



TEXAS TECH UNIVERSITY®

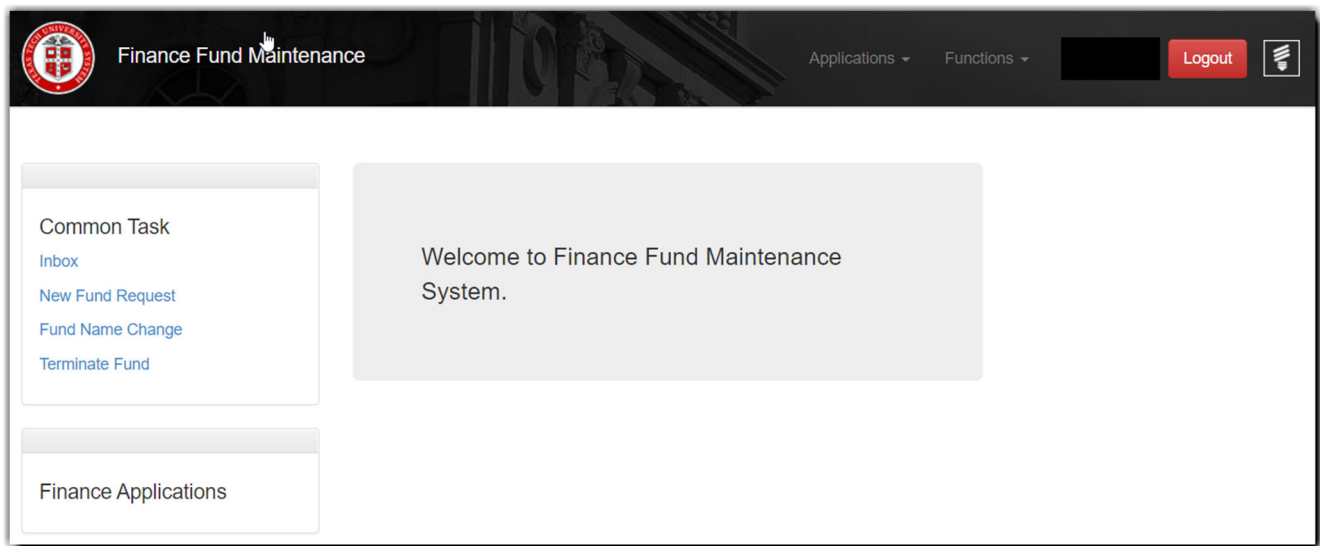
# Finance Fund Maintenance

August 2022  
Texas Tech University - Charts T and S  
Accounting Services – Financial Systems Management

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# Finance Fund Maintenance



The enhanced Finance Fund Maintenance system allows departments to establish new funds in an expedited and efficient manner with the convenience of predefined approval routing and history for audit purposes.

The system is located: <https://fund.app.texastech.edu>

Questions regarding the Finance Fund system may be directed to Accounting Services - Financial Systems Management (FSM) at [accountingservices@ttu.edu](mailto:accountingservices@ttu.edu).


# Fund Maintenance home screen

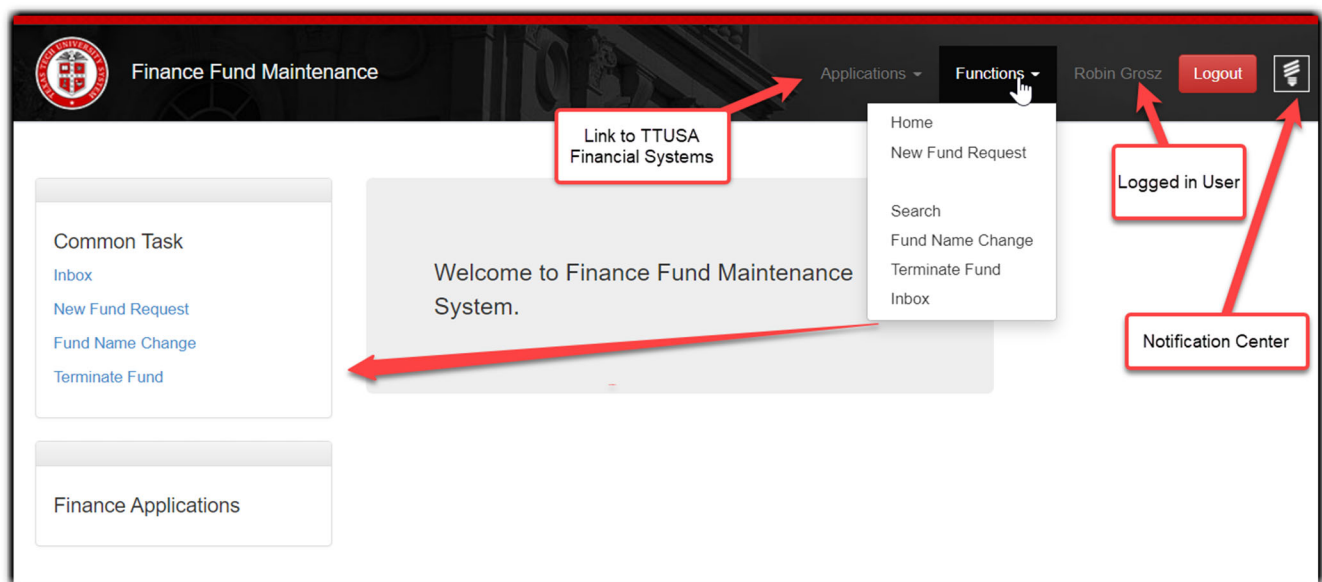
This screen offers users easy access through links to various features of the system.

From the home screen, a user may begin new fund requests, view their inbox or search for requests by type and status.

The ‘*Applications*’ dropdown allows users to toggle between different TTU/TTUS Financial Systems.

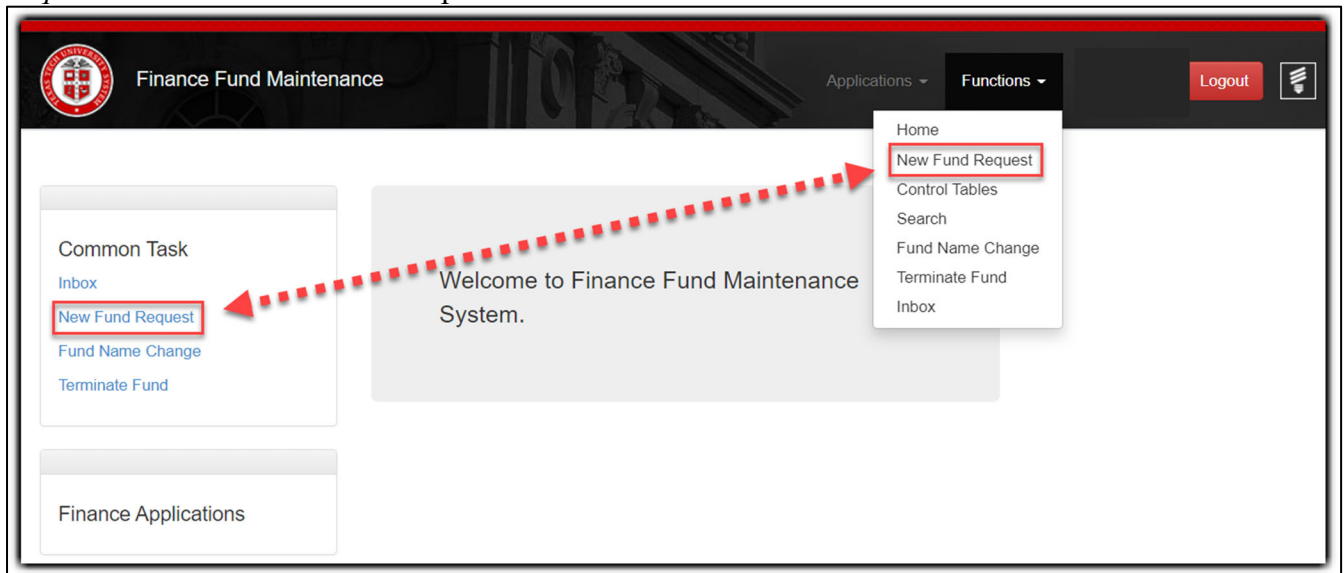
‘*Functions*’ allows users to ‘*Start a New Fund Request*’, ‘*Search*’ on previously entered requests, or return to the ‘*Home*’ screen.

The  icon displays all current session notifications.



# Create a New Fund Request

To create a new fund request, choose 'New Fund Request' from the home screen or 'Start New Fund Request' from the 'Functions' dropdown menu.



Select the applicable 'Chart Code' and 'Fund Class' from the dropdown list. Based on fund class selection, additional forms may be added to the request in order to gather information. If needed, fund class descriptions may be found at the end of this document.

If the requested new fund is related to research, select 'Yes' otherwise, select 'No.' Then click 'Next' to proceed to the Main Fund Information page. Some fund classes will not ask this question, in that case select 'Next'.

Any time prior to clicking ‘Save and Submit,’ a user may select ‘Change Fund Class’ and return to the first screen.

New Fund Request

Chart Code: T

Fund Class: 11A - EG Appropriations

Research: Y

Change Fund Class

User may then start over by selecting the applicable ‘*Chart Code*’ and ‘*Fund Class*’ from the dropdown list. Please answer the research question prior to selecting ‘Next’.

User Information

User Name: Megan Buie

Tech ID: R0055

Email Address: |

Home Dept: C14004 Accounting Services

Work Phone (806) 834-0002

New Fund Request

Chart Code: T - Texas Tech University

Fund Class:

Next

**\*\*Note:** All previously entered data fields will be cleared once a ‘*Change Fund Class*’ has been initiated.

**\*\*Note:** New fund requests for 16K fund class are restricted to Operations Division Business Services Office.

# Forms

The Finance Fund Maintenance system is designed to increase user efficiency by creating forms that are programmed to populate only under predefined conditions, thus reducing data entry. Red fields with asterisk signify a required field.

## Main Fund Information Form

The Main Fund Information form populates for all fund requests. Requirements in this section are based on the fund class chosen and selection on the research question. Type Fund Manager’s name or R# to begin populating the dropdown. Click on the appropriate name.

Main Fund Information

Fund Manager: [R00555994] Bule, Megan Christine \*

Effective Date: Sep 01 2016 \*

Fund Name: Finance Fund Manual \*

Fund Long Name: Finance Fund Manual \*

Will this fund receive gift revenue, either directly or through a transfer? ☐ Yes ☒ No \*

Source of Funds

Revenue Primary Account Type: SA - TUITION AND FEES

Revenue Secondary Account Type: -- Select --

Transfers:

Chart: T Fund: 16A050

Orgn: C00002 Program: 600

+ Add

Fund Objective/Purpose

This tuition generating fund will assist students in research of technical written instruction. This will also receive transfers from centralized tuition funds.

Use of Funds/Expenses - Not Allowed

As defined in the allowability matrix. In addition, the CFO has restricted this fund from any travel.

Fund Defaults

Orgn Code: [C14004] Accounting Services \*

Prog Code: 200 - Research Expense

Will there be any sale of goods or services to people outside of TTU/HS/C/H\$CEP? ☐ Yes ☒ No \*

Is this fund being created due to the establishment of a new student/source fee? ☐ Yes ☒ No \*

Grant / Project Code:

**\*\*Note:** If the selection contains “(Financial Manager)”, the employee has been designated in Banner as a Financial Manager. If they do not have the designation, the Finance Fund Maintenance system automatically updates Financial Manager tables in Banner and this will be populated going forward.

*‘Effective date’* auto-populates as Sep 01 current fiscal year. This is an editable field.

*‘Fund Name’* is limited to 35 alpha-numeric characters. Special characters have been eliminated to conform to Banner Data Standards. For most fund classes and users, *‘Fund Name’* and *‘Fund Long Name’* are the same. Accounting Services Research, and projects originating from Facilities, Planning and Contracting (FP&C) or Operations Division, are the exceptions.

*'Will this fund receive gift revenue, either directly or through a transfer'* is only answered 'Yes' when current revenue or transfer-originating fund has been processed through Institutional Advancement. All others, select 'No'.

Main Fund Information

Fund Manager:

[R00536079] Fisher, Eric Britony

\*

Effective Date:

Sep 01 2021

\*

Fund Name:

Accounting Services Operations

\*

Fund Long Name:

Accounting Services Operations

\*

Will this fund receive gift revenue, either directly or through a transfer?

☒ Yes ☐ No

\*

*Source of Funds* is a required section, either in a revenue account type or a transfer FOP. Click the green '+ Add' button to add a transfer FOP, if needed.

Source of Funds

Revenue Primary Account Type:

-- Select --

⌵

⚠ Revenue Primary Acct or Transfer required.

Revenue Secondary Account Type:

-- Select --

⌵

Transfers:

+ Add

The transfer FOP must be a valid FOP. Please run Cognos report FI106 for FOP verification.

Transfers:

Chart:

T

⌵

Orgn:

C00002

Fund:

16A050

Program:

100

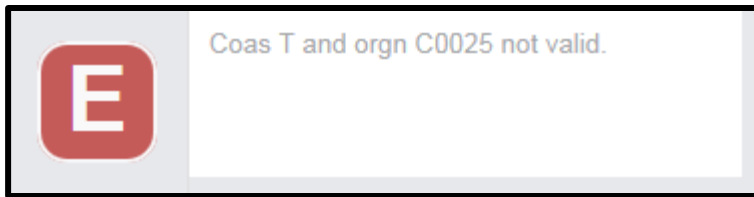
⚠

⚠ FOP ACCT is invalid

+ Add



If any of the FOP elements (Fund, Orgn, Program) are not valid, an error code populates in session notifications.



Provide a detailed description in the *Fund Objective/Purpose* and *Use of Funds/Expenses – Not Allowed* fields. Enter Orgn Code and Prog Code in *Fund Defaults* section.

**\*\*Note:** To create a new organization, use the 'FOP Orgn Maintenance' selection within the New FOP System, selecting 'Chart' and 'Create New Organization'. Once the New FOP request is routing, users may return to the Finance Fund Maintenance system, type the name of the requested Orgn in their new fund request and 'Save.' 'Save and Submit' should only be used once the new Orgn request has routed through all approvals and populates in Banner. Please see the New FOP training manual for guidance.

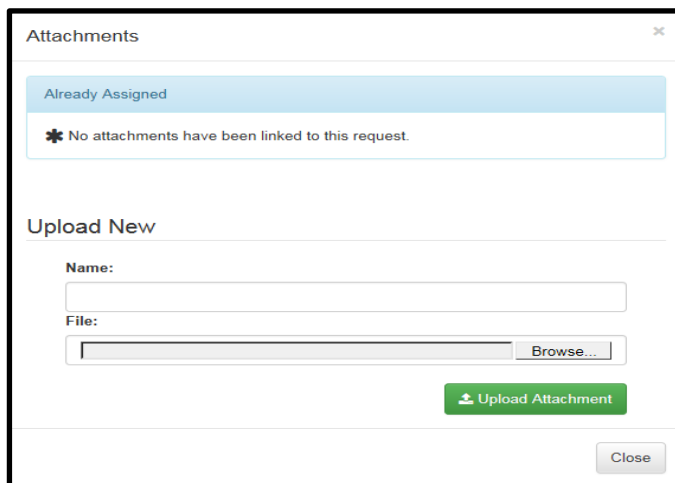
*Will there be any sale of goods or services to people outside of TTU/HSC/HSCEP?* must be answered 'Yes' if sale of goods/services by any TTU entity, regardless of fund classification.

*Is this fund being created due to the establishment of a new student/source fee?* Answer 'Yes' if an approved fee is included in the current [Global Fee Document](#). For more guidance, please refer to the current [Global Fee Document/Executive Summary \(2016-2018\)](#).

*Grant/Project Code* should only be used for Accounting Services Research and projects originating from Facilities, Planning and Contracting (FP&C) or Operations Division.

|  |  |
|--|--|
| <b>Fund Objective/Purpose</b>  | This tuition generating fund will assist students in research of technical written instruction. This will also receive transfers from centralized tuition funds. * |
| <b>Use of Funds/Expenses - Not Allowed</b>   | As defined in the allowability matrix.<br>In addition, the CFO has restricted this fund from any travel. *   |
| <b>Fund Defaults</b>   |  |
| Orgn Code:   | [C14004] Accounting Services *   |
| Prog Code:   | 200 - Research Expense *   |
| Will there be any sale of goods or services to people outside of TTU/HSC/HSCEP? <input type="radio"/> Yes <input checked="" type="radio"/> No *  |  |
| Is this fund being created due to the establishment of a new student/source fee? <input type="radio"/> Yes <input checked="" type="radio"/> No * |  |
| Grant / Project Code:  | <input type="text"/>   |

If documentation will be included in a new fund request, users must ‘Save’ the request prior to uploading any attachments. Allowable attachment types are .pdf, gif, jpeg, tif, bmp, Microsoft documents and emails. Users are unable to remove an attachment once the request has been submitted. To have an attachment removed, please contact [accountingservices@ttu.edu](mailto:accountingservices@ttu.edu).

The screenshot shows a modal window titled "Attachments" with a close button in the top right corner. Inside, there is a section labeled "Already Assigned" with a message: "No attachments have been linked to this request." Below this is a section titled "Upload New". It contains a "Name:" text input field, a "File:" section with a file selection bar and a "Browse..." button, and a green "Upload Attachment" button with an upload icon. At the bottom right is a "Close" button.

\*Note: Attachments may not exceed 10MB and may not contain any confidential details or Personal Health Information (PHI) governed by HIPPA regulations.

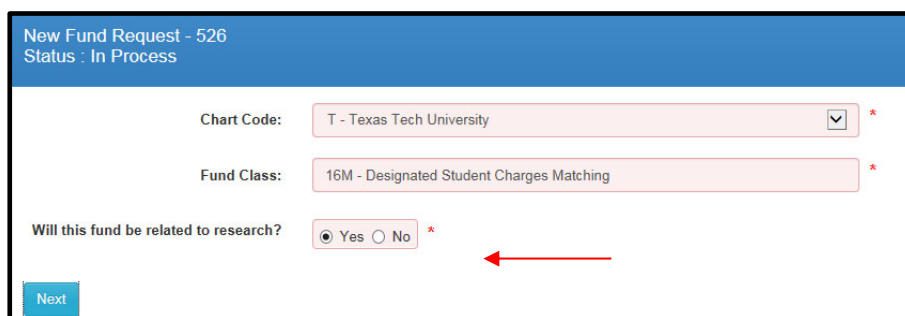
If no other forms have generated, users now have the option to either ‘Save’ or ‘Save and Submit’.

‘Save’ allows the request to be finalized later. ‘Save and Submit’ routes the request through the appropriate approvals. Please note that unsubmitted requests will be deleted after 14 days of inactivity.

The screenshot shows a horizontal bar containing three buttons. On the left is a blue button with a magnifying glass icon and the text "Attachments". On the right are two green buttons: "Save" and "Save and Submit", both with document icons.

## Research Form

If ‘Yes’ to the Research question at the initial new fund request entry is paired with fund number within a restricted fund class (2#), the Research form appears below the Main Form.

The screenshot shows a form titled "New Fund Request - 526" with a status of "In Process". It contains three fields: "Chart Code" with a dropdown menu showing "T - Texas Tech University", "Fund Class" with a text input showing "16M - Designated Student Charges Matching", and "Will this fund be related to research?" with radio buttons for "Yes" (selected) and "No". Each field has a red asterisk indicating it is required. A red arrow points to the "Yes" radio button. At the bottom left is a blue "Next" button.

The Research form provides a brief definition of restricted research funds (RRE), and links to the Texas Higher Education Coordinating Board (THECB) site in order to assist Departments in determining if the fund qualifies as RRE. Please select the applicable check box. During approval routing, this information is reviewed for compliance with the THECB Standards and Accounting Methods for Reporting Restricted Research Expenditures.

## Research

This section is to be used to document the determination that the funds qualify as restricted research. Definitions and guidance from the Texas Higher Education Coordinating Board (THECB) are available. [Click Here](#)

Briefly, restricted research funds are funds awarded, granted or contracted by an entity external to the university and restricted by either the external sponsor/donor or the university for research. That the primary purpose of the funds is research will normally be demonstrated by more than half of the funds having been budgeted for research but may be demonstrated by the sponsor/donor's statement of purpose or other documented evidence.


**If the funded work's activities (scope of work) are for mixed purposes, alternatives are to:**

- Code the fund according to the primary purpose portion
- Separately budget the restricted research portion


**If the funded work's activities (scope of work) are for mixed purposes, alternatives are:**

- ☐ More than half of the funds are budgeted for research.
- ☐ The award document or endowment/gift agreement states that the funds are to be used for research.
- ☐ The solicitation states that funds are to be used for research.
- ☐ Other (Describe in additional information box below.)

**Note: All documentation to support this determination must be available for audit.**

 Attachments

 Save

 Save and Submit

# Scholarship Form

The Scholarship form opens for fund types 15 and 25. All fields are required and should match what will be used in the [Scholarship Tracking System \(STS\)](#).

Scholarship

Number of Annual Awards:

\*

Amount of Each Award:

\*

Award Recipients Selected By:

\*

Announcement/Description of Award:

\*

Classification:

\*

Major:

\*

Current GPA:

\*

High School GPA:

*\*Required if Freshman are eligible.*

Financial Need Requirements: *Type in whether award based on financial need and, if so, specify requirements.*

\*

Other Requirements: *Type in any other specific requirements.*

\*

Attachments

Comments

Save

Save and Submit

# Service Form

The Service form opens for fund type 17. All fields are required.

| Service  |  |
|--|--|
| <b>Instructions:</b><br>To establish a new service center, complete Parts I - IV of this form and the <a href="#">Service Center Rate Development Worksheet</a> (can either be uploaded as an attachment or emailed to <a href="mailto:accountingservices@ttu.edu">accountingservices@ttu.edu</a> ), then Submit. Accounting Services will complete the Approved Rates and Estimated Subsidies in the Accounting Use Only section below based on this information, at which point it will route to the service center financial manager and the Department Chair (if estimated subsidies exceed \$50,000) for approval. For additional guidance, see <a href="#">TTU OP 62.23 Academic Service Centers</a> . |  |
| <b>Part I - General Information</b>  |  |
| Indicate the Anticipated Customer Mix:<br>(If external expected to be greater than 50%, an Auxiliary Enterprise or Education-related Business Activity fund may be needed instead. See <a href="#">TTU OP 62.15 Sales of Goods and Services by Auxiliary Enterprises and Education-Related Business Activities.</a> )  |  |
| Internal (non-sponsored):  | <input type="text" value="0 to 100"/> %              |
| Internal (sponsored):  | <input type="text" value="0 to 100"/> %              |
| External:  | <input type="text" value="0 to 100"/> %              |
| Total percentage - %   |  |
| Description of Goods or Services to be Provided:   | <input type="text"/> *                               |
| Sources of Revenue:  | <input type="text"/> *                               |
| Types of Expenditures to be Incurred:  | <input type="text"/> *                               |
| How will this service center benefit the teaching and research functions of the organizational unit?   | <input type="text"/> *                               |
| Do competitors for this service center exist outside TTU?  | <input type="radio"/> Yes <input type="radio"/> No * |
| Will any user groups be provided goods/services at discounted rates or free of charge?   | <input type="radio"/> Yes <input type="radio"/> No * |
| Will Building(s) and or Room(s) be used for Service Center Activities?   | <input type="radio"/> Yes <input type="radio"/> No * |
| Are other activities taking place in this same space?  | <input type="radio"/> Yes <input type="radio"/> No * |
| Will any equipment used in the service center also used by other activities?   | <input type="radio"/> Yes <input type="radio"/> No * |
| Will service center rates fully recover equipment depreciation expense?  | <input type="radio"/> Yes <input type="radio"/> No * |

Service form continued...

Part II - Billing Information

Contact Name:

Contact Phone Number:

\*

\*

\*

Extension:

Billing Method(s):

☐ Gateway Upload

☐ FITS (TTU/TTUS Only)

\*

☐ External Invoicing

Billing Frequency:

☐ Weekly

☐ Monthly

\*

☐ Other:

Part III - Information for Internal Sales

Proposed Billing Rate(s) and Method of Determination for Internal Sales:

Part IV - Information for External Sales

(Only required to complete if anticipated external sales > 0%)

Total External percentage - %

Attachments

Save

Save and Submit

For Service (17) requests, Accounting Services will contact the employee listed in *Part II – Billing Information* for formalized rate development if applicable.

## Endowment Form

Any fund request for a new endowment corpus, spendable, or department spendable triggers an endowment section to open under the Main Fund Information Form. If ‘No’ is toggled for the ‘*Endowed Corpus or spendable/Earnings Fund*’ statement, the incorrect fund class has been selected.

All requests must include type of fund and endowment level, as indicated below. If unsure of selection, please refer to the glossary at the end of this manual for definitions.

**\*\*Note:** Effective May 2017, if Institutional Advancement is included on endowment agreement execution, they will be responsible for submitting any new fund requests for corpus and main spendable funds. If a department spendable fund is needed, new fund request responsibility falls with the Department.

Is this an Endowed Corpus or spendable / Earnings Fund? ☒ Yes ☐ No \*

Please select the type of Fund: -- Select -- \*

Endowment Level:

☐ Endowed Corpus Fund

☐ Endowed Fellowship

☐ Endowed Operating

☐ Endowed Professorship

☐ Endowed Scholarship

☐ Endowed Spendable Fund

☐ Endowed Department Spendable Fund

When creating an endowed spendable fund, the ‘*Corpus Fund Code*’ OR ‘*Corpus Fund’s Request ID*’ (located on the submitted corpus new fund request) must be entered.

Is this an Endowed Corpus or spendable / Earnings Fund? ☒ Yes ☐ No \*

Please select the type of Fund: S - Endowed Spendable Fund \*

For Earning/Spendable Fund, Please enter:

Corpus Fund Code:

(OR)

Corpus Fund's Request ID:

Endowment Level:

☐ Endowed Chair

☐ Endowed Fellowship

☐ Endowed Operating

☐ Endowed Professorship

☐ Endowed Scholarship

# Create Fund Name Change Request

The Fund Name Change option enables the FFM user to change the name of a fund and assign an effective date. This screen has the standard user information section at the top as is present when creating a New Fund Request. The user information corresponds to the user logged in to the FFM System.

The NEW fund name can not contain any special characters.

Fund Name Change

Chart Code:

T - Texas Tech University

\*

Enter Current Fund Code or Fund Name:

Begin typing the name or fund number to initiate search

\*

Proposed Fund Short Name:

(35 Characters left for proposed fund name change)

\*

Effective Date:

Feb 22 2022

\*

Justification for the Request:

(1000 Characters left for justification)

\*

The Fund Name Change request will route to the fund financial manager and will route to Accounting Services for final processing to Banner.



# Terminate Fund Request

The Terminate Fund Request will enable the FFM user to terminate a fund. This request has the standard user information section at the top of the screen as is present for the New Fund and Fund Name Change requests. The user information corresponds with the logged in user.

**Terminate Fund**

Chart Code:

T - Texas Tech University

\*

Select:

☐ Fund Code ☐ Grant ID

\*

Enter Fund/Grant ID:

Begin typing the name or fund number to initiate search

\*

Termination Date:

Feb 22 2022

Terminate FRAGRNT Record:

There is no associated grant code

Select Fund Code when only the fund code needs to be terminated. FTMFUND record will be terminated. Select Grant ID when the grant record needs to be terminated (this will not terminate the fund code). FRAGRNT record will be marked as Inactive.

**Terminate Fund - 11532**  
Status : In Approvals

Chart Code:

T - Texas Tech University

\*

Select:

☐ Fund Code ☒ Grant ID

\*

Enter Fund/Grant ID:

[23A738] Phase Transfer Catalyst-Assisted Pi

\*

Termination Date:

Feb 22 2022

Terminate FRAGRNT Record:

☒ Yes ☐ No

\*

| Select                              | Fund Code | Fund Title                          |
|-------------------------------------|-----------|-------------------------------------|
| <input checked="" type="checkbox"/> | 23A738    | Phase Transfer Catalyst-Assisted Pi |

Check Termination Items:

Have all Non-Payroll Encumbrances been closed?

✓Yes

Are all Payroll Encumbrances Zero?

✓Yes

Have all Student Detail codes been removed?

✓Yes

Are 1 and 2 account codes zero except cash accounts 1A0096, 1A0500, 1A0501 and 119010?

✓Yes

Do exception cash accounts net to \$0?

✓Yes

Is available Budget zero?

✓Yes

# Approvals

Orgn financial manager is the first to approve a new fund request once it has been submitted. Number of /level of approvers varies by request type -- scholarship, research, endowment, etc. Approvals are sequential and cannot be skipped; however, an approver may return the request back to a previous approver.

In the example below, the request is awaiting *TTUS Type 16* (Blue color fill). Either of the approvers listed may select the *TTUS CFO* button to return the request back to the CFO's queue. Other approval routing color designations: Green = previously approved; White = upcoming approval level; Red = approver rejected; Lime Green = notification only, no approval required.

Approval Route: Orgn Manager TTUS CFO TTUS Type 16 TTUS Acct Sup 3 OPS TTUS FSM Initiated On: Jun 2, 2017

| Status   | Started        | Activity On    | Approval Group      | Approvers  |
|----------|----------------|----------------|---------------------|--|
| Approved | 6/2/17 7:30 AM | 6/2/17 7:33 AM | Orgn Manager        | Valerie Paton                                      |
| Approved | 6/2/17 7:33 AM | 6/2/17 7:37 AM | TTUS CFO            | Sandra Martinez                                    |
| Pending  | 6/2/17 7:37 AM |                | TTUS Type 16        | Jennifer Branch, Ashley Styles, Keren Rueda Ibarra |
|          |                |                | TTUS Acct Sup 3 OPS | Cristy Jones, Ashley Styles                        |
|          |                |                | TTUS FSM            | Sybil Chandler, Megan Buie, Robin Grosz            |

If a request is being reverted to a previous approver rather than being rejected back to the originator, current approver will be asked to provide a reason. After providing comment, click 'Revert' icon. These comments may be seen when the user clicks on the blue 'Comments' button at the bottom of the screen.

### Revert Approvals

Reason to revert:

Close Revert

The *Approver Notes* box may be used as needed when approving a request. However, a rejected request requires comment. When *Approver Notes* box is populated, a blue bubble appears next to the approver who made the note.

| Approval Route:  |                |                |                     | Initiated On: Jun 2, 2017                          |
|--|----------------|----------------|---------------------|--|
| <div>Orgn ManagerTTUSTTUS Type 16TTUS Acct Sup 3 OPSTTUS FSM</div> |                |                |                     |  |
| Status   | Started        | Activity On    | Approval Group      | Approvers  |
| Approved   | 6/2/17 7:30 AM | 6/2/17 7:33 AM | Orgn Manager        | Valerie Paton                                      |
| Approved   | 6/2/17 7:33 AM | 6/2/17 7:37 AM | TTUS CFO            | Sandra Martinez                                    |
| Pending  | 6/2/17 7:37 AM |                | TTUS Type 16        | Jennifer Branch, Ashley Styles, Keren Rueda Ibarra |
|  |                |                | TTUS Acct Sup 3 OPS | Cristy Jones, Ashley Styles                        |
|  |                |                | TTUS FSM            | Sybil Chandler, Megan Buie, Robin Grosz            |

# Attachments and Comments

All attachments and comments will be housed in two blue buttons at the bottom of the approval screen and may be viewed at any point during the request/review process and in the document history as well.

The screenshot displays an approval workflow interface. At the top, the 'Approval Route' is shown as a sequence of steps: 'Orgn Manager' (green), 'TTUS CFO' (green), 'TTUS Type 16' (blue), 'TTUS Acct Sup 3 OPS' (grey), and 'TTUS FSM' (grey). The current step is 'TTUS Type 16'. To the right, it says 'Initiated On: Jun 2, 2017'.

| Status   | Started        | Activity On    | Approval Group      | Approvers  |
|----------|----------------|----------------|---------------------|--|
| Approved | 6/2/17 7:30 AM | 6/2/17 7:33 AM | Orgn Manager        | Valerie Paton                                      |
| Approved | 6/2/17 7:33 AM | 6/2/17 7:37 AM | TTUS CFO            | Sandra Martinez                                    |
| Pending  | 6/2/17 7:37 AM |                | TTUS Type 16        | Jennifer Branch, Ashley Styles, Keren Rueda Ibarra |
|          |                |                | TTUS Acct Sup 3 OPS | Cristy Jones, Ashley Styles                        |
|          |                |                | TTUS FSM            | Sybil Chandler, Megan Buie, Robin Grosz            |

Below the table is the 'Approver Notes' section, which is a large text area with a red border and a red asterisk indicating it is required. A note below it states: '(Note: Rejection requires notes.)'

At the bottom, there are three buttons: 'Save Change' (green), 'Approve' (green), and 'Reject' (red). Below these are two blue buttons: 'Attachments' and 'Comments'. Red arrows point from the 'Approve' and 'Reject' buttons to the 'Attachments' and 'Comments' buttons respectively.

Approvers may upload attachments and make comments at any time during approval routing. To view or upload an attachment, click on the '*Attachments*' icon. A previously added document may be viewed by clicking on the document icon under the "ID" column. A document may be added to the new fund request in the *Upload New* section. Choose the file and click '*Upload Attachment*'.

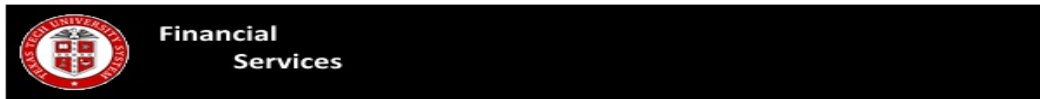
To view or add a comment, select the '*Comments*' icon.

To add a new comment, select the '+ *Add*' button. Once comment has been added, click '+' to save and '-' to remove. Then click '*Close*'.



# Email Notifications

Sample email notifications are shown below. To view and/or approve the request, click on the hyperlink to directly enter the Finance Fund application.



Your approval is required on New Fund request: **434**

Please click [here](#) to review and approve this New Fund request.  
This is an unattended mailbox. Please do not reply to this message. Contact the request originator, with questions about this request.



You are receiving this email as the originator of New Fund request: **456**

This request has been **REJECTED** by approver  
with the following comments: - test  
Please click [here](#) to view this request. This is an unattended mailbox. Please do not reply to this message. Contact the last approver, with questions about the rejection.

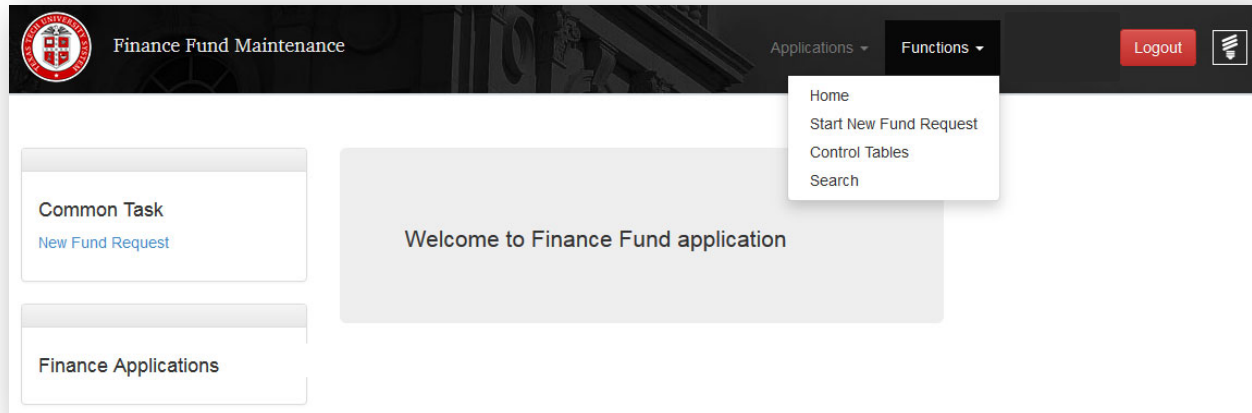


You are receiving this email as the originator or approver of New Fund request: **481**

This request has been **APPROVED**.  
The following new FOP has been generated:**18A385-C14040-100** Code  
Please click [here](#) to view the original New Fund request.

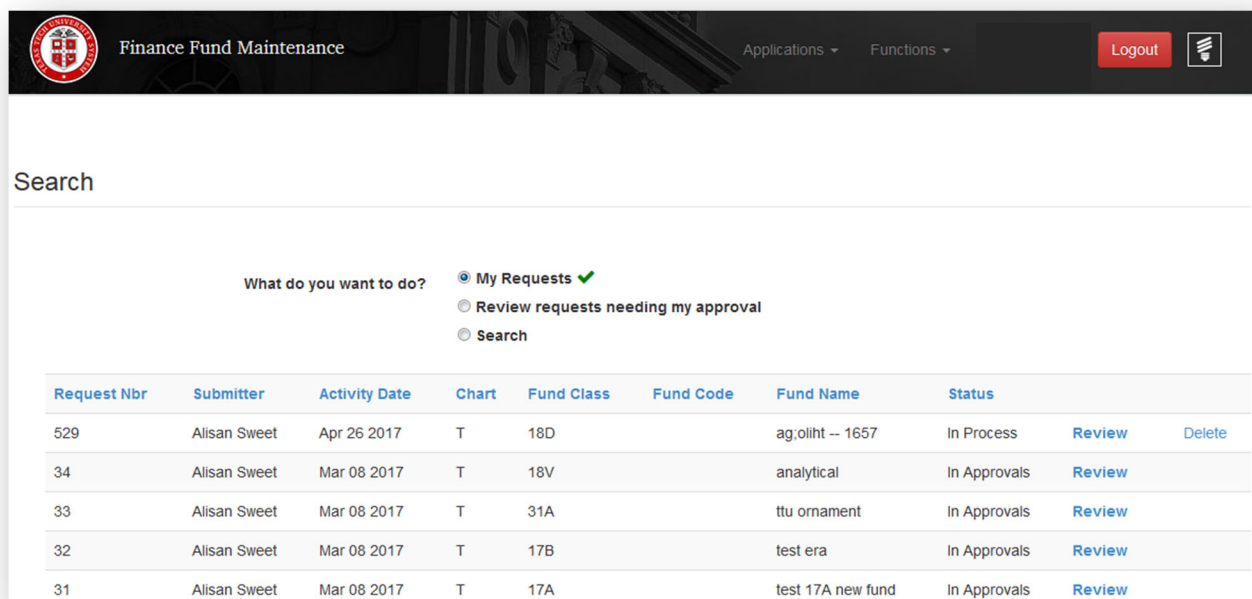
# Search

Users may check the status of a new fund request by accessing the ‘*Functions*’ dropdown and selecting ‘*Search*’.



Search options:

- My Requests – requests submitted by logged in user
- Review requests needing my approval – requests pending logged in user’s approval
- Search – filter and search features



In the Search option, enter date range, click ‘*Another Filter*’ and select desired filter option.

What do you want to do?

☐ My Requests

☐ Review requests needing my approval

☒ Search ✓

Start Date:

Feb 24 2017

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End Date:

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Request #

Submitter

Chart

Fund Class

Fund Code

Fund Name

Status

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| Request Nbr | Submitter   | Activity Date | Chart | Fund Class | Fund Code | Fund Name     | Status                              |
|-------------|-------------|---------------|-------|------------|-----------|---------------|-------------------------------------|
| 315         | Ricky Baker | Apr 25 2017   | H     | 24Z        | 241957    | TEST 24Z CFDA | In Approvals <a href="#">Review</a> |

Enter filter data and click ‘*Apply Filter*’.

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| Request Nbr | Submitter  | Activity Date | Chart | Fund Class | Fund Code | Fund Name           | Status   |
|-------------|------------|---------------|-------|------------|-----------|---------------------|--|
| 526         | Megan Buie | Apr 25 2017   | T     | 11A        |           | Finance Fund Manual | In Process <a href="#">Review</a> <a href="#">Delete</a> |

The system displays requests matching the specified parameters. Click ‘*Review*’ to view the request. ‘*Delete*’ cancels a request that has not been approved.



# Glossary

**Alpha-numeric:** consisting of or using both letters and numerals

**Approver:** financial manager or a designee as assigned in TeamApp

**Chart of Accounts:** a one-character, alpha field that uniquely identifies a particular chart

**Department Spendable:** created from the main endowed spendable fund. Funds may only be transferred in from the main endowed spendable. Examples of department spendables include operating, fellowships, chair, and scholarships.

**Effective Date:** the date when action takes place in Banner

**Endowed Corpus:** gift funds from a donor for which the income may be expended, but the principal sum remains in perpetuity. Only a portion of the earnings are distributed or spent annually for the purpose specified by the donor so that the principal amount continues to grow.

**Endowed Spendable:** created from one main corpus fund; earn their own interest, as well as 100% of interest from the corpus.

**Endowment:** a donation of money or property to a nonprofit organization for the ongoing support of that organization. Usually the endowment is structured so that the principal amount is kept intact while the investment income is available for use, or part of the principal is released each year, which allows for their donation to have an impact over a longer period than if it were spent all at once. An endowment may come with stipulations regarding its usage.

**Financial Manager:** an assigned employee with the fiduciary responsibility for a fund or organization level. This person is assigned in Banner screens FTMFUND – Fund Financial Manager or FTMORGN – Orgn Financial Manager.

**Financial Systems Management:** an area within Accounting Services responsible for access management, TTU/TTUS finance systems creation and maintenance and customer service and technical support for the finance systems.

**FOP (Combination):** a combination of Fund, Organization and Program. A valid FOP has an FTMACCI record to allow for budgeting and use.

**FOP Orgn Maintenance:** selection in New FOP system for creating a new FOP combination, change an existing FOP combination, creating a new organization, changing the name of an organization.

**FTMACCI Index:** the Banner table that allows FOP combinations to be created to validate usage.

**Functional Program Codes:** segment of the Banner FOAP accounting string designed to identify the “function” of the activity according to standard definitions developed by the National Association of College and University Business Officers (NACUBO) for higher education operating activity. These NACUBO function expenditure categories are used in the preparation of various financial and activity-related reports and computations. The TTU/TTUS program codes are: 100 Instruction, 200 Research, 300 Public Service Support, 400 Academic

Support, 500 Student Services, 600 Institutional Support, 700 – Operations and Maintenance, 800 – Scholarship and Fellowships, 900 - Unexpended Plant, A10 – Auxiliaries, E10 – Endowment Funds, G10 – Agency Operations, S10 – Service Departments.

**Fund:** a one- to six-character code that identifies a self-balancing set of accounts, defines where the money is coming from and ownership. Fund codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. A few examples of fund codes include E&G 11-14, Current Unrestricted Funds 15-19, Sponsored Projects 21-23, and Endowments 87.

**Fund Financial Manager:** an assigned employee with the fiduciary responsibility for a fund. This person is assigned in Banner screen FTMFUND – Fund Financial Manager.

**Inbox:** the location in New FOP system for reviewing submitted requests and/or requests for approval.

**Organization:** a one- to six-character code that identifies a unit of budgetary responsibility and/or departments within an institution. It is normally used to define “who” spends the money. Organization codes may be established in a hierarchy of up to eight levels for roll-up and reporting purposes. Examples of organization codes roll up with the first digit = A - President’s Office, B - TTU Provost and Academic Affairs, C - Administration and Finance, D – TTU Student Affairs, E – Research, F – Athletics, G - Office of Institutional Diversity, and H – Human Resources.

**Orgn Financial Manager:** an assigned employee with the fiduciary responsibility for an organization. This person is assigned in Banner screen FTMORGN – Organization Financial Manager.

**Predecessor Organization:** a segment of the organization code roll up or hierarchy. This defines the department or level for who will spend the money. Predecessors are used for reporting purposes.

**Program:** a three digit character code that identifies a function and enables the institution to establish a method of classifying transactions across organizations and accounts. Examples of program codes include Instruction, Research, and Plant Operations. Most institutions follow the programs defined by the National Association of College and University Business Offices (NACUBO). Program codes may be established in a hierarchy of up to five levels for roll-up and reporting purposes. Examples of program codes include Academic Support, Student Services, and Research. See also Functional Program Codes.

**Quasi Endowment:** fund functioning as an endowment, these funds are earmarked by an organization's governing board, rather than restricted by a donor or other outside agency, to be invested to provide income for a long but unspecified period. The governing board has the right to decide at any time to expend the principal of such funds.

**Research Related Expenses:** an expenditure of funds for which the use of the funds qualifies as research and development.

**Valid FOP:** a FOP combination which is found as valid and active in Banner table FTMACCI

# Fund Class Descriptions

| General Revenue                 |   |
|---------------------------------|---|
| 11A (Appropriations)            | Funds appropriated by the legislature through the General Appropriations Act for the operation of an institution of higher education; <b>expenses on 11A funds are limited institutionally to salary and benefits only</b>  |
| 11B (Special Line Items)        | Funds appropriated by the legislature through the General Appropriations Act for the operation of an institution of higher education; <b>expenses in allowable budget pools must be used for the specific strategy for which the funds were appropriated</b>              |
| 11E (State Pass Throughs)       | Funds appropriated by the legislature or other law to be used for a specific purpose as set forth by a grant or contract with another state agency; <b>expenses in allowable budget pools must be used for the specific purpose for which the funds were appropriated</b> |
| 11M (Matching Funds)            | Funds committed by the institution to fund a portion of the total cost of an externally sponsored project; allowable sources include 11A and 11B  |
| Dedicated Revenue               |   |
| 12A (Statutory Tuition)         | Statutory portion of overall tuition collected as prescribed by the State; <b>expenses on 12A funds (except child care fund 12A008) are limited institutionally to salary and benefits only</b>   |
| 12C (State Pass Throughs)       | Funds appropriated by the legislature or other law to be used for a specific purpose as set forth by a grant or contract with another state agency; <b>expenses in allowable budget pools must be used for the specific purpose for which the funds were appropriated</b> |
| 12D (State Pass Throughs-NHARP) | Funds appropriated by the legislature or other law to be used for a specific purpose as set forth by a grant or contract with another state agency; <b>expenses in allowable budget pools must be used for the specific purpose for which the funds were appropriated</b> |
| 12M (Matching Funds)            | Funds committed by the institution to fund a portion of the total cost of an externally sponsored project; allowable source 12A   |
| 13 (HEAF)                       | Funds provided by the State to support capital construction and equipment needs of an institution of higher education; <b>expenses limited to this specific purpose only</b>  |
| 13M (Matching Funds)            | HEAF funds committed by the institution to fund a portion of the total cost of an externally sponsored project  |
| 14 (NRUF)                       | Funds provided by the State to support educational and general activities that promote increased research capacity at the institution;  |

|                            |  |
|----------------------------|--|
|                            | <b>expenses in allowable budget pools must be used in research activities only</b>   |
| 14M (Matching Funds)       | NRUF funds committed by the institution to fund a portion of the total cost of an externally sponsored project   |
| <b>Tuition &amp; Fees</b>  |  |
| 15 (Scholarships)          | Funds set aside from tuition and fee revenue that are designated internally for scholarships   |
| 16A (Designated Tuition)   | Tuition collected above statutory amounts at rates set by the governing board for the effective operation of the institution   |
| 16B (Academic Fees)        | Fees collected as authorized by the State to cover the institutional cost of materials and services for which the reflective fee is collected such as the library, information technology, and advising; <b>expenses in allowable budget pools must be used for the specific purpose for which the fee was collected</b> |
| 16C (ADIA)                 | Fees collected as authorized by the State to cover an academic department's instructional activities of the classroom; <b>expenses in allowable budget pools must be used for the specific purpose for which the fee was collected</b>   |
| 16D (Special Instruction)  | Fees collected as authorized by the State to cover the extraordinary cost of materials and services for conducting a specific course/section; <b>expenses in allowable budget pools must be used for the specific purpose for which the fee was collected</b>  |
| 16E (Other Fees)           | Fees collected as authorized by the State to cover the cost of student services such as recreational activities, health and medical services, transportation, etc.; <b>expenses in allowable budget pools must be used for the specific purpose for which the fee was collected</b>                                      |
| 16F (Extended Study)       | Fees collected as authorized by the State to cover the institutional cost of providing online, distance education courses; <b>expenses in allowable budget pools must be used for the specific purpose for which the fee was collected</b>   |
| 16G (Workshops/Seminars)   | Revenue collected to cover the institutional costs of providing instructional workshop and seminars on campus; <b>expenses in allowable budget pools must be used for the specific purpose for which the fee was collected</b>   |
| 16H (Program Fee)          | Revenue collected to cover the institutional costs of providing specific academic programs such as Study Abroad and the MBA and Personal Financial Planning executive-style programs; <b>expenses in allowable budget pools must be used for the specific purpose for which the fee was collected</b>                    |
| 16K (Differential Tuition) | Tuition collected above statutory amounts at rates set by the governing board for the effective operation of the institution   |

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|---|--|
| 16M (Matching Funds)                      | Tuition and fee revenue committed by the institution to fund a portion of the total cost of an externally sponsored project  |
| <b>Other Dedicated</b>                    |  |
| 17A (Service Centers)                     | Revenue generated by operating units providing goods or services predominantly to other internal departments at the university; includes large institutional services such as physical plant, communication, and mail services as well as academic service centers governed by federal cost principles; <b>expenses incurred in providing the good/service must be within allowable budget pools and recorded directly to the service center fund.</b> |
| 17B (Service Center Reserve)              | Funds set aside from academic service center revenue to be used for capital equipment replacement costs in accordance with federal cost principles   |
| 17C (Shared Services)                     | Funds established to account for the costs of system level "shared service" departments and the reimbursement of those costs from component institutions   |
| 17M (Matching Funds)                      | Shared service salaries committed by the institution to fund a portion of the total cost of an externally sponsored project  |
| 18A (Other Designated)                    | Institutional funds generated from activities not specifically set forth in any other designated fund class  |
| 18B (Indirect Cost Recovery)              | Facilities and Administrative (F&A) revenue generated from externally-funded sponsored projects, rates of which are negotiated and approved by the federal government and set forth in the sponsored project agreement   |
| 18C (Administrative Service Charge)       | Administrative service charge collected from the operations of auxiliary enterprises (31A) and education-related business activities (18D) to fund the cost of centrally-provided institutional support services   |
| 18D (Education Related Business Activity) | Revenue generated from the operations of activities that are established primarily to provide instructional and/or laboratory experience for students but also incidentally create goods and services; <b>expenses incurred in providing the good/service must be within allowable budget pools and recorded directly to the EBA.</b>  |
| 18E (Texas Research Incentive Program)    | Funds provided by the state legislature as "matching" funds for gifts and endowments received by the institution to enhance research activities; <b>expenses in allowable budget pools must comply with any restrictions placed by the donor in the original gift/endowment agreement</b>  |
| 18F (Grant and Contract Residuals)        | Unspent funds upon the closeout of a fixed price sponsored project that may be used at the discretion of the college or department   |

|  |   |
|--|---|
| 18M (Matching Funds)                               | Institutional funds committed by the institution to fund a portion of the total cost of an externally sponsored project   |
| 18R (Sponsorships)                                 | Financial or other support provided by an external party in support of one or more activities, events, or programs in which the sponsor receives acknowledgement, endorsement, and/or some level of return benefit  |
| 18S (Self-Insurance Administrative Funds - System) | Funds established to account for the medical self-insurance plan for HSC Lubbock and El Paso ( <b>S Chart Only</b> )  |
| 18T (Temporary Salaries)                           | Funds dedicated for temporary use for faculty and staff salaries for anticipated sponsored projects that have not yet been executed and established in the financial system   |
| 18V (Revenue Agreements)                           | Revenue received from formal agreements (excluding sponsored projects and gifts); <b>although revenue not restricted by the provider, expenses in allowable budget pools may be limited institutionally for each agreement</b>  |
| 18Z (Collaborative Research Initiative)            | Funding awarded by TTUSA to component institutions for collaborative research projects; <b>expenses in allowable budget pools must comply with the research "agreement" and budget</b>  |
| <b>Sponsored Projects</b>                          |   |
| 21 (Federal)                                       | Grant, contract, or cooperative agreement funded directly or indirectly by a federal agency to perform a specific scope of work as set forth in a formal agreement; <b>expenses in allowable budget pools must directly advance the scope of work and comply with federal regulations and cost principles, award terms and conditions, and institutional policy</b> |
| 22 (State)   | Grant, contract, or cooperative agreement funded directly or indirectly by the State of Texas or another state to perform a specific scope of work as set forth in a formal agreement; <b>expenses in allowable budget pools must directly advance the scope of work and comply with state regulations, award terms and conditions, and institutional policy</b>    |
| 23 (Private)                                       | Grant, contract, or cooperative agreement funded by nonprofit or for profit entities to perform a specific scope of work as set forth in a formal agreement; <b>expenses in allowable budget pools must directly advance the scope of work and comply with award terms and conditions and institutional policy</b>  |
| <b>Restricted</b>                                  |   |
| 24 (Restricted Gifts)                              | Based on donor agreement and/or agency's restrictions.  |

|  |   |
|--|---|
| 25 (Restricted Scholarship)            | Source of these funds is outside agencies or persons that have restricted the funds; scholarships for undergraduate students and fellowships for graduate students.   |
| 28 (Restricted Other)                  | Funds from outside agencies or persons that have restricted the funds.  |
| 29 (Plant)                             | Funds are to be used for the construction, rehabilitation, and acquisition of physical properties for institutional purposes.   |
| <b>Auxiliary</b>                       |   |
| 31 (Auxiliary Enterprise)              | Support activities similar to retail operations for the benefit of students, faculty, staff, and the public; may charge users for their goods and services at rates that will recover their full cost, including TTU overhead.  |
| 35 (Auxiliary Enterprise Scholarship)  | Funds transferred in from Auxiliary funds allowed.  |
| 39 (Auxiliary Enterprise, Other Plant) | Funds are to be used for the construction, rehabilitation and acquisition of physical properties for institutional purposes.  |
| <b>Other</b>                           |   |
| 41A (Loan - federal)                   | The Federal Perkins Loan Program provides low-interest loans to help needy students finance the cost of higher education. For more information see <a href="http://www.ed.gov/programs/fpl/index.html">http://www.ed.gov/programs/fpl/index.html</a> .  |
| 41B (Loan - institutional)             | Funds to be used for emergency situations and repaid according to Student Business Services guidelines.   |
| 61 (Endowment Funds)                   | Established from outside gifts. Principal funds are invested in perpetuity. Capital gains and losses are classified as principal. Interest earned is set aside in separate spendable fund.  |
| 81 (Agency)                            | Assets are not owned by the university, but are held in custodianship by the university. See OP 62.09 at <a href="http://www.depts.ttu.edu/opmanual/OP62.09.html">http://www.depts.ttu.edu/opmanual/OP62.09.html</a> for more information.  |
| 83A (Foundation Unrestricted)          | Gifted assets with no donor specific purpose of use.  |
| 84 (Foundation Gifts)                  | Texas Tech Foundation, Inc. is a non-profit corporation that operates exclusively to support and promote all colleges, schools, programs, and campuses of TTU, TTUHSC, and ASU; to seek and obtain gifts for such institutions; to receive, hold, invest, and administer property of any kind, type, or nature for the benefit of the institutions; and to make expenditures to or for the benefit of such institutions. The Office of Institutional Advancement is responsible for soliciting, coordinating, approving, and reporting all fundraising from outside agencies or persons. See Fund Class level for specific information. |

|                             |   |
|-----------------------------|---|
| 85 (Foundation Scholarship) | See Fund Class level for specific information. This Fund Category includes both scholarships for undergraduate students and fellowships for graduate students.  |
| 87 (Foundation Endowment)   | See OP 02.08 at <a href="http://www.depts.ttu.edu/opmanual/OP02.08.pdf">http://www.depts.ttu.edu/opmanual/OP02.08.pdf</a> for more information. See Fund Class level for specific information.  |
| 90 (Plant)                  | Plant funds are segregated into separate balanced fund groups: Unexpended (91A), Unexpended Multi-Year (91B, 91F), Renewal & Replacement (92, 93), Retirement of Indebtedness and Investment in Plant (94-97). Funds to be used for the construction, rehabilitation and acquisition of physical properties for institutional purposes. |



# Banner Program Code

**Descriptions are based on the National Association of College and University Business Officers Financial Accounting and Reporting Manual.**

**100 Instruction** – includes expenditures for activities that are part of the institution's instruction program; including credit and non-credit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions.

**200 Research** – includes expenditures for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organization within the institution. Subject to these conditions, the category includes expenditures for individual and/or project research as well as that of institutes and research centers.

**300 Public Service** – includes expenditures for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Included in this category are conferences, institutes, general advisory services, reference bureaus, radio and television, consulting, and similar non-instructional services to particular sectors of the community.

**400 Academic Support** – includes expenditures incurred to provide support services for the institution's primary missions: instruction, research, and public service. It includes the retention, preservation, and display of educational materials, such as libraries, museums, and galleries; the provision of services that directly assist the academic functions of the institution, such as demonstration schools associated with a department, school, or college of education; media such as audio-visual services and technology such as computing support; academic administration (including academic deans but not department chairpersons) and personnel development providing administration support and management direction to the three primary missions; and separately budgeted support for course and curriculum development.

**500 Student Services** - includes expenditures incurred for offices of admissions and the registrar and activities with the primary purpose of contributing to students' emotional and physical well-being and intellectual, cultural, and social development outside the context of the formal instruction program. It includes expenses for student activities, cultural events, student newspapers, intramural athletics, student organizations, intercollegiate athletics (if the program is not operated as an essentially self-supporting activity), counseling and career guidance (excluding informal academic counseling by the faculty), student aid administration, and student health service (if not operated as an essentially self-supporting activity).

**600 Institutional Support** – includes expenditures for central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations, including the investment office; administrative data processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, printing; transportation services to the institution; support services to faculty and staff that are not operated as auxiliary enterprises; and activities concerned with community and alumni relations, including development and fund raising.

**700 Operations and Maintenance** – includes expenditures for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant. They include expenses normally incurred for such items as janitorial and utility services; repairs and ordinary or normal alterations of buildings, furniture, and equipment; care of grounds; maintenance and operation of buildings and other plant facilities; security; earthquake and disaster preparedness; safety; hazardous waste disposal; property, liability and all other insurance relating to property; space and capital leasing; facility planning and management; and central receiving. (Operations and maintenance expenditures utilized for research should use program code 720.)

**800 Scholarships and Fellowships** – includes expenditures for scholarships and fellowships in the form of grants to students, resulting from selection by the institution or from an entitlement program.

**900 Unexpended Plant** – includes expenditures related to major non-capitalized repairs, maintenance, and renovations. Minor repairs should be classified as building maintenance.

**A10 Auxiliaries** – includes expenditures related to the auxiliary enterprise which exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples are residence halls, food services, intercollegiate athletics (only if essentially self-supporting), college stores, faculty clubs, parking, and faculty housing.

**E10 Endowment** – includes expenditures associated with the endowment and similar fund groups. The fund balances of endowment and term endowment funds are by definition restricted and include donations for endowment purposes, income required to be added to the endowment, gains and losses on investment that are restricted for endowment purposes. The fund balances of quasi-endowment funds represent balances from funds that have been designated by the governing board for endowment purposes and are considered unrestricted. (Endowment income to be utilized for research should use program E20)

**G10 Agency Operations** – includes expenditures related to funds held by the University as custodian or fiscal agent for students, faculty and others. (Agency income to be utilized for research should use program G20)

**L10 Loan Funds** – includes expenditures made from current restricted funds for purposes of making student loans.

**R10 Retirement of Indebtedness** – includes expenditures associated with debt related to bond indenture agreements.

**S10 Service Department Funds** – includes expenditures associated with the activities that have been established to provide goods and services to other internal units on a fee for service basis.