



New Fund Request

The New Fund Request module of the Fund Maintenance System allows departments to submit requests for the establishment of new fund codes. After review and approval, the system will update Banner with the new fund code information.

The system can be accessed from:

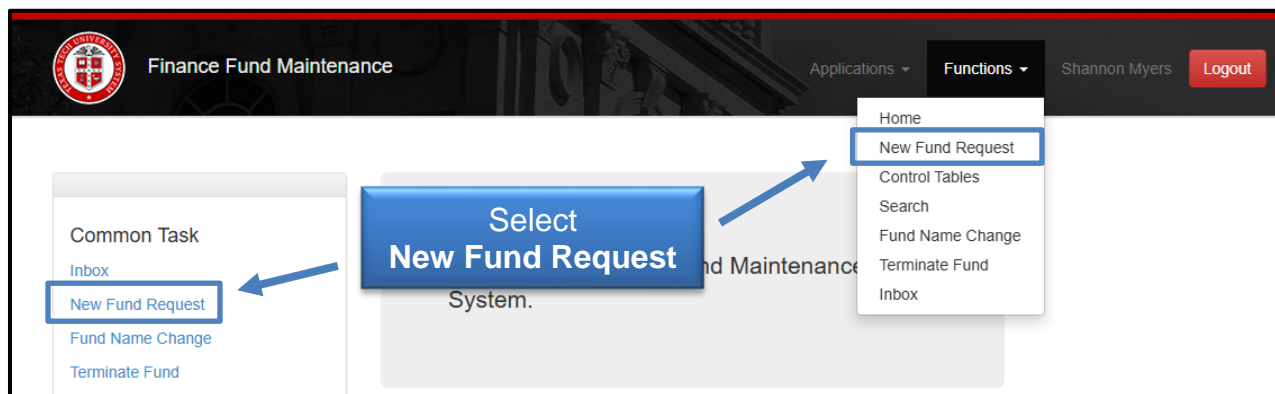
- [Fund Maintenance System](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > Fund Maintenance System

The Fund Maintenance System allows a departmental user to:

- Start a New Fund Request
- Review the status and track the approval routing of a New Fund Request
- Resume completion of a New Fund Request
- Review the history of a New Fund Request
- Delete a New Fund Request

New Fund Process

To begin a new fund request, select **New Fund Request** under Common Task on the left side of the web page or **New Fund Request** in the drop-down list under Functions.



The system auto populates information about you and your department in the User Information section. This is based on information from Banner HR data.

Select the **Chart Code** from the drop-down menu if you need to change the chart code. If a red asterisk appears next to a line, this means the field or line is required and must be completed before moving forward.

New Fund Request

Finance Fund Maintenance

Applications ▾ Functions ▾ Shannon Myers Logout

User Information

User Name: Shannon Myers Home Dept: 201193 Finance Systems Mgmt Lbk
Tech ID: Work Phone (806) 743-3594
Email Address: shannon.myers@ttuhsc.edu

New Fund Request

Chart Code: H - Texas Tech Univ Health Sciences Ctr *
-- Select -- *
E - Texas Tech Univ Hlth Sci Ctr El Paso
H - Texas Tech Univ Health Sciences Ctr
S - Texas Tech University System
T - Texas Tech University

Select Chart Code

Enter the **Fund Class** information. The system will provide a drop-down box, or the Fund Class can be autocompleted as numbers or text are entered into the field.

Select the appropriate Fund Class based on the information from the [Fund Class Definitions \(Appendix A\)](#).

Finance Fund Maintenance

Applications ▾ Functions ▾ Shannon Myers Logout

User Information

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Tech ID: Work Phone (806) 743-3594
Email Address: shannon.myers@ttuhsc.edu

New Fund Request

Chart Code: H - Texas Tech Univ Health Sciences Ctr *
Fund Class: 10 - Educational and General *
10Z - Educational and General MY
11 - HEAF Unallocated
11Z - HEAF
12 - Permanent Health Funds
12Z - Permanent Health Funds Seed Grants
13 - Medical Practice Income Plan - MPIP

Enter Fund Class

If the fund is related to research, select **Yes**. If not, select **No**. Click **Next** to be routed to the New Fund Request form.

New Fund Request

Finance Fund Maintenance

Applications Functions Shannon Myers Logout

User Information

User Name: Shannon Myers Home Dept: 201193 Finance Systems Mgmt Lbk
Tech ID: Work Phone (806) 743-3594
Email Address: shannon.myers@ttuhsc.edu

New Fund Request

Chart Code: H - Texas Tech Univ Health Sciences Ctr *

Fund Class: 18 - General Designated *

Will this fund be related to research? ☐ Yes ☐ No *

Choose if fund will be related to research

Next Click Next

New Fund Request Form

The New Fund Request form will auto populate information based on previous answers. If changes to the selection of the chart code, fund class, or research determination are necessary, click **Change Fund Class**.

Finance Fund Maintenance

Applications Functions Shannon Myers Logout

Main

User Information

User Name: Shannon Myers Home Dept: 201193 Finance Systems Mgmt Lbk
Tech ID: Work Phone (806) 743-3594
Email Address: shannon.myers@ttuhsc.edu

New Fund Request

Chart Code: H Fund Class: 18 - General Designated

Click Change Fund Class

Change Fund Class

The New Fund Request form will have different sections depending on the answers provided in the New Fund Request section.

New Fund Request

Those sections may include:

- Main Fund Information (required section for every fund request)
- Grants
- Research
- Service

Main Fund Information

Required fields in the Main Fund Information section include Fund Manager, Fund Name, Source of Funds, Backup FOP, and Prior Year FOP.

Populate the fields by either selecting from allowable values in drop-down boxes or typing information into the text boxes. The drop-down box will provide options or autocomplete when valid beginning numbers or text are entered. The Fund Name and Fund Long Name must not contain any special characters except “/”. If a red asterisk appears next to a line, the information for that line is required and must be completed before the New Fund Request is submitted for approval.

The screenshot displays the 'Finance Fund Maintenance' web application. The top navigation bar includes the TTUHSC logo, the title 'Finance Fund Maintenance', and user information for Shannon Myers with a 'Logout' button. The main content area is divided into three sections:

- User Information:** Displays user details for Shannon Myers, including Home Dept (201193 Finance Systems Mgmt Lbk), Tech ID, and Email Address (shannon.myers@ttuhsc.edu).
- New Fund Request:** Shows the current request details: Chart Code: H, Fund Class: 18 - General Designated, and Research: N. A 'Change Fund Class' button is available.
- Main Fund Information:** Contains four required fields, each marked with a red asterisk:
 - Fund Manager: [Empty text box]
 - Effective Date: [Sep 01 2025]
 - Fund Name: [Empty text box]
 - Fund Long Name: [Empty text box]

A blue callout box with the text 'Complete fields in the Main Fund Information section' and an arrow points to the red asterisks next to the Fund Manager, Effective Date, Fund Name, and Fund Long Name fields.

New Fund Request

The Attachments and Comments buttons are enabled after the request has been saved.

New Fund Request

Chart Code: H Fund Class: 18 - General Designated Research: N [Change Fund Class](#)

Main Fund Information

Fund Manager: *

Effective Date: Sep 01 2025 *

Fund Name: *

Fund Long Name: *

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

Source of Funds

[Attachments](#) [Comments](#) Note: Attachments & Comments will be enabled after request has been saved. [Save](#) [Save and Submit](#)

Attach any required documents, e.g. award notices, email correspondence, etc., by selecting **Attachments**. Attachments larger than 10MB need to be split into multiple documents.

Click **Comments** to add additional information about the request.

Finance Fund Maintenance Applications Functions Logout 1

Main

Fund Objective/Purpose *

Expenses - Not Allowed *

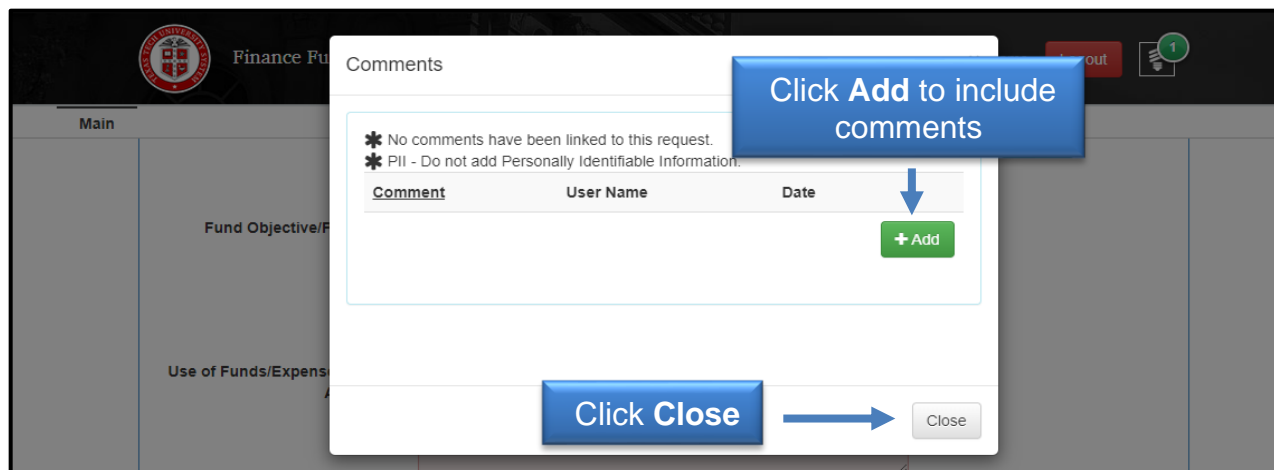
Fund Defaults

[Attachments](#) [Comments](#) [Save](#) [Save and Submit](#)

After the Comments box opens, click the **Add** button and enter the comment. Click the plus sign to add the comment or the minus sign to delete the comment. Once the Comment is added, click **Close**.

Comments may be added until the New Fund Request has received final approval.

New Fund Request



Additional Sections

Based on selection of the Fund Class, the New Fund Request may include additional sections related to the following areas:

- Grants
- Research
- Service

Any additional required sections are added directly under the Main Fund Information section. These sections gather data in a way similar to the Main Fund Information section. Populate the fields by either selecting from allowable values in drop-down boxes or typing information into the text boxes. The drop-down box will provide options or autocomplete when valid beginning numbers or text are entered. If a red asterisk appears next to a line, the information for that line is required and must be completed before the New Fund Request is submitted for approval.

Required fields in the Grants section include:

- Effort Reporting
- Sponsor Agency Number
- Project Start Date
- Project End Date
- Award Amount

New Fund Request

Grants

Effort Reporting Required?
☐ Yes ☐ No *

Salary Cap:
-- Select --

Sponsor Agency #:
 *

If the appropriate agency is not available, please submit the [Agency Set-Up Request Form](#) to vendorteam@ttuhsc.edu When the agency has been established, you will receive an email.

PI (R-Number):
 *

Project Start Date:
 *

Project End Date:
 *

Award Amount:

0.00

 *

Complete fields in Grants section

Required fields in the Research section include questions to determine if the fund qualifies as restricted research as defined by the Texas Higher Education Coordinating Board (THECB), Research Activity Type, Research Field, and Areas of Special Interest.

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.](#)

Is research funding awarded to/received by TTUHSC/TTUHSC El Paso based on a competitive award process?
☐ Yes ☐ No *

Is research externally funded (i.e. funding received from a source outside of TTUHSC/TTUHSC El Paso)?
☐ Yes ☐ No *

Is there a budget that requires specific accounts for spending, for example payroll, supplies, etc?
☐ Yes ☐ No *

Complete fields in Research section

Research must be classified into one of these three activities (as defined by the National Science Foundation (NSF) Research Report):

- Applied Research – Original investigation undertaken to acquire new knowledge, and directed primarily towards a specific, practical aim or objective.
- Basic Research – Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
- Developmental Research – Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge,

New Fund Request

which is directed to producing new products or processes or to improving existing products and processes.

* Definitions for research attributes can be found on the Accounting Services website in the New Fund Request section.

Select one research activity type that defines the character of the work:

☐ Applied ☐ Basic ☐ Developmental *

Select Research Activity Type

Required fields in the Service section include Part I – General Information, Part II – Contact Information, Part III – Billing Information, and Part IV – External Sales. Recommended reference for this section is [HSC OP 50.17 – Establishment and Operation of Service Departments](#).

Service

Part I - General Information

Complete fields in Service section

Description of Goods or Services to be Provided: *

Type(s) of Revenue to be Received: *

Types of Expenditures to be Incurred: *

Save and Submit

After all sections are complete, click the **Save** button on the bottom right of the Main Fund Information to save your work and send the request for approval at a later time, or click **Save and Submit** to send the New Fund Request to the approval process.

All required fields must be completed before selecting **Save and Submit**.

New Fund Request

The screenshot shows the 'New Fund Request' form in the Finance Fund Maintenance system. The form is divided into three main sections: User Information, New Fund Request, and Main Fund Information. The User Information section displays the user's name (Shannon Myers), Tech ID, and Email Address. The New Fund Request section shows the Chart Code (H), Fund Class (24 - Private Gifts/Earnings Funds), and Research status (Y). The Main Fund Information section contains fields for Fund Manager, Effective Date (Sep 01 2025), and Fund Name. A blue callout box with an arrow points to the 'Save' and 'Save and Submit' buttons, stating 'Click Save or Save and Submit'. The bottom of the form includes buttons for Attachments, Comments, and a note about enabling attachments and comments after saving.

Finance Fund Maintenance

Applications Functions Shannon Myers Logout

Main Research

User Information

User Name: Shannon Myers Home Dept: 201193 Finance Systems Mgmt Lbk
Tech ID: Work Phone (806) 743-3594
Email Address: shannon.myers@ttuhsc.edu

New Fund Request

Chart Code: H Fund Class: 24 - Private Gifts/Earnings Funds Research: Y [Change Fund Class](#)

Main Fund Information

Fund Manager: *
Effective Date: Sep 01 2025 *
Fund Name: *

[Click Save or Save and Submit](#)

[Attachments](#) [Comments](#) Note: Attachments & Comments will be enabled after request has been saved. [Save](#) [Save and Submit](#)

When the Save button is clicked, a system notification on the top right corner will indicate that the request was successfully saved. You will remain on the same screen. If any required fields are incomplete or have errors, the Fund Maintenance system will save your work and indicate which fields need to be completed or fixed before submitting the New Fund Request for approval.

The screenshot shows the 'New Fund Request' form with an error message. The error message, displayed in a red box, states: 'An error occurred when attempting to save the fund request. 20100: Record already exists for chart code H fundClass 24Z fundtitle CT FSGS Study of Oral CXA10'. A blue callout box points to the 'Fund Name' field, stating 'System indicates field with error'. The form also shows the 'Fund Long Name' field, a 'Will this fund receive gift revenue' question, and the 'Source of Funds' section with dropdown menus for 'Revenue Primary Account Type' and 'Revenue Secondary Account Type'. A red error message 'Revenue Primary Acct or Transfer required.' is visible next to the 'Revenue Primary Account Type' dropdown. The bottom of the form includes buttons for Attachments, Comments, and 'Save' and 'Save and Submit'.

Finance Fund Maintenance

Applications Functions Logout

Research Grants

Fund Name * [System indicates field with error](#)

Fund Long Name: CT Focal Segmental Glomerulosclerosis Study of 2 Titration Regim

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

Source of Funds

Revenue Primary Account Type: -- Select -- [Revenue Primary Acct or Transfer required.](#)

Revenue Secondary Account Type: -- Select --

Transfers:

[+ Add](#)

Fund Objective/Purpose *

[Attachments](#) [Comments](#) [Save](#) [Save and Submit](#)

New Fund Request

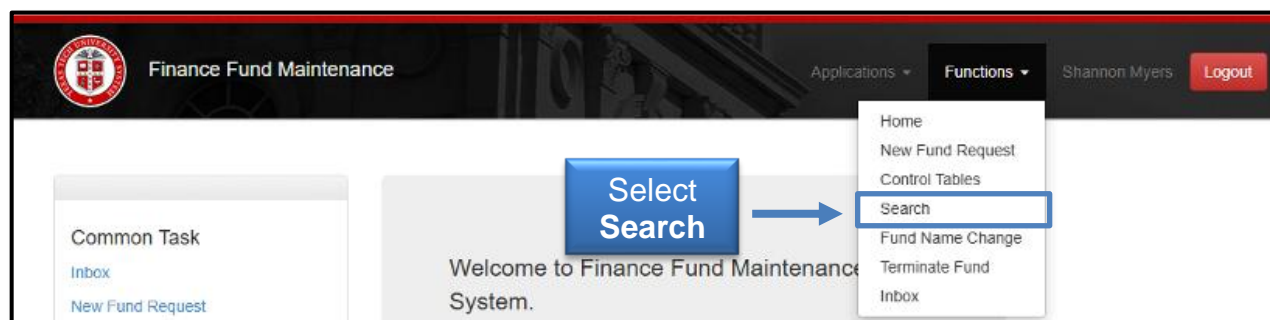
When the Save and Submit button is clicked, a system notification on the top right corner will indicate that the request was successfully submitted. You will be redirected to the Search table. If any required fields are incomplete, the system will remain on the same page and will not submit the New Fund Request for approval.

The screenshot displays the 'Finance Fund Maintenance' interface. A blue callout box with the text 'System indicates request saved' points to a green notification box in the top right corner that says 'Your request was successfully saved.' The main form area contains fields for 'Use of Funds/Expenses - Not Allowed' (with a text input 'Test'), 'Fund Defaults' (with 'Orgn Code' set to '[121011] Communication Svcs Lbk' and 'Prog Code' set to '20 - Research'), and three yes/no questions: 'Will there be any sale of goods or services to people outside of TTU/HSC/HSCPE?', 'Is this fund being created due to the establishment of a new student/source fee?', and 'Is this a cost share fund?'. At the bottom, there are buttons for 'Attachments', 'Comments', 'Save', and 'Save and Submit'.

When the New Fund Request is submitted, the request will first be routed to the Orgn Manager for approval. An email will go to the Orgn Manager notifying them that a New Fund Request is waiting for their approval. A link to the request will be provided in the email.

My Requests

To view your New Fund Requests, click **Search** in the drop-down list under Functions at the top of the page.



New Fund Request

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

If the request needs to be submitted for approval, the Status will indicate In Process. Click **Review** to view the New Fund Request form. Then click **Save and Submit** to begin the approval process.

The screenshot shows the 'My Requests' page. At the top, there is a 'Search' button and a 'Click My Requests' button. Below these, there is a section titled 'What do you want to do?' with two radio buttons: 'My Requests' (selected) and 'Review requests needing my approval'. Below this is a table of fund requests. The table has columns: Request #, Submitter, Request Type, Activity Date, Chart, Fund Class, Fund Code, Fund Name, Status, and a 'Review' button. The table contains three rows of data. The first row is for request 22104, status 'Approved', with a 'Review' button. The second row is for request 22103, status 'In Process', with a 'Review' button and a 'Delete' button. The third row is for request 22102, status 'In Approvals', with a 'Review' button. There are also buttons for 'Status of Request' and 'Click Review'.

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status	Review	History	Delete
22104	Rebecca Aguilar	Terminate Fund	Apr 08 2025	H	21Z	211777	SB ARPA TTU 2005 TCHAT Evidence	Approved	Review	History	
22103	Rebecca Aguilar	New Fund	Apr 08 2025	H	20		Testing Fund Name	In Process	Review		Delete
22102	Rebecca Aguilar	New Fund	Apr 08 2025	H	18		Test New Level 3 Org 2025	In Approvals	Review		

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

Users can view the approval route of the request by scrolling to the bottom of the request form. A New Fund Request is routed based on the Orgn code entered in the request and the selected Fund Class from the initial New Fund Request page.

The screenshot shows the 'Approval Route' section. It displays a sequence of steps in a flowchart: 'Orgn Manager' (green), 'HSC Research' (green), 'HSC OSP' (green), 'HSC FM Acct 9' (green), 'HSC Acct Sup 1' (blue), and 'HSC FSM' (grey). Below the flowchart is a table with columns: Status, Started, Activity On, Approval Group, and Approvers. The table shows the progression of the request through the approval process. The first four steps are completed (green checkmarks). The fifth step is currently active (blue arrow) and the sixth step is pending (grey). The 'HSC Acct Sup 1' step lists 'Rebecca Aguilar, Micheal West' as approvers. The 'HSC FSM' step lists 'Alexandra Galle' as the approver.


Status	Started	Activity On	Approval Group	Approvers
✓ 1	3/20/25 3:22 PM	3/24/25 9:52 AM	Orgn Manager	Ashlee
✓ 2	3/24/25 9:52 AM	3/24/25 10:08 AM	HSC Research	Shelley
✓ 3	3/24/25 10:08 AM	3/31/25 2:26 PM	HSC OSP	Erin
✓ 4	3/31/25 2:26 PM	4/2/25 3:49 PM	HSC FM Acct 9	Nicole
➔ 5	4/2/25 3:49 PM		HSC Acct Sup 1	Rebecca Aguilar, Micheal West,
6			HSC FSM	Alexandra Galle

Users can delete a request that is In Process or Rejected. Click **Delete** to remove the request.

Users can view the History of an Approved request. Click **History** to view the report.

New Fund Request

Search

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

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status
22104	Rebecca Aguilar	Terminate Fund	Apr 08 2025	H	21Z	211777	SB ARPA TTU 2005 TCHATT Evidence	
22103	Rebecca Aguilar	New Fund	Apr 08 2025	H	20		Testing Fund Name	

Click History (points to History link in row 1)

Click Delete (points to Delete link in row 2)

Review Requests Needing Approval

To look for documents that require your approval, click **Search** in the drop-down list under Functions at the top of the page.

Finance Fund Maintenance

Applications Functions Shannon Myers Logout

Common Task
Inbox
New Fund Request

Select Search (points to Search in Functions dropdown)

Welcome to Finance Fund Maintenance System.

Functions dropdown menu:
Home
New Fund Request
Control Tables
Search
Fund Name Change
Terminate Fund
Inbox

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

Search

Click Review requests needing my approval (points to Review requests needing my approval radio button)

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

Click Review (points to Review link in row 1)

Request #	Submitter	Request Type	Activity Date	Chart	Fund Class	Fund Code	Fund Name	Status
22089	Alexandra Galle	New Fund	Mar 14 2025	H	18	181841	Test New Level 3 H690	In Approvals
22087	Alexandra Galle	New Fund	Mar 05 2025	H	10	101446	Test New Level 3 Test Test	In Approvals

After reviewing the New Fund Request, either click **Approve** or **Reject**. If Reject is selected, a reason must be entered in the Approver Notes before processing the rejection.

New Fund Request

Approval Route: Orgn Manager HSC FM Acct 19 HSC Acct Sup 1 HSC FSM Initiated On: Mar 14, 2025

Status	Started	Activity On	Approval Group	Approvers
→ 1	3/14/25 9:26 AM		Orgn Manager	Lindsey
2			HSC FM Acct 19	Christina Miller, Rebecca Aguilar
3			HSC Acct Sup 1	Rebecca Aguilar, Micheal West,
			HSC FSM	Alexandra Galle

Enter Approver Notes for Rejection

Approver Notes:

Click Approve

(Note: Rejection requires notes.)

Save Change **Approve** **Reject** **Click Reject**

Search

By selecting the **Search** button, all Fund Maintenance System Requests for the past two months will appear. The required search dates may be changed by entering new information in the Start Date field or End Date field.

If the search needs to be narrowed beyond the dates, select **Another Filter**. A drop-down menu will appear allowing the search to be filtered by Request Number, Submitter, Chart, Fund Class, Fund Code, Fund Name, Status, or Request Type.

Once a filter has been selected for a search, click **Apply Filter**. To remove a filter from a search, click **Clear Filter**.

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

Click Search ☒ Search ✓

Change Search Dates

Start Date: Apr 01 2025

End Date: Apr 08 2025

Chart: H

Select Another Filter

- ✓ -- Select --
- Request #
- Submitter
- Chart
- Fund Class
- Fund Code
- Fund Name
- Status
- Request Type

Clear Filter

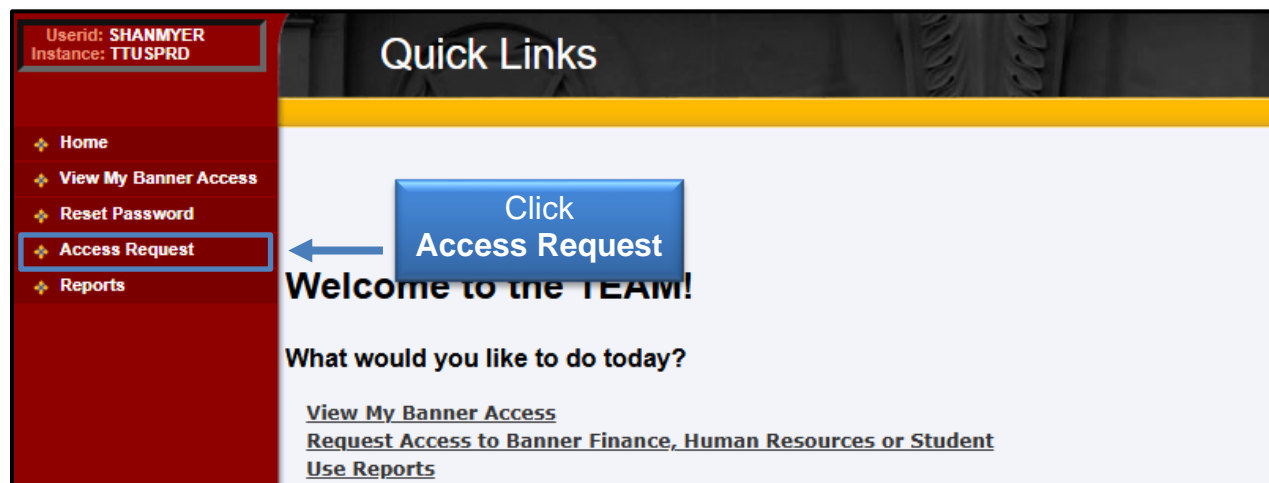
Request #	Submitter	Request Type	Fund Class	Fund Code	Fund Name	Status
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New Fund Request

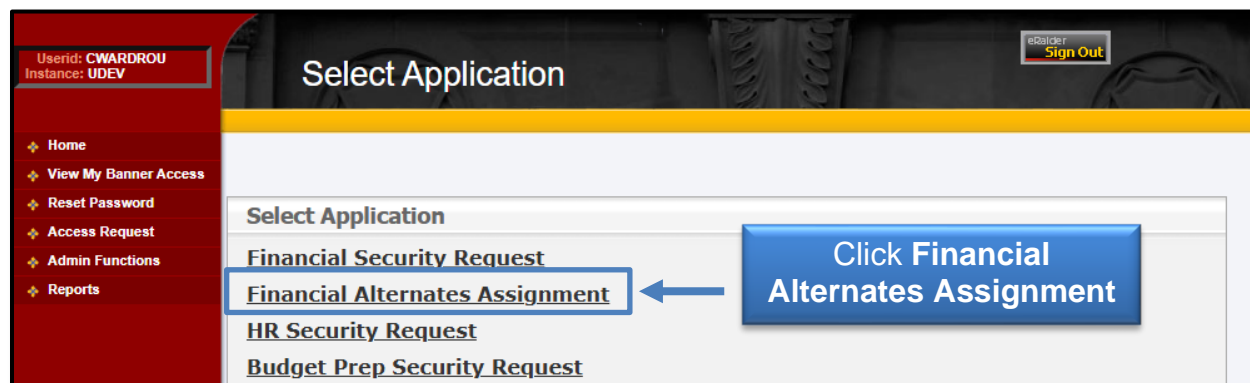
Assign Additional Approver

An Orgn Manager can assign Alternate Approvers for a New Fund Request through the TEAM application. The TEAM application can be accessed from the WebRaider portal, F&A Work Tools tab, Finance portlet, under Finance Systems Management.

Select **Access Request** from the menu on the left side of the TEAM application home page.



Select **Financial Alternates Assignment** under the Select Application section to begin the alternate assignment process.



Enter the eRaider ID for the alternate approver. To search for the person's eRaider ID, click **Search for eRaiderID**. Enter at least the last name of the person and then click the **Search** button. Click the **Select** button beside the person's name to be added as an alternate approver.

After the correct eRaider ID is populated in the eRaiderID field, click the **Next** button.

New Fund Request

Userid: CWARDROU
Instance: UDEV

Sign Out

Select User

Select Application ☒ Complete → Select User ☒ InProcess → Select F/O ☐ Incomplete → Confirmation ☐ Incomplete

eRaiderID: Search for eRaiderID

Enter eRaider Name

Please enter the eRaiderID or search for the eRaiderID of the person you are registering.

Previous Click Next

A list of Orgn Codes will display in the box on the left side of the screen. Highlight the **Orgn Code** from the list on the left side that you wish to assign to the alternate and click the single arrow button that points to the space to the right, **Fund/Orgn Selected**.

If you select more than one Orgn Code, click the double arrow button that points to the right and all selected **Orgn Codes** will be added to the space on the right.

Userid: CWARDROU
Instance: UDEV

Sign Out

Assign Alternates

Select Application ☒ Complete → Select User ☒ Complete → Select F/O ☒ InProcess → Confirmation ☐ Incomplete

Name: Shannon
EraiderId: shani

Select F/O Code

H-201191 (Orgn)
H-201193 (Orgn)

Highlight appropriate Orgn Code

F/O Selection

F/O Selected

Select single arrow to move Orgn Code to F/O Selected

Previous

New Fund Request

After the Orgn Codes have been selected, click the **Submit** button.

userid: CWARDROU
Instance: UDEV

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Assign Alternates

Select Application → Select User → Select F/O → Confirmation

Complete Complete InProcess Incomplete

Name: Shannon
EraiderId: shan

F/O Selection

Select F/O Code F/O Selected

H-201191 (Orgn) H-201193 (Orgn)

Previous Submit Click Submit

When the request to add an alternate approver is complete, a message will display the name of the person granted the Financial Alternate role and the associated Orgn Codes.

userid: CWARDROU
Instance: UDEV

Home
View My Banner Access
Reset Password
Access Request
Admin Functions
Reports

Confirmation

Message displays the Financial Alternate role

Your Request has been Submitted.

Submit Another Request

Financial Alternate Security Request Summary

eRaider ID: shan
Tech ID: R11

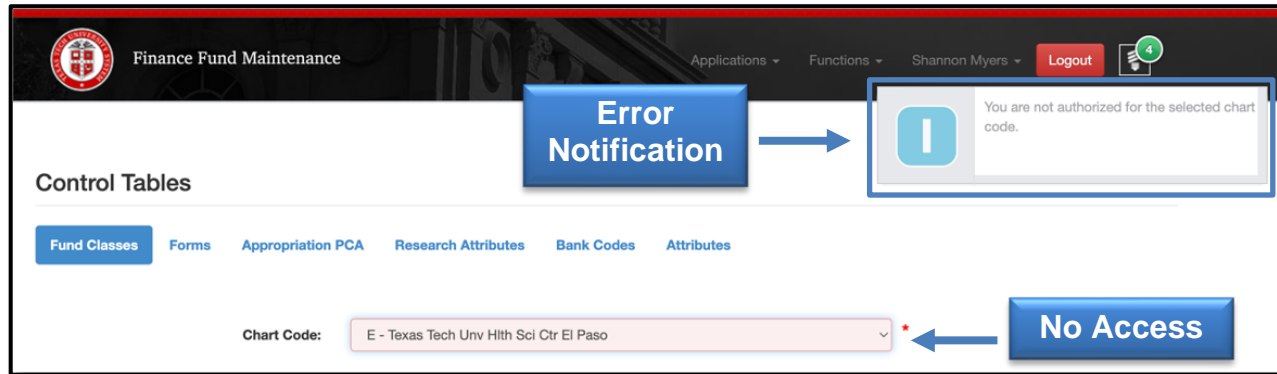
Shannon Myers has been approved for Financial Alternate access for the fund/org code(s) listed below:
H - 201193 (Orgn)

When the request has been sent to Banner, the original submitter, and all the request's approval chain members will receive a confirmation email.

New Fund Request

Control Tables

The Control Tables section is found under the Functions menu. Most users can view parts of the Control Tables but are not authorized to view the details of the Control Tables or make changes to the functionality of this section. The Fund Maintenance system will send an Error Notification to alert users if they try accessing these sections.



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

Appendix A

Fund Class Definitions

Selecting the proper fund class on a New Fund Request assures the completion of the appropriate forms and approval routing. Selection of the fund class requires some general knowledge about fund classes. This list provides basic information about each fund class to help determine the proper class to select:

- 10 – Educational and General
 - General revenue appropriations provided by the Legislature
- 10Z – Educational and General Grants
 - Grants held in the state treasury that have a specified performance period (may cross fiscal years)
- 1L – Graduate Tuition
 - Statutory tuition as authorized by the Texas Education Code section 54.051
 - Support of general educational operations
- 1MZ – Coordinating Board
 - Texas Higher Education Coordinating Board grants that have a specified performance period (may cross fiscal years)
 - Paid through and held in the state treasury
- 11Z – HEAF (Higher Education Assistance Fund)
 - Capital expenditures for land, construction, major repair and rehabilitation of buildings, capital equipment and library materials
 - Appropriations provided by the legislature
- 12 – Permanent Health Funds
 - Programs funded from Permanent Health Fund appropriations that benefit medical research, health education or treatment programs
- 12Z – Permanent Health Fund Seed Grants
 - Seed grants funded from Permanent Health Funds
 - Have a specified performance period (may cross fiscal years)
- 13 – Medical Practice Income Plan - MPIP
 - Professional fees generated from patient care by MPIP members or professional health staff as noted in the Medical Practice Income Plan Bylaws
 - Revenue and expenditures related to patient care or other activities of the practice plan
- 15 – Nursing Income Plan - NIP
 - Professional fees generated from patient care by NIP members or professional health staff as noted in the Nursing Income Plan Bylaws

New Fund Request

- Revenues and expenditures related to patient care or other activities of the practice plan
- 16 – Hlth Prof Practice Inc Plan - HPPIP
 - Professional fees generated from patient care, professional consultations, services, and contracts by HPPIP members or professional health staff as noted in the Health Professions Practice Income Plan Bylaws
 - Revenues and expenditures related to patient care or other activities of the practice plan
- 17 – Pharmacy Practice Income Plan - PIP
 - Professional fees generated from patient care, medication sales, etc. by PIP members or professional health staff as noted in the Pharmacy Income Plan Bylaws
 - Revenue and expenditures related to patient care or other activities of the practice plan
- 18 – General Designated
 - Resources internally allocated by the Board of Regents or management
 - Facility and Administrative (Indirect Cost) funds
- 18Z – General Designated Seed Grants
 - Resources internally allocated by the Board of Regents that have a performance period that crosses fiscal years
 - Seed grants from unrestricted funds that have a specified performance period (may cross fiscal years)
- 1T – Student Fees
 - Designated tuition and fees as authorized by the Texas Education Code and the TTUS Board of Regents
 - Tuition funds support of general education operations
 - Student fee funds support the approved purpose of the fee and should not be used for discretionary purposes
- 1TZ – Student Fees MY
 - Student fee funds (may cross fiscal years)
- 19 – Service Departments
 - Ongoing operations that sell products and provide specific services to other TTUHSC departments
 - Lab services
 - Facility use fees
- 20 – Non-Federal Scholarships
 - Gifts from external donors or internally designated funds designated to be used for scholarships
 - Donor or internal designation is to TTUHSC

New Fund Request

- 20Z – Federal Scholarships
 - Pell
 - SEOG
- 21Z – Federal Govt Grants/Contracts
 - Grants or contracts with federal government agencies that have a specified performance period (may cross fiscal years)
 - Includes Federal funds passed to TTUHSC from other agencies
 - Use is restricted to conditions agreed upon in the grant/contract
- 22 – Texas Department of Criminal Justice (TDCJ)
 - TDCJ Contracts
- 22Z – State Govt Grants/Contracts
 - State Grants or contracts with other state government agencies that have a specified performance period (may cross fiscal years)
 - Use is restricted to conditions agreed upon in the grant/contract
- 23 – Gifts/Earnings Funds
 - Gifts or endowment earnings from local government agencies that are budgeted on a fiscal year basis
 - Use is restricted to conditions agreed upon in the donor correspondence
- 23Z – Local Govt Grants/Contracts
 - Grants or contracts with local government agencies that have a specified performance period (may cross fiscal years)
 - Use is restricted to conditions agreed upon in the grant/contract
- 24 – Private Gifts/Earnings Funds
 - Gifts from private agencies, foundations or individuals
 - Non-scholarship earnings from endowments
 - Use is restricted to conditions agreed upon in the donor correspondence
- 24Z – Private Grants/Contracts
 - Grants or contracts with private entities that have a specified performance period (may cross fiscal years)
 - Use is restricted to conditions agreed upon in the grant/contract
- 30 – Auxiliary Enterprises
 - Entity that exists predominantly to furnish goods and services to students, faculty or staff
 - Charges a fee directly related to the cost of goods and services
 - Traffic and Parking
 - Bookstore
- 40 – Federal Loans
 - Federally funded loans available for loans to students

New Fund Request

- 41 – Institutional Loans
 - Non-federal loans available for loans to students
 - Funding provided from internal sources or private donations
- 50 – Quasi Endowments Unrestricted
 - Endowments funded with internal unrestricted resources that TTUHSC has obtained Board of Regent approval to retain and manage like an endowment
 - Corpus and earnings from the endowment corpus may be utilized at the discretion of TTUHSC
- 51 – Quasi Endowments Restricted Expendable
 - Endowments funded with expendable donor-restricted resources that TTUHSC has obtained Board of Regent approval to retain and manage like an endowment
 - Purpose of the endowment must meet the same purpose restrictions as the donor restricted resources used to fund the endowment
 - Endowment corpus must be utilized only for the purpose specified by the donor
 - Earnings from the endowment corpus may be utilized at the discretion of TTUHSC
- 52 – Quasi Endowments Restricted Non-Expendable Match
 - Endowments funded with internal resources that TTUHSC has obtained Board of Regent or TTUS CFO approval to retain and manage like an endowment to satisfy matching requirements of a donor endowment
 - Corpus must remain intact
 - Earnings from endowment corpus can be expended or reinvested as stipulated on the matching donor endowment agreement
- 60 – Permanent Endowments
 - External resources that a donor has determined are to be maintained in perpetuity
 - Corpus must remain intact
 - Earnings from endowment corpus can be expended or reinvested with the original gift as stipulated by the donor
- 80 – Student and Other Agency Funds
 - Resources held on behalf of external parties
Used to report resources held by TTUHSC in a purely custodial capacity
- 83 – TTFI Restricted Funds
 - Funding is restricted for specific purposes
 - Non-discretionary funds
- 84 – TTFI Unrestricted
 - Funding that is not restricted to specific purposes
 - Currently only for non-cash investments and TTFI holding funds

New Fund Request

- 85 – TTFI Permanent Endowments
 - External resources gifted to TTFI that a donor has determined are to be maintained in perpetuity
 - Corpus must remain intact
 - Earnings from endowment corpus can be expended or reinvested with the original gift as stipulated by the donor
- 9EZ – Unexpended Plant – Perm Hlth Funds
 - Funded from Permanent Health Fund appropriations for construction projects that benefit medical research, health education, or treatment programs
 - Used to record expenditures for a construction project until completion (will cross several fiscal years)
- 9FZ – Unexpended Plant - HEAF
 - Funded from HEAF appropriation allocations
 - Used to record expenditures for a construction project until completion (will cross several fiscal years)
- 9GZ – Unexpended Plant – Tuition Revenue Bonds
 - Funded from Tuition Revenue Bond proceeds
 - Used to record expenditures for a construction project until completion (will cross several fiscal years)
- 9HZ – Unexpended Plant – Local Funds
 - Funded from internal local funds such as MPIP funds
 - Used to record expenditures for a construction project until completion (will cross several fiscal years)

If you cannot determine the correct fund class to select, please contact Accounting Services at hscacc@ttuhsc.edu.