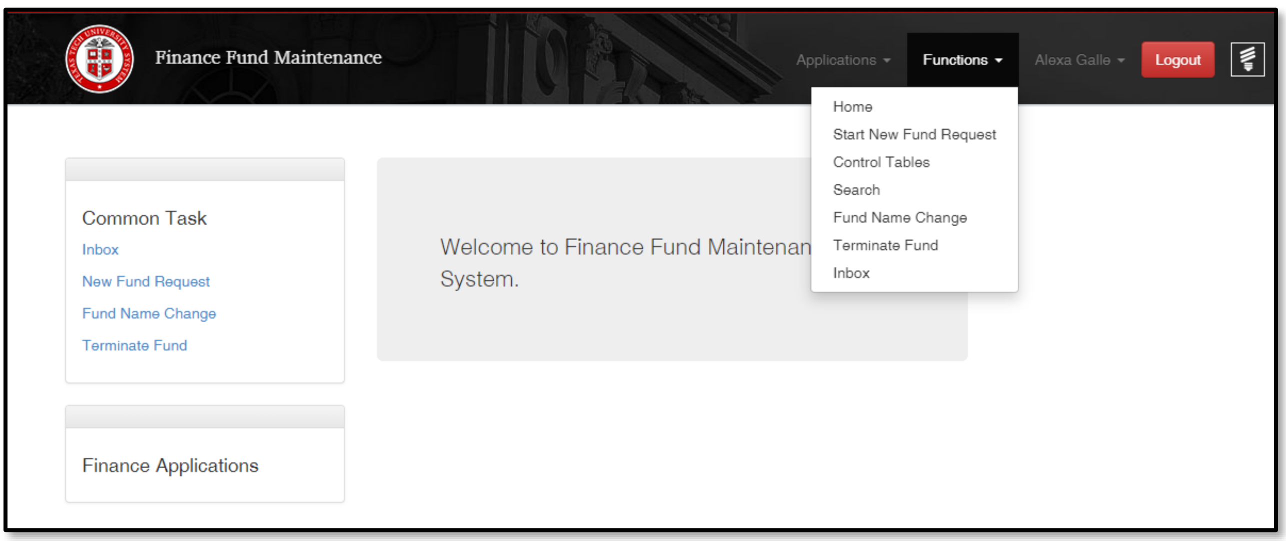
# Terminate Fund Training

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.

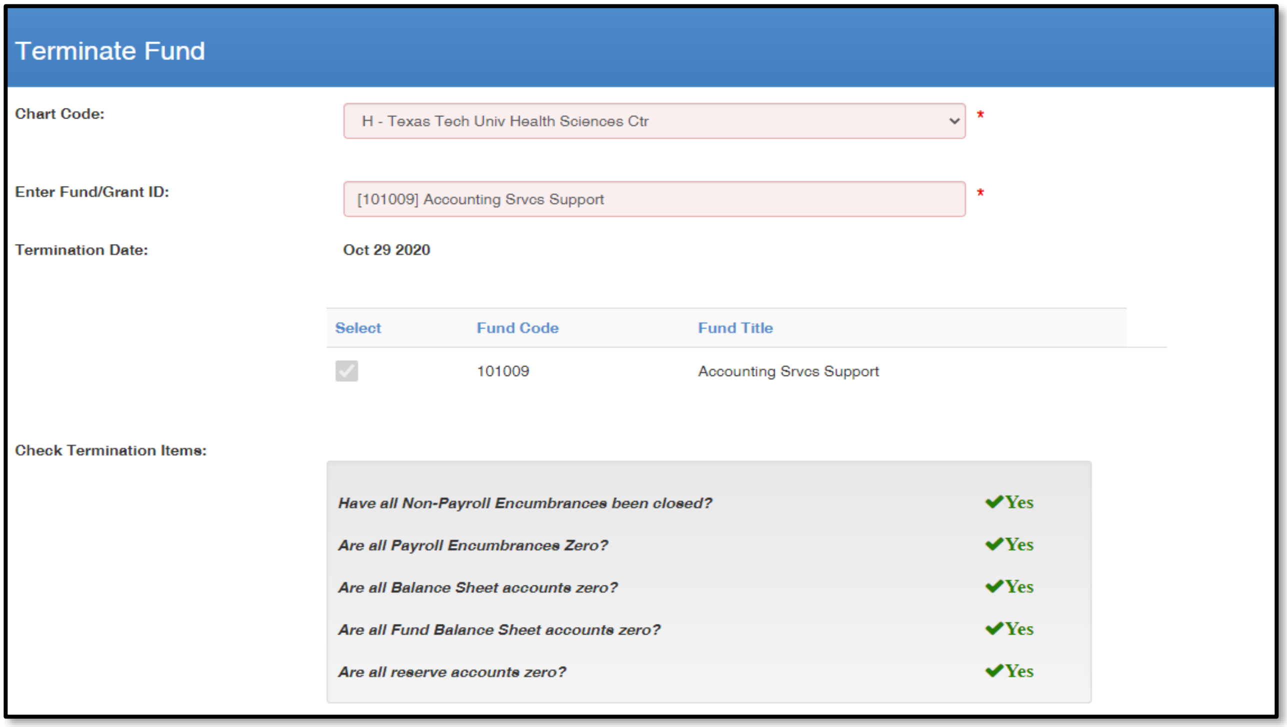
In the Terminate Fund section, a red asterisk appears next to all required fields.

The Chart Code is auto populated from the drop down menu based on your User Information.

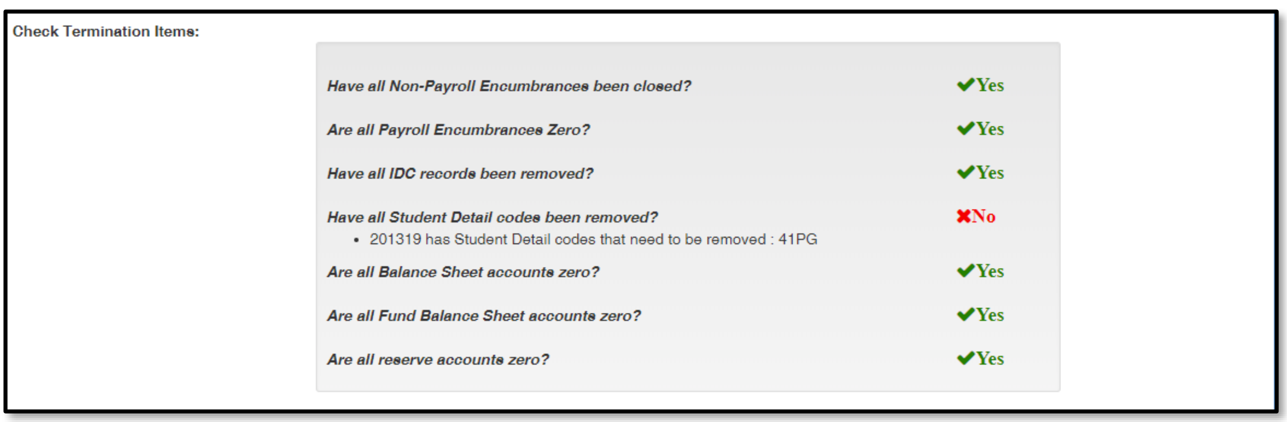
You are able to type the **fund name** or **fund number** in the Enter Fund/Grand ID field to initiate the search.

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.




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




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**.

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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.

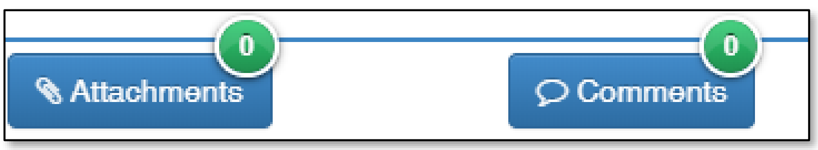
## Attachments and Comments

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**.

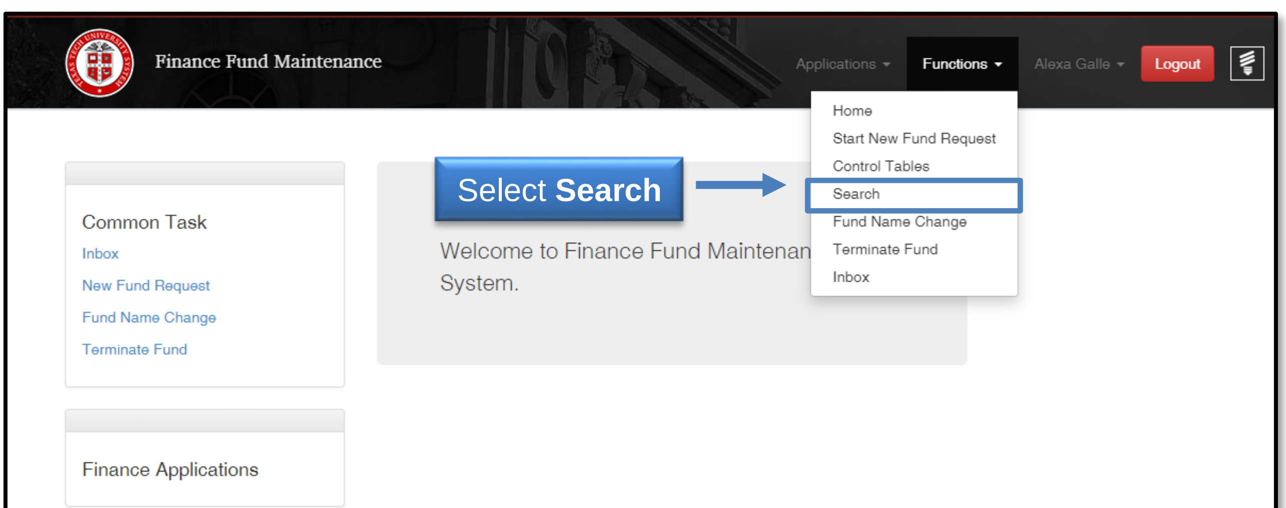
The green bubble icons on each button indicates how many attachments or comments the request has attached to it.




Attachments and comments may be added until the request has received final approval.

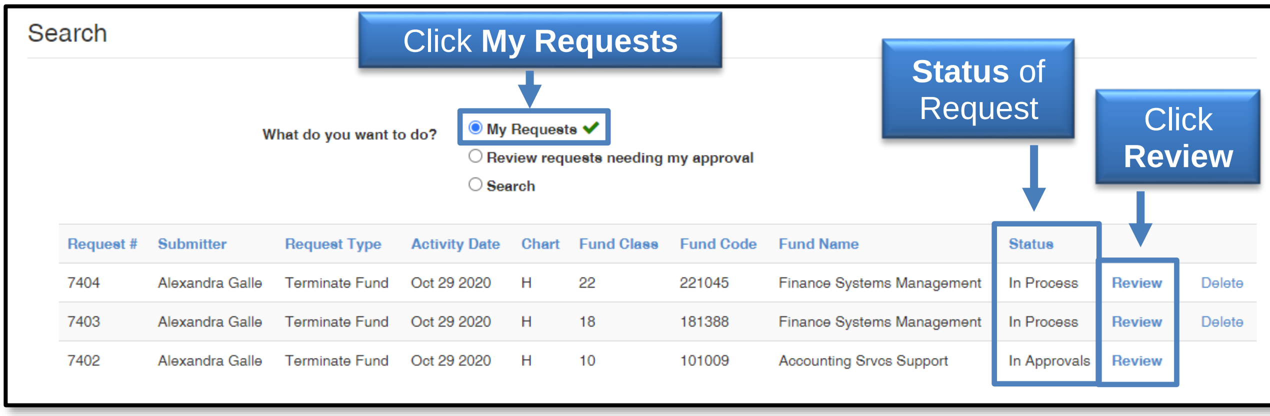
## My Requests

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.



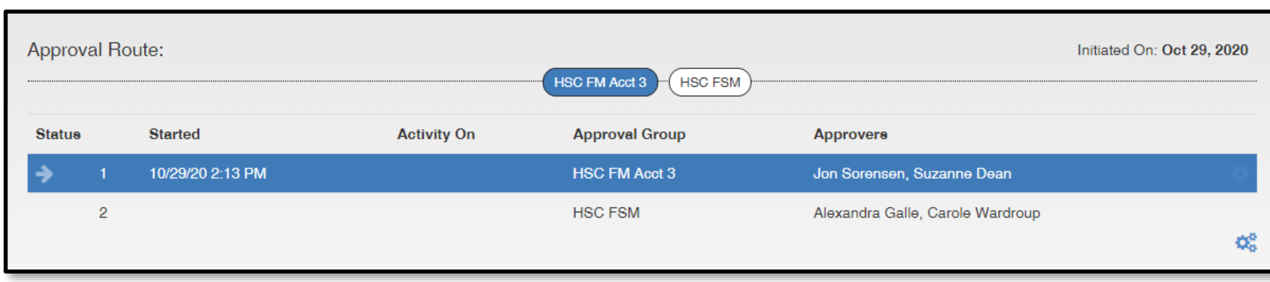
Search will direct you to My Requests, which is a list of requests you have initiated and saved or routed to approvals. Each request will provide information regarding the Request Number, Submitter, Request Type, Activity Date, Chart, Fund Class, Fund Code, Fund Name, and Status.

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.



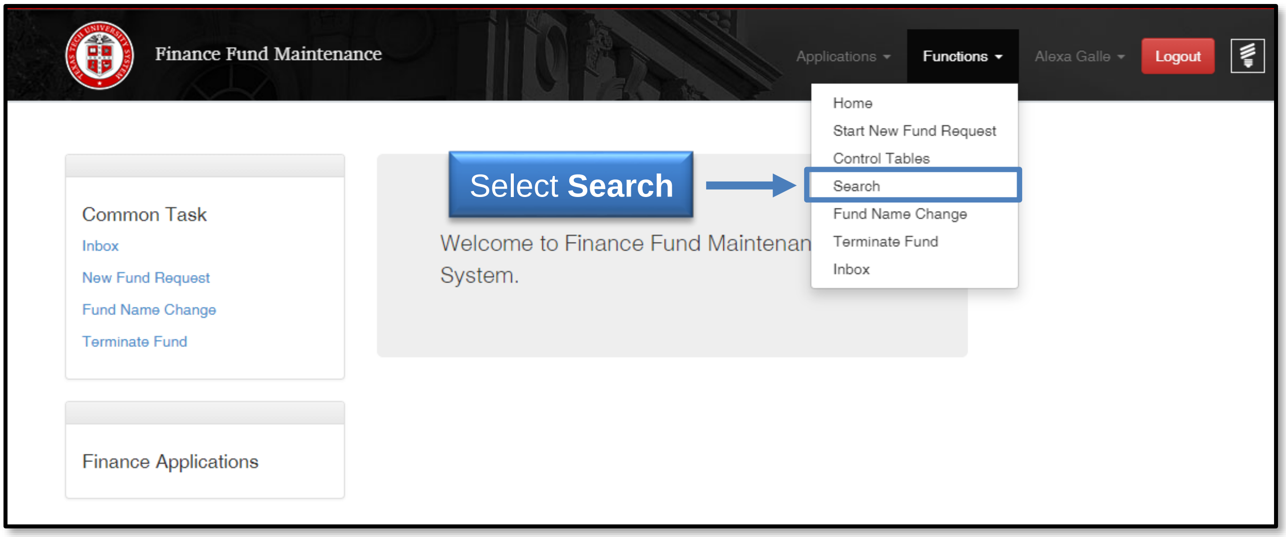

When the Status on a request indicates In Approvals, the request can be reviewed but no changes may be made.

Users can view the approval route of the request by scrolling to the bottom of the request form.

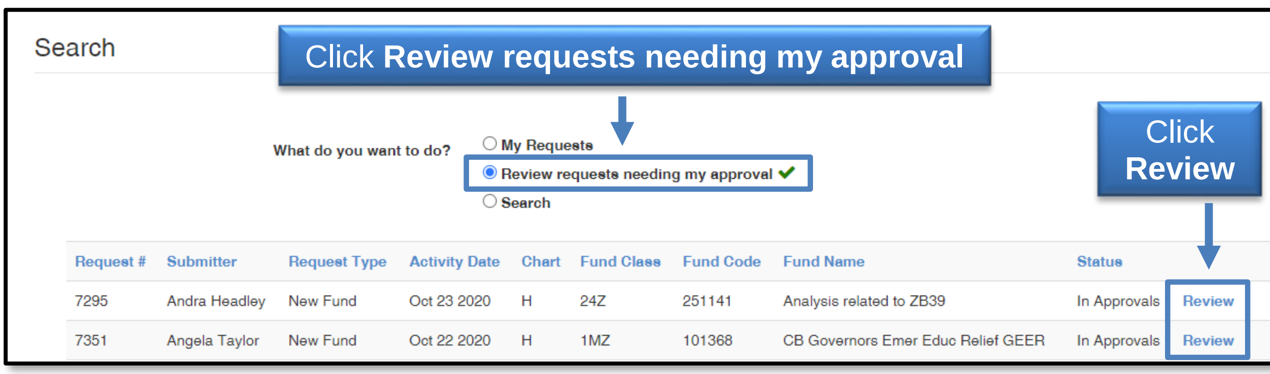



## Review Requests Needing Approval

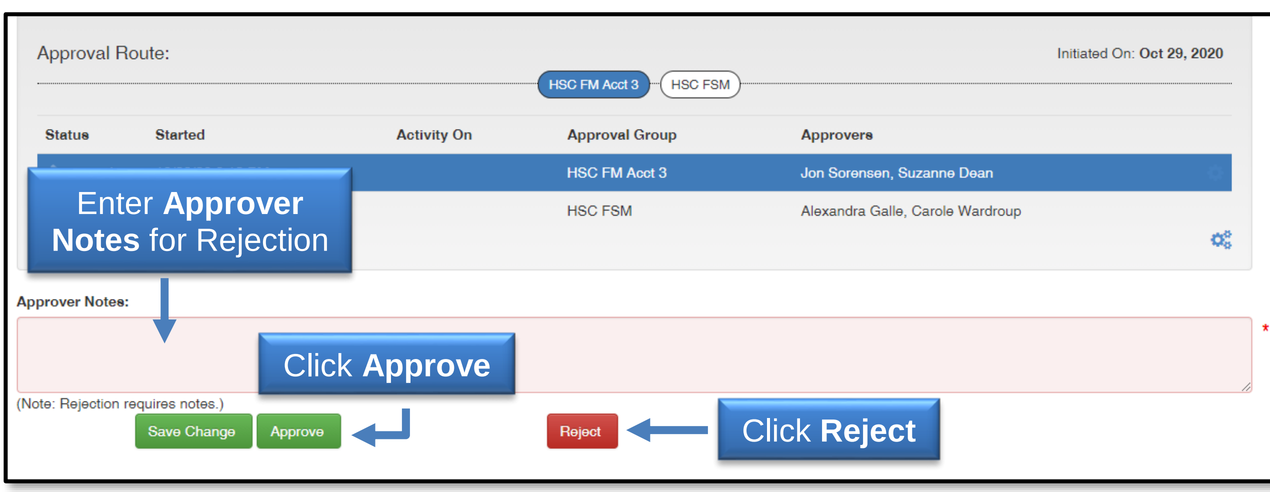
To look for requests needing your approval, click **Search** in the drop down list under Functions at the top of the page.




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.



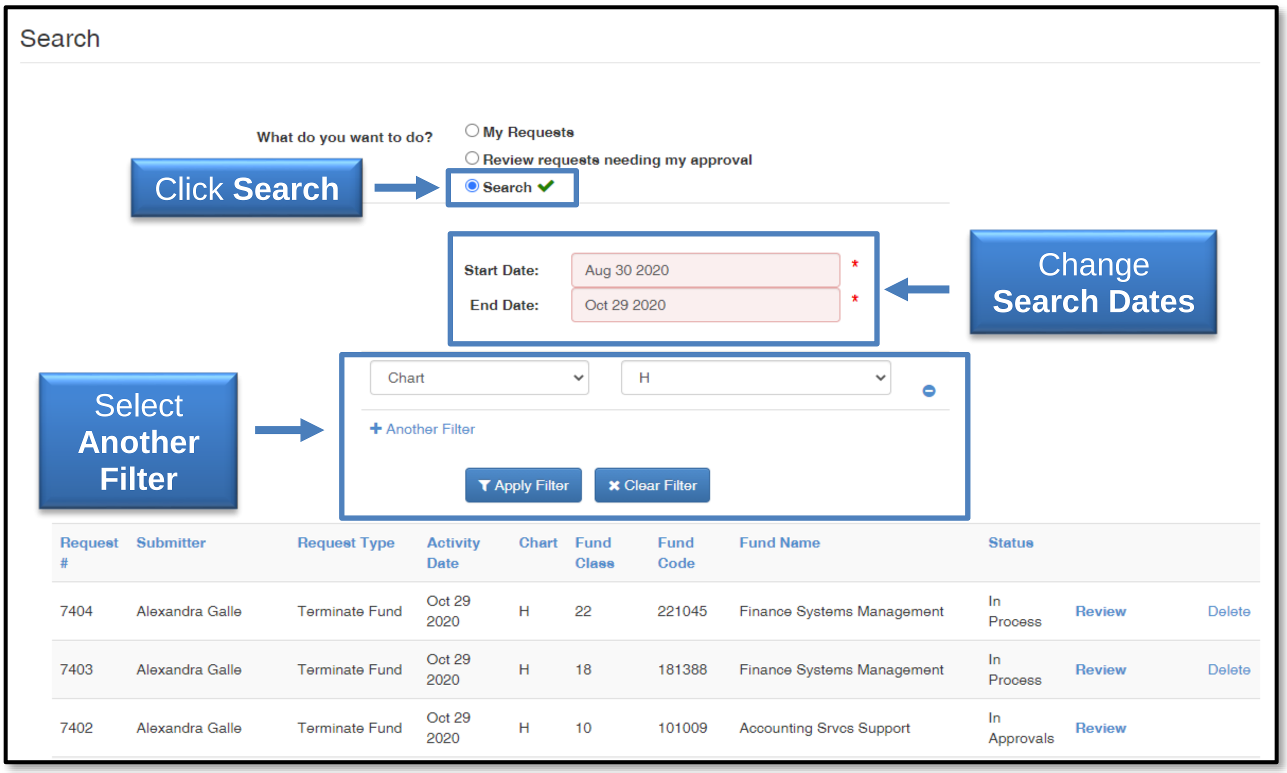
## Search

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**.




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.