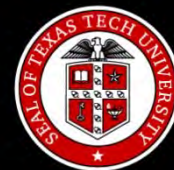


TEXAS TECH UNIVERSITY

Accounting Services™



# Using Dynamic Forms to Set Up TCC Appropriation Tables

*Cristy Jones, Associate Managing Director, Accounting Services*

*Larry Allen, Assistant Managing Director, Accounting Services*

*May 26, 2022*

# Agenda



- About TTU and TTU Accounting Services
- TCC Appropriation Management Tables (PCA Crosswalk)
  - Manual Process
  - Dynamic Forms Process
- Other Accounting Service Processes using Dynamic Forms
- Questions

# About TTU



**STUDENTS\***

40,666



**FACULTY\*\***

1,809



**STAFF\*\***

5,250



**BUDGET\*\*\***

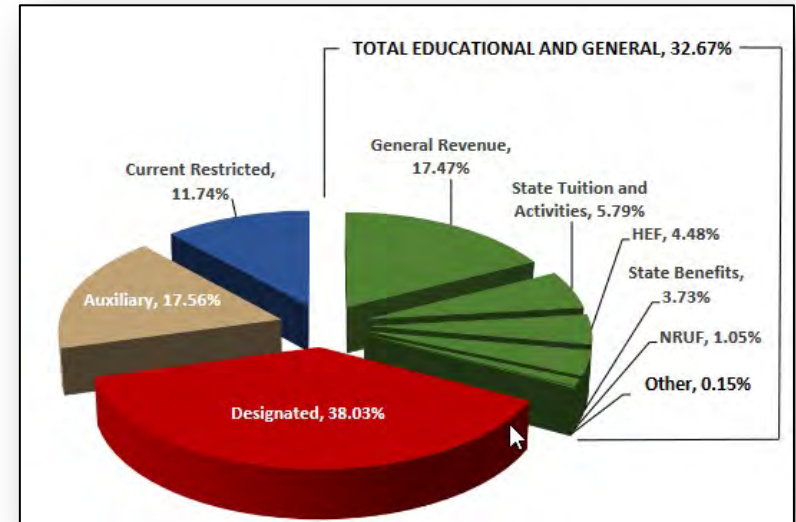
\$1.1B

# TTU Appropriated Funding



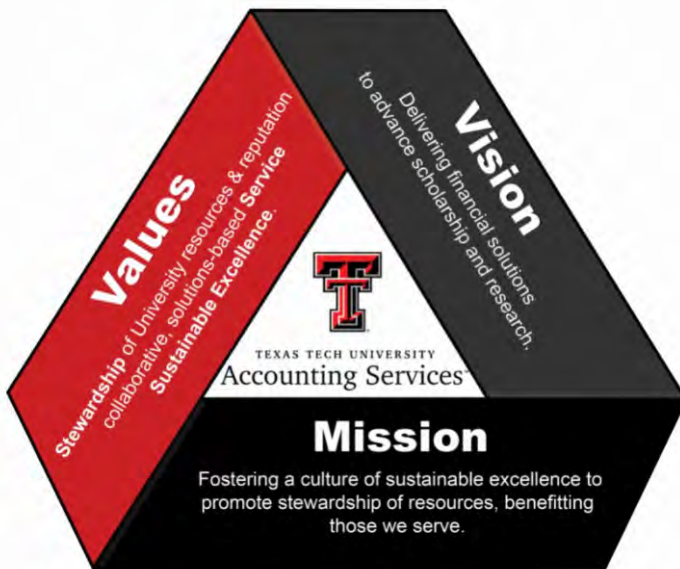
## FY2022 Budget

- General Revenue Fund - \$224M
- General Revenue Fund Dedicated - \$64M
- HEAF - \$50M
- NRUF - \$6.7M
- State Pass Throughs - \$1.6M
- Hazelwood - \$1.6M
- SB8 Funding - \$150M
  - *Not included in graph*



TTU Operating Budget FY2022

# About TTU: Accounting Services



38 employees

- Financial Accounting
- Research Accounting
- Financial Reporting
- Financial Systems

Accounting Services serves a vital role in Texas Tech University's scholarship and research missions. Our success is measured by our ability to partner with the campus community, provide innovative solutions, and guide our customers through decisions of resource allocation amid an increasingly complex regulatory environment.

# USAS Crosswalk Purpose



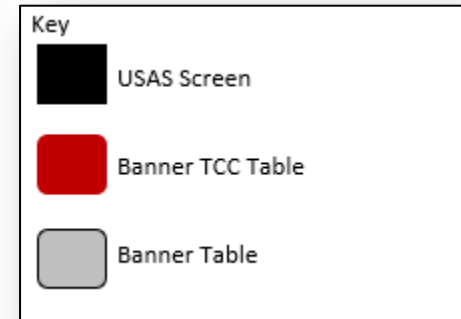
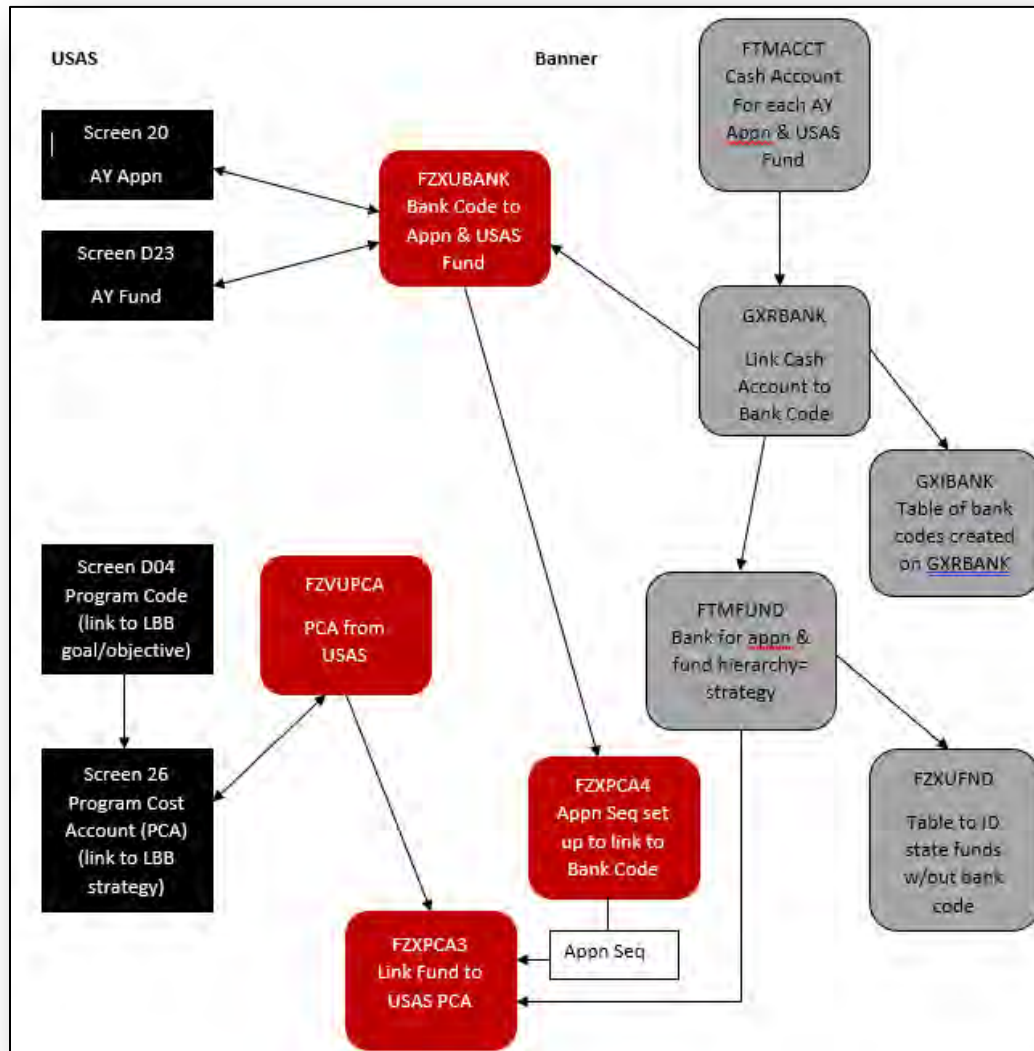
Enable creation of the USAS document on the USAS maintenance form FZAINVA

Enables Payroll data to be sent to USAS

Enables additional TTU application to populate USAS data to load non-invoice journal vouchers to USAS (piggybacks on FZRUSAS process)

Ensure accurately reporting expenses in Banner and USAS and cash management of the appropriations

# Banner to USAS Crosswalk



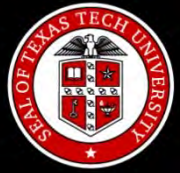
# Existing Appropriation Checklist



New Appropriation Set up			
		Appropriation:	Article IX, Section 17.34 Academic: Science/Bioly and Vet Med
		Date:	7/22/2021
USAS	Data	Completed	Notes
Appropriation	27734	<input checked="" type="checkbox"/>	Set up by ACO - see screen shot
Fund	0001	<input checked="" type="checkbox"/>	Assigned by ACO
PLA	31072, 35131, PC 3513	<input checked="" type="checkbox"/>	7/22/2021 see screen shots
BTI (if needed)		<input type="checkbox"/>	NA
Funds received	B7332201	<input type="checkbox"/>	GAA Funding - will budget with B Doc
Banner	Data	Completed	Notes
FTMACCT cash account-Contact Sharon to set up	1D0232	<input checked="" type="checkbox"/>	7/22/2021 Lori see screen shot
FTMACCT revenue account if needed-Contact Sharon to set up		<input type="checkbox"/>	NA
GXBANK-find available bank code	E1	<input checked="" type="checkbox"/>	7/23/2021 - see screen shot
GXBANK-set up or change	E1	<input checked="" type="checkbox"/>	7/23/2021
FZXBANK-set up or change	E1 27734 0001	<input checked="" type="checkbox"/>	see screen shot
FTMFUND-set up or change (need to know professor)	11B183, 11B184	<input checked="" type="checkbox"/>	7/23/2021 see screen shots
Fund Manager	Noel Sloan	<input checked="" type="checkbox"/>	
Fund Professor	11BADA, 11BDCA	<input checked="" type="checkbox"/>	
Grant ID to add on FTMFUND if needed.		<input type="checkbox"/>	
FZXUFND-verify or set up		<input checked="" type="checkbox"/>	8/4/2021 see screen shot
FZVUPCA-verify or set up	31072, 35131	<input checked="" type="checkbox"/>	7/22/2021 see screen shots
FZXPCA1-verify or set up		<input checked="" type="checkbox"/>	8/4/2021 see screen shot
FZXPCA3-set up		<input checked="" type="checkbox"/>	8/4/2021 see screen shot
FZXPCA4-verify or set up		<input checked="" type="checkbox"/>	8/4/2021 see screen shot
FTMACCI-need org and org manager	11984-80729-400, 11984-020001700, 11984-02000-810	<input checked="" type="checkbox"/>	8/4/2021 see screen shots
Org		<input type="checkbox"/>	
Org Manager		<input type="checkbox"/>	
Revenue recorded		<input type="checkbox"/>	will be recorded in Sept 2021with original budget
SDAT		<input checked="" type="checkbox"/>	already set up
Check Chain request		<input type="checkbox"/>	NA
New Fund System set up		<input checked="" type="checkbox"/>	can be done in Sept 2021if needed
ReconNet Set up (in ReconNet and COGNOS reports)		<input checked="" type="checkbox"/>	This will be done at the beginning of FY22
Screen shots of set up-include USAS screen 20, 26, 35 and Banner FTMFUND, FTMASCC, FZXPCA3		<input checked="" type="checkbox"/>	
Upload to Xtender		<input checked="" type="checkbox"/>	



# Banner to USAS Crosswalk



```
TEXAS S020 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/19/22 08:38 AM
LINK TO: APPROPRIATION NUMBER PROFILE PROD
ACTION: (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGY: 733 APPN YEAR: 22 APPN NO: 27734 ART IX 17.34-ACAD SCI BLDG +VET MEDICINE
APPROP - TYPE: 3 GROUP: 99 LEG SESS: 87 SESS CALL #: ACT BL #: SB1
BL LN #: RIDER #: PROG CODE: COMP SRC/GRP: REL APPN: 27734
I/E (I=INCLUDE, E=EXCLUDE)
ENTER UP TO 10 FUNDS/COMP OBJS SEPARATED WITH EITHER "-" OR ",".
APPD FUND I 0001 + - - - - -
REV OBJ E 3000 = 3999 + - - - - -
EXP OBJ I 7000 = 7999 + - - - - -
APPN INDS- UB: 1 CTL TYP- CASH: 1 ACCR: 2 ENC: 2 BUDG TYPE: A REV EXC COL: N
DEP INT IND: N APPN LEVEL- ORGANIZATION: 0 PROG: 0
ALLOT INDS- SEL: N CTL TYP: 0 QTR: 3 PERC: 33 PROG/OBJ BUD OBJ LEV IND: 0
AGY BDG INDS- CTL TYPE: 0 OBJ LVL: 0 ALLOT SEL: N ALLOT CTL: -
STATUS CODE: A
EFF START DATE: 09012021 EFF END DATE: 08312024 LAST PROC DATE: 08102021
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS F9-20B
MB 01A TCP50477 04/010
```

## USAS screens for Appropriation and Funds

```
TEXAS SD23 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/17/22 12:20 PM
LINK TO: FUND PROFILE PROD
ACTION: (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: 733 FISCAL YEAR: 22 FUND: 0001
TITLE: GENERAL REVENUE FUND
APPROPRIATED FUND: 0001 (MUST BE IN D22 APPROP FUND PROFILE)
GAAP FUND: 3073 GAAP FUND TYPE: 05
LOCAL FUND IND: N
FUND LEVELS DETERMINE THE LEVEL OF CONTROL FOR THE FOLLOWING
(O=NONE, 1=APPROPRIATED FUND, 2=FUND):
APPROPRIATION: 1 AGENCY BUDGET: 0 CASH CONTROL: 1
CASH BALANCE DISP - IND: N FUND: %/AMT: 0000000000
DESCRIPTION:
CC ORG LEVEL IND: 0 (0=DO NOT POST AGENCY, 1=POST AGENCY)
DEPOSITORY INTEREST IND: N
STATE FUND GROUP: 01 (SYSTEM GENERATED)
GAAP FUND GROUP: 02 (SYSTEM GENERATED)
STATUS CODE: A
EFF START DATE: 09012021 EFF END DATE: LAST PROC DATE: 03172022
Z06 RECORD SUCCESSFULLY RECALLED
```

# Banner to USAS Crosswalk



## USAS Screens for Program Code and Program Cost Account

```
TEXAS SD04 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/19/22 08:40 AM
LINK TO: _____ PROGRAM CODE PROFILE PROD
ACTION: [A] (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: 733 (MUST BE IN D02 AGENCY PROFILE)
APPROPRIATION YEAR: 22
PROGRAM CODE: 3107
TITLE: VETERINARY MEDICINE
REPORTS TO PGM: 2120
PROGRAM LEVEL: 03 (SYSTEM GENERATED)
HIGHER LEVELS OF PROGRAM (SYSTEM GENERATED):
1: 1009 2: 2020 3: 3107 4: 5: 6: 7: 8: 9:
STATUS CODE: A
EFF START DATE: 09012021 EFF END DATE: _____ LAST PROC DATE: 06212021
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
MB+ 01A TCP50534 04/010
```

```
TEXAS S026 UNIFORM STATEWIDE ACCOUNTING SYSTEM 05/19/22 08:41 AM
LINK TO: _____ PROGRAM COST ACCOUNT PROFILE PROD
ACTION: [A] (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGENCY: 733 APPN YEAR: 22 PCA: 31072
TYPE: D TITLE: VETERINARY MEDICINE ART IX SEC 17.34
PROGRAM CODE: 3107 PCA GROUP: _____ AGY BUD PRG LEVEL IND: 0
NACUBO SUBFUND: 1100 NACUBO FUNCTION CODE: 1100
APPN NUMB: 27734 FUND: 0001 INDEX: _____
GRANT NO/PH: _____ PROJECT NO/PH: _____
MPCODE: _____ AGENCY CODE - 1: _____ 2: _____ 3: _____
INT CHARGEABLE: Y DEFAULT INT PCA: _____ STATUS CODE: A
EFF START DATE: 09012021 EFF END DATE: _____ LAST PROC DATE: 07222021
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
F1-HELP F3-END F4-INTERRUPT F6-PROCESS
MB+ 01A TCP50534 04/010
```

# Banner to USAS Crosswalk



Each appropriation has its own claim on cash account and each AY has its own cash account

The screenshot shows a software window titled "Account Code Validation FTVACCT 9.0 (TTUSPRD) (TTU)". The window contains a table with the following columns: Chart of Accounts, Account Code, Title, Type, Data Entry, Account Class, Status, Internal Type, and Effective Date. The table lists various account codes and their corresponding titles and effective dates.

Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date
T	1D020A	LA Optional Retirement ORP 2...	1D	Y		A	10	09/01/2006
T	1D020C	LA Optional Retirement ORP 2...	1D	Y		A	10	09/01/2006
T	1D020D	LA Optional Retirement ORP 2...	1D	Y		A	10	09/01/2006
T	1D020D	LA Optional Retirement ORP CL	1D	Y		A	10	08/23/2016
T	1D0210	LA Higher Ed Incentive Fund 2...	1D	Y		A	10	09/01/2006
T	1D0219	LA Higher Ed Incentive Fund 2...	1D	Y		A	10	09/01/2006
T	1D021D	LA Higher Ed Incentive Fund 2...	1D	Y		A	10	09/01/2006
T	1D0220	LA ARRA 2009 2010	1D	Y		A	10	09/01/2006
T	1D022A	LA ARRA 2009 2010 CL	1D	Y		A	10	09/01/2006
T	1D0232	LA Art IX Sec 17 34 2022	1D	Y		A	10	07/22/2021
T	1D023A	LA Art IX Sec 17 34 CL	1D	Y		A	10	07/22/2021
T	1D0242	LA Art IX Sec 17 47 2022	1D	Y		A	10	07/22/2021
T	1D024A	LA Art IX Sec 17 47 CL	1D	Y		A	10	07/22/2021
T	1D0306	LA TX Technology Workforce 2...	1D	Y		A	10	09/01/2006
T	1D0307	LA TX Technology Workforce 2...	1D	Y		A	10	09/01/2006
T	1D0308	LA TX Technology Workforce 2...	1D	Y		A	10	09/01/2006
T	1D0309	LA TX Technology Workforce 2...	1D	Y		A	10	09/01/2006
T	1D030A	LA TX Technology Workforce 2...	1D	Y		A	10	09/01/2006

# Banner to USAS Crosswalk



Cash accounts and claim on cash accounts are linked to a bank code on GXRBANK

Used for reconciliations of USAS and Banner cash entries

Bank codes for expired appropriations can be reused

The screenshot shows the Banner Bank Code Rules interface. The title bar reads "Bank Code Rules GXRBANK 9.3.12 [MC:1.0] (TTUSPRD) (TTU)". The main window is titled "BANK CODE RULE" and includes a toolbar with "Settings", "Insert", "Delete", "Copy", and "Filter" options. Below the toolbar, there are active filters: "Bank: E1" and a "Clear All" button. The interface is divided into two columns of fields. The left column contains: "Bank" (E1), "Name\*" (TTU Art IX Sec 17 34), "Active Status" (checked), "Effective Date" (07/23/2021), "Termination Date" (empty), "Base Currency" (USD - United States Dollars), "Bank ID\*" (R00933670 - Comptroller of Public Accounts 304), and "Bank Account\*" (277340001 - Number). The right column contains: "Chart of Accounts" (T - Texas Tech University), "Bank Fund" (BANK0C - Bank Fund), "Cash Account" (1D0232 - LA Art IX Sec 17 34 2022), "Interfund Account" (1D023A - LA Art IX Sec 17 34 CL), "ACH Status" (unchecked), "SUA Status" (unchecked), and "Next Change Date" (empty). At the bottom, there is a pagination bar showing "1 of 11" records and "Record 1 of 11".

# Banner to USAS Crosswalk



FZXUBNK: Ties a USAS bank code (set up on GXR BANK) to a USAS appropriation and fund

USAS Bank Codes Crosswalk Maintenance FZXUBNK 9.3.21 (TTUSPRD) (TTU)

ACTIVE FILTERS: COAS: T Budget Year: 22 Clear All Filter Again

COAS *	Budget Year *	USAS Bank Code	Appropriation	Fund
T	22	A1	10733	0001
T	22	A2	10733	0001
T	22	A3	10733	0001
T	22	A4	10733	0001
T	22	B1	10733	0255
T	22	B2	10733	0255
T	22	B3	10733	0255
T	22	B4	10733	0255
T	22	C1	13009	0001
T	22	C2	13009	0001
T	22	C3	13009	0001
T	22	D1	37840	0325
T	22	D2	13072	0001
T	22	D2	13155	0001
T	22	D3	13155	0001
T	22	E1	27734	0001

# Banner to USAS Crosswalk



## TTU's Fund Set Up

*Banner fund = one appropriation/strategy*

*Appropriation/strategy = multiple funds*

FTMFUND record shows appropriation and strategy

*Appropriation=bank code*

*Strategy=fund level 4*

TEXAS TECH UNIVERSITY SYSTEM Fund Code Maintenance FTMFUND 9.3.22 (TTUSPRD) (TTU)

FUND CODE MAINTENANCE

Active filters: Chart of Accounts: T Fund: 11B183 Clear All Filter Again

Chart of Accounts *	T ...	Financial Manager	R00514114 ... Sloan, Noel A.
<input checked="" type="checkbox"/> Active Status		Unbilled AR Account	...
Grant	...	Revenue Account	...
Proposal		Bank	E1 ... TTU Art IX Sec 17 34 <b>Appropriation/Fund</b>
Fund	11B183	Cash Receipt Bank Code	...
Title *	Veterinary Medicine Art IX Sec 17 3	Capitalization Fund Indicator	Cap Different or No Cap
Effective Date	08/04/2021	Capitalization Equity Account	...
Termination Date	...	Capitalization Fund	...
Next Change Date		Multiple Fund	(None)
Expenditure End Date	...	Balance Indicator	...
<input checked="" type="checkbox"/> Data Entry		Net Asset Subclass	...
Fund Type *	11 ... Educational and General	Restriction Indicator	(None)
<input type="checkbox"/> Fund Requires Effort Certification <b>Strategy</b>		Default Organization	...
Predecessor Fund	11BADA ... EG 3107 Vet Medicine Art IX Sec1734	Default Program	...
<input type="checkbox"/> Fund Requires Effort Allocation		Default Activity	...
		Default Location	...

# Banner to USAS Crosswalk



Account Index Code Maintenance FTMACCI 9.3.6 (TTUSPRD) (TTU)

ACCOUNT INDEX CODE MAINTENANCE

Active filters: Chart of Accounts: T Fund: 11B183 Clear All Filter Again

Chart of Accounts \* [dropdown] Effective Date 09/13/2021

Active Status Termination Date [calendar]

Account Index 018775 Next Change Date

Account Index Title \* Valid FOP

Accounting Distribution

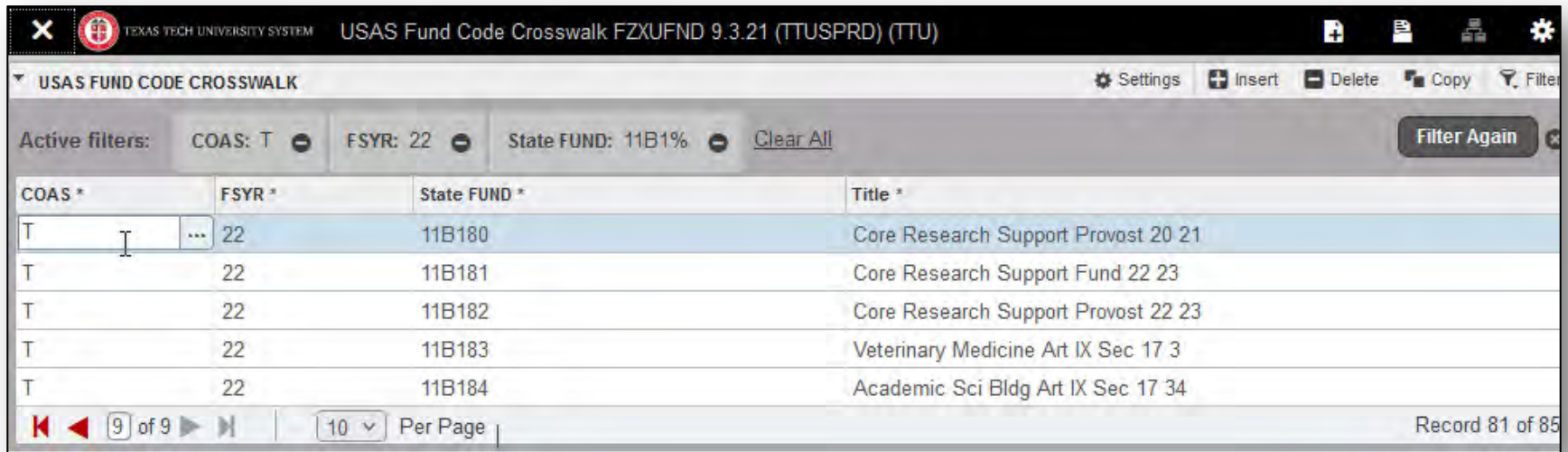
			Check to Override
Fund	[11B183]	Veterinary Medicine Art IX Sec 17 3	<input checked="" type="checkbox"/>
Organization	[B67000]	Veterinary Medicine	<input checked="" type="checkbox"/>
Account	[ ]		<input checked="" type="checkbox"/>
Program	[400]	Academic Support Expense	<input checked="" type="checkbox"/>
Activity	[ ]		<input checked="" type="checkbox"/>
Location	[ ]		<input checked="" type="checkbox"/>

1 of 44 Per Page Record 1 of 44

# Banner to USAS Crosswalk



FZXUFND: Tells TCC module that funds are a state fund



The screenshot shows a web application interface for the "USAS Fund Code Crosswalk FZXUFND 9.3.21 (TTUSPRD) (TTU)". The interface includes a header with the Texas Tech University System logo and title, a toolbar with "Settings", "Insert", "Delete", "Copy", and "Filter" options, and a filter section with "Active filters: COAS: T", "FSYR: 22", and "State FUND: 11B1%". A "Filter Again" button is also present. The main content is a table with four columns: "COAS \*", "FSYR \*", "State FUND \*", and "Title \*". The table contains five rows of data. At the bottom, there is a pagination control showing "9 of 9" records, "10 Per Page", and "Record 81 of 85".

COAS *	FSYR *	State FUND *	Title *
T	22	11B180	Core Research Support Provost 20 21
T	22	11B181	Core Research Support Fund 22 23
T	22	11B182	Core Research Support Provost 22 23
T	22	11B183	Veterinary Medicine Art IX Sec 17 3
T	22	11B184	Academic Sci Bldg Art IX Sec 17 34



# Banner to USAS Crosswalk

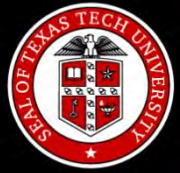


FZVUPCA: defines USAS PCAs. Data must be on this form to link a PCA to a fund or activity code on FZXPCA1 or FZXPCA3.

The screenshot shows the Banner Program Cost Account Code Validation FZVUPCA 9.3.21 (TTUSPRD) (TTU) interface. The table displays a list of PCAs with their corresponding COAS and descriptions. The interface includes a search bar, a filter button, and a table with columns for COAS, PCA Code, and Description.

COAS *	PCA Code *	Description *
	30722	TTU Fund 0325 Interest Revenue
T	30723	TTU GEER Texas Grant
T	30724	TTU GEER New and Continuing Students
T	30725	TTU GEER Upskill and Reskill
T	30726	TTU GEER Reporting Modernization
T	30751	TTU HEAF
T	30752	TTU HEAF Disaster Response
T	30760	TTU License Plate Scholarship SF
T	30779	TTU Texas Grants SF
T	30863	TTU CTR Financial Responsibility PS
T	30871	TTU Institutional Enhancement
T	30943	TTU Hill Country Ed Network PS
T	31052	TTU Viticulture and Enology Program
T	31063	TTU Core Research Support
T	31071	TTU Veterinary Medicine
T	31072	TTU Veterinary Medicine Art IX Sec 17 34

# Banner to USAS Crosswalk



TEXAS TECH UNIVERSITY SYSTEM PCA1 Crosswalk Maintenance FZXPCA1 9.3.21 (TTUSPRD) (TTU)

PCA1 CROSSWALK MAINTENANCE Settings Insert Delete Copy Filter

Active filters: Chart of Accounts: T USAS Bank Code: E1 Clear All Filter Again

Chart of Accounts *	<input type="text" value="i"/>	...	Texas Tech University	FICA PCA	<input type="text" value="39910"/>	...	TTUSA OASI Matching & State Share
Activity Code	<input type="text"/>	...		ORP PCA	<input type="text" value="39914"/>	...	TTUSA ORP
PCA Code	<input type="text"/>	...		TRS PCA	<input type="text" value="99323"/>	...	ELP TRS
USAS Bank Code *	<input type="text" value="E1"/>	...	TTU Art IX Sec 17 34				

State Appropriation

FICA	<input type="text" value="91142"/>			TRS	<input type="text" value="99323"/>		
ORP	<input type="text" value="97646"/>						

Effective Date \*

- Links Banner HR labor distribution elements (COA and Activity code) to a Program Cost Account and USAS Bank Code

# Banner to USAS Crosswalk



FZXPCA3: links Banner FOAPAL elements to the USAS PCA

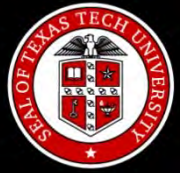
This is lookup table for Invoices and Payroll documents for appropriate PCA code to feed to USAS

The screenshot shows the "PCA3 Crosswalk Maintenance FZXPCA3 9.3.22 (TTUSPRD) (TTU)" application interface. The title bar includes the Texas Tech University logo and system name. The main window has a menu bar with "Settings", "Insert", "Delete", "Copy", and "Filter". Below the menu bar, there are active filters: "Chart of Accounts: T", "Fund Code: 11B183", and a "Clear All" button. A "Filter Again" button is also present. The main area contains several input fields and dropdown menus for data entry:

Chart of Accounts *	<input type="text" value="T"/>	Texas Tech University	Account Code	<input type="text"/>
Appropriation Year *	<input type="text" value="21"/>	01-SEP-2020 - 31-AUG-2021	Program Code	<input type="text"/>
Appropriation Seq *	<input type="text" value="42"/>		PCA Code *	<input type="text" value="31072"/> TTU Veterinary Medicine Art IX Sec 17 34
Fund Code	<input type="text" value="11B183"/>	Veterinary Medicine Art IX Sec 17 3	Effective Date *	<input type="text" value="08/04/2021"/>
Organization Code	<input type="text"/>		NACUBO Code	<input type="text" value="1100"/>

At the bottom, there is a pagination control showing "1 of 2" records and "Per Page" settings. The status bar indicates "Record 1 of 2".

# Banner to USAS Crosswalk



FZXPCA4 links FOAPAL elements to the correct bank code on FZXUBNK (by appropriation sequence entered on FZXPCA4 and FZXPCA3)

Required if not using Activity Code option

A screenshot of the Banner Appropriation Validation Crosswalk FZXPCA4 9.3.21 (TTUSPRD) (TTU) interface. The window title is "Appropriation Validation Crosswalk FZXPCA4 9.3.21 (TTUSPRD) (TTU)". The interface shows a search bar with "APPROPRIATION VALIDATION CROSSWALK" and buttons for "Settings", "Insert", and "Delete". Below the search bar, there are active filters: "Chart of Accounts: T", "Appropriation Year: 22", and "USAS Bank Code: E1", with a "Clear All" button. The main form area contains several input fields: "Chart of Accounts \*" with a dropdown menu showing "Texas Tech University"; "Appropriation Year \*" with a text box containing "22" and a date range "01-SEP-2021 - 31-AUG-2022"; "Appropriation Seq \*" with a text box containing "42"; "USAS Bank Code \*" with a dropdown menu showing "E1" and "TTU ARP"; and "Effective Date \*" with a date picker showing "08/04/2021".

# Appropriation Tables



- GXR BANK – Bank Code Rules
- FZXUBNK – USAS Bank Code Crosswalk Maintenance Form
- FTMFUND – Fund Code Maintenance
- FTMACCI – Account Index Code Maintenance
- FZXUFND – USAS Fund Code Crosswalk Form
- FZVUPCA – Program Cost Account Code Validation Form
- FZXPCA1 – PCA1 Crosswalk Maintenance Form
- FZXPCA3 – PCA3 Crosswalk Maintenance Form
- FZXPCA4 – PCA4 Appropriation Validation Crosswalk
- Interest Allocation (not in Banner)



# Data Fields

- GXR BANK – 11
- FZXUBNK – 5
- FTMFUND – 9
- FTMACCI – 7
- FZXUFND – 4
- FZVUPCA – 3
- FZXPCA1 – 9
- FZXPCA3 – 7
- FZXPCA4 – 5
- Interest Allocation - 9

9 different Banner tables with a total of 60 data fields.

An additional 9 fields are in Interest Allocation.

# About Dynamic Forms



- Automation tool
- Route a document for approval at single or multiple steps/levels
- Has ability to pull data from applications and also write to applications
- Writes to Banner with use of an API similar to executing a SQL
- Forms can be made public or be behind single sign-on authorizations
- Required Fields

# Dynamic Forms



## TEXAS TECH UNIVERSITY Accounting Services™

### New Appropriation Set-up Form

Appropriation:   
 Date:

USAS	Data	Completed	Notes
Appropriation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund	<input type="text"/>	<input type="text"/>	<input type="text"/>
PCA	<input type="text"/>	<input type="text"/>	<input type="text"/>
RTI (if needed)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Funds Received	<input type="text"/>	<input type="text"/>	<input type="text"/>

**GXRBANK**

Bank  TEST

Add notes?

Check to Update       Updated info

Name

Active Status

Effective Date

Base Currency

Bank ID

Bank Name

Bank Account Number

Chart of Accounts

Bank Fund

Cash Account

Interfund Account

**FZXUBNK**

Bank  Chart of Accounts

Budget Year

Appropriation  Appropriation Fund

Add notes?

**FTMFUND**

Fund

Add Notes?

Chart of Accounts  Data Entry

Active Status  Predecessor Fund

Grant  Financial Manager R#

Title  Financial Manager Name

Effective Date  Bank

Fund Type

**FTMACCI**

Account Index

Chart of Accounts  Effective Date

Fund  Account Index Title

Organization  Valid FOP

Program

**Interest Allocation**

Chart of Accounts  Fund

Organization  Account

Program  Percentage

**FZXUFND**

Chart of Accounts  Add Notes?

Fund  Fiscal Year

Fund Title

**FZVUPCA**

Chart of Accounts  Add Notes?

PCA Code  PCA Description

**FZXPCA1**

Chart of Accounts  Add Notes?

Effective Date  USAS Bank Code

FICA PCA  FICA

ORP PCA  ORP

TRS PCA  TRS

**FZXPCA3**

Chart of Accounts  Add Notes?

Appropriation Year  PCA Code

Appropriation Sequence  Effective Date

Fund Code  NACUBO Code

**FZXPCA4**

Chart of Accounts  Add Notes?

Appropriation Year  USAS Bank Code

Appropriation Sequence  Effective Date

Signature \_\_\_\_\_

Review	Data	Completed	Notes
Interest Allocation	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Revenue Recorded	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
SDAT	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Check Chain Request	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
New Fund System Set-up	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
ReconNet Set-Up	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Screenshots	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
Upload to Xtender	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>



# Dynamic Forms Creation



Add Item Add Item Template Edit Item Styles

Layout Table	Short Answer	Long Answer
Text & HTML	Image	File Upload
Date Picker	Choice List	Check Box
Radio Buttons	Signature	Existing Item

<b>FZXUBNK</b>	Add notes? <input type="checkbox"/>	<b>Notes</b>	FZXUBNK_NOTES
Bank	FZXUBNK_BANK_CODE	Chart of Accounts	FZXUBNK_COAS_CODE
Budget Year	FZXUBNK_BUDGET_YR		
Appropriation	FZXUBNK_APPROPRIATIC	Appropriation Fund	FZXUBNK_FUND_CODE



# Repeated Data

- Banner will allow a user to copy/paste data elements
  - Bank code, PCA, Fund, Chart of Accounts, Budget/Appropriation Year
  - One data element at a time
  - Moving from table to table
- Dynamic Forms will allow fields to be linked
  - “Calculated Field”
  - Populate data in multiple locations when entered once
  - Concatenate functionality
    - *Format numbers as Text*

# Calculated Fields



Add Item   Add Item Template   Edit Item   Styles

Name    Width     Required?   **Advanced**

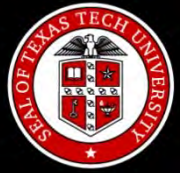
Label      Hide label?   Accessibility Label

Calculated field?  

**Values**

**Expression**

# Rules – If/then



The image shows a screenshot of a web form for managing bank accounts. The form is divided into several sections. On the left, there is a list of fields: Name, Active Status, Effective Date, Base Currency, Bank ID, Bank Name, Bank Account Number, Chart of Accounts, Bank Fund, Cash Account, and Interfund Account. Each field has a corresponding input box or checkbox. A red box highlights a column of checkboxes labeled "Check to Update". To the right of this column is a section labeled "Updated Info". A large black callout box is drawn over the form, with a pointer indicating the "Check to Update" column. The background of the form is slightly blurred, showing the "Texas Tech University Accounting" logo and some text.

- We must re-use Bank Codes
  - User enters Bank Code and current info populates
  - User can update specific data elements

# Rules – If/then



Name  Width   Required? ⚙️ Advanced

Label    Hide label? Accessibility Label  🔑 Rules 1

Rule 10 ✎ 🗑

GXVBANK\_ACCT\_NAME\_CHECKBOX (as text) is answered

IF

THEN Show [TextBox] GXVBANK\_ACCT\_NAME\_NEW. show on PDF

Rule 10 📄 ✕

	Item	Treat Value As	Comparison	Value
IF	<input type="text" value="GXVBANK_ACCT_NAM"/>	<input type="text" value="Text"/>	<input type="text" value="Is Answered"/>	
	<input type="button" value="Add Condition"/>			<input type="button" value="🗑"/>
THEN	<input type="text" value="SHOW"/>	<input type="text" value="[TextBox] GXVBANK_ACCT_NAME_NEW"/>	<input checked="" type="checkbox"/> Show/Hide on PDF?	
	<input type="button" value="Add Action"/>			<input type="button" value="🗑"/>



# Data Fields - *Updated*

- GXR BANK – ~~11~~ 1\*
- FZXUBNK – ~~5~~ 1
- FTMFUND – ~~9~~ 8
- FTMACCI – ~~7~~ 5
- FZXUFND – 4 0
- FZVUPCA – ~~3~~ 1
- FZXPCA1 – ~~9~~ 6
- FZXPCA3 – ~~7~~ 3
- FZXPCA4 – ~~5~~ 1
- Interest Allocation – ~~9~~ 5

~~9 different Banner tables with a total of 60 data fields.~~

~~An additional 9 fields are in Interest Allocation.~~

**1 Dynamic Form with 31\* data fields.**

*\*Depends on # of updates to existing bank code.*

# Efficiencies Gained



- Reduces possibility of forgetting a Banner table
- Reduces number of data-enterable elements
  - No need to re-enter the same information multiple times
  - Smaller possibility of data entry errors
- One document to capture all information for appropriation
- Add approval level for data review
- Document saved to Xtender (electronic document management tool)



# Other Dynamic Forms

- Update Start Date on FFADEPR
- Security Access Form
- Attribute Updates
- Asset Contact on FFVSDAT
- Asset Status in FFBMAST
- Manual Check Request (routes for approvals, does not write to another application)
- *Several others in early development...*



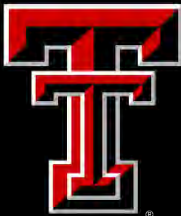
# Questions



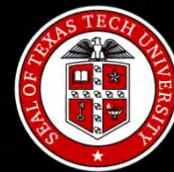
# My Questions for You



- Does your university delete expired PCAs from FZUPCA?
- Does your university delete terminated and/or inactive funds from FZXUFND?
- If university is not using Activity code, do they have to fill out FZXPCA1?



TEXAS TECH UNIVERSITY  
Accounting Services™



# Contact Us!

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