. At the top, there is a search bar and a 'Click My Requests' button. Below the search bar, there is a dropdown menu with the following options: 'My Requests' (selected), 'Review requests needing my approval', and 'Search'. Below the dropdown, there is a table of requests. The table has columns for Request #, Submitter, Request Type, Activity Date, Chart, Fund Class, Fund Code, Fund Name, Status, and a 'Review' button. The table contains three rows of data:

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status	Review	Delete
7404	Alexandra Galle	Terminate Fund	Oct 29 2020	H	22	221045	Finance Systems Management	In Process	Review	Delete
7403	Alexandra Galle	Terminate Fund	Oct 29 2020	H	18	181388	Finance Systems Management	In Process	Review	Delete
7402	Alexandra Galle	Terminate Fund	Oct 29 2020	H	10	101009	Accounting Srvos Support	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.

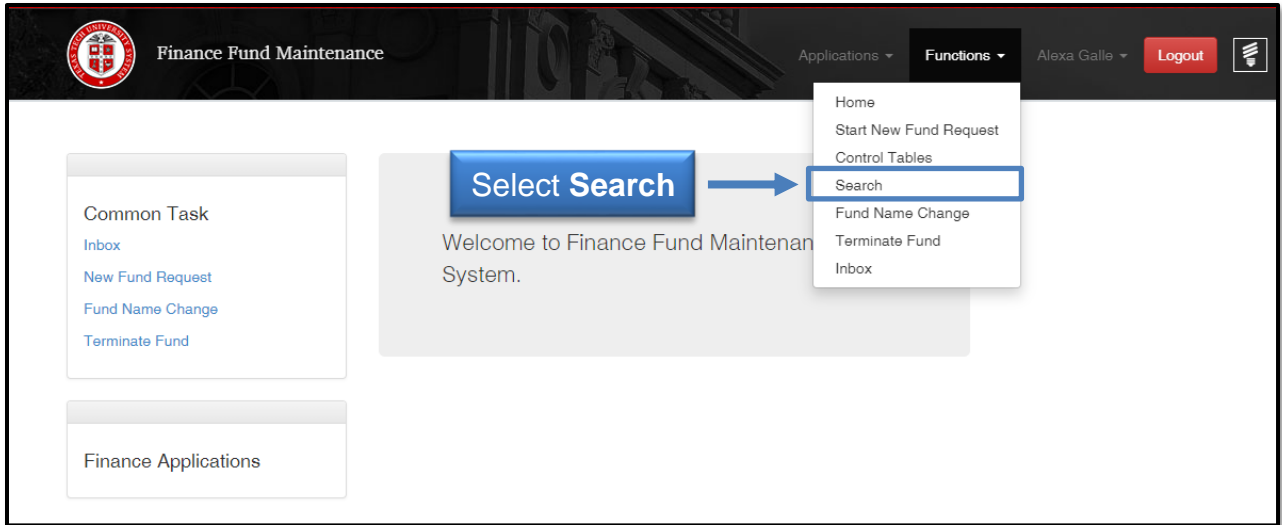
The screenshot shows the 'Approval Route' section. At the top, there is a flow diagram with two steps: 'HSC FM Acct 3' and 'HSC FSM'. Below the flow diagram, there is a table of approval steps. The table has columns for Status, Started, Activity On, Approval Group, and Approvers. The table contains two rows of data:

Status	Started	Activity On	Approval Group	Approvers
1	10/29/20 2:13 PM		HSC FM Acct 3	Jon Sorensen, Suzanne Dean
2			HSC FSM	Alexandra Galle, Carole Wardroup

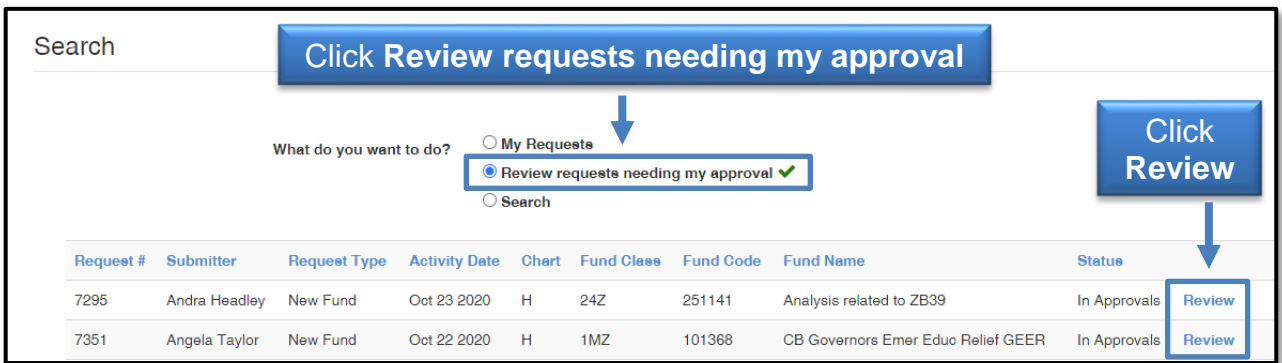
Review Requests Needing Approval

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

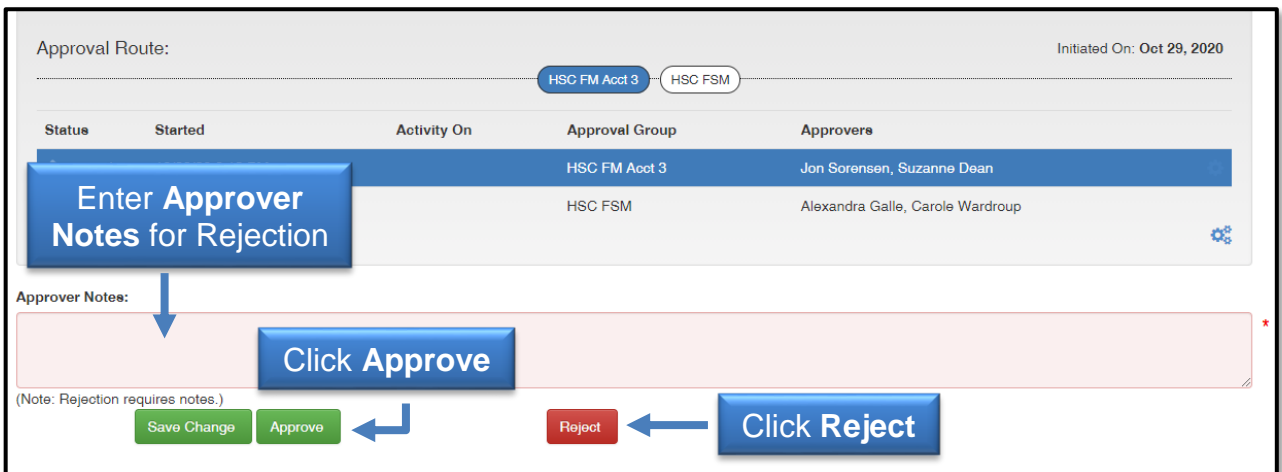
Terminate Fund Training



Select the **Review requests needing my approval** button. Requests will be sorted by Request Number. Users may view a request by selecting **Review**.



After reviewing the 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.



Terminate Fund Training

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 and/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**.

Search

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

Click Search

Start Date: Aug 30 2020 *
End Date: Oct 29 2020 *

Change Search Dates

Chart: [dropdown] H [dropdown] [dropdown]
+ Another Filter

Apply Filter Clear Filter

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status		
7404	Alexandra Galle	Terminate Fund	Oct 29 2020	H	22	221045	Finance Systems Management	In Process	Review	Delete
7403	Alexandra Galle	Terminate Fund	Oct 29 2020	H	18	181388	Finance Systems Management	In Process	Review	Delete
7402	Alexandra Galle	Terminate Fund	Oct 29 2020	H	10	101009	Accounting Svcs Support	In Approvals	Review	

If you have policy questions, please contact Accounting Services at hscacc@ttuhsc.edu.

If you have questions about the system, please contact Finance Systems Management at fsm@ttuhsc.edu.