

NON-EDUCATIONAL/GENERAL FUNDS REPORT **(SENIOR UNIVERSITIES, MEDICAL AND DENTAL SCHOOLS ONLY)**

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NON-EDUCATIONAL/GENERAL FUNDS REPORT

(SENIOR UNIVERSITIES, MEDICAL AND DENTAL SCHOOLS ONLY)

- The purpose of the *Non-educational/General Funds Report* is to report on a monthly basis the total amount of salary paid from non-educational and general funds.
- Non-educational and general funds are defined as all funds except those funds used as a method of financing for an institutional appropriation in the General Appropriations Act or dedicated by the Constitution of the State of Texas.
- The state contribution rate is currently 6.8%.



REPORT AND TEXNET DEPOSIT AND DUE DATE

- Submit the *Non-educational/General Funds Report* each month, September through August.
- The monthly report and contributions are due to TRS by the 6th of the month following the close of the calendar month for which the report is prepared.
- Monthly deposits (contributions) are remitted to TRS through the State Comptroller using the Texas Network for Electronic Transfers (TEXNET). Deposits must be transmitted via TEXNET no later than 6:00 p.m., Austin time, on the 6th of the month following the close of the calendar month for which the deposits are due.
- *If the 6th falls on a weekend or a Federal holiday*, the TEXNET and Signature component must be transmitted no later than 6:00 p.m. the previous business day.



REPORT COMPONENTS

- Signature
- TEXNET Deposit

A Detail file is not a required component of the *Non-educational/General Funds Report*. However, the reporting entity is responsible for retaining the detailed data along with any supporting documentation which may be needed for future reference or audit.



REPORT COMPONENTS, CONTINUED

Signature – used to report and certify the total amount of salaries paid from non-educational and general funds and the total amount of contribution due.

- (1) The Signature is an electronic signature.
- (2) A Signature may only be submitted by a TRAQS user who has Signature authority.
- (3) **Submit the Signature component each month even if there are no salaries to report. The salary and contribution amount would be reported as zero.**



REPORT COMPONENTS, CONTINUED

TEXNET Deposit – State retirement contribution due on salaries paid from non-educational and general funds.

- Use the “Query” function of TRAQS to view the result of the TEXNET transmission. The result will be available the business day following the TEXNET settlement date.



TEXNET DEPOSIT AND DISTRICT LEDGER BALANCE

- Use the “Query” function of TRAQS to view the “District Ledger Balance” on the History Detail screen.
- The *Non-educational/General Funds Report* will reach the “Completed” status when the TEXNET Deposit and “District Ledger Balance” are equal to or greater than the amount indicated by the TRS-accepted Signature.
- The report status of “Completed” must be reached every month.



TEXNET DEPOSIT AND DISTRICT LEDGER BALANCE, CONTINUED

- **If the TEXNET Deposit for *Non-educational and General Funds* contains more money** than the Signature component indicates, the overage will be shown in the “District Ledger Balance” on the History Detail screen AFTER the report reaches the “Completed” status.
- When an overage occurs, reduce the amount of the TEXNET Deposit for that particular fund type the next month

OR

- Submit a prior month adjustment on the next month’s Signature component to apply the overage.
- **If the TEXNET Deposit contains less money** than the Signature component indicates, send an additional TEXNET Deposit for the balance due.



ERROR MESSAGES

- Use the “Query” function of TRAQS to view possible Error Messages AFTER each submission.
- An Error Message is fatal.
- Read the Error Message to determine the corrective action required.



PRIOR MONTH ADJUSTMENTS

- The Signature component contains the adjustments for salaries and contributions reported in error.
- The total of all prior month adjustments must be shown on the “Prior Month Adjustment” line of the Signature.
 - The reporting entity is responsible for retaining detailed data along with any supporting documentation which may be needed for future reference or audit.
- A positive adjustment is understood.
- A negative adjustment requires a minus sign.



HELPFUL HINTS

- “Query” each day until the Report Status of “Completed” has been reached.
- Each month’s *Non-educational/General Funds Report* must reach the Report Status of “Completed” before the next month’s report can reach the “Completed” status.

