



# User Manual

## Finance New FOP System

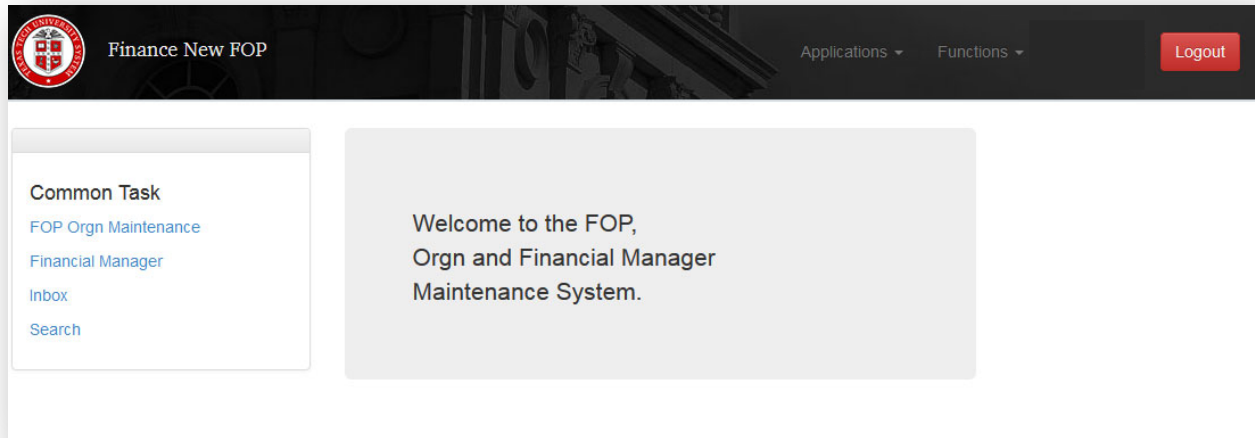
Types of Requests:

New FOP Combinations  
FOP Combination Changes  
New Organization Code  
Organization Name Change  
Terminate Organization Code  
Terminate FOP  
Financial Manager Changes

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# Finance New FOP System



The Finance New FOP (Fund, Organization, Program) automated system is designed to add or make changes to FOP combinations, organization codes, and financial managers in an expedited and efficient manner with the convenience of predefined approval routing and history for audit purposes.

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

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


# New FOP System home screen

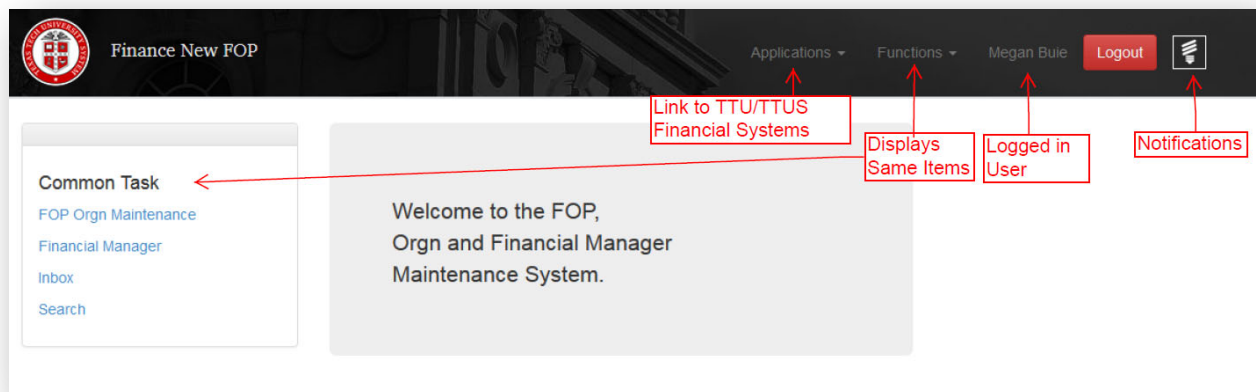
This screen offers users easy access through links to various features of the system.

From the home screen, a user may begin new FOP or Financial Manager 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.

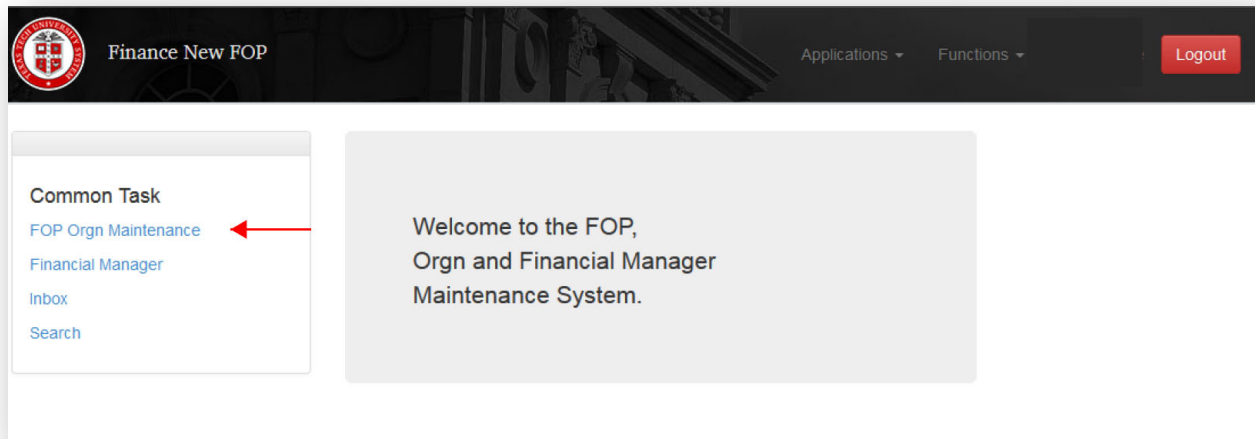
‘*Functions*’ and ‘*Common Tasks*’ display the same four items: ‘*FOP Orgn Maintenance*’, ‘*Financial Manager*’, ‘*Inbox*’, and ‘*Search*’. In addition, ‘*Functions*’ displays Program Descriptions for user reference in selecting applicable functional program codes and New FOP Fund Class and Program Code allowable combinations. Users are unable to modify this screen. It is for reference only.

The  icon displays all current session notifications.



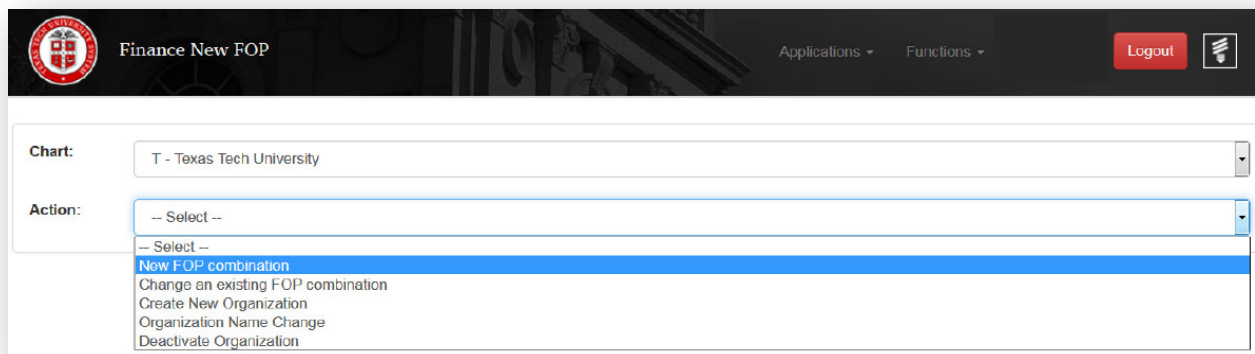
# FOP Orgn Maintenance

For FOP and Orgn maintenance actions, choose '*FOP Orgn Maintenance*' from the home screen.



## Create a new FOP combination

A fund financial manager often has multiple FOP combinations to allow organization financial managers to manage funding at a FOP level. After selecting the applicable '*Chart*', choose '*New FOP combination*' from the dropdown list.



To create a new FOP combination, enter a valid '*Fund Code*', desired '*Organization Code*' and '*Program Code*'.

Verify the requested FOP usage meets the description for the selected '*Program Code*'.

Enter the numeric value for '*Projected percentage of research related expenses*'.

Provide a detailed '*FOP Objective and Reason for Request*' and '*Additional Information*' that may provide approvers with any other pertinent data.




**Finance New FOP**
Applications ▾
Functions ▾
Robin Gresz ▾
Logout


Chart: T - Texas Tech University ▾

Action: New FOP combination ▾

### New FOP combination

Fund Code: [11A000] All Other General Purposes

Organization Code: [B56007] Electrical and Computer Engineering

Program Code: 400 - Academic Support Expense ▾

Program Code Description: 

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.

Projected percentage of research related expenses: 0 %

Effective Date: Sep 01 2020

FOP Objective and Reason for Request: New FOP to be used for salary for new staff.

Additional Information: This not required, but you can add additional information if needed.

Save
Save and Submit
Cancel

Effective Date is a new field added to the request page. On New FOP requests, the originator now has the option to select any date, prior, current or future.

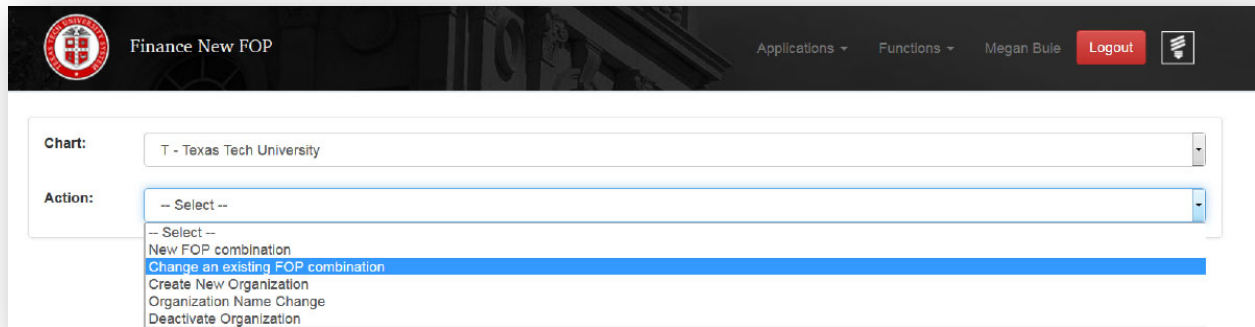
Once all fields are completed, select '*Save and Submit*' to move the request into approvals or '*Save*' to return and submit at a later date.

The organization financial manager, Accounting Services fund accountant, and Financial Systems Management are required to approve all new FOP combination requests. Email notifications alert the originator and the approvers when action is required or completed.

# Change an Existing FOP Combination

A financial manager may change an existing FOP Combination for reporting purposes or based on organizational needs. The existing FOP is invalidated once the new combination request is completed.

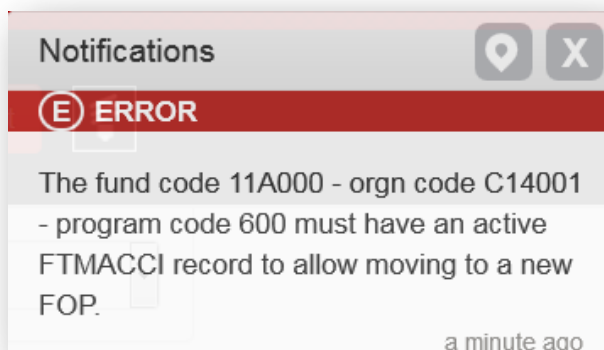
After selecting the 'Chart', choose 'Change an existing FOP combination'.



The screenshot shows the 'Finance New FOP' web application. At the top, there is a navigation bar with the university logo, the title 'Finance New FOP', and links for 'Applications', 'Functions', 'Megan Buile', and a 'Logout' button. Below the navigation bar, there is a form with two main sections: 'Chart' and 'Action'. The 'Chart' section has a dropdown menu currently showing 'T - Texas Tech University'. The 'Action' section has a dropdown menu with the following options: '-- Select --', '-- Select --', 'New FOP combination', 'Change an existing FOP combination' (which is highlighted in blue), 'Create New Organization', 'Organization Name Change', and 'Deactivate Organization'.

To begin, type in a FOP. An error message displays on the right side of the page if an invalid combination is entered. This does not prevent you from saving the request, however, the error must be resolved prior to selecting 'Save and Submit'.

If needed, FOP combinations may be verified using the FI106 – Valid FOP Report in Cognos.



All fields must be completed:

Chart: T - Texas Tech University

Action: Change an existing FOP combination

**Change an existing FOP combination**

Fund Code: Begin typing the name or fund number to initiate search

Old Organization Code: Begin typing the name or organization number to initiate search

Old Program Code: -- Select --

Will current FY posted activity need to be moved to the new FOP?  
(Please provide an explanation in the Additional Information box below.)

☐ Yes  
☒ No

Fund Code: Begin typing the name or fund number to initiate search

Organization Code: Begin typing the name or organization number to initiate search

Program Code: -- Select --

Program Code Description:

Projected percentage of research related expenses: Enter 0 to 100 %

Effective Date:

FOP Objective and Reason for Request:

Additional Information:

Save Save and Submit Cancel

Effective date is a new field added to this request page. The originator now has the option to select current or future date.

Once all required information is entered, choose 'Save', 'Save and Submit', or 'Cancel'.

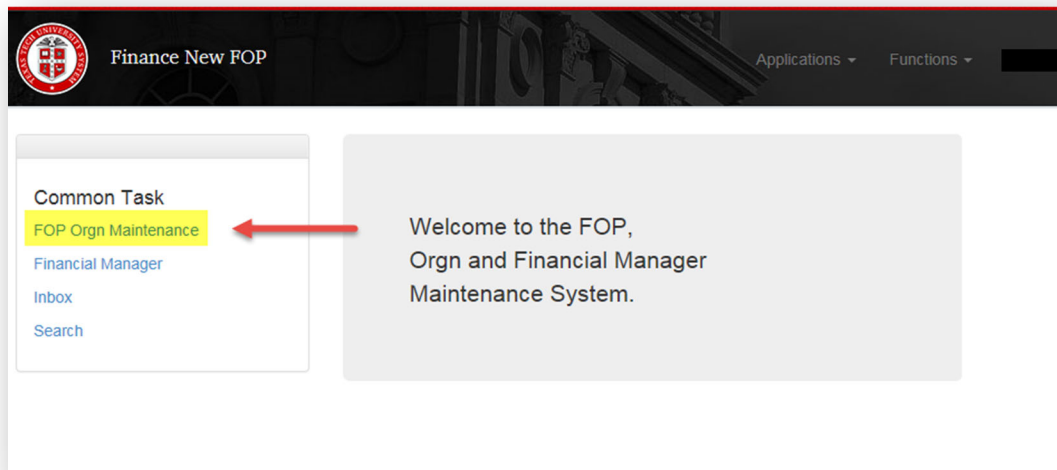


# Organization Code Request

The Finance New FOP system may be used to:

- Request a new organization code
- Change the name of an existing organization code

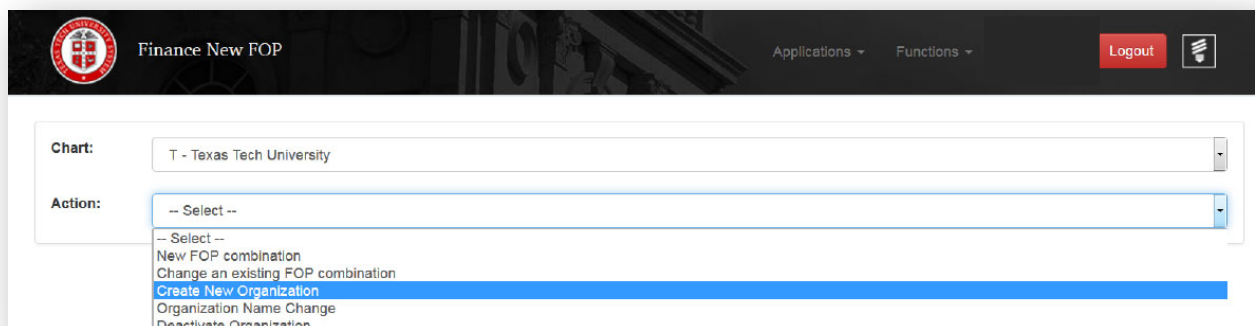
This is completed by choosing '*FOP Orgn Maintenance*'.



## Create New Organization

Organization codes are used for reporting, access and use management, or authorization purposes.

From the '*FOP Orgn Maintenance*' screen, select '*Chart*' and '*Create New Organization*'.



Complete the following:

- Is this a PI Orgn?
  - Yes, will allow orgn codes to be created and the PIORGN attribute is then added.
  - No, continue below.
- Organization: department predecessor organization name and select from all active codes with this name. Or, directly input the department predecessor code (usually alpha-numeric).
- Proposed Organization: name for the new organization code that is being requested.
- Effective date: the date defaults to the beginning of the FY and can be changed to any date within the FY.
- Organization Manager: name of the employee who will be the organization financial manager.
- Explanation: information regarding the new organization code. This may be the purpose of the request or the fund code it will be linked to.

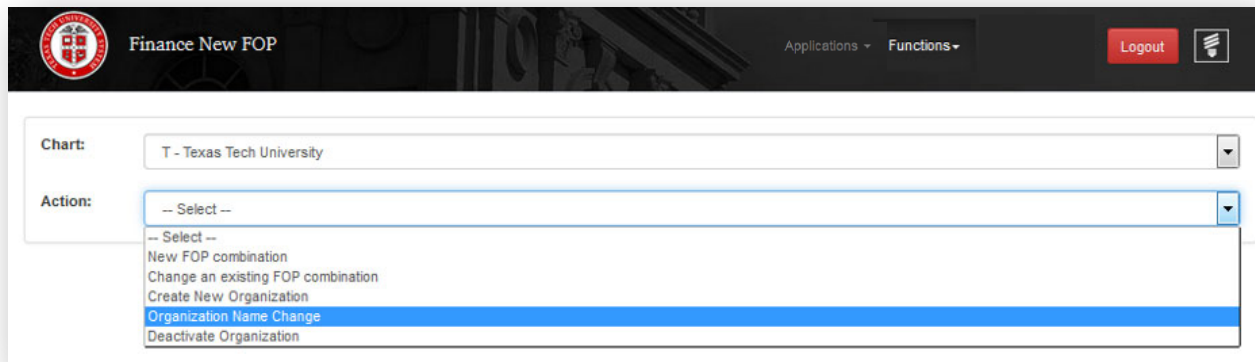
Click 'Save and Submit' to route the request to the orgn manager for approval then to FSM for review and approval.

The screenshot shows a web application interface for 'Finance New FOP'. At the top, there is a navigation bar with a logo, the title 'Finance New FOP', and user information including 'Applications', 'Functions', 'Robin Grosz', a 'Logout' button, and a help icon. Below the navigation bar, there are two dropdown menus: 'Chart:' with 'T - Texas Tech University' selected, and 'Action:' with 'Create New Organization' selected. The main content area is titled 'Create New Organization' and contains several form fields: 'Is this a PI Orgn?' with radio buttons for 'Yes' and 'No'; 'Enter Organization:' with a search prompt 'Begin typing the name or organization number to initiate search'; 'Proposed Organization Name:' with a text input field and a note '(35 Characters left for proposed organization name)'; 'Effective Date:' with a date input field showing 'Sep 01 2021'; 'Enter Organization Manager Name:' with a text input field; and 'Explanation:' with a large text area. At the bottom, a note states 'Note: Attachments & Comments will be enabled after request has been saved.' and there are three buttons: 'Save', 'Save and Submit', and 'Cancel'.

## Organization Name Change

The Finance New FOP system is also used to change the name of an existing active organization code.

From *'FOP Orgn Maintenance'*, select the *'Chart'*. Choose *'Organization Name Change'*.

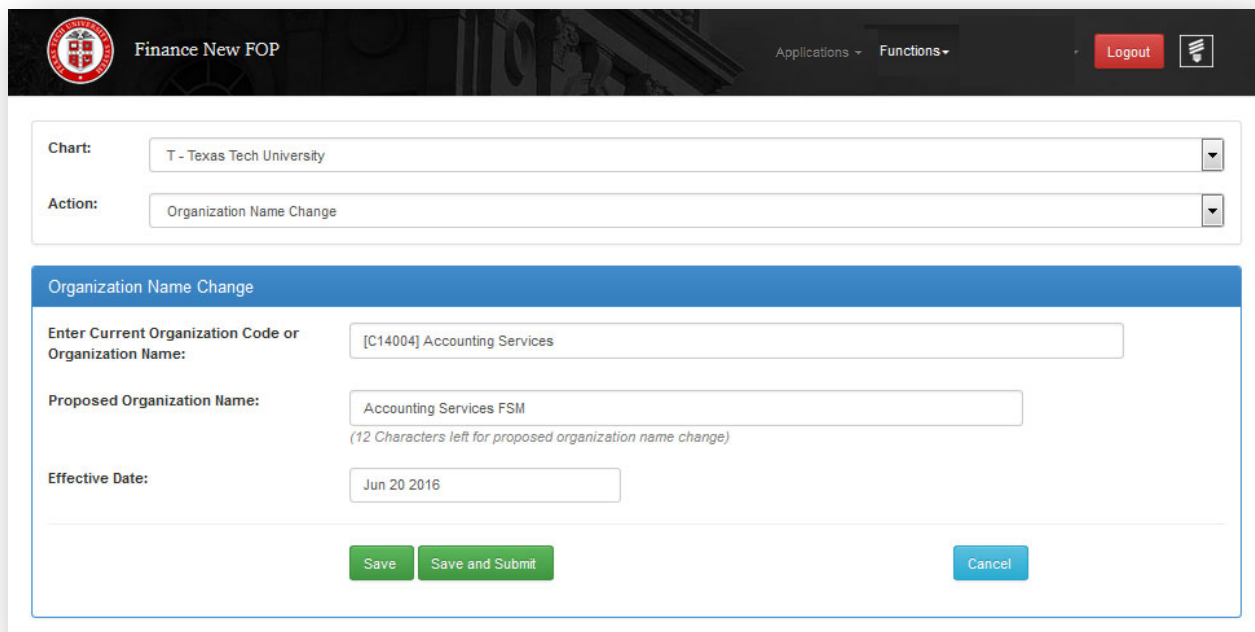


The screenshot shows the Finance New FOP system interface. At the top, there is a header with the Texas Tech University logo, the text "Finance New FOP", and navigation links for "Applications" and "Functions". A "Logout" button is also present. Below the header, there is a form with two main sections: "Chart" and "Action". The "Chart" section has a dropdown menu with "T - Texas Tech University" selected. The "Action" section has a dropdown menu with several options: "-- Select --", "New FOP combination", "Change an existing FOP combination", "Create New Organization", "Organization Name Change" (which is highlighted in blue), and "Deactivate Organization".

Complete the following:

- Current Organization Code or Organization Name: either the organization code or organization name.
- Proposed Organization Name: proposed new organization name.
- Effective Date: This may be current or future-dated only.

Click *'Save and Submit'* to route the request to the organization financial manager for approval. Once approved, the request is reviewed and finalized by FSM.



The screenshot shows the Finance New FOP system interface with the "Organization Name Change" form. The "Chart" dropdown is set to "T - Texas Tech University" and the "Action" dropdown is set to "Organization Name Change". Below these, there is a section titled "Organization Name Change" with three input fields: "Enter Current Organization Code or Organization Name:" with the value "[C14004] Accounting Services", "Proposed Organization Name:" with the value "Accounting Services FSM" and a note "(12 Characters left for proposed organization name change)", and "Effective Date:" with the value "Jun 20 2016". At the bottom of the form, there are three buttons: "Save", "Save and Submit", and "Cancel".

# Terminate Organization Code

Finance New FOP has the ability to terminate an organization code with all associated FOPs. This option checks all budgets, fixed assets, encumbrances and all necessary checks that are necessary prior to terminating an organization code.

From 'FOP Orgn Maintenance', select the 'Chart'. Choose 'Terminate Organization/FOP'.

The screenshot shows the 'Finance New FOP' web application. At the top, there is a header with the university logo, the text 'Finance New FOP', and navigation links for 'Applications' and 'Functions'. A 'Logout' button is also present. Below the header, there are two dropdown menus: 'Chart:' with 'T - Texas Tech University' selected, and 'Action:' with 'Terminate Organization/FOP' selected. Below these, a blue bar contains the title 'Terminate Organization/FOP'. Underneath, there are two radio buttons: 'Terminate Orgn or Terminate FOP?'. The first option is 'Orgn (Associated FOPs will also be terminated)' and the second is 'FOP'.

Select either Orgn or FOP. By selecting Orgn, all associated FOPs will be pulled into the request, these cannot be removed. If an organization code is terminated, all associating FOPs should be as well. By selecting FOP, only 1 FOP that is entered will be terminated.

This screenshot shows the 'Terminate Organization/FOP' form. The 'Terminate Orgn or Terminate FOP?' section has the 'Orgn (Associated FOPs will also be terminated)' radio button selected. Below this, there is a text field for 'Enter Current Organization Code or Organization Name:' containing '[C14004] Accounting Services'. Underneath, a box titled 'FOPS That Will Be Affected:' lists several codes: 11A002-C14004-600, 12A000-C14004-600, 12C007-C14004-600, 12C017-C14004-500, and 12C018-C14004-500. Below this list, there are two radio buttons for 'Is this a PI Orgn?': 'Yes' and 'No'. At the bottom, there are fields for 'Termination Date:' and 'Explanation:'.

Select Orgn, enter the orgn to be terminated. All associated FOPs will be listed in the box directly under the orgn code. All PI Orgn codes are terminated only by Accounting Services. Include the effective date and explanation.

**Orgn Termination Checklist:**

- Is there current fiscal year activity on this orgn?
- Is this orgn code the default for a fund?
- Are there personnel appointments on this orgn?
- Are there open non-payroll encumbrances on this orgn?
- Are there fixed assets assigned to this orgn?
- Are there student detail codes attached to this orgn?
- Is this orgn part of a FOP receiving interest?

**Orgn code is set as default on 32 fund records. Please contact [accountingservices@ttu.edu](mailto:accountingservices@ttu.edu) for assistance.**  
**Orgn code has 1 payroll encumbrance records. Please submit a Future Labor Change ePAF(s) or contact [ambud@ttu.edu](mailto:ambud@ttu.edu) for assistance.**  
**Orgn code has 28 open encumbrances. Please contact [procurement@ttu.edu](mailto:procurement@ttu.edu) for assistance.**  
**Orgn code has 62 fixed assets assigned. Please make corrections in the Property Inventory System.**  
**Orgn code has 3 student records assigned. Please contact [cash.credit.services@ttu.edu](mailto:cash.credit.services@ttu.edu) for assistance.**

**Note:** To enable comments and attachments or to only save your request, select **SAVE**.  
To see if request passes all checklist items, select **SUBMIT**. Your request will be submitted automatically if it passes all items; if it does not pass and has not been previously saved, it will not be submitted or saved again.

**Save** **Submit** **Cancel**

The checklist is listed within each request. When Submit is selected, New FOP will run through the checklist and list what checks did not pass along with who to contact for additional information or assistance.

There is also a note at the bottom explaining that the SAVE button does not run the checklist but SUBMIT will run the checklist.

## Terminate FOP

**Terminate Organization/FOP**

**Terminate Orgn or Terminate FOP?** ☐ Orgn (Associated FOPs will also be terminated) ☒ FOP

**Fund Code:** [18C000] Administration Overhead

**Organization Code:** [C14004] Accounting Services

**Program Code:** 600 - Institutional Support Expense

**Program Code Description:** 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.

**Termination Date:**

**Explanation:**

When selecting to terminate a FOP, fill in the information needed and hit SUBMIT.

**FOP Termination Checklist:**

- Is there current fiscal year activity on this FOP?
- Are there personnel appointments on this FOP?
- Are there open non-payroll encumbrances on this FOP?
- Are there student detail codes attached to this FOP?
- Is this FOP receiving interest?

**FOP has 1 payroll encumbrance records. Please submit a Future Labor Change ePAF(s) or contact ambud@ttu.edu for assistance.**

Note: To enable comments and attachments or to only save your request, select **SAVE**.  
 To see if request passes all checklist items, select **SUBMIT**. Your request will be submitted automatically if it passes all items; if it does not pass and has not been previously saved, it will not be submitted or saved again.

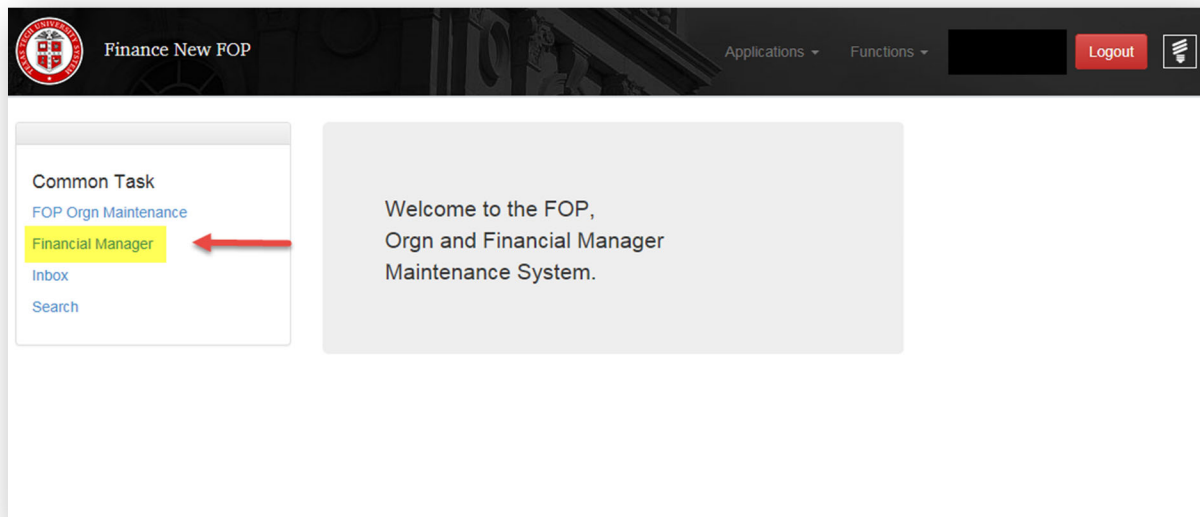
**Save** **Submit** **Cancel**

The checks are still done and the request will not pass until they are cleared.

## Financial Manager Change

Financial Managers are assigned to funds and organizations. Sometimes these are referred to as Fund Managers or Orgn Managers. The Finance New FOP system allows users to request a change to the fund and/or organization financial manager.

The financial manager may be changed by choosing '*Financial Manager*' from the home screen.



On the '*Request Financial Manager Change*' screen, choose '*Chart*'. Type the name or R# of the current fund or organization financial manager followed by that of the new financial manager.

**Request Financial Manager Change**

Chart:

Current Financial Manager:

New Financial Manager:

**\*\*Note:** Per TTU OP 02.08, “Endowment fund financial manager responsibility will be assigned to the vice president, the PSVP, dean, or equivalent level unless otherwise specified by the donor. The TTUS CFO will be the fund financial manager on all quasi-endowments”. This OP restriction covers funds beginning with 61 or 87.

The system then displays a list of funds and organizations associated with the current Financial Manager. Click the boxes next to the funds and/or organizations to be modified to the new financial manager. Use the ‘*Select All*’ toggle at the top of each section to select all fund or organization codes displayed.

**Request Financial Manager Change**

Chart:

Current Financial Manager:

New Financial Manager:

**Funds Currently Managed by Crista McCune**

Select All	Fund Code	Fund Title
<input checked="" type="checkbox"/>	95A001	Net Change In FMV of Investments

**Organizations Currently Managed by Crista McCune**

Select All	Orgn Code	Orgn Title
<input checked="" type="checkbox"/>	C1200	Budget and Res Planning and Mgmt
<input checked="" type="checkbox"/>	C12000	Budget and Res Planning and Mgmt
<input checked="" type="checkbox"/>	C12AA	Budget and Res Planning and Mgmt

Explanation for Change Request:

Current FM has won the lottery and is retiring.

**Notifications:**

- You have SELECTED ALL Orgn codes to be changed for this request.
- You have SELECTED ALL Fund codes to be changed for this request.


**Instruction:** Click 'Select All' to choose all funds and/or organizations; or select particular funds/orgns by choose the applicable boxes.

Next, scroll to the bottom of the screen, provide an explanation for the change and click ‘*Save and Submit*’.

The current and future financial managers, as well as FSM, are required to approve these actions.

# Inbox (Approvals)

Approvers receive emails from the Finance New FOP system when a request is pending their review/approval. The email contains a hyperlink to the approver's 'Inbox'.

**Financial  
Services**


Your approval is required on

**Change FOP Combination Request: 722**

Change FOP Combination: **16G091 - B59166 - 300 to 16G091 - B59238 - 300**

Please click [here](#) to view detailed information about this request.

This is an unattended mailbox. Please do not reply to this message. Contact the request originator, **Robbie Vittitow**, with questions about this request.

**Financial  
Services**

You are receiving this email as an originator of

**Change FOP Combination: 749**

This request has been: **APPROVED**

Change FOP Combination: **871003 - A00000 - G10 to 871003 - B56000 - G10**

Please contact the Budget Office for payroll and/or budget moves at [ambud@ttu.edu](mailto:ambud@ttu.edu). Forms can be found ([here](#)).

Please contact Procurement Services for encumbrance moves at [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu).

Please click [here](#) to view detailed information about this request.

This is an unattended mailbox. Please do not reply to this message.





**Financial  
Services**

You are receiving this email as an originator of

**New FOP Combination: 767**

This request has been: **RETURNED**

New FOP Combination: **11A000 - B55061 - 200**

Please click [here](#) to view detailed information about this request.

This is an unattended mailbox. Please do not reply to this message.



**Financial  
Services**

You are receiving this email as an originator of

**Change Organization Request: 770**

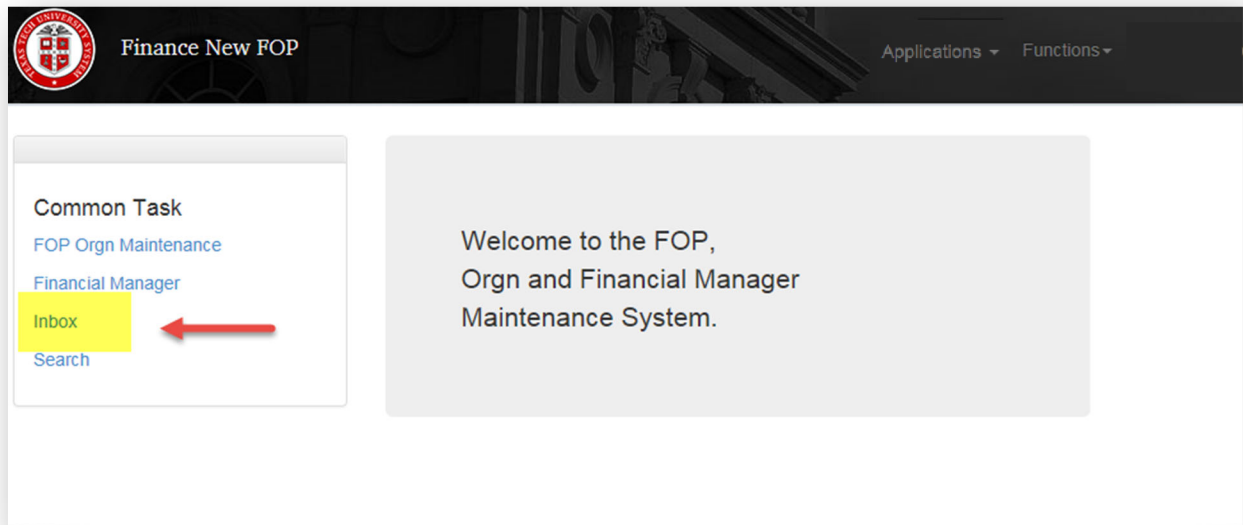
This request has been: **APPROVED**

Change Organization: **C14009 - SBS**

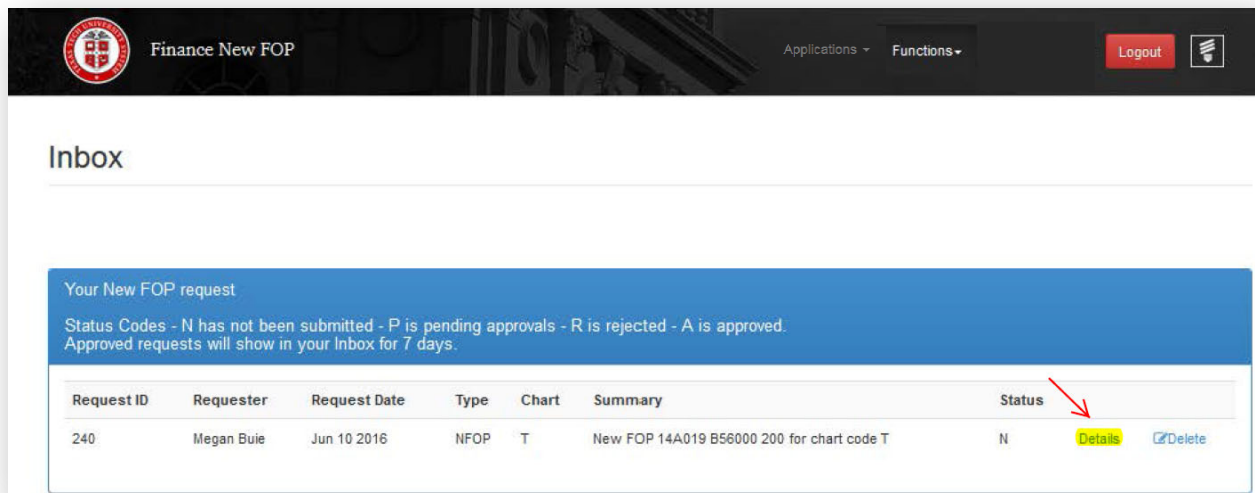
Please click [here](#) to view detailed information about this request.

This is an unattended mailbox. Please do not reply to this message.

The 'Inbox' may also be accessed from within the Finance New FOP system by selecting the 'Inbox' on the home screen.





The 'Inbox' lists requests pending for the logged in submitter or approver. Click 'Details' to view the request.



Once in the request, an approver may scroll through the document and either 'Approve' or 'Reject'. Comments are required on a rejected request.

The 'Inbox' separates requests and approvals into categories:

- New FOP Request To Be Approved By You
- Your New FOP Request
- Financial Manager Change Request To Be Approved By You
- Your Financial Manager Change Request


**Finance New FOP**
Applications +
Functions +
Megan Bule
Logout


## Inbox

### New FOP Request To Be Approved By You

Request ID	Requester	Request Date	Type	Chart	Summary	
582	Rebecca Perez	Feb 16 2017	CORG	T	Change Organization B55128 for chart code T	<a href="#">Details</a>
579	Julie Farley	Feb 16 2017	NORG	T	Create New Organization Pred Orgn B56AA for chart code T	<a href="#">Details</a>
569	Robin Grosz	Feb 15 2017	NORG	T	Create New Organization Pred Orgn B53AA for chart code T	<a href="#">Details</a>
567	Robin Grosz	Jan 31 2017	NORG	T	Create New Organization Pred Orgn B53AL for chart code T	<a href="#">Details</a>
542	Allian Sweet	Jan 27 2017	NFOP	S	New FOP 18S002 Q05007 400 for chart code S	<a href="#">Details</a>
538	Allian Sweet	Jan 27 2017	NFOP	T	New FOP 17A035 B12010 S10 for chart code T	<a href="#">Details</a>
510	Ricky Baker	Nov 08 2016	NORG	T	Create New Organization Pred Orgn B56AC for chart code T	<a href="#">Details</a>

### Your New FOP request

Status Codes - N has not been submitted - P is pending approvals - R is rejected - A is approved.  
Approved requests will show in your Inbox for 7 days.

Request ID	Requester	Request Date	Type	Chart	Summary	Status	
585	Megan Bule	Feb 27 2017	CFOP	T	Change FOP 11A000 C14001 100 for chart code T	P	<a href="#">Details</a>
565	Megan Bule	Feb 13 2017	NFOP	T	New FOP 11A000 B55061 400 for chart code T	P	<a href="#">Details</a>

### Financial Manager Change Request To Be Approved By You

Request ID	Chart	Requester	Request Date	Current Manager	New Manager	
589	T	Ashley Styles	Feb 27 2017	Megan Christine Bule	Crista Danys McCune	<a href="#">Details</a>
588	T	Ashley Styles	Feb 27 2017	Megan Christine Bule	Crista Danys McCune	<a href="#">Details</a>

### Your Financial Manager Change Request

Status Codes - N has not been submitted - P is pending approvals - R is rejected - A is approved.  
Approved requests will show in your Inbox for 7 days.

Request ID	Chart	Requester	Request Date	Current Manager	New Manager	Status	
587	T	Megan Bule	Feb 27 2017	Crista Danys McCune	Megan Christine Bule	A	<a href="#">Details</a>
586	T	Megan Bule	Feb 27 2017	Crista Danys McCune	Megan Christine Bule	A	<a href="#">Details</a>
509	T	Megan Bule	Sep 20 2016	Simone Collette Hasle	Megan Christine Bule	P	<a href="#">Details</a>
508	T	Megan Bule	Sep 20 2016	Simone Collette Hasle	Megan Christine Bule	P	<a href="#">Details</a>

# Approvals

Approval routing and status may be found in the details of the request.

Details for Request : 587

Financial Manager Change Request

Requester - Megan Buie

Requester Department - Accounting Services

Status - In Approvals

Chart Code: T

Current Financial Manager:

[R00533590] McCune, Crista Danys

New Financial Manager:

[R00555994] Buie, Megan Christine

Organizations Currently Managed by Crista McCune

Select All	Orgn Code	Orgn Title	Status
<input checked="" type="checkbox"/>	C1200	Budget and Res Planning and Mgmt	SELECTED
<input checked="" type="checkbox"/>	C12000	Budget and Res Planning and Mgmt	SELECTED
<input checked="" type="checkbox"/>	C12AA	Budget and Res Planning and Mgmt	SELECTED

Explanation for Change Request:

Current FM has won the lottery and is retiring.

Approval Route:

Initiated On: Feb 27, 2017

From Orgn Mgr

To Orgn Mgr

AS Group

Status	Started	Activity On	Approval Group	Approvers
Pending	2/27/17 11:17 AM	From Orgn Mgr	Crista McCune	
		To Orgn Mgr	Megan Buie	
		AS Group	Sybil Chandler, Robin Grosz, Megan Buie	

Approver Notes:

'Save Changes' saves Notes only. 'Close' will not save, approve or reject the request.

Note: Rejection requires notes.)

Save Change

Approve

Reject

Close

Double click blue comment bubble to view a comment.

Details for Request : 587

Financial Manager Change Request

Requester - Megan Buie

Requester Department - Accounting Services

Status - Approved

Chart Code: T

Current Financial Manager:

[R00533590] McCune, Crista Danys

New Financial Manager:

[R00555994] Buie, Megan Christine

Orgn Code	Orgn Title
C1200	Budget and Res Planning and Mgmt
C12000	Budget and Res Planning and Mgmt
C12AA	Budget and Res Planning and Mgmt

Explanation for Change Request:

Current FM has won the lottery and is retiring.

Approval Route:

Initiated On: Feb 27, 2017 Finalized On: Feb 27, 2017

From Orgn Mgr To Orgn Mgr AS Group

Status	Started	Activity On	Approval Group	Approvers
Approved	2/27/17 11:17 AM	2/27/17 11:18 AM	From Orgn Mgr	Megan Buie
Approved	2/27/17 11:18 AM	2/27/17 11:18 AM	To Orgn Mgr	Megan Buie
Approved	2/27/17 11:18 AM	2/27/17 11:18 AM	AS Group	Megan Buie

Close

# Search

The Search link on the Finance New FOP home screen may be used to find a submitted request. Complete the following:

- Chart Code: Choose the appropriate Chart of Accounts
- Request Type:
  - New FOP including organization code requests, or
  - Financial Manager, fund or organization financial manager changes
- Status:
  - Approved – approved requests only
  - Error – requests with an error
  - New – requests submitted within the last 7 calendar days
  - Rejected – rejected requests only
  - Submitted – requests that have been submitted, but not approved or rejected
  - All – all requests regardless of status

Request ID	Requester	Request Date	Current Manager	New Manager	Approval Waiting On	Status
255	Robin Grosz	Jun 20 2016	David Brian Thompson	Venkatesh Uddameri	A	<a href="#">Details</a>

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

**\*\*Note:** Reminder that once the Orgn financial manager change has been approved, it is important to update TeamApp to reflect the filter through all systems.

# Glossary

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

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

**Chart Code:** component initial; may be E (HSC El Paso), H (HSC main), S (TTU System), or T (TTU); see Chart of Accounts

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

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

**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 Accountant:** Accounting Services staff responsible for assisting departments with financial transactions and other Banner Finance and Finance System assistance.

**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.

**Invalidates:** in FTMACCI, the FOP Combination becomes inactive and invalid thereby restricted from use in financial systems.

**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.

**Originator:** person who creates a request using a finance system.

**Predecessor Organization:** a segment of the organization code roll-up or hierarchy. This defines the department or level that 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 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.

**Request Type:** in New FOP system Search functionality there are two options: New FOP (includes organization changes) and Financial Manager (for Fund and Orgn).

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



**TTUS CFO:** Mr. James Mauldin

**Valid FOP:** a FOP combination which is found as valid and active in Banner table FTMACCI and may be verified using Cognos report FI106.

## 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.