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Chart of Accounts
The Chart of Accounts is the hierarchical numbering system used by Banner to capture financial transactions and facilitate retrieval of information and financial reporting. TTUHSC’s Chart of Accounts code is defined as “H” for HSC. The Banner Financial system is shared with TTU and TTUS, their Chart of Accounts codes are “T” and “S” respectively.

The Chart of Accounts (COA) is composed of six elements: Fund, Organization, Account, Program, Activity and Location (FOAPAL). The FOAPAL elements represent information that is similar to TechFIM account numbers, Balance Sheet Accounts, Object / Sub-object Codes and Revenue Source / Sub-revenue Source Codes. The COA allows organization of financial information in a manner that enables us to isolate relevant data and roll up to generate reports for end users and administrative needs. It also creates flexibility and captures details in defining transactions. A visual representation of the Chart of Accounts can be located in Appendix A.

What is the Fund Code?
Fund Code is a self-balancing set of Accounts that shows ownership of cash or fund balance. (Similar to TFIM FUND) It tells us who owns the funds or assets and liabilities and defines the:

- Fund Class (E &G, Designated, HEAF, MPIP, AHIP, Scholarships, Auxiliary, etc)
- Division (F & A, SOM, SON, SOAH, SOP, etc)
- Campus (Lubbock, Amarillo, El Paso, Odessa, etc)
- Department (Business Affairs, Classroom Support, Pediatrics, Urology, etc)
- Sub-Department (Acct. Services, MPIP Business Office, Patient Services, Rural Health, etc)

What is the Organization Code?
Organization Code is the budgetary or departmental unit. (Similar to TFIM and HRIS department code) It tells us who earns or spends the funds and defines the:

- Institution (Health Sciences Center, TTU, TTUS)
- Division (F & A, SOM, SON, SOAH, SOP, etc.)
- Campus (Lubbock, Amarillo, El Paso, Odessa, etc)
- Subdivision (Lubbock SON, El Paso SOM, Amarillo SOP, etc.)
• Department (MPIP Clinics, Business Affairs, Student Services, etc.)
• Sub-Department (Family Medicine Clinic, Acct. Services, SON Admin. Support, etc)
• Cost Accounting Unit or Sub-Department 2

What is the Account Code?
Account Code is similar to TFIM Revenue / Sub-revenue, Object and Sub-Object or Balance Sheet account. It tells us what the funds were spent for or what kind of revenue was earned and defines:

• Sub Categories of Expense or Revenue (Tuition & Fees, Salaries, Travel, M & O, etc)
• Revenue, Object code (Tuition, In-state Travel, Supplies, etc.)
• Sub Totals (State Comp Object) (Institutional Tuition, Instate Public Transportation, etc)
• Sub Revenue Source, Sub Object Code or Balance Sheet

What is the Program Code?
Program Code is the function classification of revenues and expenditures. It defines:

• NACUBO function (Instruction, Research, Institutional Support, Public Service, etc)

What is the Activity Code?
Activity Code is an optional nonhierarchical element that is used for tracking of special events or departmental functions.

What is the Location Code?
Location code is an optional code that identifies physical locations. It is only necessary in the Fixed Asset Module.
Finance Forms and System Applications
There are numerous forms and online system applications associated with day-to-day financial activity. This chapter will highlight the main financial forms and system applications.

Cost Transfer Form
- Submission – Preferred method is via email to HSCACC@ttuhsc.edu
- Summary – Used to reclassify non-payroll expense transactions posted on FOAPs
- Instructions – Form is located at http://www.fiscal.ttuhsc.edu/accounting/forms/
  Departments needing to move expense transactions must complete all relevant fields of the CT form including Fund, Orgn, Prog, Acct, and Amount for both the credit and expense FOAPs. CTs must also contain the original document id and description as well as an explanation for why the expense should be moved. All appropriate approvers should be listed on the form and verify their approval via e-mail with the form. CTs should be submitted no later than 60 days after the transaction date or by other deadlines established by operating policy.
- Related OPs – 50.18 Cost Transfers; 50.30 Year End Processing Deadlines; 65.03 Sponsored Program Account Management; 65.04 Allowable Activities and Allowable Costs
- Use – Can reclassify non-payroll expenses to a more appropriate Fund or Orgn, change the expense Account for proper expense identification or correct program code postings
- Supporting Documentation – All CT requests must include a report showing the original non-payroll expense transaction and document id, explanation which justifies the coding change and appropriate approvals for the Accounts being charged

Internal Purchase Funding Transfer (IPFT)
- Submission – Preferred method is via email to HSCACC@ttuhsc.edu
- Summary – Used to charge other HSC Fund(s) and/or Orgn(s for goods and services
- Instructions – Form is located at http://www.fiscal.ttuhsc.edu/accounting/forms/
  Departments may be involved in purchases from other HSC departments who are not considered service departments. The department will need to complete the IPFT form to record the revenue for the providing department and the expense for the purchasing department. All relevant fields of the IPFT form including Fund, Orgn, Prog, Acct, and
Amount for both the revenue (Transfer In) and expense (Transfer Out) FOAPs must be completed. All appropriate approvers should be listed on the form and verify their approval via e-mail with the form. A description of the goods or services purchased should be included. Additional relevant information can be documented in the explanation fields. However, additional explanation for purchases by E&G or Federal Accounts is required. These Fund categories do not normally allow transfer activity and the transactions must be thoroughly documented before the IPFT will be processed by Accounting Services. IPFTs should be submitted no later than 60 days after the transaction date or by other deadlines established by operating policy. The selling department is responsible for maintaining proper documentation of the charges and must comply with policies established for service departments.

- Related OPs – 50.06 Establishing Service Departments; 50.17 Charging Departments for Goods or Services; 50.29 Use of Internal Purchase Funding Transfer; 50.30 Year End Processing Deadlines
- Use – Records revenue for HSC departments selling goods and services to other HSC departments and charges an expense to the purchasing department.
- Supporting Documentation – IPFT forms do not require additional supporting documentation. However, documentation for the charge must be retained by the selling department in accordance with applicable operating policies.

**Installment Funding Transfer (IFT)**
- Submission – Preferred method is to include the form with the related budget revision and submit via email to HSCBUD@ttuhsc.edu or if the transfer was included in the department’s original budget the form can be submitted directly to Accounting Services at HSCACC@ttuhsc.edu.
- Summary – Establishes a fixed interval or specific date for budgeted transfers to be processed
- Instructions – Form is located at http://www.fiscal.ttuhsc.edu/accounting/forms/ Departments may provide funding to other departments but may not wish for that funding transfer to be processed immediately. It is customary for transfers included in original budget or submitted on budget revisions to be processed in full immediately. However, if the funding department prefers the transfer to be made at scheduled intervals then they must submit the IFT with their budget request. For original budgets established during Budget Prep, the department can submit the IFT directly to Accounting
Services. For transfers budgeted later on a Budget Revision, the IFT form should be included with the Budget Revision when it is submitted to the Budget Office. All relevant fields of the IFT form including Fund, Orgn, Prog, Acct, and Amount for both the expense (Transfer Out) and the revenue (Transfer In) FOAPs must be completed. The specific accounting period or a frequency for processing the amount listed on that line of the form must be included. All appropriate approvers should be listed on the form and verify their approval via e-mail with the form. A description of the transfer reason should be included. Additional relevant information can be documented in the explanation fields.

- Related OPs – 50.38 Budget Adjustments

- Use – Departments indicate the specific times for funding transfers to be processed as opposed to the entire budgeted transfer being transferred immediately.

- Supporting Documentation – IFT forms related to original budgets loaded during Budget Prep do not require additional supporting documentation. However, if the IFT is related to an adjustment to original budget then the IFT form should be submitted to the Budget Office with the Budget Revision request. The Budget Office will document the revision id before Accounting Services will process the IFT.

**New Organization Request Form**

- Submission – Preferred method is via email to HSCBUD@ttuhsc.edu

- Summary – Used to request new ORGN in Banner for a budgetary or departmental unit

- Instructions – Form and instructions can be located at [https://www.ttuhsc.edu/Budget/hsc/Documents/Budget+Forms/102.aspx](https://www.ttuhsc.edu/Budget/hsc/Documents/Budget+Forms/102.aspx)

- Related OPs – None

**Budget Revision System**

- Submission – used for submitting a change or addition to the Operating Budget. The online system is available at: [https://banapps.texastech.edu/ITIS/BD_BudgetRevision/default.aspx](https://banapps.texastech.edu/ITIS/BD_BudgetRevision/default.aspx)

- Summary – there are four Budget Revision options available within the system:
o Adjust Budget within Fund - this option is used to move budget between salary or expense codes within the same fund. In some circumstances it can also be used to move between transfer codes.

o Budget of Fund Balance - this option is used to budget funds into the current fiscal year from prior year fund balance.

o Budget of Revenue - this option is used to increase a revenue budget. The department must verify that the current revenue budget will be exceeded before budgeting an increase in revenue.

o Transfer between FOPs - this option is used to transfer money between two funds.

Budget revision approvals occur through the Approval Tracking System (ATS)

• Instructions – the user will choose whether to start a new budget revision or to finish/delete a previously saved incomplete budget revision. For a new budget revision, the Create a New Budget Revision action should be selected. Required data enterable fields include: the Chart Code - H; Perm/Temp - defaults to Temporary; and Budget Revision Type - choice of Option 1 - 4 which determines how the system will populate the next sections. Optional or informational fields include: Fiscal Year - defaults with the current FY; Validation Date - defaults with today’s date; Change FY - allows the FY to be changed; Budget Revision Transaction - system assigned Budget Revision Transaction number. Comments section is used to explain why the budget revision is being processed. Comments are required on Option 2 and 3 and should be included on Option 4 if any revenue code is being used. The approval routing section will display the required approvals for this document. If a budget revision was not completed or is returned for correction, the Finish/Delete an Incomplete Budget Revision action should be selected. Use the Budget Revision Transaction drop down box to select the revision to be completed or deleted. The Budget Revision User Guide is available at: http://www.ttuhsc.edu/budget/documents/instructions_information/Budget_Revision_System_User_Guide.pdf

• Related OPs – 50.38 Budget Adjustments; 65.01 Establishing Sponsored Program Funds

Cash Receipts System

• Submission – all Departments except for the Lubbock MPIP office must use this system to record receipt of all cash, checks, wires and credit card payments. The online Cash Receipts system is available at: https://www.fiscal.ttuhsc.edu/CashReceipts

• Summary – Used to record deposits of cash, checks, credit cards, wires, credit card payments or other funds received. Cash receipts for revenue contracts interface to the
Contract Database and Contract AR system where you can track payment on those contracts. Department's Travel and P-Card reimbursements and refunds should not be entered using this system. Please forward this information to the Travel or P-Card office. The system allows for departmental deposit information entry, electronic routing and approval. The online system also has the capability of returning an online cash receipt for correction.

- Instructions – Your name and department information will populate in the Header section of the cash receipt based on your eRaider ID. Other fields requiring completion includes the Deposit Date and Amount, and Bank Code. There are seven deposit types to select from in the Type drop down menu: Clinical Trial, Contract, Expense Reimbursement, Gift, Other, Patient Billing, and Sponsored Program. Supporting documentation saved on your computer can be included with the cash receipt by using the Upload feature of the application. Refer to Supporting Documentation below. After submitting, print the cash receipt and forward to your immediate approver or to Student Business Services with the appropriate supporting documentation. A Help document and video Tutorial are located at: https://www.fiscal.ttuhsc.edu/cashreceipts/help.aspx

- Related OPs – 50.07 Cash Collections; 50.08 Deposit Procedures; 50.10 Endorsements; 50.11 Alteration of Checks; 50.12 Check Collections and Returned Checks; 50.26 Completion of Cash Receipts; 50.35 Unidentified Receipts; 50.36 Sales Tax; 50.37 Credit Cards

- Supporting Documentation – Supporting documentation is required to be included with a cash receipt with Gift type lines. For funds to be properly posted to the system, the following supporting documents are required:
  - Proposal request made to the donor for the funds
  - Award letter
  - Copy of the check with the routing number redacted (blacked out) on the check copy

Refer to HSC OP 50.08 Deposit Procedures and HSC OP 50.26 Completion of Cash Receipts for additional information regarding required supporting documentation.

New Fund Request System

- Submission – requests for new fund codes to be set up are entered, reviewed and approved in an online format. The online system is available at: https://banapps.texastech.edu/itis/fi_newfund/default.aspx
• **Summary** – Used to request new FUND(s) in Banner to indicate ownership of cash or fund balance. New Funds are required to segregate research expenditures, each year of a grant award, funding sources, etc. The system also allows a departmental user to review the status, resume completion of, and review the history of a New Fund Request. After review and approval, the system will update Banner with the new funding information. Departmental approval, functional review and final approvals are managed through the Approval Tracking System.

• **Instructions** – Each component of the New Fund Request System provides the basis for institutional reporting therefore it is imperative that all applicable forms within the system are completed and verified for accuracy. A new Fund may only be requested within an existing ORGN. If a new ORGN is required, please refer to the New Organization Request Form section above. The financial manager or delegated Fund manager should be the organizational head. The determining factor in the new fund request system for the flow of form completion and routing for approvals is the selection of the proper fund class selected from a drop down list. Source of funding, Campus, and Division determines the classification of the new Fund number so all fields must be completed. Program code is used to establish the default in various systems and determines the function category for all expense reporting. Based on questions answered on the HSC Main Fund Form, the request may be routed to other forms for completion before routed for approvals. Additional forms include areas related to Scholarships, Restricted Research, Foundation, Office of Sponsored Projects and Service Departments. A helpful training document is located at:

http://www.fiscal.ttuhsed.edu/banner/collateral/New%20Fund%20Request%20System.pdf

• **Related OPs** – 65.01 Sponsored Program Accounts
**Cognos**

Cognos is a web-based reporting tool used by Texas Tech University Health Sciences Center, Texas Tech University, and Texas Tech System that allows users the ability to run comprehensive reports or build quick ad-hoc queries. Cognos’s simple drag-and-drop functionality will provide end-users/departments with better query and analysis capabilities. Cognos also has the capability to create charts, maps, and graphs by utilizing information from the various Banner systems. Cognos reports will be replacing our current M^RS (SQL Reports), Ledger Reports, TFIM query screens, and the eFIM/Data Warehouse.

**Logging into Cognos**

You should access Cognos through the WebRaider portal (http://webraider.ttuhsc.edu).

Select the F&A Work Tools tab. If you have not subscribed to receive this tab, please refer to the WebRaider Portal chapter of this reference guide.
This tab provides numerous links to Cognos. The Cognos Connection link at the top of the Finance channel as well as any link on the tab referring to 'Reports' will access Cognos.

You can access Cognos by selecting any link referring to Reporting or Cognos Connection.
Setting Preferences
This section will highlight a few of the preferences you can set within Cognos to make Cognos a bit more personal.

- Setting your Home screen - If you have a folder within Cognos that you typically utilize, you can set it as your Home screen. This will allow you to go directly to your Home screen upon sign in and utilize the Home icon to navigate to the preferred screen from any folder or report in Cognos. To set your Home screen, navigate to the screen you wish to set as home and select the down arrow to the right of the Home icon.

Select Set View as Home.

- Removing the Welcome screen - If you wish to be logged directly into Cognos without viewing the Welcome screen, simply deselect the Show this Page in the Future box from the bottom of the welcome screen. This will now directly log you into your Home screen.
Navigation
This section will focus on various navigation techniques within Cognos.

- Report Paths- The following report paths will provide you with information specific to your needs:
  
  o **Financial reports** can be found using the Public Folder > HSC Business Affairs > Departmental Reports path.
  
  o **Crosswalk reports** can be found using the Public Folder > HSC Business Affairs > Chart of Accounts path.
  
  o **Budget reports** can be found using the Public Folder > Budget > Budget Financial Reports path.

- Navigation between folders - As you follow a report path, a hyperlinked list of the folders you have selected will populate on the screen. This is commonly referred to as a 'trail of breadcrumbs'. To return to a previously selected folder, simply select the
hyperlinked folder title you wish to open.

- Navigation to Home - You can select a particular view or folder as your 'Home' screen (for additional instructions on setting a home, please review the Preferences chapter). You can return to your home screen from any folder or report by select the Home icon at the top of the screen.

- Search within a folder - At the top of each Cognos folder is a search field.

Enter the criteria you would like to use to search within the folder you are in and select the search icon.

A page with results will open and you can select the desired option.

- Search all folders within Public Folders - To search all folders within Public Folders, you want to click the down arrow to the right of the search icon and select 'Advanced'. A list will appear and you will want to select Public Folders.
From the Advanced Search options, click on Scope and select Public Folders.

Enter your search criteria in the Search entry box and select Search. The search results should populate for any results matching your criteria and within any folder within the Public Folders.
Select the hyperlinked title of the report or folder you wish to view.

- Navigating within a report - Once you have run a report and you wish to either rerun the same report or select a different report, you will want to use the Return icon.
Selecting the Return icon will return you to the folder that houses the report you are currently viewing. From this folder, you can either reselect the report to run or use the other navigation tips from this section to locate a new report.

TIP: The report also offers a Run icon. If you select the Run icon, you will return to the parameter page of the current report. This can create problems as the report retains the originally entered parameters and these can be difficult to clear. It is advisable to select the Return icon and reselect the report.

Running Reports and Entering Parameters
Running reports in Cognos is equivalent to viewing M^RS reports, SQL reports, ledger sheets, etc. This section will apply to both financial, budget, and crosswalk reports.

Once you have selected the report you wish to run by selecting the hyper-linked report title, the report will either automatically populate if there are no parameters or it will open to a parameter page.
The parameter page provides the opportunity to tell the report the information you wish it to retrieve and display. You can enter as many parameters as you desire for your report. There are numerous different parameter prompts:

- **Required Parameter Prompts** - Required parameters are marked with red to signify they are required. The report will not run if a required parameter is not populated.

![Required Parameter Prompts](image)

- **Drop-Down Parameter Prompts** - These prompts provide a list of available values. Simply select the arrow on the drop-down parameter you wish to populate and click on the value.

![Select the value from the list](image)

- **Date / Calendar Parameter Prompts** - The Date / Calendar prompt will allow you to select a date from Calendar. Select the calendar icon and select the year, month, and date you would like in your parameter prompt.
• **Keyword Search Parameters** - Keyword Search Parameters allow you to enter criteria in a field by which Cognos will supply Search Results.

The Options button under the Keyword entry box allows you to select the type of search you wish the system to utilize. Select Options and click the radio button to tell the system the type of search to run. You can also select if you want the search to be case sensitive or case insensitive with your search. Case insensitive will search for items regardless of if the keyword is capitalized or not.
Once you have entered your keyword(s) and used Options to select the type of search, click on the Search icon.

You will notice that the items that match your search criteria will populate in the Results window.

**Important Note:** You must move the results you wish to view in the report to the Choices window.
You can move as many of the results as you wish to view in the report to the Choices window. For convenience, you can utilize the Select All and Deselect All buttons at the bottom of the Results window. To select multiple options at a time, use the CTRL button as you click on the results.

Use the insert button to move the result selections to the Choices window.

• **Data-enterable Parameter** - This parameter allows you to data-enter the exact criteria you querying.

Once you have populated the necessary parameters, select the Finish button at the bottom of the page.

The report should now populate based on the values you entered in the parameter page.
Changing Report Formats

Reports typically run in HTML (web-based) format. However, once the report runs, you can select a different format (e.g. Excel, PDF)

Select the Format button from the toolbar.

This will provide an option of HTML, PDF, XML, or Excel. Select the format of your choice from the selection box. If you select View in Excel Options, an additional selection box will open.
Select the desired Excel format and the report will generate an Excel worksheet. You may need to hold the CTRL button down if the Excel file does not populate. If you have difficulty viewing in Excel, please contact the IT Help Desk.
Drill-Through Reports
Drill-through reports allow users the ability to navigate from one report to another to view related data. For example, a summarized financial report can drill-through to a report holding the transaction detail.

A drill-through is represented by a hyperlink (blue-underlined value). The below report example allows you to drill through to several reports.

Selecting the Fund (181105) will drill-through to a more detailed report of the Fund's activity.
This report allows you to continue to drill-through into more specific reports. To access transaction detail information for the YTD for Account pool 5048, select the $184,966.74 from the YTD column.
The report will drill-through to a transaction report that will show all transactions that make up the $184,966.74.

Each drill-through should open a new browser window. You can close the browser when you have finished viewing the report.

**TIP:** To verify that the original (first) report of a drill-through, notice the return button at the top of the blue information bar. Do not close the screen containing the return icon or you will be logged out of Cognos. For additional information, please review the Navigation section.
**Dimensional Reports**
Dimensional Reports are the future of our reporting environment. We have not fully explored the dimensional reporting structures but are excited to learn more.

We do know that dimensional reports will allow quicker report response, will create parent-child relationships among data elements, and will hierarchically organize information for easier reporting.

As we explore this area of reporting, we will continue to update this section.

**Query Studio**
Query Studio is an ad-hoc reporting tool available to departmental users. Training will be provided during calendar year 2009.

**Analysis Studio**
Analysis Studio is an additional reporting tool that reports trends and/or analyzes data. Training will be provided during calendar year 2009.
WebRaider
The WebRaider Portal (http://webraider.ttuhsc.edu) is the one-stop shop for access to Texas Tech University Health Sciences Center information and systems. Each student, faculty and staff member will have access to the WebRaider Portal but will only see the content that they have permission to view. For example, all employees will automatically have an HSC Employee tab.

Each tab contains channels. The channels house the information. Some channels may be added or removed by selecting the appropriate icons.

On the HSC Employee page, you can also add website URLs to the Bookmarks channel.

There is also an optional tab available to employees. It is called the F&A Work Tools tab. It provides all the important links and announcements for Finance, Purchasing/Payment Services, Budget, and Human Resources.

To access the F&A Work Tools tab, select Content Layout in the WebRaider header.
This will open the Manage Content/Layout screen.

Select Fragments.
This will give you the opportunity to subscribe to any available Fragments. To add the F&A Work Tools tab, select Subscribe.

You will then be prompted to select the location for the tab.

Select the red arrow icon.
The F&A Work Tools tab should now be added.
Select any of the hyperlinked titles to view the information.
**Gateway**
The Banner Finance Transaction Gateway System (Gateway) allows departments to submit files and spreadsheets of accounting transactions to Banner Finance for posting. The Gateway system is replacing the online IV system.

**Logging into Gateway**
Access the Gateway by logging into [http://webraider.ttuhsc.edu](http://webraider.ttuhsc.edu). From the F & A Work Tools tab, select Gateway from the Finance channel under Accounting Services. For instructions on adding the F & A Work Tools tab or additional WebRaider instructions, please refer to the WebRaider chapter of this document.

**Locating the Templates**
Submissions to the Gateway must conform to standard formats and templates. To locate the templates, select Finance from the left side of the Main Menu.

Select Submission Templates from the left side of the Finance Menu.
There are two sections of Gateway templates. The first section contains Excel Spreadsheet templates. The majority of users will use the Excel spreadsheets. The second section contains XML templates. A few departments with technical resources may elect to use an XML format. Please contact FSM@ttuhsc.edu if you would like additional information on XML. The remainder of this chapter will focus on spreadsheet transmissions.
Select the appropriate spreadsheet for the type of transaction you will enter.

- **JV** - Select this template if you will be entering a Journal Voucher transaction through the gateway. This type of transaction will most commonly be used by the functional team and is used to correct transactions or record revenue, expense or balance sheet transactions.

- **IV** - This is the most commonly used template by departments. This is the template for service departments and others to use for charging services/fees.

- **Cash Receipts** - This is currently for functional users only and used to record the original entry of a cash transaction.

- **Budget Transactions** - This is currently for functional users only and used to record budget transactions.

- **Modifying or Releasing Encumbrances** - This template is used to adjust or liquidate an encumbrance.
• **Establishing General Encumbrance** - This spreadsheet is used to create a General Encumbrance transaction in Banner.

**Completing the Templates**

**JV and IV Template**

![Spreadsheet Image]

**A-Department Name:** This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

**B-Userid:** Please enter your Banner User ID in this field. **It must be entered using all uppercase letters**. This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application matches the Banner Userid field. If this does not correspond to the same person, the document will reject.
C-Authorized System ID: The Authorized System ID has two main functions. The first function is that it provides security. Each User must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized. The second function is that it tells Banner what Banner Document ID prefix to use. Each System ID will produce unique Document Prefixes. For example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters.**

D-Date: This is an informational field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**

E-Doc Ref Num: The information entered into this field will feed into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

Example 1: Doc Ref Num

AAAAAA
AAAAAA
AAAAAAA
AAAAAAA
AAAA

*Because the Doc Ref Num is the same, one Banner Document will be created.

Example 2: Doc Ref Num

AAAAAA
AAAAAA
BBBBBB
BBBBBB

*Because the Doc Ref Num changes, two Banner Documents will be created. The first document will contain the lines that
reference AAAAAAAA as the Doc Ref Num and the second will contain the lines that reference BBBBBBBB as the Doc Ref Num.

Example 3:  

Doc Ref Num

AAAAAAA
AAAAAAA
BBBBBB
BBBBBB
AAAAAAA
AAAAAAA

*Because the Doc Ref Num changes three times, three Banner Documents will be created. (Notice that it did not matter that it used the same Doc Ref Num as above. It only looks for changes not for actual values.)

**F-Trans Date:** The Trans Date is what will determine the fiscal (accounting) period that the transaction will post. It must be entered in the MM/DD/YYYY format and the accounting period must be open. For example, if it is July 2\textsuperscript{nd} and we have not closed the June fiscal (accounting) period, you would have to backdate this date to 06/30/20XX in order to post in June. If you were to enter 07/02/20XX it would post into July.

**G-Chart:** Enter the Chart code for the entity you are charging (H-Health Sciences Center, T-Texas Tech University, S-Texas Tech System)

**H-Rule Class Code:** Enter the Rule Class Code for the type of transaction. This must be in capital letters. When you are initially set up to enter documents through the gateway, you will be provided with your System ID and the Rule Codes. You must use the appropriate Rule Code for the System ID you are using.

**I-Bank Code:** This field is only required with specific rule class codes. You will be given the bank code you must use when you are given your System ID and Rule Class Codes. All letters must be capitalized.

**J-FOAP:** Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). All letters must be capitalized (if any of these data elements have alpha characters). There must also be budget available for the Fund and Org codes you are
hitting. If there is no budget, the transaction will not be accepted by the Gateway.

K-Amount: Enter the amount for the line. It will have two places after the decimal point.

L-Dr/CR Indicator: Please enter an uppercase D for debits or an uppercase C for credits.

M-Description: Please enter the description- **maximum of 30 characters**. This information will populate onto the ledger transactions in the Banner Finance System.

N-Out of Balance: This area is calculated based on the total Debits and the total Credits entered on the document. It will notify you if your document as a whole does not balance. **This area is formula driven so please DO NOT MAKE ADJUSTMENTS OR ENTRIES to these fields.**
General Encumbrance Template

A-Department Name: This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

B-Userid: Please enter your Banner User ID in this field. **It must be entered using all uppercase letters.** This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application match the Banner Userid field. If this does not correspond to the same person, the document will reject.

C-Authorized System ID: The Authorized System ID has two main functions. The first function is that it provides security. Each user must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized.
The second function is that it tells Banner what Banner Document ID prefix to use. Each System ID will produce unique Banner Document Numbers. For example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you.

It must be entered using all uppercase letters.

D-Date: This is an information field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. It must be entered in MM/DD/YYYY format.

E-Doc Ref Num: The information entered into this field will feed into a reference field in the Banner Finance System. It cannot be longer than eight (8) characters. It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. Each Banner Document ID must have balanced Funds (debits = credits).

Example 1: Doc Ref Num

AAAAAAAA
AAAAAAAA
AAAAAAAA
AAAAAAA

*Because the Doc Ref Num is the same, one Banner Document will be created.

Example 2: Doc Ref Num

AAAAAAAA
AAAAAAAA
BBBBBBBB
BBBBBBBB

*Because the Doc Ref Num changes, two Banner Documents will be created. The first document will contain the lines that reference AAAAAAAA as the Doc Ref Num and the second will contain the lines that reference BBBBBBB as the Doc Ref Num.

Example 3: Doc Ref Num
*Because the Doc Ref Num changes three times, three Banner Documents will be created. (Notice that it did not matter that it used the same Doc Ref Num as above. It only looks for changes not for actual values.)*

**F-Trans Date:** The Trans Date is what will determine the fiscal (accounting) period that the transaction will post. **It must be entered in the MM/DD/YYYY format and the accounting period must be open.** For example, if it is July 2\textsuperscript{nd} and we have not closed the June fiscal (accounting) period, you would have to backdate this date to 06/30/20XX in order to post in June. If you were to enter 07/02/20XX it would post into July.

**G-Rule Class Code:** Enter the Rule Class Code for the type of transaction. **This must be in capital letters.** When you are initially set up to enter documents through the gateway, you will be provided with your System ID and the Rule Codes. You must use the appropriate Rule Code for the System ID you are using.

**H-Chart:** Enter the chart code for the entity you are charging (H-Health Sciences Center, T-Texas Tech University, S-Texas Tech System).

**I-FOAP:** Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). **All letters must be capitalized (if any of these data elements have alpha characters). There must also be budget available for the Fund and Org codes you are hitting. If there is no budget, the transaction will not be accepted by the Gateway.**

**J-Pending Amount:** Enter the amount for the line. It will have two places after the decimal point.

**K-Vendor ID (Optional)** Please enter the Vendor ID if appropriate. **All letters must be capitalized and the Vendor ID should be nine characters.** (Example: R00072476.)
M-Description: Please enter the description- maximum of 30 characters. This information will populate onto the ledger transactions in the Banner Finance System.
**Modify General Encumbrance**

<table>
<thead>
<tr>
<th>Department Name:</th>
<th>This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Userid:</td>
<td>Please enter your Banner User ID in this field. <strong>It must be entered using all uppercase letters.</strong> This is commonly referred to as your license plate or Oracle ID. It is important that the eRaider log in information used to sign into the Gateway application matches the Banner Userid field. If this does not correspond to the same person, the document will reject.</td>
</tr>
<tr>
<td>Authorized System ID:</td>
<td>The Authorized System ID has two main functions. The first function is that it provides security. Each User must be authorized to use a System ID before they can process a document through the Gateway. We also tell the system based on System ID what Rule Class Codes are authorized. The second function is that it tells Banner what Banner Document ID</td>
</tr>
</tbody>
</table>
prefix to use. Each System ID will produce unique Document Prefixes. For example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters.**

**D-Date:** This is an information field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**

**E-Doc Ref Num:** The information entered into this field will feed into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

Example 1: Doc Ref Num

AAAAAAA
AAAAAAA
AAAAAAA
AAAAAAA
AAAAAAA

*Because the Doc Ref Num is the same, one Banner Document will be created.

Example 2: Doc Ref Num

AAAAAAA
AAAAAAA
BBBBBBB
BBBBBBB

*Because the Doc Ref Num changes, two Banner Documents will be created. The first document will contain the lines that reference AAAAAAAA as the Doc Ref Num and the second will contain the lines that reference BBBB BBBB as the Doc Ref Num.

Example 3: Doc Ref Num

AAAAAAA
*Because the Doc Ref Num changes three times, three Banner Documents will be created. (Notice that it did not matter that it used the same Doc Ref Num as above. It only looks for changes not for actual values.)

**F-Trans Date:** The Trans Date is what will determine the fiscal (accounting) period that the transaction will post. It must be entered in the MM/DD/YYYY format and the accounting period must be open. For example, if it is July 2\textsuperscript{nd} and we have not closed the June fiscal (accounting) period, you would have to backdate this date to 06/30/20XX in order to post in June. If you were to enter 07/02/20XX it would post into July.

**G-Chart:** Enter the Chart code for the entity you are charging (H-Health Sciences Center, T-Texas Tech University, S-Texas Tech System)

**H-Rule Class Code:** Enter the Rule Class Code for the type of transaction. This must be in capital letters. When you are initially set up to enter documents through the gateway, you will be provided with your System ID and the Rule Codes. You must use the appropriate Rule Code for the System ID you are using.

**I-Bank Code:** This field is only required with specific rule class codes. You will be given the bank code you must use when you are given your System ID and Rule Class Codes. All letters must be capitalized.

**J-FOAP:** Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). All letters must be capitalized (if any of these data elements have alpha characters). There must also be budget available for the Fund and Org codes you are hitting. If there is no budget, the transaction will not be accepted by the Gateway.

**K-Amount:** Enter the increase or decrease to the original encumbrance amount. It will have two places after the decimal point.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-Dr/CR Indicator</td>
<td>Please enter - to decrease an encumbrance or a + to increase an encumbrance.</td>
</tr>
<tr>
<td>M-Description</td>
<td>Please enter the description - <strong>maximum of 30 characters</strong>. This information will populate onto the ledger transactions in the Banner Finance System.</td>
</tr>
<tr>
<td>N-Enc Num</td>
<td>Enter the Banner Document ID of the original encumbrance you are increasing or decreasing. <strong>It will be eight (8) characters and any letters need to be capitalized.</strong></td>
</tr>
<tr>
<td>O-Enc Item Num</td>
<td>Enter the Encumbrance Item Number for the original encumbrance you are trying to adjust.</td>
</tr>
<tr>
<td>P-Enc Seq Num</td>
<td>Enter the Encumbrance Sequence Number of the original encumbrance you are trying to adjust.</td>
</tr>
<tr>
<td>Q-Enc Action Indicator</td>
<td>Please enter a capital P in this field when modifying an original encumbrance.</td>
</tr>
<tr>
<td>R-Encumbrance Type</td>
<td>Please enter a capital E in this field.</td>
</tr>
</tbody>
</table>
A-Department Name: This is an informational field and will not feed to the Banner Finance System. Please enter your department name in upper or upper/lower case.

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example, the System ID TRAVELEX will always have Banner Document numbers that begin with JV followed by six sequential numbers (JV000001). Your Authorized System ID will be assigned to you. **It must be entered using all uppercase letters.**

**D-Date:**

This is an information field and does not feed into the Banner Finance System. This date field allows you to keep track of the current date you enter the information. **It must be entered in MM/DD/YYYY format.**

**E-Doc Ref Num:**

The information entered into this field will feed into a reference field in the Banner Finance System. **It CANNOT be longer than eight (8) characters.** It is also very important because it will drive the amount of documents created in the Banner Finance System. Every time the Doc Ref Num changes, a new Banner Document ID sequence is created. **Each Banner Document ID must have balanced Funds (debits = credits).**

**Example 1:** Doc Ref Num

```
AAAAAAA
AAAAAAA
AAAAAAA
AAAAAAA
```

*Because the Doc Ref Num is the same, one Banner Document will be created.*

**Example 2:** Doc Ref Num

```
AAAAAAA
AAAAAAA
BBBBBB
BBBBBB
```

*Because the Doc Ref Num changes, two Banner Documents will be created. The first document will contain the lines that reference AAAAAAAA as the Doc Ref Num and the second will contain the lines that reference BBBB BBB as the Doc Ref Num.*

**Example 3:** Doc Ref Num

```
AAAAAAA
AAAAAAA
```
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J-FOAP: Please enter the appropriate Fund (six characters), Orgn (six characters), Account (six characters), and Prog (two characters). **All letters must be capitalized (if any of these data elements have alpha characters).** There must also be budget available for the Fund and Org codes you are hitting. If there is no budget, the transaction will not be accepted by the Gateway.

K-Amount: If you are liquidating an encumbrance, enter a 0.00 in the amount field.

L-Dr/CR Indicator: If you are liquidating an encumbrance you must enter a + in this field.
M-Description: Please enter the description- **maximum of 30 characters**. This information will populate onto the ledger transactions in the Banner Finance System.

N-Enc Num Enter the Banner Document ID of the original encumbrance you are liquidating. **It will be eight (8) characters and any letters need to be capitalized.**

O-Enc Item Num Enter the Encumbrance Item Number for the original encumbrance you are liquidating.

P-Enc Seq Num Enter the Encumbrance Sequence Number of the original encumbrance you are liquidating.

Q-Enc Action Indicator Please enter a capital T in this field when liquidating an original encumbrance.

R-Encumbrance Type Please enter a capital E in this field.
Uploading the Template
To submit a file for processing through the Gateway, select Submit a file from the Finance menu on the left of the screen.

There are two upload options. Audit Mode allows you to run the file through the validation and edits to retrieve error information without the file actually uploading into Banner. Update Mode will run the file through the validation and edits but will also load the file to Banner if the file is accepted. A file will be accepted based on the type of errors it encounters (if any).

Once you have selected Audit or Update mode, select the Browse... icon. You will be prompted to locate the file saved on your computer.

**NOTE: The file must be saved in Excel 97-2003 .xls version. It cannot be in the .xlsx format.**

Select the file and click the Upload icon.
You will notice that the Submission Results will provide a message that will notify you if the file is received.

**Reviewing the Submission Status**

Once the file is received, it is placed in the Active Queue and processed. To view the progress, select View Jobs from the Finance Menu on the left side of the screen. This will provide a list of the most recently submitted transactions. The items listed in the Active Queue are waiting processing.
Select the Refresh button at the lower right-hand corner of the screen to update the Active Queue and Job History.
Once the transaction has processed, the Job History section will provide you with the file Condition. The file condition will tell you if the file is good or has errors and will also tell you if the file loaded or did not load.

Miscellaneous Notes
There are a few miscellaneous notes that are worth mentioning:

- There are two levels of error. Document level allows the transactions on the spreadsheet template that do not have errors to process while the transactions with errors will not load. File level prohibits all transactions on the spreadsheet from loading if any of the transactions have an error. The error level is determined by the System ID setup. The Rej Level column on the Job History will populate a D for Document level and an F for File level.

- If the Gateway times out, close the current browser and open a fresh browser to log back into the system. Failing to do so will cause an error page.

- If an error appears that states "Server Error" or "Object of a Reference not set to an instance of an object", close the current browser and log into Gateway with a new browser window.
**EPrint**

The ePrint system allows you to retrieve reports associated with the Gateway submissions. If the Gateway file had errors, the report will give detailed messages to notify you of the errors. If the Gateway file successfully loaded, the ePrint report will provide the Banner Document Number assigned to the transaction.

**Logging into ePrint**

You can access ePrint through WebRaider, from the link provided in the Gateway, or directly at [http://eprint.texastech.edu](http://eprint.texastech.edu).

Once you have selected the link, you will be prompted to enter your eRaider username and eRaider password for the server.

![Login Screen](image)

Once you have entered your eRaider information, please select **OK**.

An ePrint login screen will now appear. This login User ID will be your Oracle ID (commonly referred to as the license plate ID) and you will enter your oracle password (if you have forgotten your password, please refer to the next section Resetting your Oracle Password).
The repository housing the reports for the Gateway Submissions is GateWay TTUSPRD.

Select **Enter** to access the report.

**Accessing the Report**

Once in the system, locate the report with the System ID. You can either use the next button or the drop down list.
There are two reports created for each Gateway submission. The first report (titled with the system ID) is a list of all lines of the transaction. In the case of a good file, it will provide the Banner Document ID assigned within Banner. If the file has errors, it will show every line from the spreadsheet and will have the error message beneath the line with the error.

The second report is the error report (titled with the system ID_E). If the file has errors, this report will only show the lines with the error. If the file is good, it will state that there are no errors.

**Resetting your Oracle Password**
If you have forgotten your oracle password, you can reset it at [http://team.texastech.edu](http://team.texastech.edu).

Select Reset Password from the menu options.
Enter the desired password. The password must meet the following criteria:

- 8-15 alphanumeric characters
- contain upper and lower case characters
- contain at least one number
- Cannot contain a number as the first or last character
- Cannot contain any word found in the dictionary

You must select Set Password.

A screen will now appear that says Password Changed.
Please do not be alarmed if you receive Warning: Userid not found in the majority of the Instances. The one that is important is TTUSPRD.
**User Group Subscriptions**

Several User Groups have been created in order to provide notification of changes or updates regarding related topics. The current list of User Groups is below:

**Banner User Group**
This list is used to distribute pertinent information regarding the Banner System. This is the original subscriber's list.

**Gateway User Group**
This list is used to contact Gateway users regarding issues or updates to the Gateway.

**Reporting User Group**
This list is used to distribute information and changes regarding Cognos financial reports.

**TechBuy User Group**
This list is used to contact users with important information regarding TechBuy.

**TechBuy Research User Group**
This list is used to contact users with important information regarding TechBuy that specifically affects researchers.

**Subscribing and Unsubscribing to a User Group**

Select the desired User Group by selecting the **User Group Title** from the list.

A list of current subscribers will open.

Select the **Subscribe** button. You will be prompted to enter your eRaider information.
A message will appear below the button to inform you that you have been successfully added to the mailing list.

If at any point, you need to unsubscribe to the User Group. You will use the same steps but select the UnSubscribe button.
Appendix A

Texas Tech University Health Sciences Center
Finance and Administration
Chart of Accounts Levels

<table>
<thead>
<tr>
<th>Types / Levels</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Types</td>
<td>Fund Category 1</td>
<td>Institution</td>
<td>Account Type 1</td>
<td>Program Code</td>
</tr>
<tr>
<td></td>
<td>Fund Category 2</td>
<td>Division</td>
<td>Account Type 2</td>
<td></td>
</tr>
<tr>
<td>Reporting Levels</td>
<td>Fund Classification</td>
<td>Campus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Division</td>
<td>Sub-Division</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Campus</td>
<td>Reporting Level 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Department</td>
<td>Reporting Level 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sub-Department 1</td>
<td>Reporting Level 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Data-Enterable Level</td>
<td>104006 Fam/Comm Med</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>544703 Family Med Ode Gen</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>730000 SM Consumables</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 Instruction</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix B

Banner Account Type I & II

The below diagram displays the Banner Account Type I and II that hit the General Ledger:

10 Assets
- 1A-Cash and Cash Equivalents
- 1D-Legislative Appropriations
- 1F-Accounts Receivable
- 1H-Due from Other State Agencies
- 1I-Merchandise Inventory
- 1L-Prepaid Expenses
- 1M-Loans and Notes Receivable
- 1O-Investments
- 1W-Non-Depreciable Capital Assets
- 1X-Depreciable Capital Assets

20 Liabilities
- 2A-Accounts Payable
- 2C-Payroll Payable
- 2E-Due to Other State Agencies
- 2G-Unclaimed Property
- 2J-Delivered Revenue
- 2K-Bonds Payable
- 2M-Claims Payable
- 2P-Compensable Leave Payable
- 2Q-Payable from Restricted Assets
- 2S-Funds Held for Others
- 2U-Other
- 2Z-Clearing

30-Control Accounts
- 3A-Control Accounts

40-Fund Balances
- 4A-Fund Balances
- 4C-Invested in Capital Assets
- 4E-Capital Projects
- 4F-Funds Held as Permanent Investment
- 4N-Other
- 4P-Debt Requirement
- 4S-Unrestricted

90-Fund Additions
- 9A-Fund Additions

95-Fund Deductions
- 9B-Fund Deductions

TTUHSC Finance Systems Management
The below diagram displays the Banner Account Type I and II that hit the Operating Ledger.
## Appendix C

### Banner Account Code Prefix Descriptions

#### 50-Revenue
- **CG**: Contracts and Grants
- **GT**: Gifts
- **IV**: Investment Income
- **LA**: Legislative Appropriations
- **OI**: Other Income
- **PF**: Professional Fees
- **SS**: Sales and Services
- **TF**: Tuition and Fees

#### 60-Salaries and Wages
- **FB**: Other Payroll Costs
- **SW**: Salaries and Wages

#### 70-Expense
- **CI**: Claims and Judgments
- **CO**: Capital Outlay
- **CU**: Communications and Utilities
- **DE**: Depreciation
- **GS**: Cost of Goods Sold
- **IN**: Interest
- **MR**: Maintenance and Repairs
- **OC**: Other Comptroller
- **OL**: Other Local
- **PL**: Principal
- **PS**: Professional Services
- **RL**: Rentals and Leases
- **PR**: Printing and Reproductions
- **SM**: Suppliers and Materials
- **TV**: Travel

#### 90-Transfers
- **AI**: Agency Transfers In
- **AO**: Agency Transfers Out
- **II**: Intra fund Transfers In
- **IO**: Intra fund Transfers Out
- **LI**: Legislative Transfers In
- **LO**: Legislative Transfers Out
- **PI**: Internal Purchases In
- **PO**: Internal Purchases Out
- **TI**: Transfers In
- **TO**: Transfers Out
# Appendix D

## Program Codes

<table>
<thead>
<tr>
<th>PROGRAM CODE</th>
<th>PROGRAM CODE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Instruction</td>
</tr>
<tr>
<td>20</td>
<td>Research</td>
</tr>
<tr>
<td>30</td>
<td>Public Service</td>
</tr>
<tr>
<td>40</td>
<td>Academic Support</td>
</tr>
<tr>
<td>50</td>
<td>Student Services</td>
</tr>
<tr>
<td>60</td>
<td>Institutional Support</td>
</tr>
<tr>
<td>70</td>
<td>Physical Plant Operations</td>
</tr>
<tr>
<td>80</td>
<td>Scholarships and Fellowships</td>
</tr>
<tr>
<td>90</td>
<td>E/G Reported as Unexpended Plant</td>
</tr>
<tr>
<td>95</td>
<td>Res Reported as Unexpended Plant</td>
</tr>
<tr>
<td>AX</td>
<td>Auxiliary Enterprise Funds</td>
</tr>
<tr>
<td>SB</td>
<td>Staff Benefits</td>
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<td>CL</td>
<td>Compensable Leave</td>
</tr>
<tr>
<td>DE</td>
<td>Depreciation</td>
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<tr>
<td>EN</td>
<td>Endowment Funds</td>
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<tr>
<td>AG</td>
<td>Agency Funds/Independent Operations</td>
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<tr>
<td>IP</td>
<td>Investment in Plant</td>
</tr>
<tr>
<td>LN</td>
<td>Loan Funds</td>
</tr>
<tr>
<td>NG</td>
<td>Educational and General Income</td>
</tr>
<tr>
<td>OI</td>
<td>Other Income</td>
</tr>
<tr>
<td>RI</td>
<td>Retirement of Indebtedness</td>
</tr>
<tr>
<td>SV</td>
<td>Service Department Funds</td>
</tr>
<tr>
<td>UP</td>
<td>Unexpended Plant Funds</td>
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Program Code Definitions

**Instruction** – Includes expenditures for all activities that are part of an institution's instruction program. Expenditures for credit and noncredit courses; academic, vocational, and technical instruction; remedial and tutorial instruction; and regular, special, and extension sessions should be included.

**Research** – Includes all expenditures for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit 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.

**Public Service** – Includes funds expended for activities established primarily to provide noninstructional 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 noninstructional services to particular sectors of the community.

**Academic Support** – Includes funds expended 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; the provision of services that directly assist the academic functions of the institution; 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.

**Student Services** – Includes funds expended 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 expenditures for student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance, student aid administration, and student health service.

**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, and legal services; fiscal operations, including the investment office; administrative data processing; space management; employee personnel and records; logistical activities that provide procurement, storerooms, safety, security, printing, and 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.

TTUHSC Finance Systems Management
**Physical Plant Operations** – Includes all expenditures of current operating funds for the operation and maintenance of the physical plant. It includes all expenditures for operations established to provide services and maintenance related to grounds and facilities. Also included are utilities, fire protection, property insurance, and similar items.

**Scholarships and Fellowships** – Includes expenditures for scholarships and fellowships from current funds in the form of grants to student, resulting from selection by the institution or from an entitlement program. The category also includes trainee stipends, prizes, and awards. Trainee stipends awarded to individuals who are not enrolled in formal course work should be charged to instruction, research, or public service.

**Auxiliary Enterprises** – An auxiliary enterprise exists to furnish goods or services to students, faculty, or staff, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. The distinguishing characteristic of an auxiliary enterprise is that it is managed as an essentially self-supporting activity. Examples are residence halls, food services, college stores, faculty clubs, faculty and staff parking, and faculty housing.
Glossary of Terms

Account
An element of the chart of account that represents the balance sheet, revenue, expense or transfer code.

Activity
An element of the chart of accounts that can track inter-fund or cross institutional activities. It is a field that is not currently used for the Health Sciences Center but can track special events or departmental functions.

Activity Date
This date represents the actual date the transaction posted to the ledgers.

Audit Mode
Audit mode allows you to upload a file or run a report to view the output (errors) without the information loading into the finance system.

Balance Sheet
A financial statement that lists the assets, liabilities and capital structure of a company on a specific date.

Balance Sheet Account
An Account code representing an asset, liability or fund balance.

Banner
The name of the software purchased from SunGard Higher Education to replace the finance, financial aid, student and HR administrative applications.

Bread Crumbs
The report path displayed on a report or within Cognos. Provides a visual path that allows users the ability to retrace their steps if necessary.

Chart of Accounts
A systematic classification of Accounts to organize financial transactions into meaningful and reportable information. The elements of the Chart of Accounts are Fund, Organization, Account, Program, Activity, and Location (FOAPAL).

Cognos
A web-based reporting tool. The location to access financial and budget information.
Crosswalk

A tool that allows you to take information from the legacy system (e.g. TechFIM) and translate the information into the current Chart of Accounts.

ePrint

Provides reports that are derived directly from the Banner Finance System. The ePrint system is used primarily by departments to locate the Gateway Submission reports.

Document Reference Number

1. An optional 8 character field that allows the user to enter additional information relating to the transaction.
2. A required 8 character field on the Gateway templates. This field will determine how many documents are assigned within Banner.

Financial Manager

The person whose responsibility includes the overall financial operation of a department. These duties include budget oversight, financial reporting, and directing financial activities.

Fund

The self-balancing set of Accounts that show ownership of cash or fund balance. It tells who owns the funds or assets and liabilities and defines the fund class, division, campus, department and sub-department.

Fund Balance

The fund balance represents the cumulative net income or loss generated by the operation of the fund since its date of inception.

Drill down

A term used to describe accessing additional or detailed information for an item within the same report.

Drill through

A term used when you select a link within a Cognos report to open a new report with similar information.

Encumbrance

An obligation to a third party to provide payment for services or commodities. An encumbrance will reserve the funds from the current budget.
Fund Manager
The next level of authority under Financial Manager. The Fund Manager is generally the person that works directly with the Accounts. This person is also responsible for assigning financial roles to individuals for their funds.

Gateway
An application that allows departments to submit files and spreadsheets of accounting transactions to Banner Finance for posting. It is replacing the online IV system.

General Encumbrance Document
A document that reserves budget to fulfill an obligation to a third party. Many running blanket orders or standing orders created in TechBuy are entered as a general encumbrance document within Banner. A General Encumbrance Document begins with an E in Banner.

General Ledger
The General Ledger maintains the assets, liabilities, and fund balances for each fund.

Income Statement
A detailed statement that shows the revenue, expenses, and transfers, which results in a net profit or loss for a specific period of time.

Invoice
The Banner document entered by the Accounts Payables department to produce a check. It is not to be confused with the Vendor Invoice number.

Location
The element of the Chart of Accounts used exclusively by the Fixed Asset system to track the location of Fixed Assets.

Net Income
The calculation (revenue – expenses + net transfers) that provides the profit or loss for a specific period of time. This amount eventually increases or decreases the fund balance.

Operating Ledger
The Operating Ledger maintains the revenue, expense, and transfer transactions by fund, Organization and program code.
Organization Code (Orgn)
The budgetary or departmental unit of the Chart of Accounts. It tells who earns or spends the funds and is based on organizational structures.

Purchase Order (PO)
A Banner document issued to a supplier to constitute a legal and binding offer to purchase goods or services. This document also reserves budget to fulfill the obligation.

Program
The element of the Chart of Accounts that classifies the function of the revenues and expenditures.

SciQuest
Also called TechBuy, it is the online eProcurement system.

Trial Balance
The trial balance lists the beginning and ending balances for all General Ledger accounts with activity in the fund. The Trail Balance proves that debits equal credits and should have a zero net total.

Update Mode
Update mode allows you to upload a file or run a report to view the output (errors) and will also load correct information into the finance system.

Vendor Invoice
The vendor invoice is a number or alpha numeric value the vendor provides when they invoice the University for tracking purposes. This should not be confused with an Invoice document created in Accounts Payable to create a check.