TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

Financial Transaction System (FiTS) – Internal Purchase Funding Transfer Quick Start Guide

The Financial Transaction System (FiTS) replaces the current Internal Purchase Funding Transfer (IPFT) form. FiTS and related training documentation can be accessed from the WebRaider portal, F&A Work Tools tab, Finance Channel, under Accounting Services or through the following links:

FiTS

FiTS Training Documentation

Processing an IPFT request through FiTS requires three steps:

- Step 1 - IPFT
    - Enter the Purchase Transfer In FOP of the department receiving payment along with the Amount to be Transferred and the Description
    - Click **"Add"** and Continue to Purchase Transfer Out section
    - Enter the Purchase Transfer Out FOP of the department to be charged for payment along with the Amount to be Transferred and the Description
    - Click **"Add"** and scroll up to click on the tab for Step 2
- Step 2 – Questions Attachments Comments
    - Click **"Edit Answers"** and answer required questions with clear and adequate information
    - **"Save Answers"** and Continue to Attachments section
    - Add required attachment(s); adding comments is optional
    - Scroll up to click on the tab for Step 3
- Step 3 – Finish
    - Click **"Submit to Approvals"**

Email notifications from ITIS Financial Transaction Entry System will be sent to TEAM App Fund Managers and Approvers for each fund included in the IPFT notifying them that the IPFT is in their queue for approval. After TEAM App Fund Manager or Approver approval, the IPFT will route to Accounting Services for final review and processing.

Policy questions regarding the IPFT process can be directed to Accounting Services at AccountingElp@ttuhsc.edu. Training questions about FiTS can be directed to Finance Systems Management at FsmElp@ttuhsc.edu.