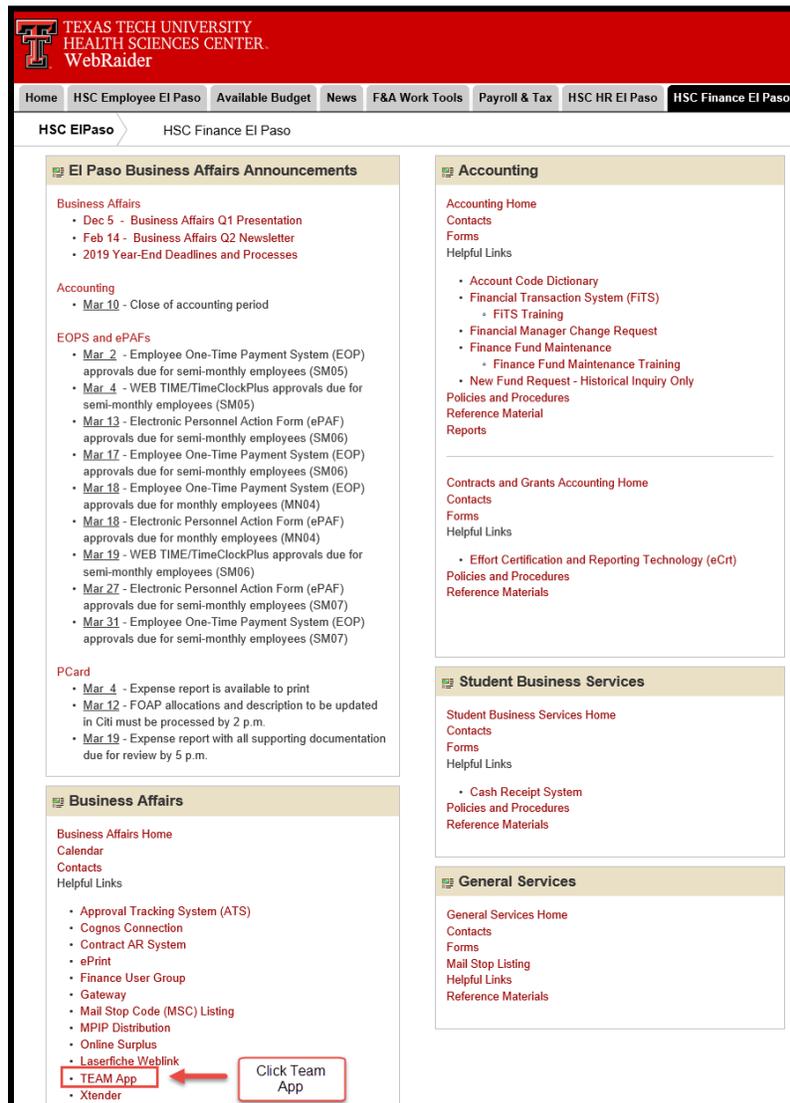


TEAM Application - Auditing Users in TechBuy

The **TEAM Application (TEAM App)** is the electronic registration/security process used for TTUHSC El Paso financial processes. This registration process allows Fund Managers to register departmental users who they deem necessary to shop, request, or approve their funds in TechBuy. Only a Fund Manager will be able to grant access to specific Banner Funds and assign roles to their departmental users for TechBuy. On an annual basis, the Fund Manager should review their funds to ensure the users and their level of access are still appropriate.

The **TEAM App** can be accessed from the WebRaider Portal under the HSC Finance El Paso tab as shown below. To begin the process of auditing, you will need to log into **TEAM App**.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
WebRaider

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[HSC El Paso](#) > [HSC Finance El Paso](#)

El Paso Business Affairs Announcements

Business Affairs

- Dec 5 - Business Affairs Q1 Presentation
- Feb 14 - Business Affairs Q2 Newsletter
- 2019 Year-End Deadlines and Processes

Accounting

- Mar 10 - Close of accounting period

EOPS and ePAFs

- Mar 2 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM05)
- Mar 4 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM05)
- Mar 13 - Electronic Personnel Action Form (ePAF) approvals due for semi-monthly employees (SM06)
- Mar 17 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM06)
- Mar 18 - Employee One-Time Payment System (EOP) approvals due for monthly employees (MN04)
- Mar 18 - Electronic Personnel Action Form (ePAF) approvals due for monthly employees (MN04)
- Mar 19 - WEB TIME/TimeClockPlus approvals due for semi-monthly employees (SM06)
- Mar 27 - Electronic Personnel Action Form (ePAF) approvals due for semi-monthly employees (SM07)
- Mar 31 - Employee One-Time Payment System (EOP) approvals due for semi-monthly employees (SM07)

PCard

- Mar 4 - Expense report is available to print
- Mar 12 - FOAP allocations and description to be updated in CRI must be processed by 2 p.m.
- Mar 19 - Expense report with all supporting documentation due for review by 5 p.m.

Business Affairs

[Business Affairs Home](#)
[Calendar](#)
[Contacts](#)
[Helpful Links](#)

- Approval Tracking System (ATS)
- Cognos Connection
- Contract AR System
- ePrint
- Finance User Group
- Gateway
- Mail Stop Code (MSC) Listing
- MPIP Distribution
- Online Surplus
- Laserfiche Weblink
- **TEAM App**
- Xtender

Accounting

[Accounting Home](#)
[Contacts](#)
[Forms](#)
[Helpful Links](#)

- Account Code Dictionary
- Financial Transaction System (FITS)
 - FITS Training
- Financial Manager Change Request
- Finance Fund Maintenance
 - Finance Fund Maintenance Training
- New Fund Request - Historical Inquiry Only

[Policies and Procedures](#)
[Reference Material](#)
[Reports](#)

Student Business Services

[Student Business Services Home](#)
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[Forms](#)
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- Cash Receipt System

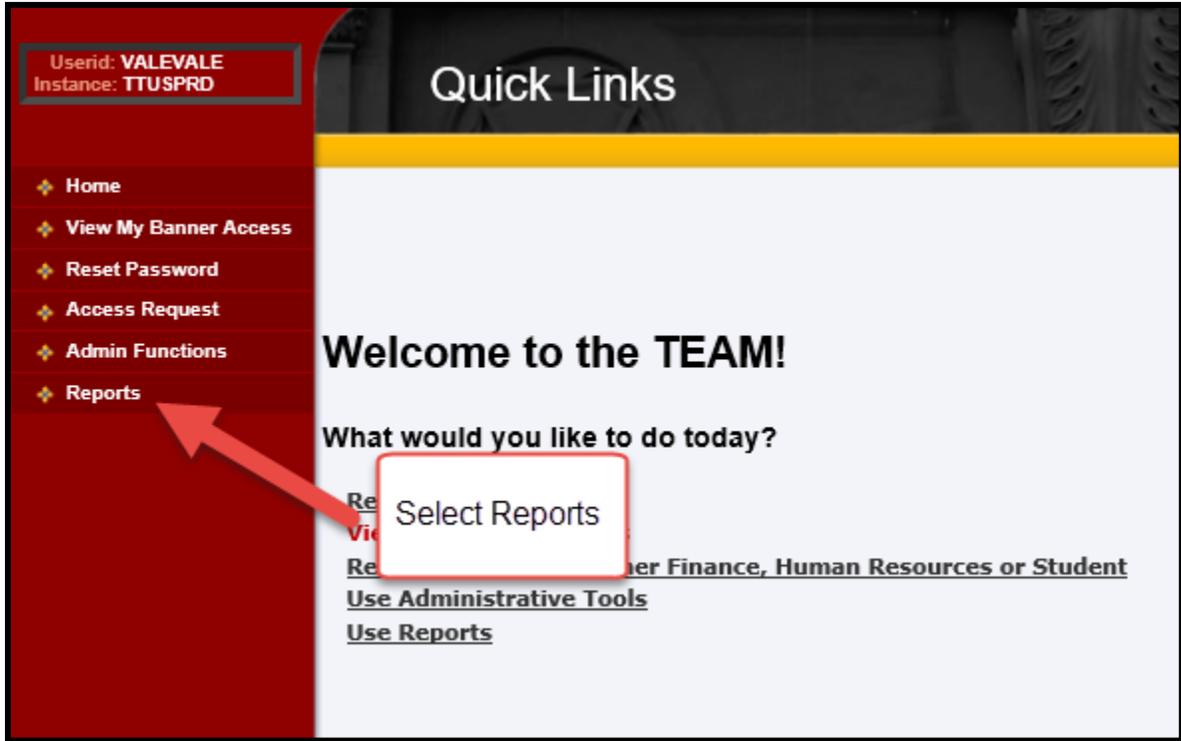
[Policies and Procedures](#)
[Reference Materials](#)

General Services

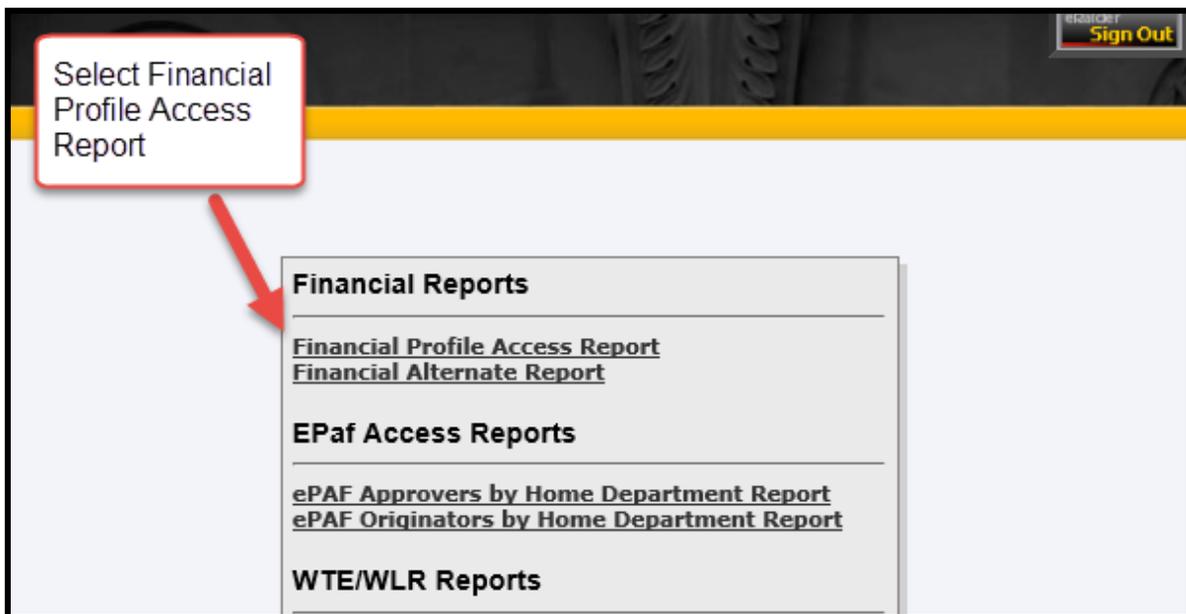
[General Services Home](#)
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[Forms](#)
[Mail Stop Listing](#)
[Helpful Links](#)
[Reference Materials](#)

Click Team App → TEAM App

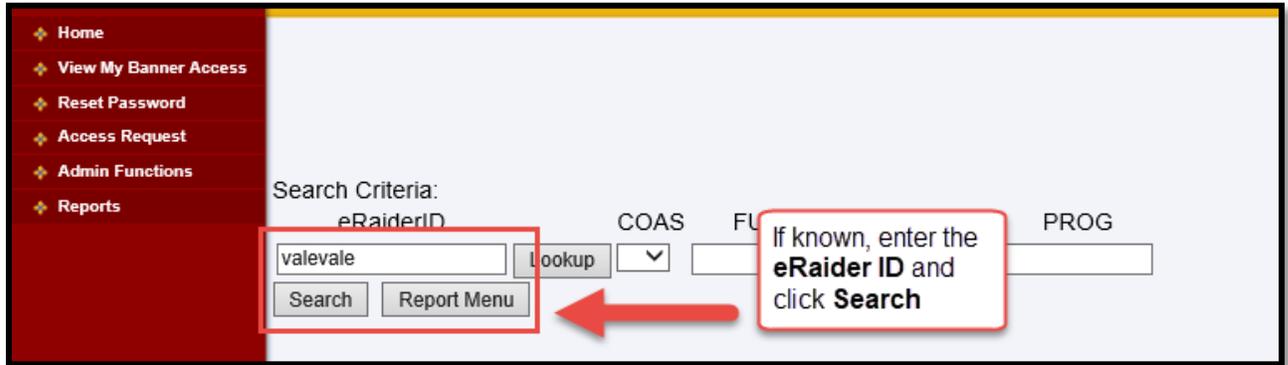
Select Reports on the left side of the menu.



Select Financial Profile Access Report.



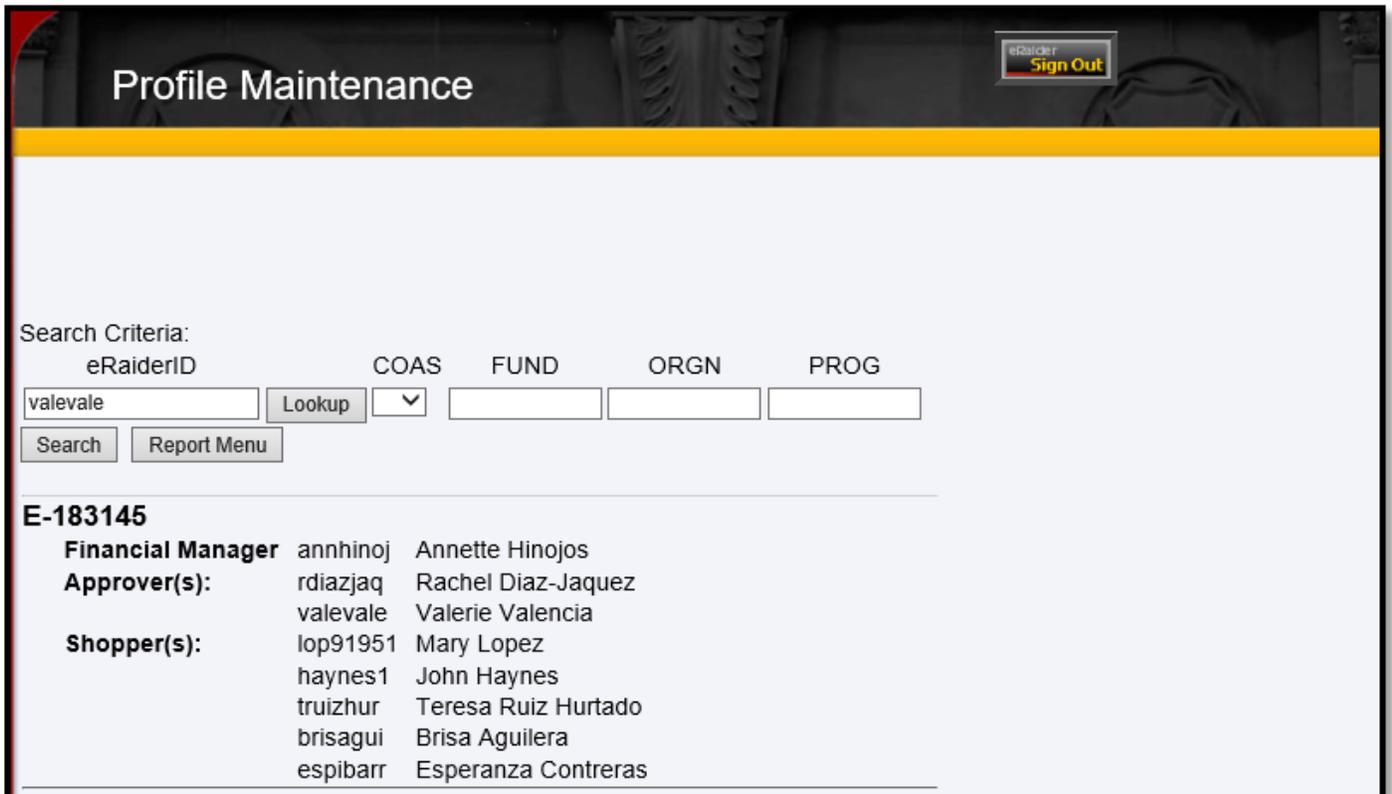
Enter your eRaider and select Search.



Search Criteria:
 eRaiderID: Lookup

If known, enter the eRaider ID and click Search

The result of the search displays the Fund, the Financial Manager for the Fund, and the security role for users of TechBuy or Direct Pay applications.



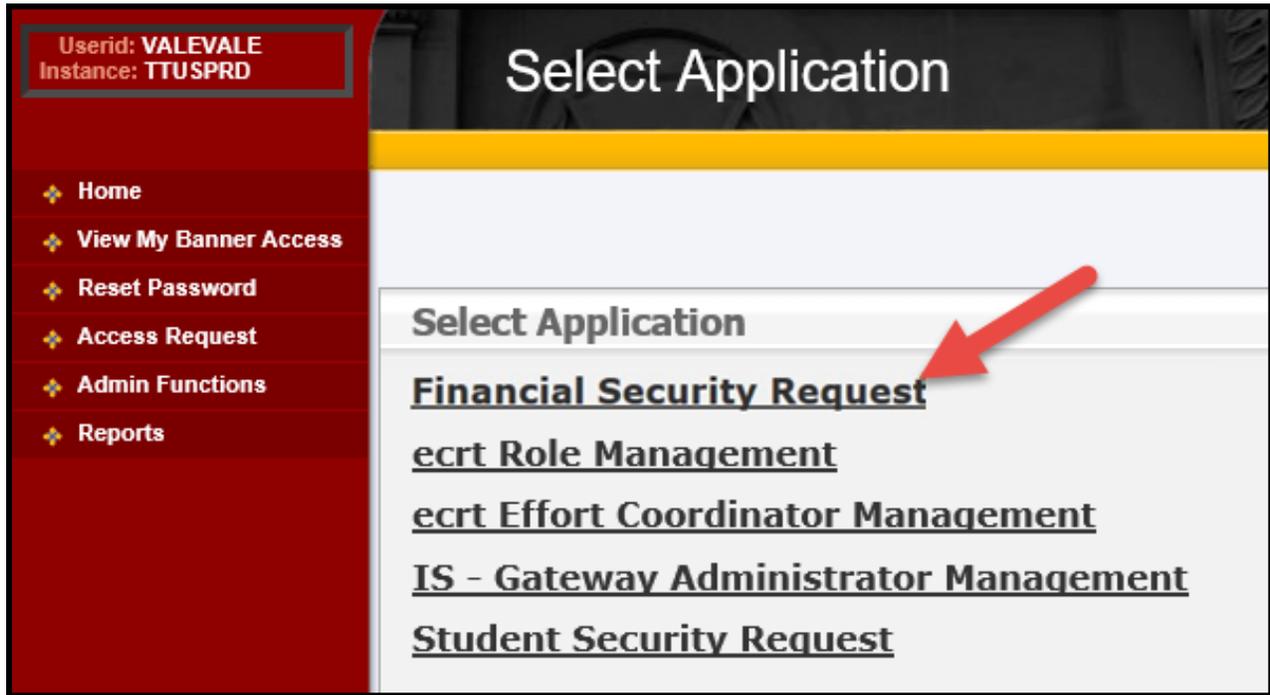
Profile Maintenance eRaider Sign Out

Search Criteria:
 eRaiderID: Lookup

E-183145

Financial Manager	annhinoj	Annette Hinojos
Approver(s):	rdiazjaq	Rachel Diaz-Jaquez
	valevale	Valerie Valencia
Shopper(s):	lop91951	Mary Lopez
	haynes1	John Haynes
	truizhur	Teresa Ruiz Hurtado
	brisagui	Brisa Aguilera
	espibarr	Esperanza Contreras

To delete a user, go back to the main menu on the left and select Access Request. Select Financial Security Request.



Enter the eRaider of the user you want to delete and select Next.



You will see a list with the Financial Roles for the user, choose the type of access you would like to delete. Select Next again.



Highlight the fund you want to delete the user from and select the < button. This will move the fund to the left side of the screen.

Click Submit.

Select Application → Select User → Select Roles → Select FUND → Confirmation

✓ Complete → ✓ Complete → ✓ Complete → InProcess → Incomplete

Name: **Adriana Vasquez**
EraiderId: **adriavas**
Role Name: **Approver**

Fund Selection

Available FUNDS

Selected FUNDS

E-183243

>>
>
<
<<

Assigned (with Different Roles)
E-133018 (Shopper)

If you have additional questions, please contact Finance Systems Management at FSMElp@ttuhsc.edu.