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

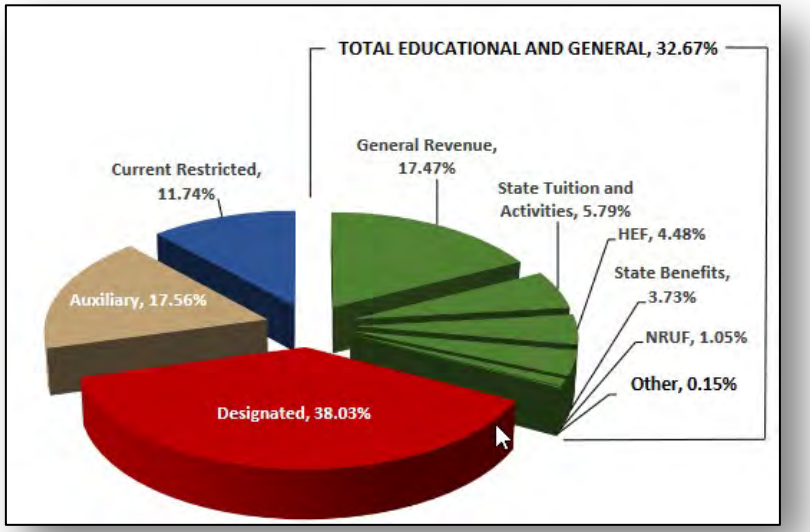
STUDENTS*	FACULTY**	STAFF**	BUDGET***
40,666	1,809	5,250	$1.1B

TTU IRIM website: *Fall 2021 Total Enrollment Full/Part Time Fact Book; **TTU FTE State Employees Report 1st Quarter FY2022; ***TTU Operating Budget FY2022;

TTU Appropriated Funding

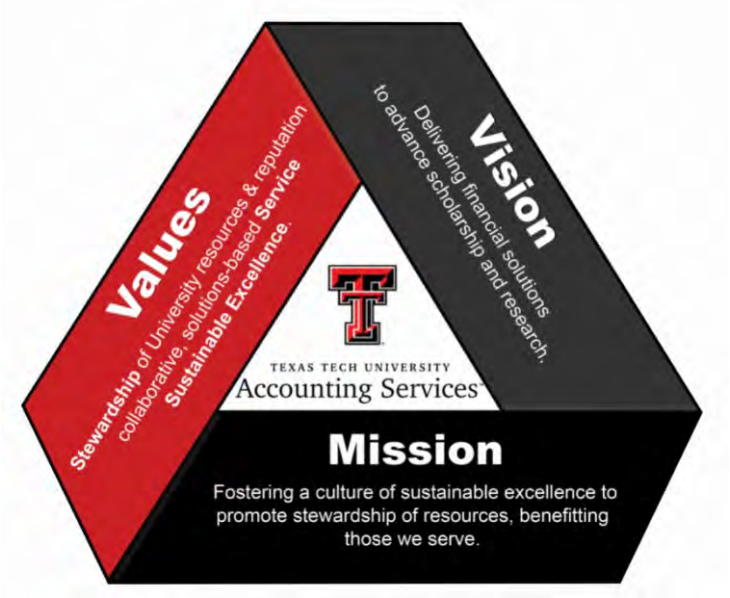
FY2022 Budget

- 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

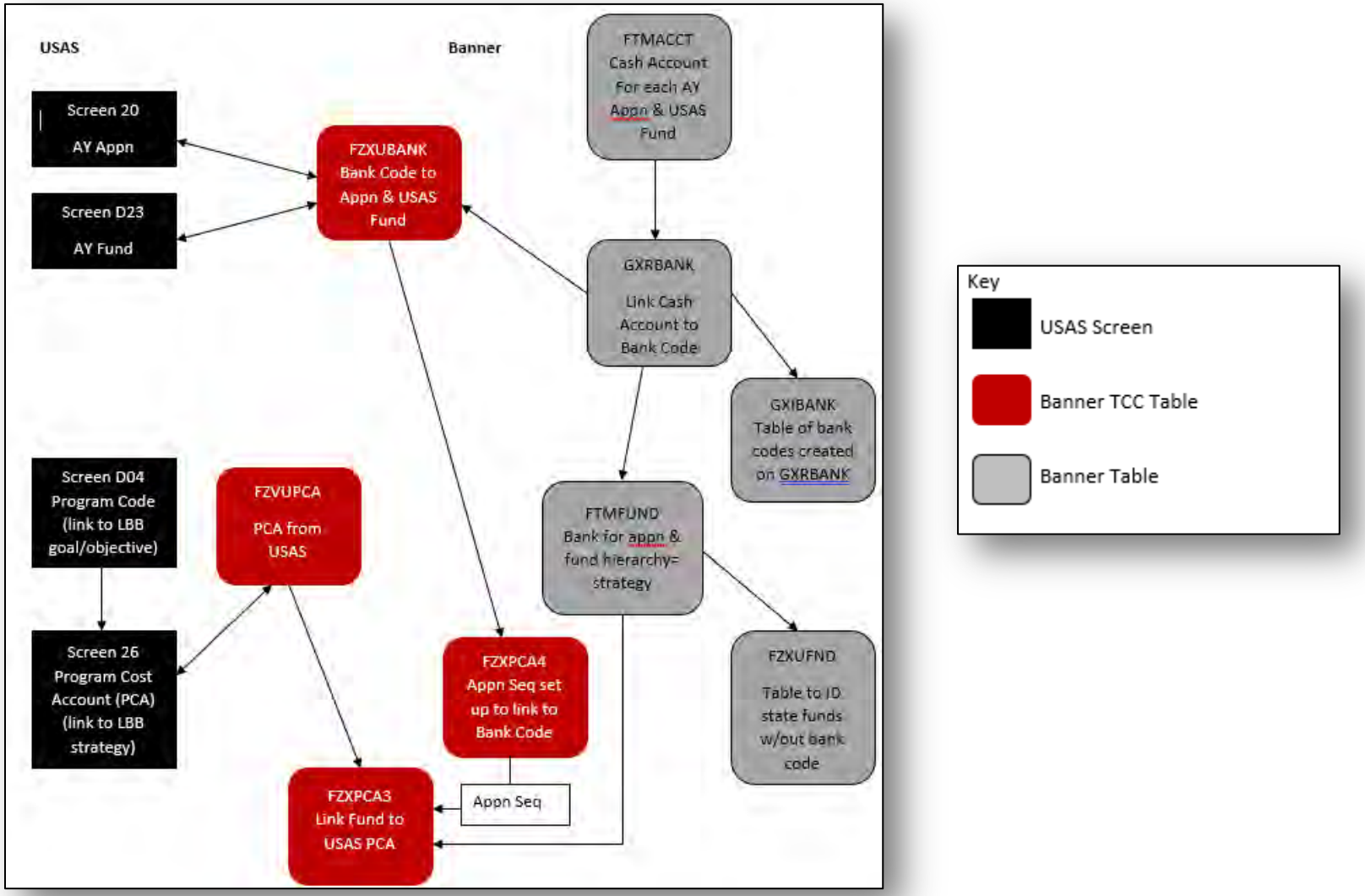
Enable creation of the USAS document on the USAS maintenance form FZAINVA

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

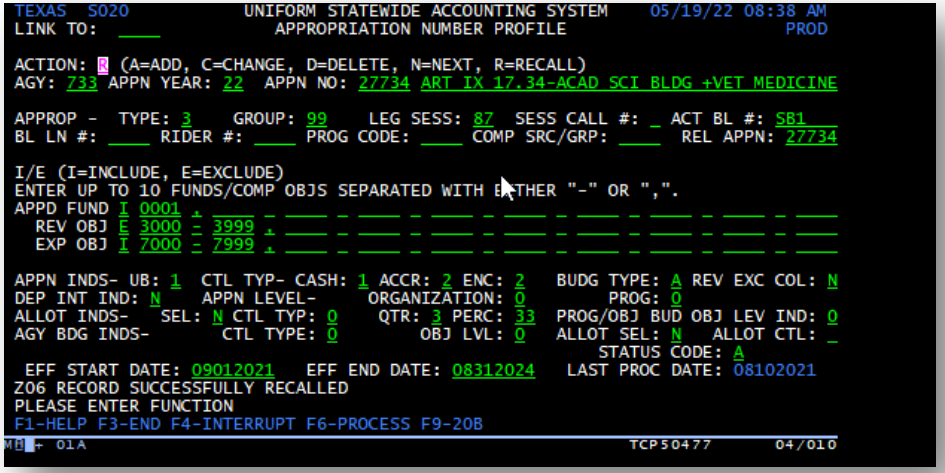
Appropriation: Article IX Section 17.34 Academic Sciences Bldg and Vet Med

Date: 7/22/2021

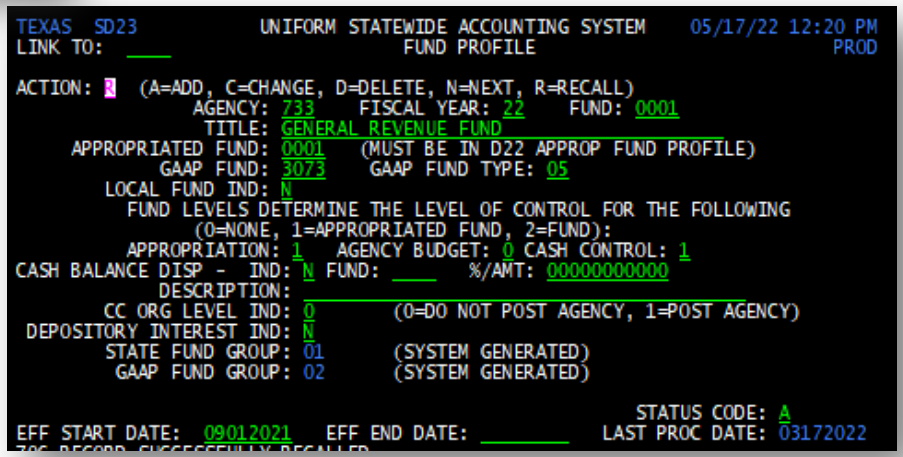
USAS	Data	Completed	Notes
Appropriation	27734	✓	Set up by ACO - see screen shot
Fund	0001	✓	Assigned by ACO
PCA	31072, 35131, PC 3513	✓	7/22/2021 see screen shots
RTI (if needed)			NA
Funds received	B7332201		GAA Funding - will budget with B Doc

Banner	Data	Completed	Notes
FTMACCT cash account-Contact Sharon to set up	1D0232	✓	7/22/2021 Lori see screen shot
FTMACCT revenue account if needed-Contact Sharon to set up			NA
GXIBANK-find available bank code	E1	✓	7/23/2021 - see screen shot
GXRBANK-set up or change	E1	✓	7/23/2021
FZXUBNK-set up or change	E1 27734 0001	✓	see screen shot
FTMFUND-set up or change (need to know predessesor)	11B183, 11B184	✓	7/23/2021 see screen shots
Fund Manager	Noel Sloan	✓	
Fund Predessesor	11BADA, 11BDCA	✓	
Grant ID to add on FTMFUND if needed.			
FZXUFND-verify or set up		✓	8/4/2021 see screen shot
FZVUPCA-verify or set up	31072, 35131	✓	7/22/2021 see screen shots
FZXPCA1-verify or set up		✓	8/4/2021 see screen shot
FZXPCA3-set up		✓	8/4/2021 see screen shot
FZXPCA4-verify or set up		✓	8/4/2021 see screen shot
FTMACCI-need org and org manager	[redacted]	✓	8/4/2021 see screen shots
Org			
Org Manager			
Revenue recorded			will be recorded in Sept 2021with original budget
SDAT		✓	already set up
Check Chain request			NA
New Fund System set up		✓	can be done in Sept 2021if needed
ReconNet Set up (in ReconNet and COGNOS reports)		✓	This will be done at the beginning of FY22
Screen shots of set up-include USAS screen 20, 26, 55 and Banner FTMFUND, FTMASCCI, FZXPCA3		✓	
Upload to Xtender		✓	

Banner to USAS Crosswalk

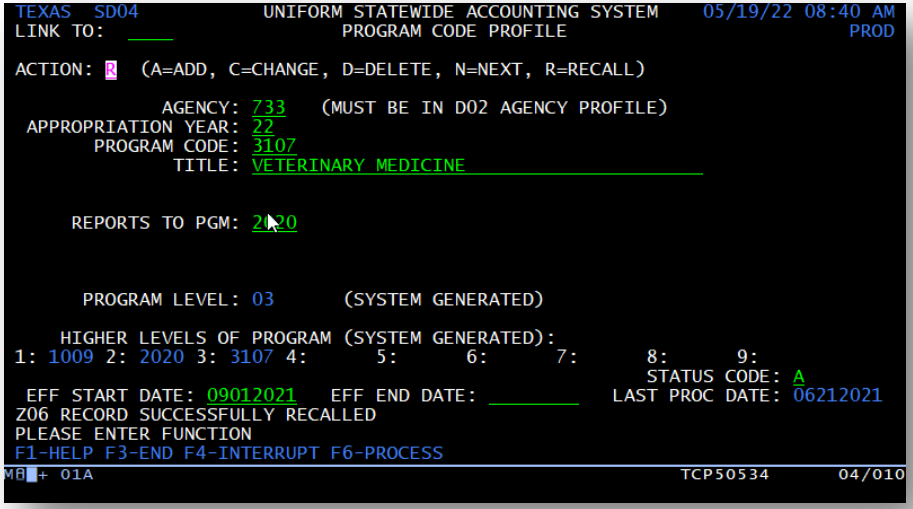


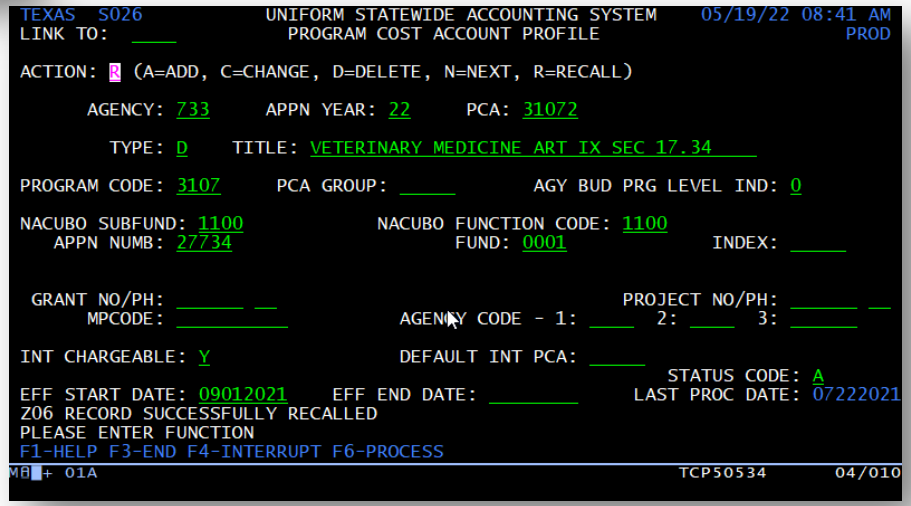
USAS screens for Appropriation and Funds



Banner to USAS Crosswalk

USAS Screens for Program Code and Program Cost Account





Banner to USAS Crosswalk

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

TEXAS TECH UNIVERSITY SYSTEM Account Code Validation FTVACCT 9.0 (TTUSPRD) (TTU)

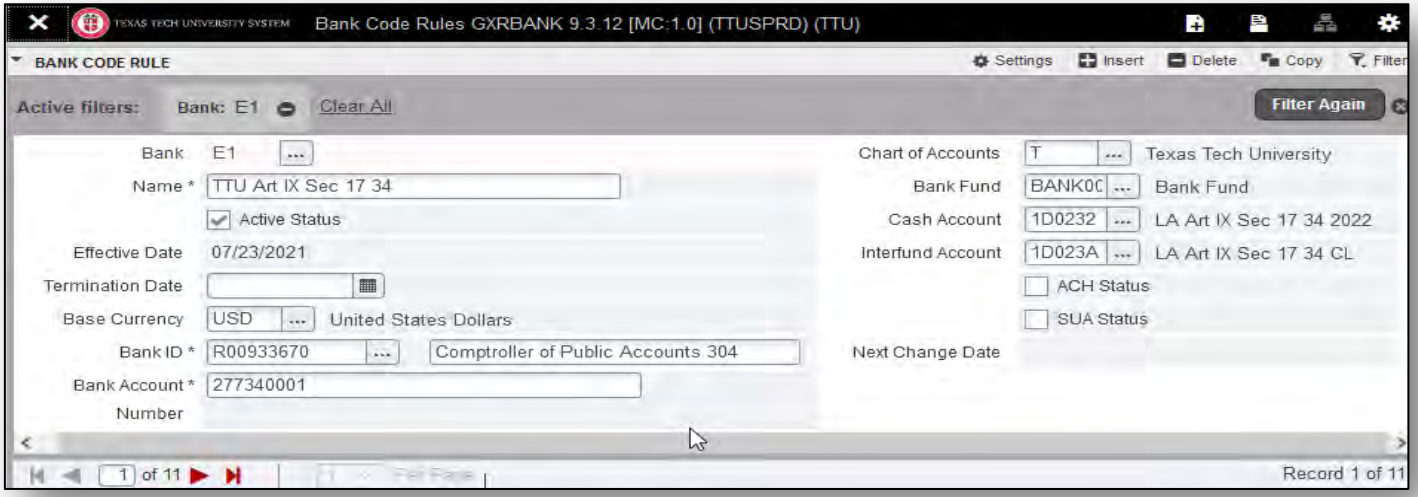
Chart of Accounts	Account Code	Title	Type	Data Entry	Account Class	Status	Internal Type	Effective Date
T	1D020A	LA Optional Retirement ORP 2...	1D	Y		A	10	09/01/2006
T	1D020C	LA Optional Retirement ORP 2...	1D	Y		A	10	09/01/2006
T	1D020D	LA Optional Retirement ORP 2...	1D	Y		A	10	09/01/2006
T	1D020D	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

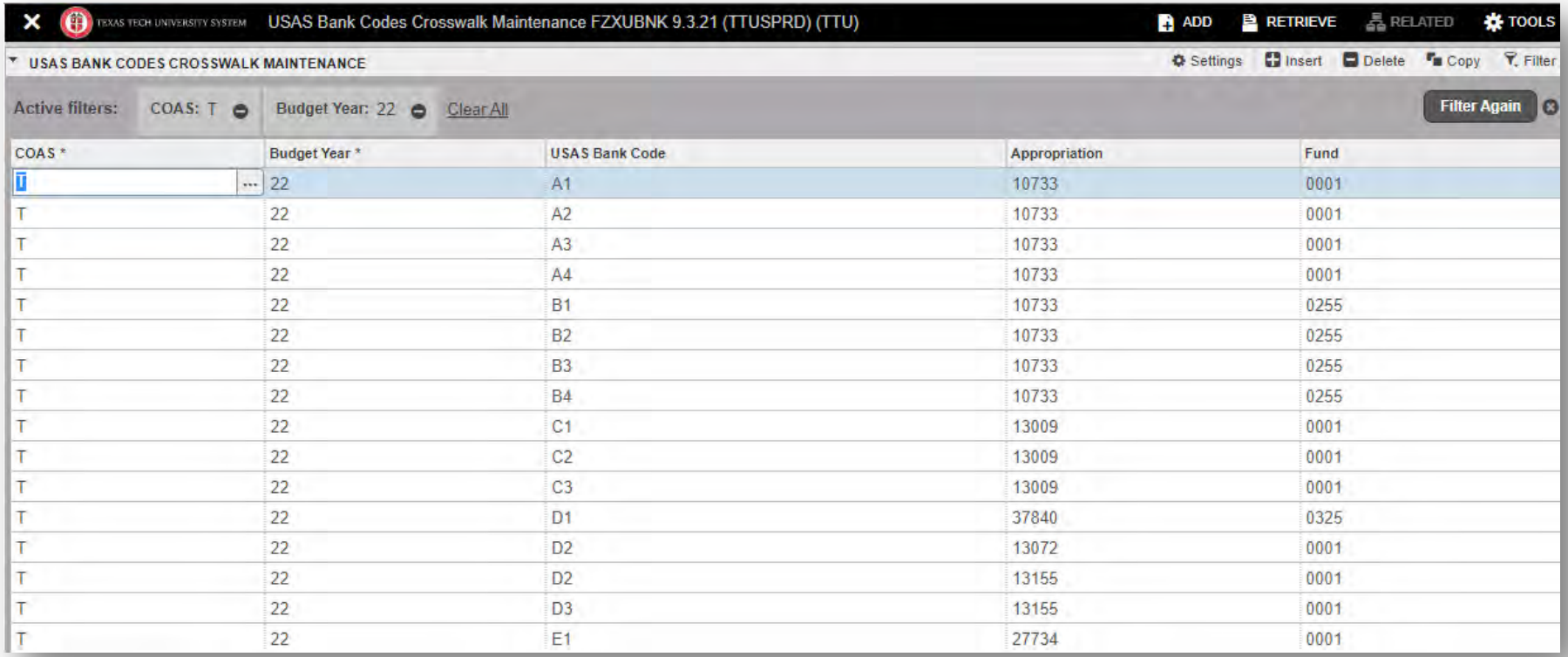
Used for reconciliations of USAS and Banner cash entries

Bank codes for expired appropriations can be reused



Banner to USAS Crosswalk

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



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

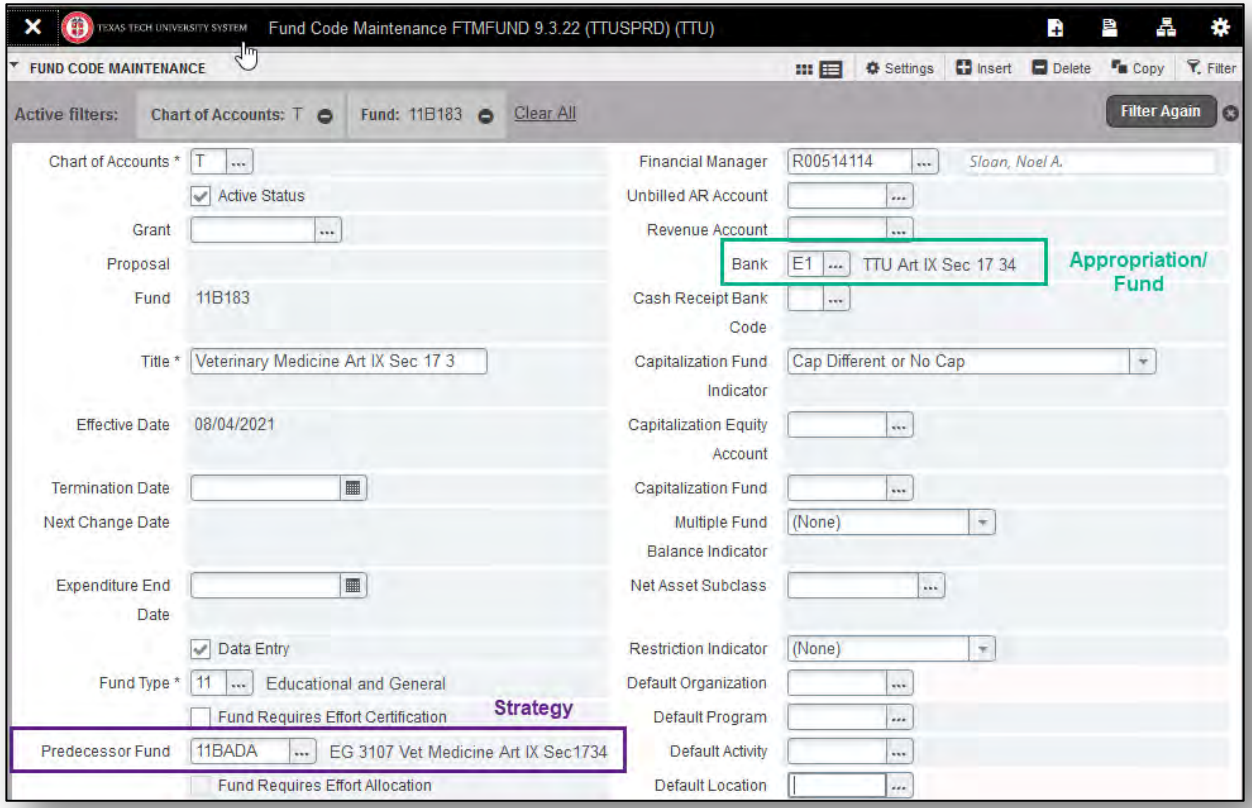
Banner fund = one appropriation/strategy

Appropriation/strategy = multiple funds

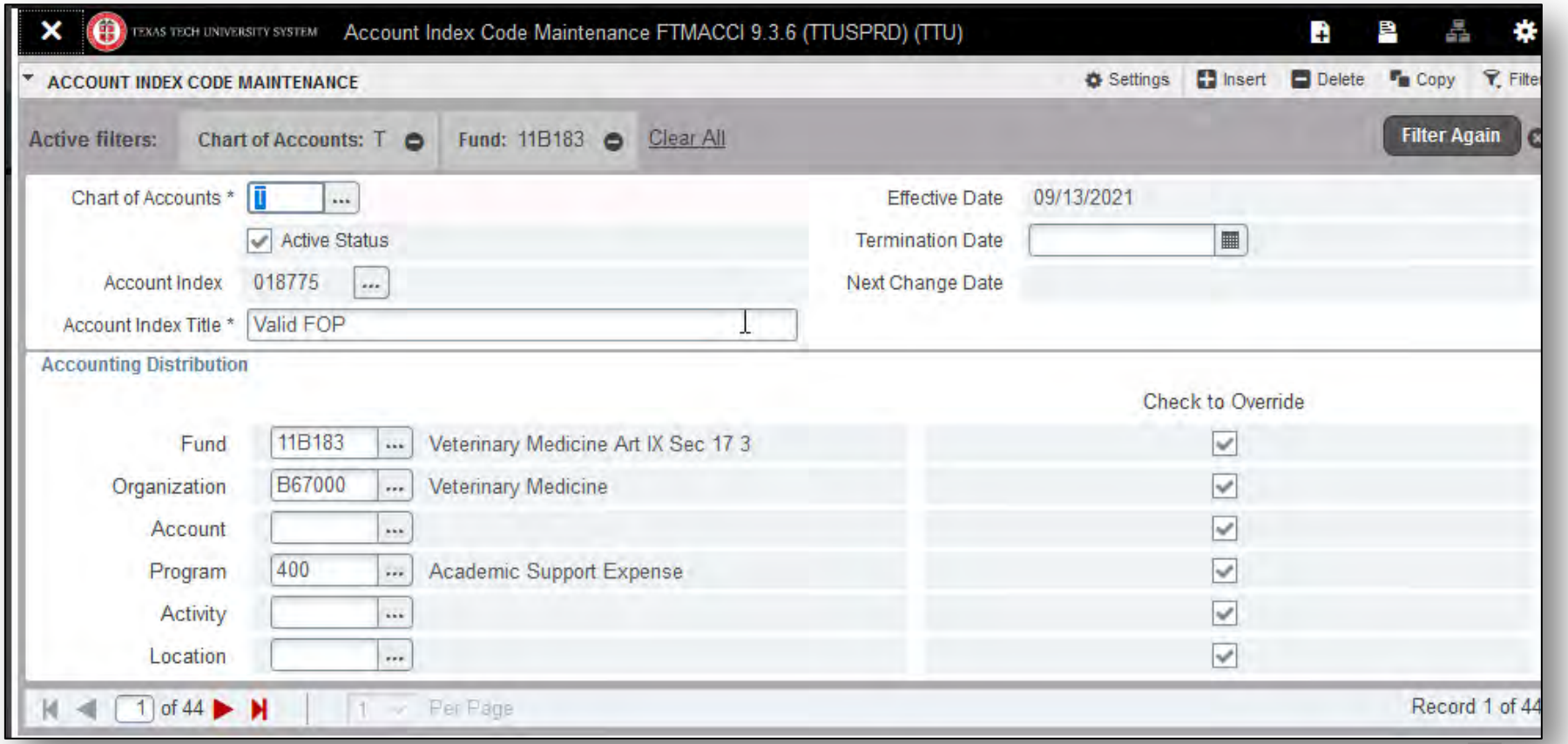
FTMFUND record shows appropriation and strategy

Appropriation=bank code

Strategy=fund level 4



Banner to USAS Crosswalk



Banner to USAS Crosswalk

FZXUFND: Tells TCC module that funds are a state fund

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.

Program Cost Account Code Validation FZVUPCA 9.3.21 (TTUSPRD) (TTU)

PROGRAM COST ACCOUNT CODE VALIDATION

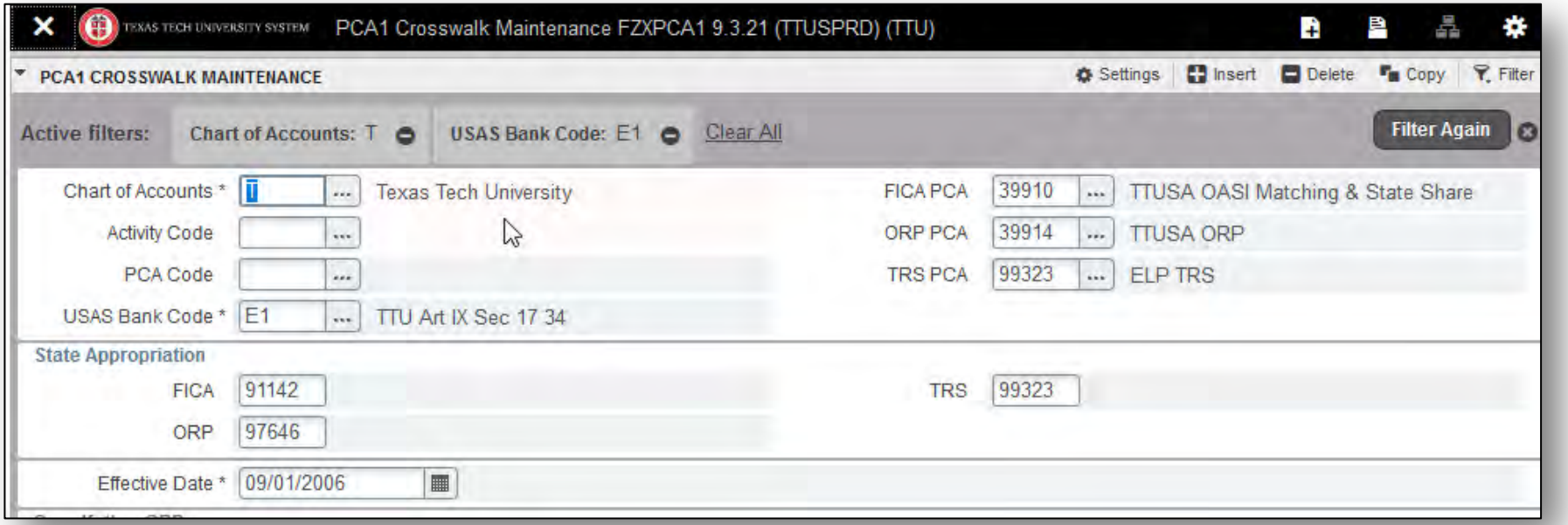
Settings | Insert | Delete | Copy | Filter

Active filters: COAS: T Clear All

Filter Again

COAS *	PCA Code *	Description *
T	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

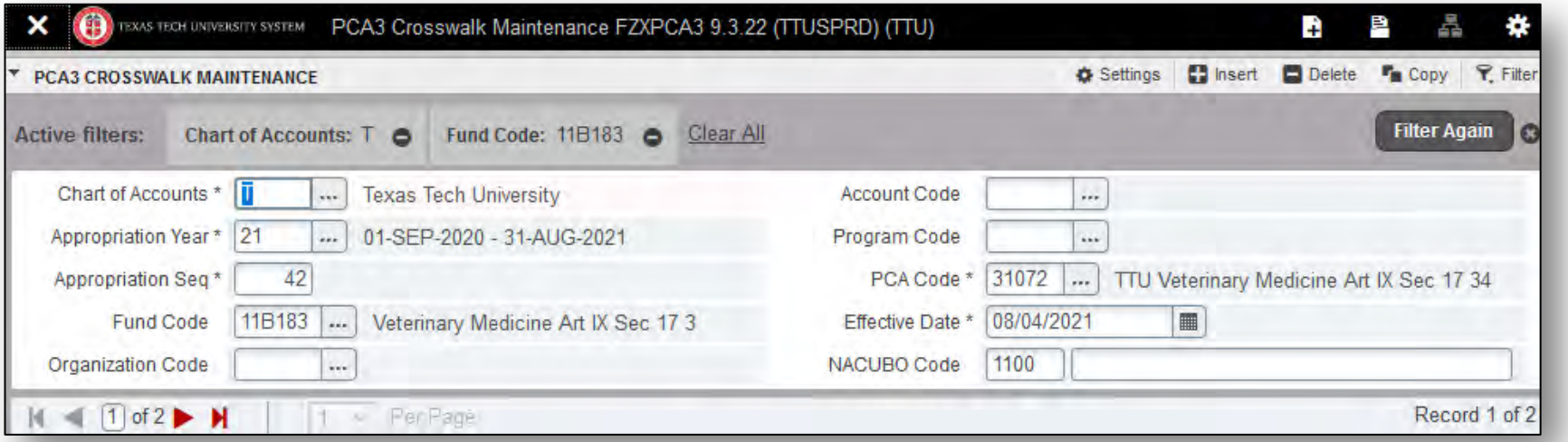


- Links Banner HR labor distribution elements (COA and Activity code) to a Program Cost Account and USAS Bank Code

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



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

Appropriation Tables

- GXRBANK – 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

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

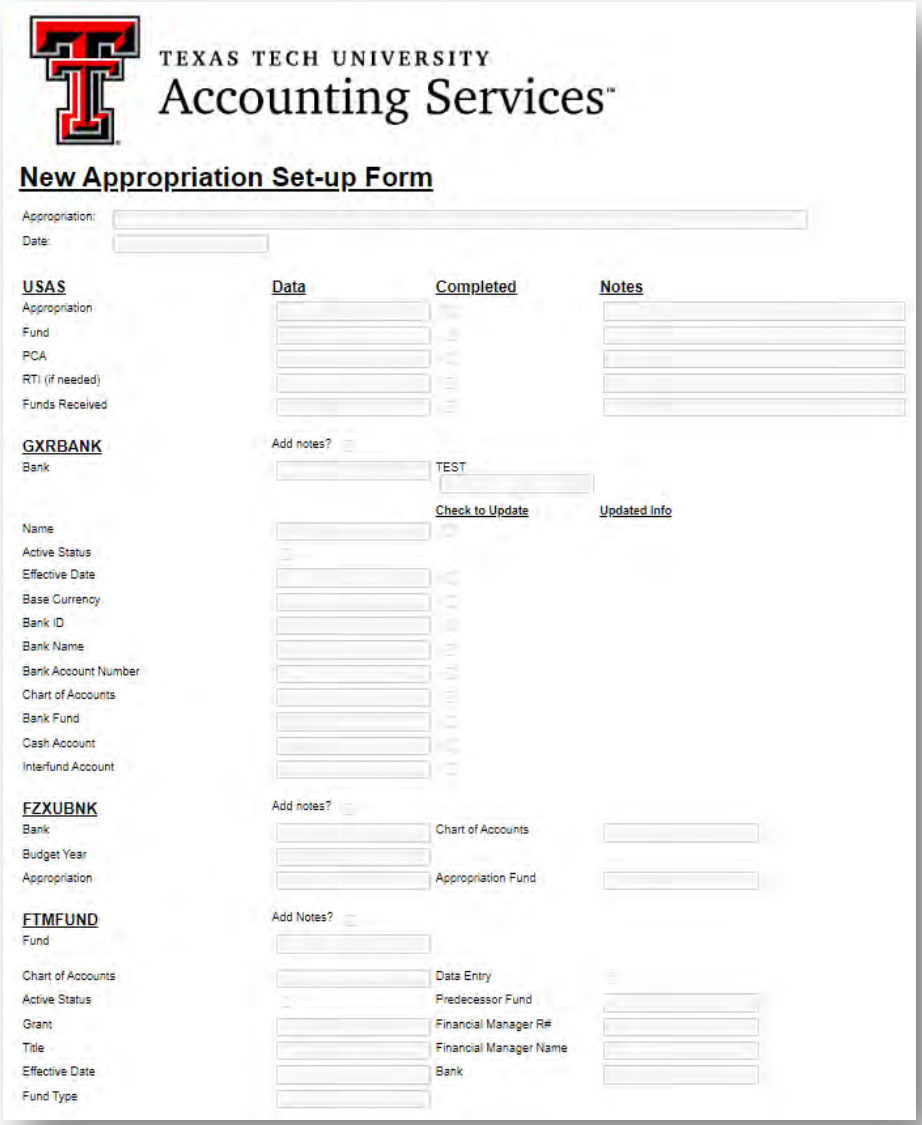
9 different Banner tables with a total of 60 data fields.

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			
Fund			
PCA			
RTI (if needed)			
Funds Received			

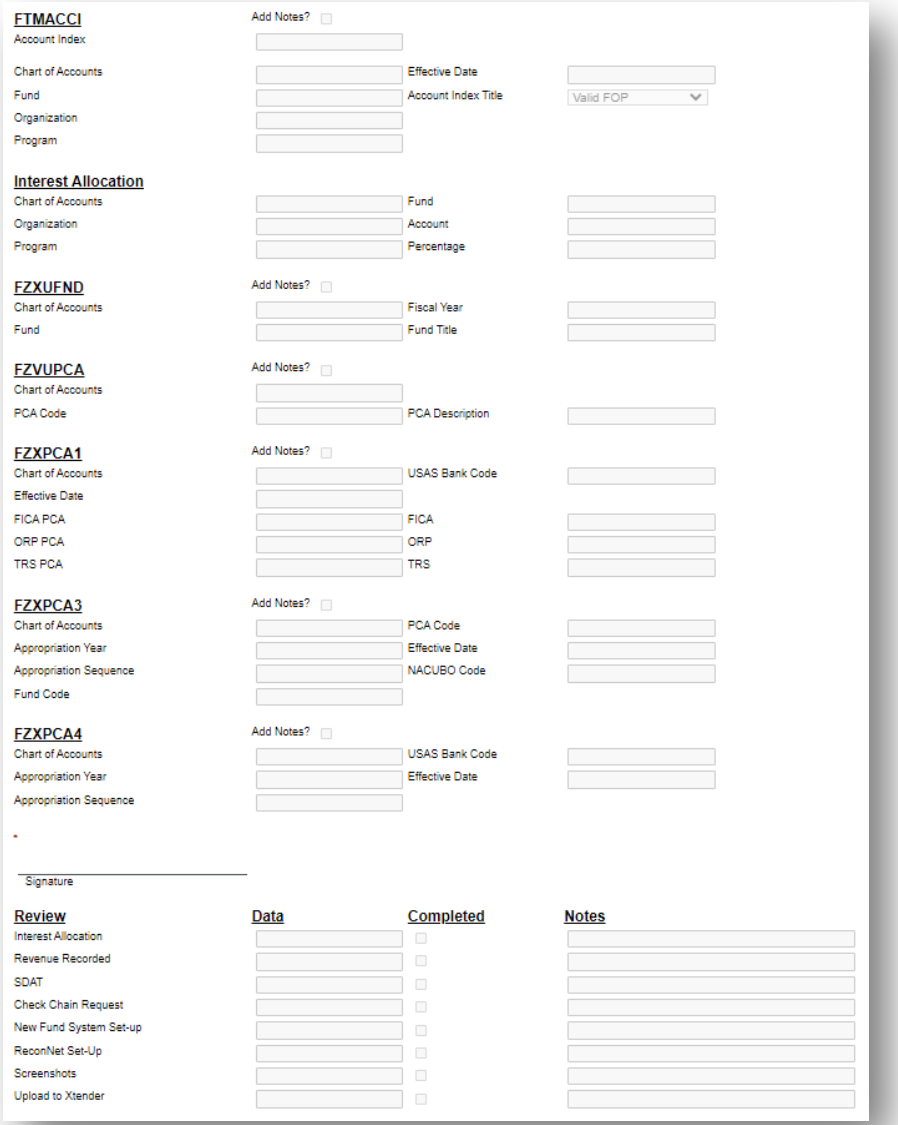
GXRBANK Add notes?
Bank — TEST

	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 Add notes?
Bank — Chart of Accounts
Budget Year
Appropriation — Appropriation Fund

FTMFUND Add Notes?
Fund

Chart of Accounts		Data Entry	
Active Status		Predecessor Fund	
Grant		Financial Manager R#	
Title		Financial Manager Name	
Effective Date		Bank	
Fund Type			



FTMACCI Add Notes?
Account Index
Chart of Accounts — Effective Date
Fund — Account Index Title — Valid FOP
Organization
Program

Interest Allocation
Chart of Accounts — Fund
Organization — Account
Program — Percentage

FZXUFND Add Notes?
Chart of Accounts — Fiscal Year
Fund — Fund Title

FZVUPCA Add Notes?
Chart of Accounts
PCA Code — PCA Description

FZXPCA1 Add Notes?
Chart of Accounts — USAS Bank Code
Effective Date
FICA PCA — FICA
ORP PCA — ORP
TRS PCA — TRS

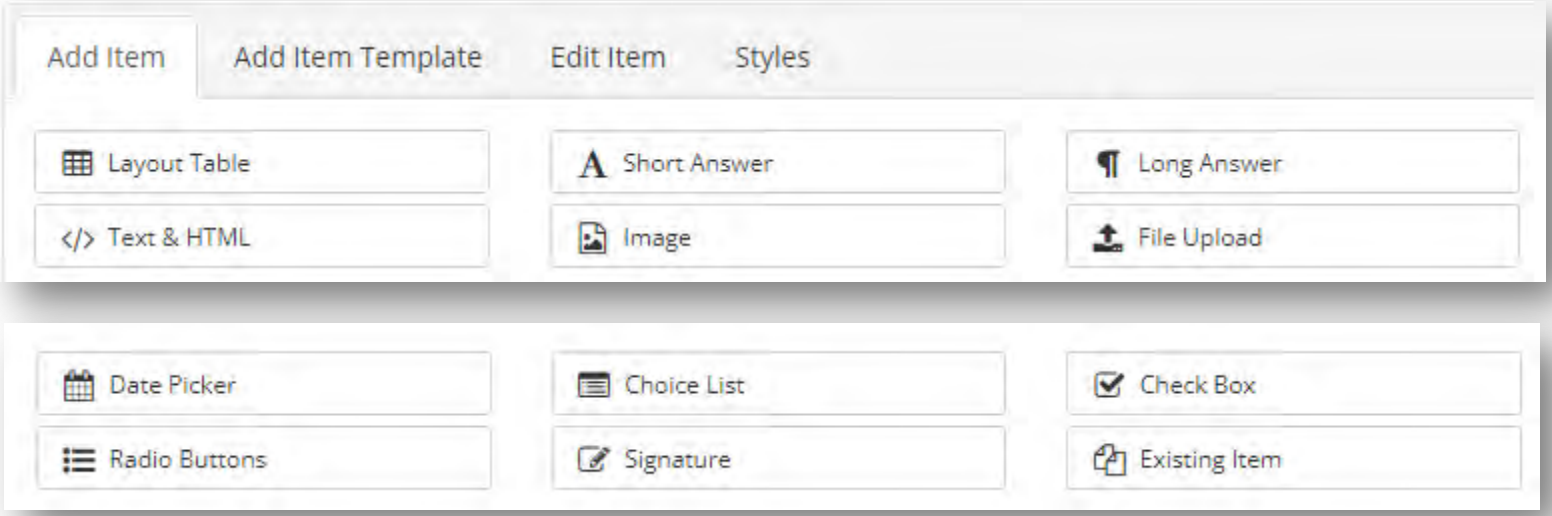
FZXPCA3 Add Notes?
Chart of Accounts — PCA Code
Appropriation Year — Effective Date
Appropriation Sequence — NACUBO Code
Fund Code

FZXPCA4 Add Notes?
Chart of Accounts — USAS Bank Code
Appropriation Year — Effective Date
Appropriation Sequence

Signature

Review	Data	Completed	Notes
Interest Allocation			
Revenue Recorded			
SDAT			
Check Chain Request			
New Fund System Set-up			
ReconNet Set-Up			
Screenshots			
Upload to Xtender			

Dynamic Forms Creation

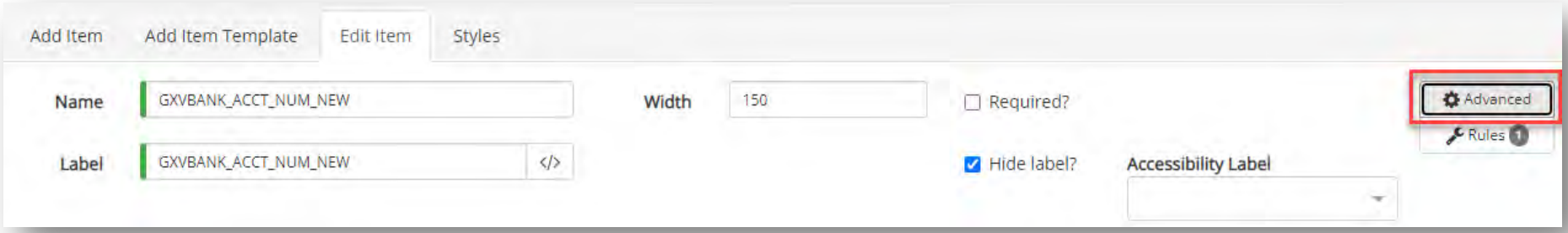


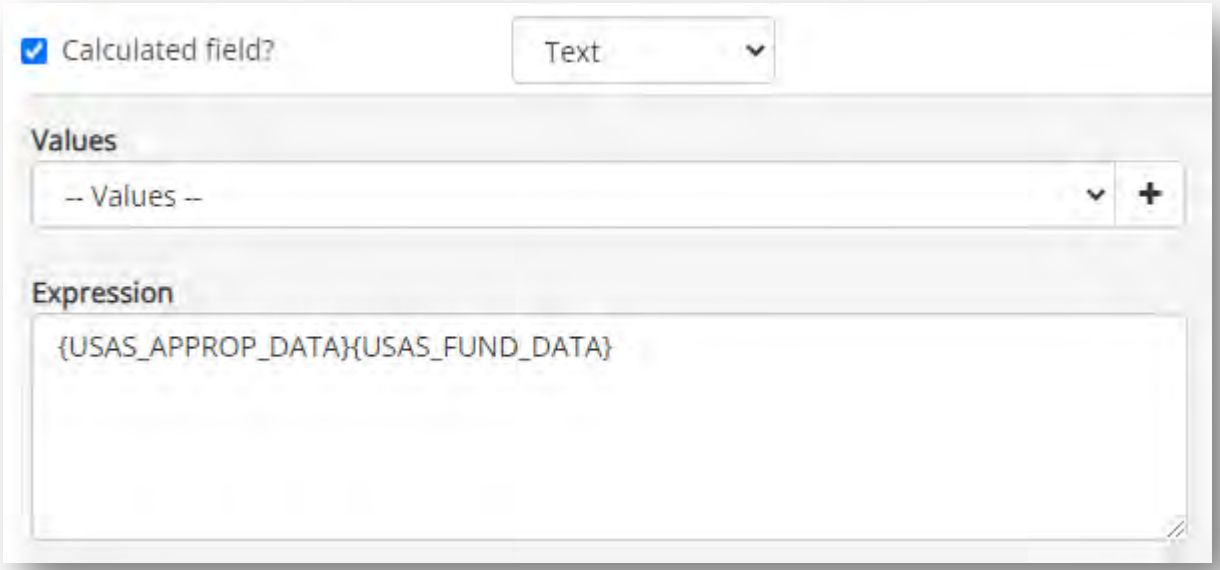
FZXUBNK	Add notes? ☐	**Notes**	FZXUBNK_NOTES
Bank	FZXUBNK_BANK_CODE	Chart of Accounts	FZXUBNK_COAS_CODE
Budget Year	FZXUBNK_BUDGET_YR		
Appropriation	FZXUBNK_APPROPRIATI(	Appropriation Fund	FZXUBNK_FUND_CODE

Repeated Data

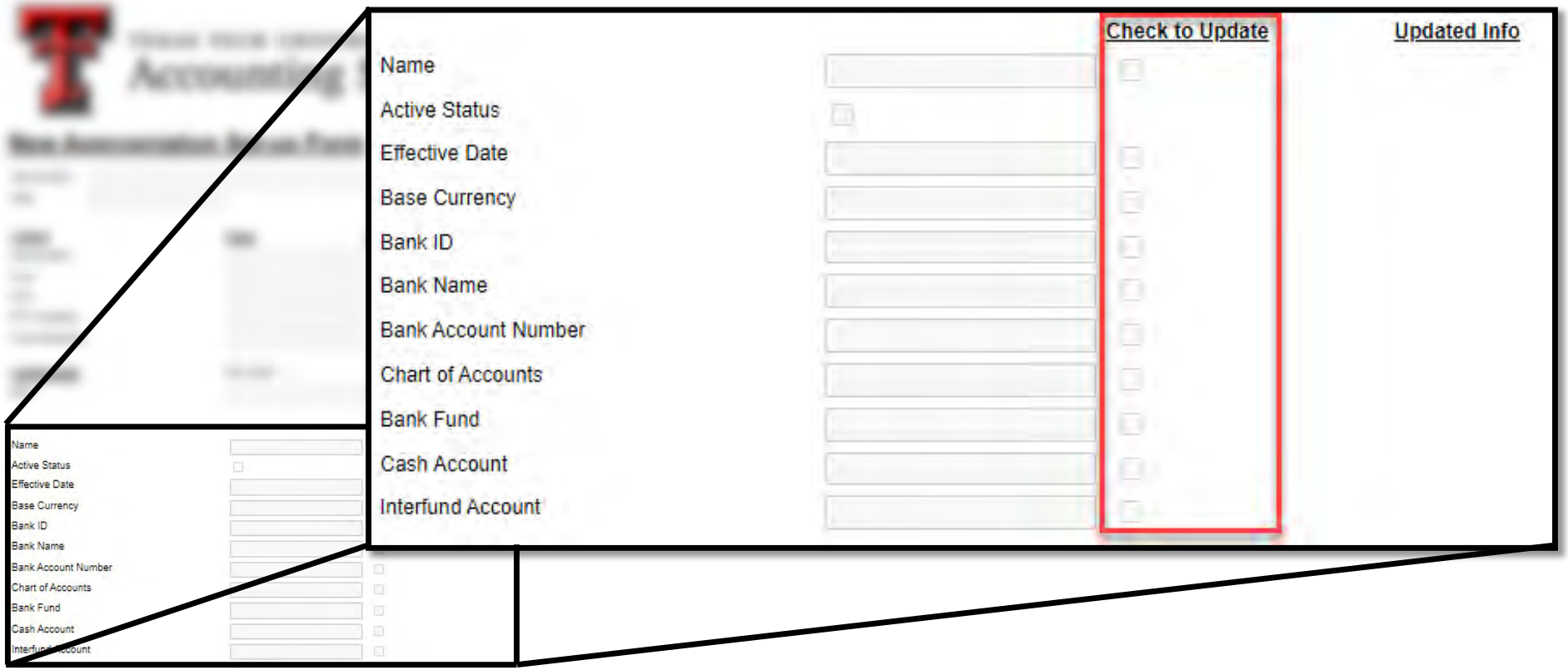
- Banner will allow a user to copy/paste data elements
  - Bank code, PCA, Fund, Chart of Accounts, Budget/Appropriation Year
  - One data element at a time
  - Moving from table to table
- Dynamic Forms will allow fields to be linked
  - "Calculated Field"
  - Populate data in multiple locations when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

Calculated Fields



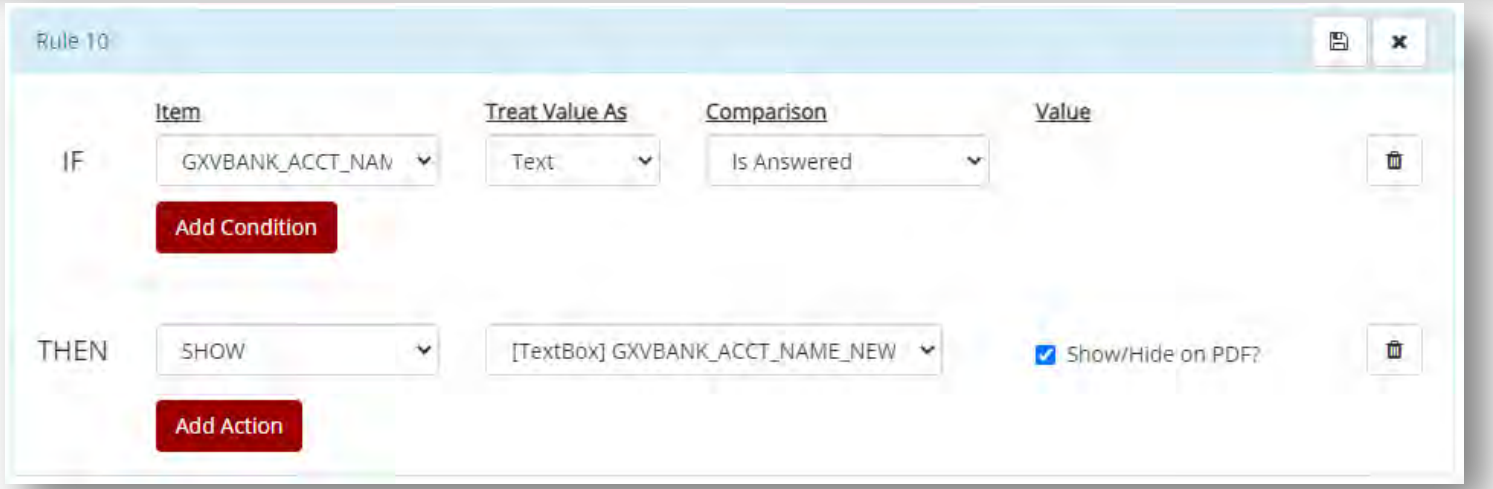


Rules – If/then



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

Rules – If/then



Data Fields - *Updated*

- GXRBANK – ~~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?

Contact Us!

cristy.jones@ttu.edu

larry.allen@ttu.edu