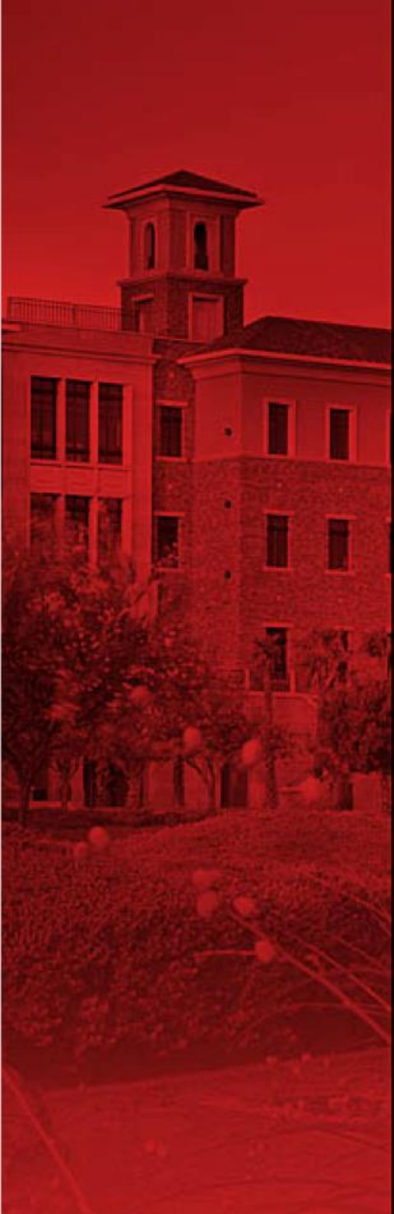


TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
EL PASO

Finance Forms and System Applications

There are numerous forms and online system applications associated with day-to-day financial activity. This chapter will highlight the main financial forms and system applications.

WebRaider

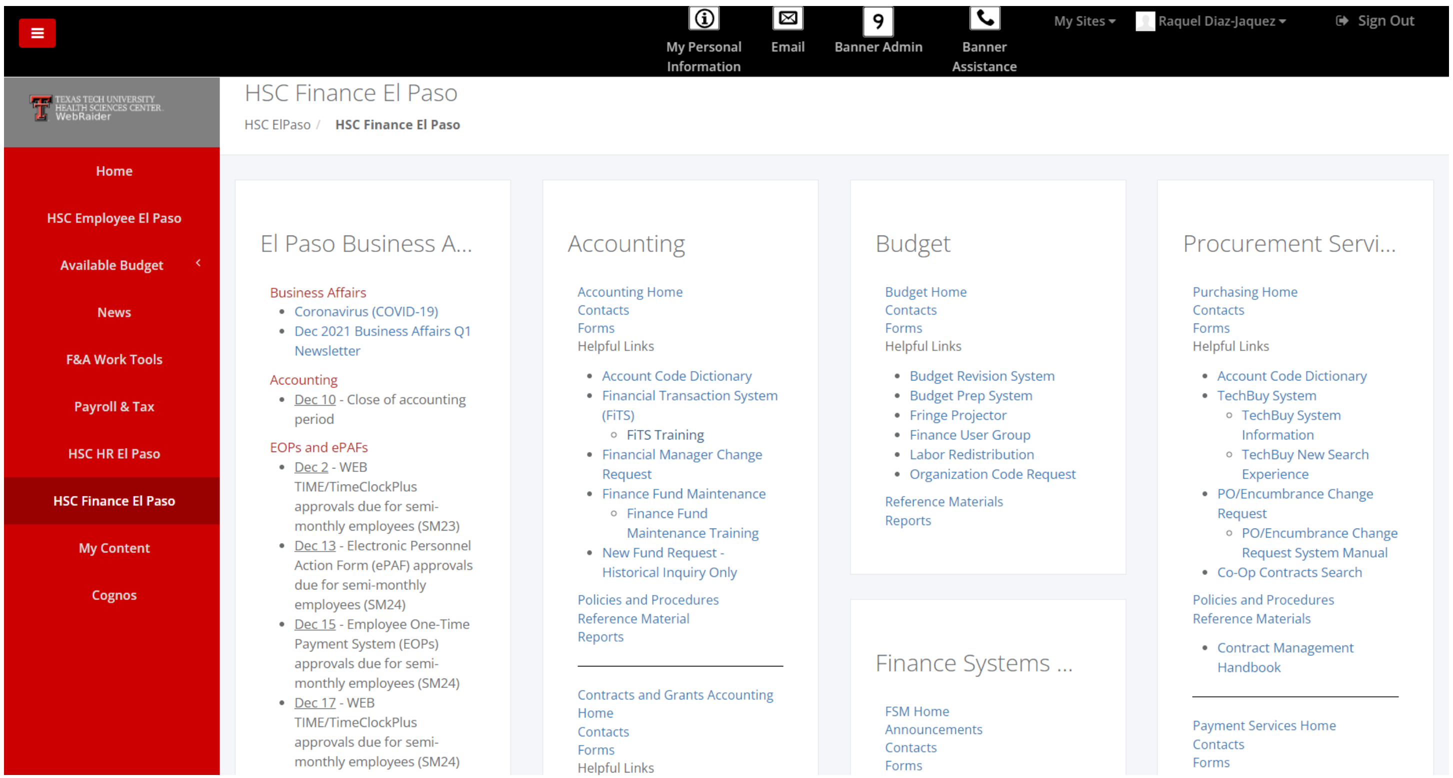
The **WebRaider Portal** (WebRaider) is the one-stop shop for access to Texas Tech University Health Sciences Center El Paso information and systems.

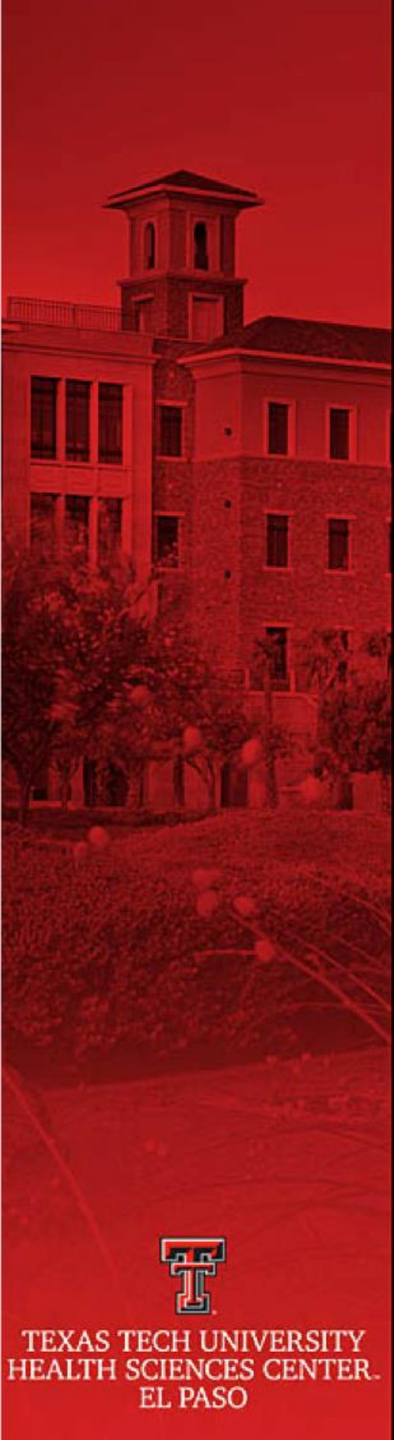
Each student, faculty and staff member will have access to the WebRaider Portal but will only see the content that they have permission to view.

For example, all employees will automatically have an HSC Employee El Paso tab.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

Each tab contains channels. Each channel houses different information. Some channels may be added or removed by selecting the appropriate icons. On the My Content page, you can also add website URLs to the Bookmarks channel.





Financial Transaction System

The **Financial Transaction System** (FiTS) consists of 3 modules, which include:

- Cost Transfers (CT)
- Interdepartmental Vouchers (IVs)
- Journal Vouchers (JVs)

Financial Transaction System

Cost Transfers

Allows departments to move current fiscal year expenditures between departmental FOAPs.

IVs

Allows Service departments to bill expenditures to departmental FOAPs.

JVs

-**Revenue Journal Vouchers**

Allows departments to move current fiscal year revenue between departmental FOAPs.

-Internal Purchase Funding Transfers (IPFTs)

Allows departments to transfer funds from one fund to another for professional services, continuing professional education, and other internal purchases of goods or services.

Financial Transaction System Training

Cost Transfers

Move current fiscal year expenditures between departmental FOAPs.

Cost Transfers (CTs) Quick Start Guide

Cost Transfers (CTs) Training

Interdepartmental Billing

Allow service departments to bill expenditures to departmental FOAPs.

Interdepartmental Billing (IV's) Quick Start Guide

Interdepartmental Billing (IV's) Training

Revenue Journal Vouchers

Move current fiscal year revenue between departmental FOAPs.

Revenue Journal Vouchers (RTs) Quick Start Guide

Revenue Journal Vouchers (RTs) Training

Internal Purchase Funding Transfers

Transfer funds from one fund to another for professional services, continuing professional education and other internal purchases of goods or services.

Internal Purchase Funding Transfers (IPFTs) Quick Start Guide

Internal Purchase Funding Transfers (IPFTs) Training

Manual Cost Transfer Form

The preferred method to move expenditures is via our FiTS System. FiTS however, **does not** allow for account code changes. In instances where an account code change is needed a manual cost transfer form must be emailed to accountingelp@ttuhsc.edu.

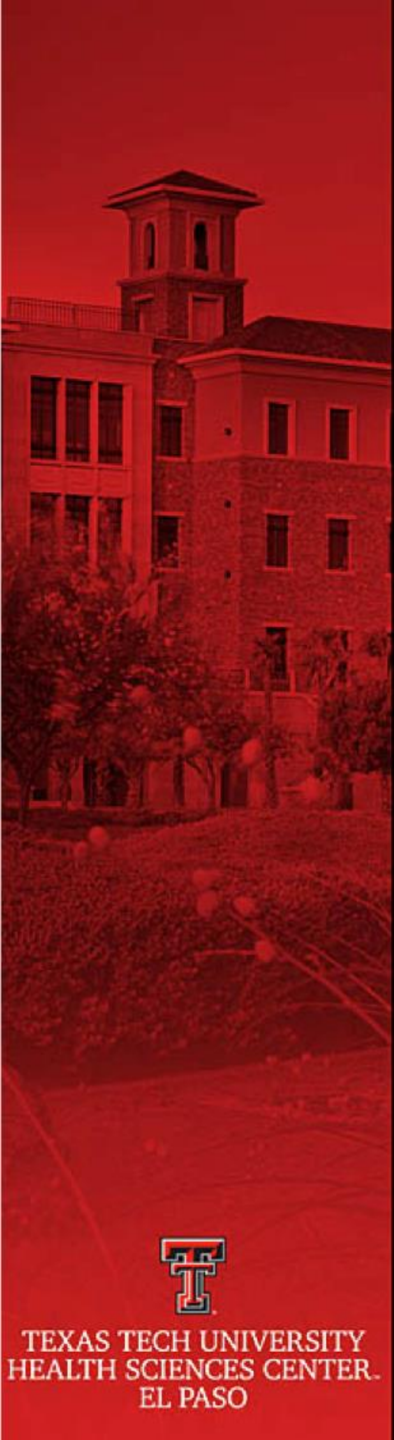
- Summary – Used to reclassify non-payroll expense transactions posted on FOAPs.
- Use – Can reclassify non-payroll expenses to a more appropriate Fund or Orgn, change the expense Account for proper expense identification or correct program code postings.
- Supporting Documentation – All CT requests must include a report showing the original non-payroll expense transaction and document id, explanation which justifies the coding change, copy of invoice if applicable, and appropriate approvals for the Accounts being charged.

Cost Transfer Form

- Manual Cost Transfer Form
- CTs must also contain the original document ID and description as well as an explanation for why the expense should be moved. All appropriate approvers should be listed on the form and verify their approval via e- mail with the form. CTs should be submitted no later than 60 days after the transaction date or by other deadlines established by operating policy.

Related HSCEP OPs:

- HSCEP OP 50.18 Cost Transfers
- HSCEP OP 50.17 Establishment and Operation of Service Departments
- HSCEP OP 50.29 Use of Internal Purchase Funding Transfer
- HSCEP OP 50.30 Year End Processes and Deadlines
- HSCEP OP 65.03 Sponsored Program Fund Management
- HSCEP OP 65.04 Allowable Activities and Allowable Costs

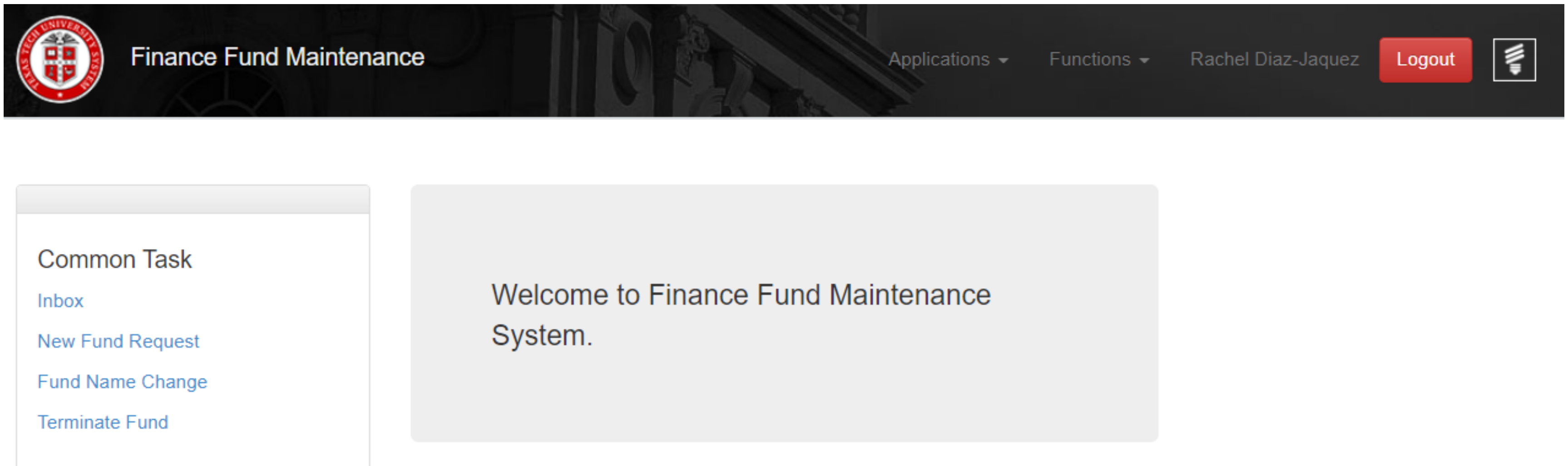


Finance Fund Maintenance

The **Finance Fund Maintenance System** (FFM) consists of 3 modules, which include:

- New Fund Request
- Fund Name Change
- Terminate Fund

Finance Fund Maintenance



The system is located at https://fund.app.texastech.edu/

Any questions about the Finance Fund Maintenance system can be directed to Finance Systems Management at fsmelp@ttuhsc.edu.

New Fund Requests

The Finance Fund Maintenance system allows departments to submit requests for **new funds** to be set up, reviewed and approved in an online format. After review and approval, the system will update Banner with the new funding information. Departmental approval, functional review and final approval history can all be accessed through the New Fund Request System.

The New Fund System will allow a departmental user to do the following:

- Start a New Fund Request
- Save it
- Resume completion of a saved New Fund Request
- Attach documentation
- Submit it for approvals
- Review the Status of a New Fund Request
- Review the History of a New Fund Request, after approvals

New Fund Requests

If you need to add attachments or make comments on the request, you may do so by selecting the Attachments or Comments button in the bottom left corner.

A detailed, step-by-step guide can be found in our Finance Fund Maintenance reference manual.

Policy questions regarding the New Fund Request process can be directed to Accounting Services at accountingelp@ttuhsc.edu.

Fund Name Change

The Fund Name Change module of the Fund Maintenance System allows departments to submit name changes for existing funds.

Processing a Fund Name Change requires seven steps:

Step 1 – Click “Fund Name Change” on the left hand Common Task menu.
Step 2 – Verify the chart code. It will auto populate based on your User Information.
Step 3 – Enter current fund code or fund name to be changed.
Step 4 – Enter the proposed fund short name.
Step 5 – Select the effective date. It will auto populate to today’s date.
Step 6 – Provide a justification for making the fund name change.
Step 7 – Click “Save & Submit” when you are ready to route the request to approvals.

Fund Name Change

If you need to add attachments or make comments on the request, you may do so by selecting the Attachments or Comments button in the bottom left corner.

A detailed, step-by-step guide can be found in our Finance Fund Maintenance reference manual.

Policy questions regarding the Fund Name Change process can be directed to Accounting Services at accountingelp@ttuhsc.edu.

Terminate Fund

The Terminate Fund module of the Fund Maintenance System allows departments to submit fund termination requests.

Processing a Terminate Fund request requires five steps:

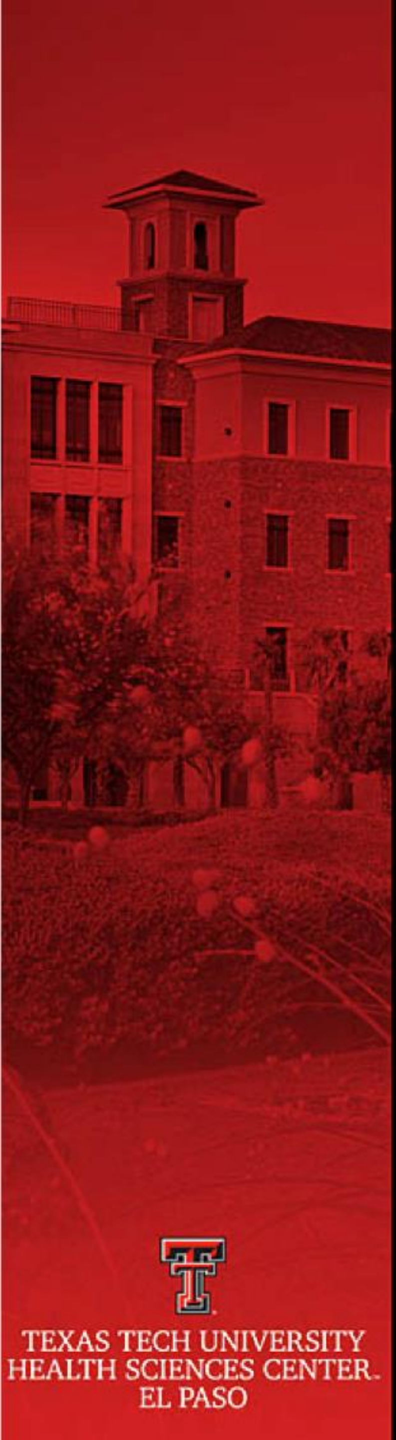
Step 1 – Click “Terminate Fund” on the left hand Common Task menu.
Step 2 – Verify the chart code. It will auto populate based on your User Information.
Step 3 – Enter current fund code or fund name to be terminated.
Step 4 – Verify all Check Termination Items have a green Yes beside them.
Step 5 – Click “Save & Submit” when you are ready to route the request to approvals.

Terminate Fund

If you need to add attachments or make comments on the request, you may do so by selecting the Attachments or Comments button in the bottom left corner.

A detailed, step-by-step guide can be found in our Finance Fund Maintenance reference manual.

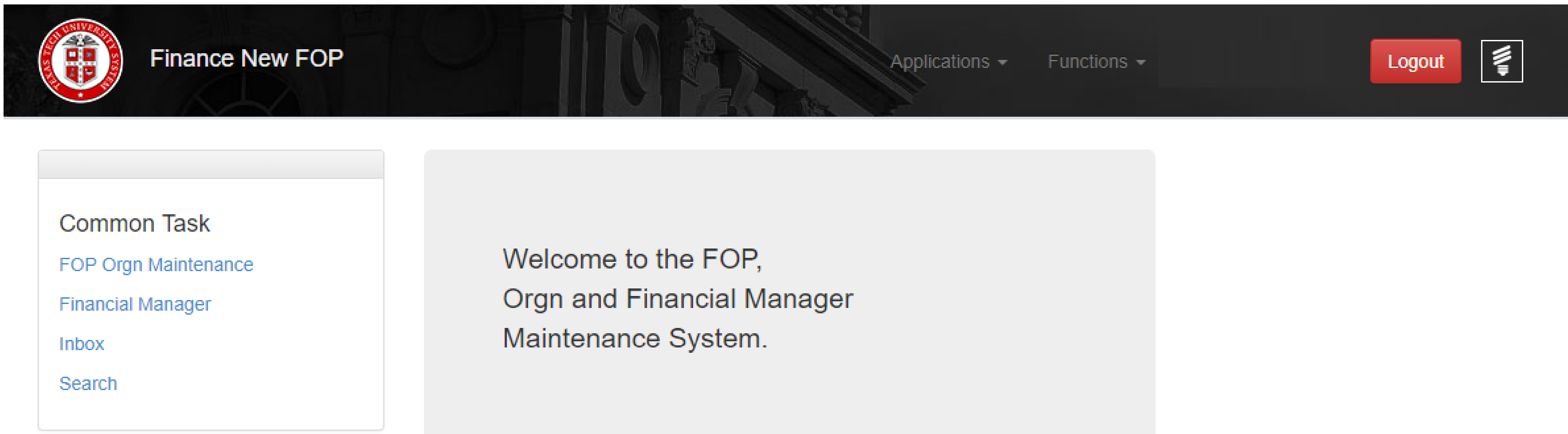
Policy questions regarding the Terminate Fund process can be directed to Accounting Services at accountingelp@ttuhsc.edu.



Finance New FOP System:

The Finance New FOP web application was created to facilitate financial manager changes and organization code requests. This system will allow users to update the fund code financial manager and the organization code financial manager. It will also allow users to request new organization codes, change the name of an organization code or deactivate an organization code.

New FOP System



The system is located at https://newfop.app.texastech.edu/

Any questions about the Finance New FOP system can be directed to the Budget Office at budgetelp@ttuhsc.edu.

Financial Manager Change

Financial managers are assigned to both the fund code and organization code. Sometimes, these are referred to as fund managers or ORGN managers. The Finance New FOP web application gives users the ability to request a change to both the fund financial manager and organization financial manager.

Note: If the current financial manager has already terminated, their name may not display in the Current Financial Manager box. In this case, you will need to email your changes.

- Email fsmelp@ttuhsc.edu for fund financial manager changes.
- Email budgetelp@ttuhsc.edu for organization financial manager changes.

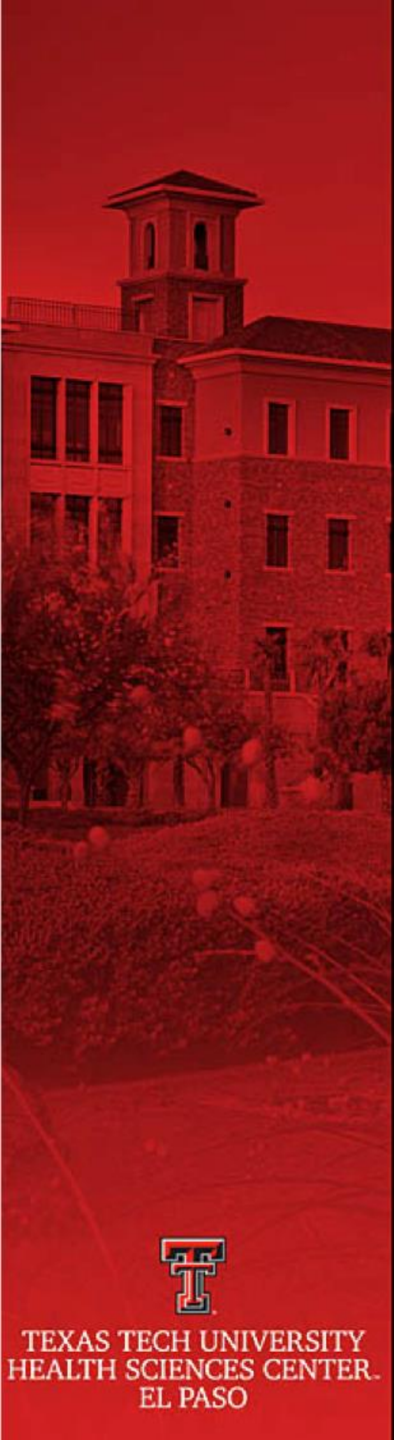
Organization Code Request

The Finance New FOP system can be used to:

- Request a new organization code
- Change the name of an existing organization code
- Deactivate an existing organization code

Deactivate Organization

When an organization code is no longer needed, the organization code can be deactivated using the Finance New FOP system.

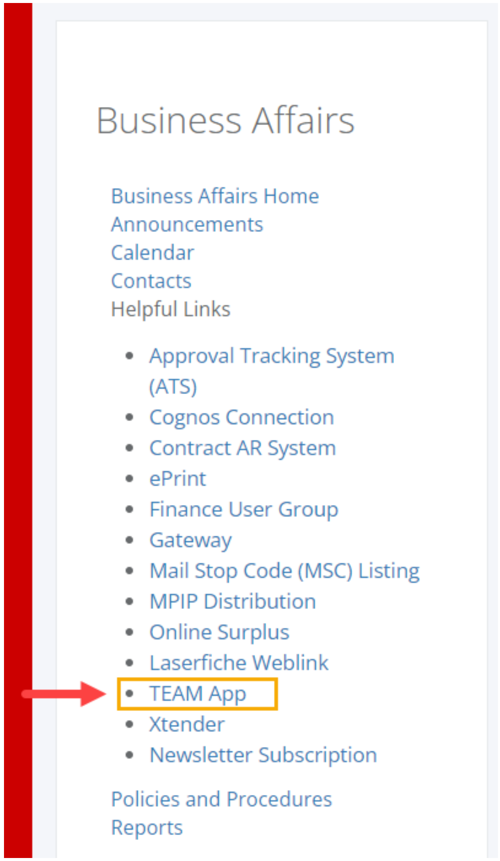


TEAM Application:

The TEAM Application is the electronic registration/security system used for HSCEP Financial processes. This registration process allows Fund Managers to register those in their departments who they deem necessary to use online financial applications. The TEAM Application also provides a means for Orgn (Organization) Managers to assign Financial Alternates for Orgn Approval for Financial applications that use Orgn security for approval routing such as the Budget Revision and New Fund Request applications.

TEAM App

The **TEAM Application** can be accessed from the **WebRaider** Portal, HSC Finance El Paso tab, under the Business Affairs channel. TEAM Application reference material can be found in the TEAM App Training section, under TEAM Financial Registration Help. You will also find reference material on how to audit users in TechBuy, under Team App – Auditing Users in Techbuy.



TEAM App

TechBuy User Access:

To request TechBuy user access, click on **Access Request** from the menu bar on the left side of the page. You can also use the **Request Access to Banner Finance, Human Resources or Student** link from the **Home** page **Quick Links**.

The **Select Application** page provides a list of various applications depending on your role assignments. For TechBuy, Financial Managers will automatically be registered as "Approvers" and "Requesters" with full authority to shop and submit orders.

TEAM App

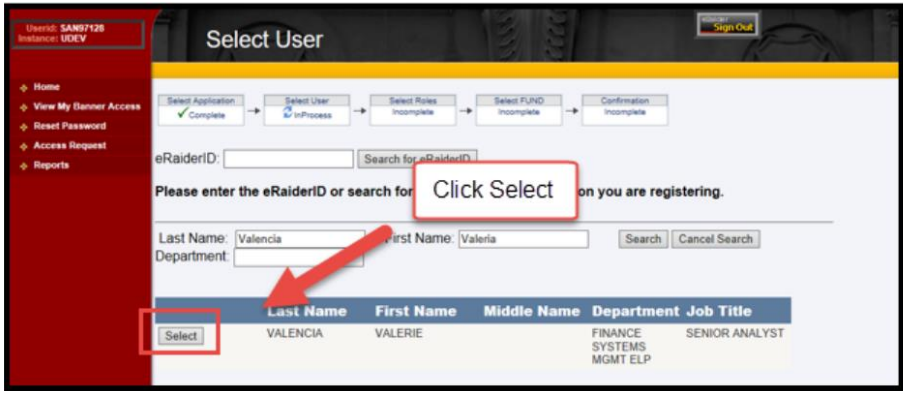
From the **Select Application** page, click on **Financial Security Request**.

If known, enter the eRaider ID of the employee you wish to register and click on **Next**. If you do not know the eRaider ID, click on the Search for eRaider ID button.

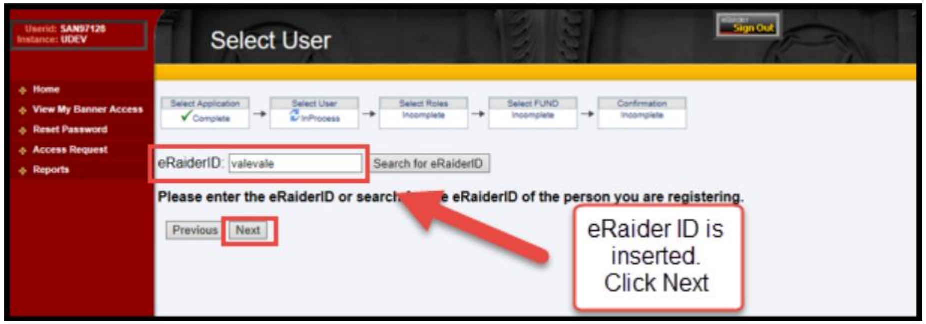
TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO

TEAM App

The results of the search should appear below the search parameters. Locate the appropriate employee and click the Select button to the left of their name. Please make sure the employee you are selecting is in the correct department as there could be other employees with matching names.



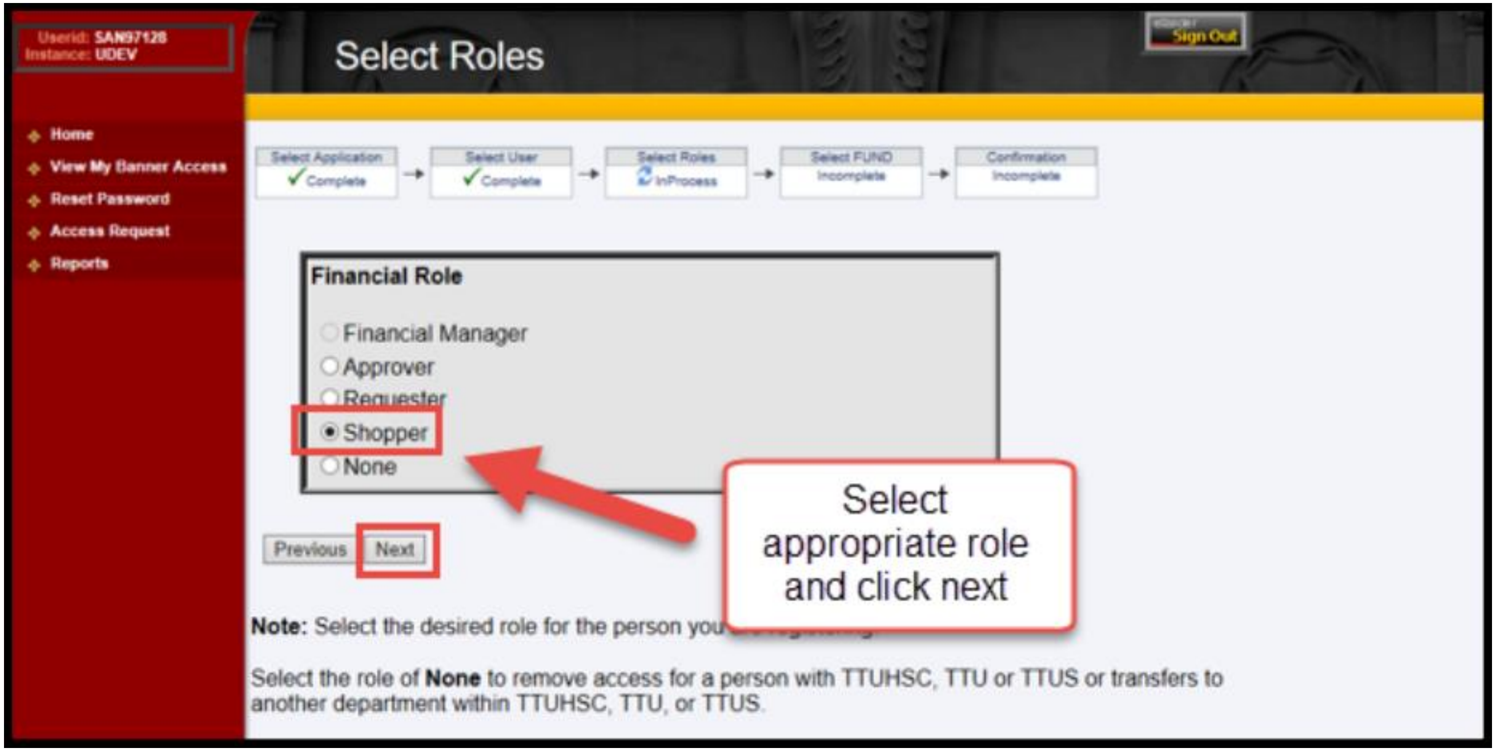
The eRaider ID of the selected employee will now be inserted into the eRaider ID field. Click on Next.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
EL PASO

TEAM App

Select the appropriate role for the person you are registering and click on **Next**.



TEAM App

There are three roles available to assign to a TechBuy user: **Approver**, **Requestor** or **Shopper**. If a user is granted different roles on different funds through the TEAM application, the highest role assigned to the user will apply to all authorized funds in TechBuy.

The **Approver** role should be assigned to the employee who has authority to approve:

- All non-catalog orders submitted by Requesters and Shoppers charged to Banner Funds to which the Approver has been granted authority to approve
- All catalog orders from Shoppers
- Catalog orders of $5,000.00 and above from Requesters.

The **Requester** role should be assigned to those employees who have authority to assign accounting information to a requisition and to submit orders to vendors. Please note that orders of $5,000.00 or greater will be forwarded to a department approver before going out to the vendor.

TEAM App

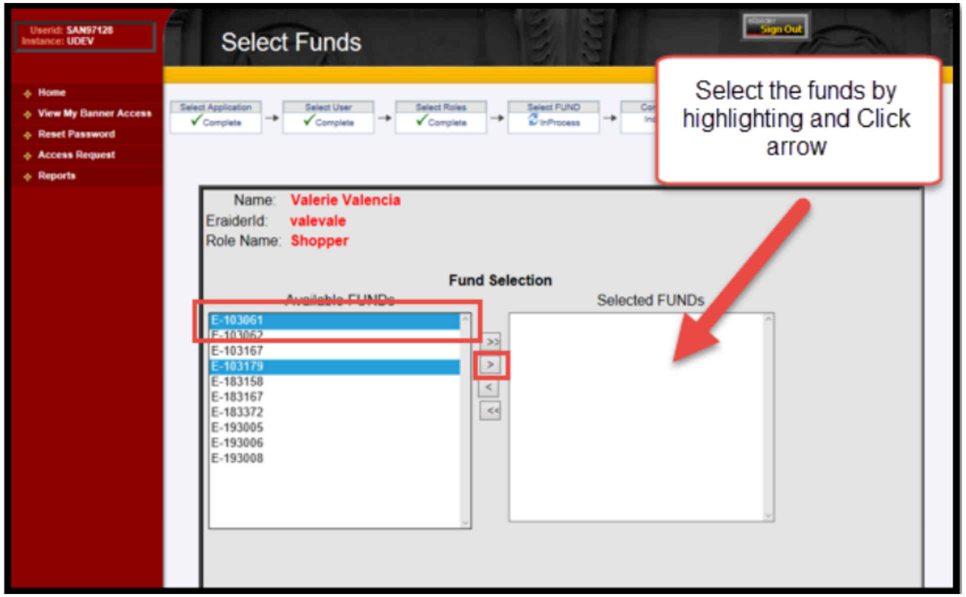
The **Shopper** role should be assigned to those employees who should have authority to shop and submit a cart to a requisition, but do not have the authority to place the order with the vendor.

The **None** role should be used to deactivate a user. It is important to complete this step for those in your department who were registered but have terminated or transferred to another department within TTUHSC, TTU or TTUS.

If the employee is to have access to TechBuy in the new department, then the appropriate role will have to be applied by the new Financial Manager or delegated Fund Manager.

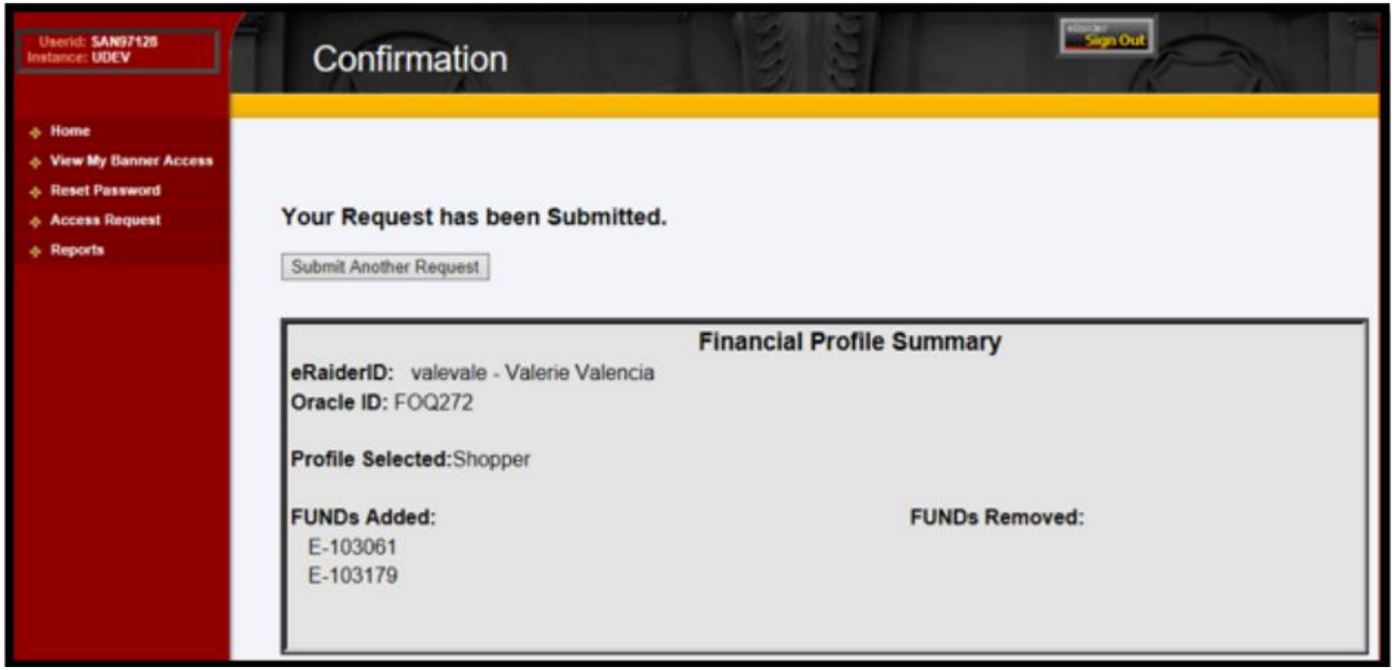
TEAM App

The Financial Manager's list of Banner fund(s) will populate in the **Available FUNDs** section. Select the fund(s) that the employee should have access to spend against by highlighting the appropriate fund(s) and selecting the arrow to move the fund(s) to the **Selected FUNDs** section. If a fund is not granted to the employee, that employee will not be able to select that fund when submitting a requisition.



TEAM App

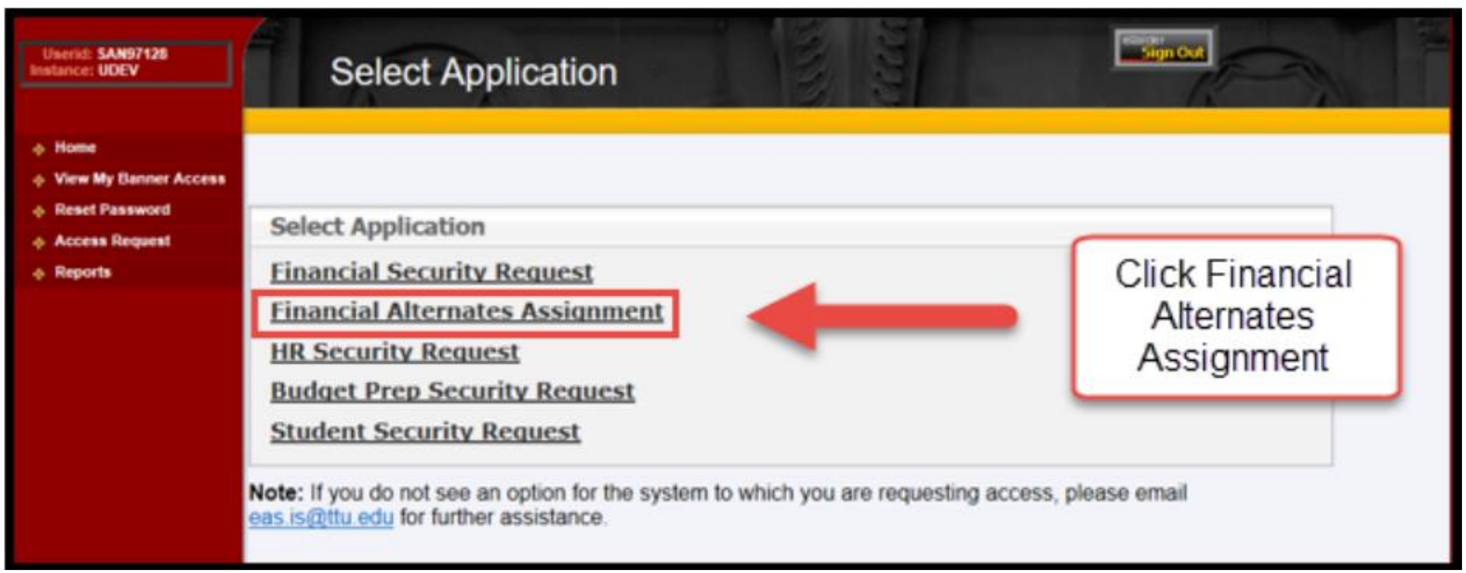
Once you submit the request, you will receive a **Confirmation** screen. It will provide a one-page summary of the access request that displays the name of the person, the **Profile** Selected (the role assigned as a TechBuy user) and the **FUNDs Added** (the fund(s) the employee should have access to spend against).



TEAM App

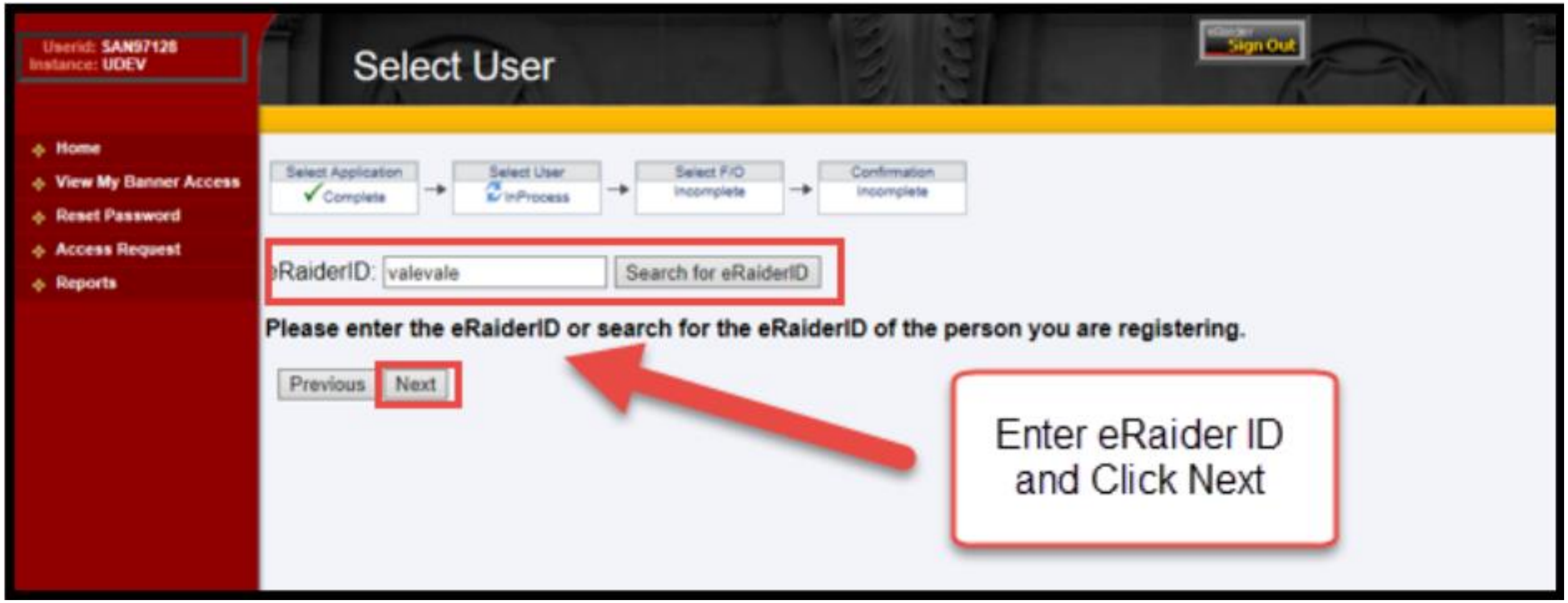
Financial Alternates Assignment

To register a Financial Alternate to serve as a back-up for the Orgn Manager for a New Fund Request Approval, click on the **Financial Alternates Assignment** link from the Select Application page.



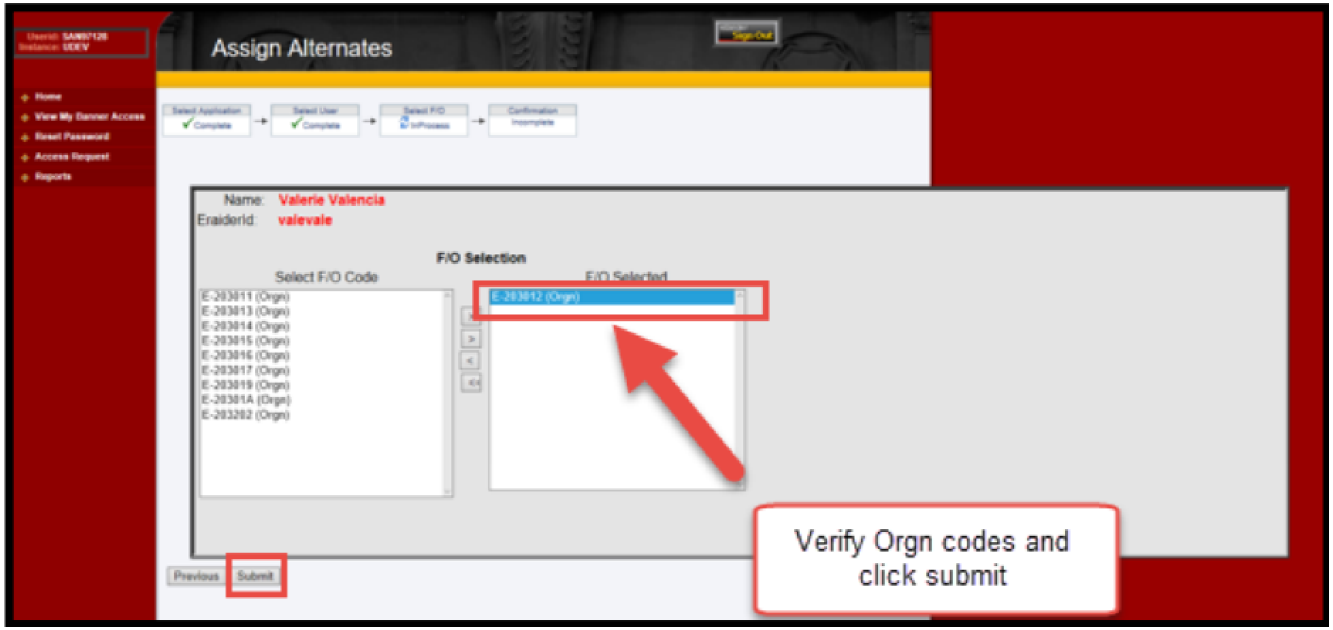
TEAM App

If known, enter the eRaider ID of the employee you wish to register and click on **Next**. If you do not know the eRaider ID, click on the **Search for eRaider ID** button.



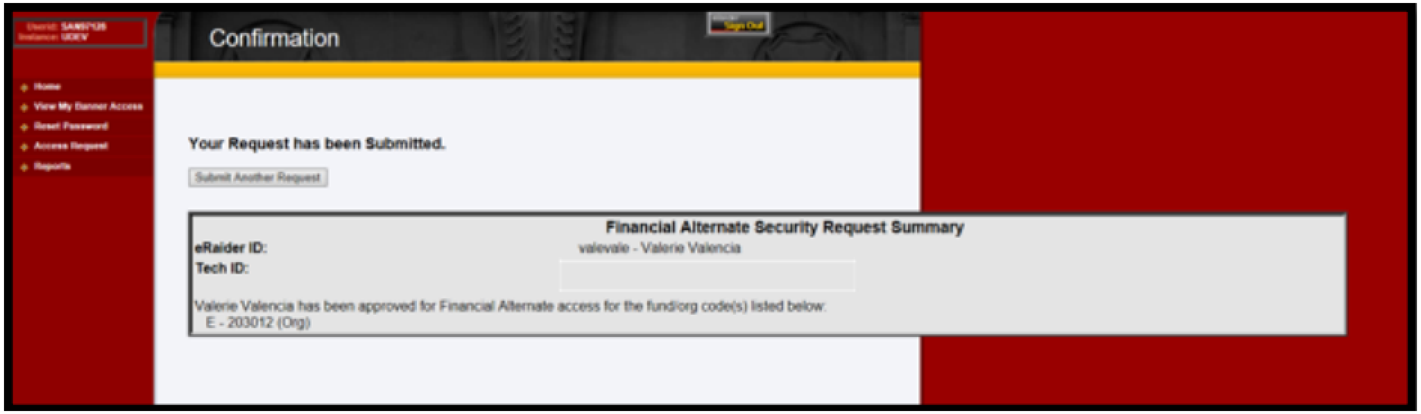
TEAM App

The Financial Manager’s list of Orgn code(s) will populate in the **Select F/O Code** section. Select the Orgn code(s) that the employee should be assigned as the Financial Alternate by highlighting the appropriate Orgn code(s) and selecting the arrow to move the Orgn code(s) to the **F/O Selected** section.



TEAM App

Once you submit the request, you will receive a **Confirmation** screen. It will provide a one-page summary that displays the name of the person granted the alternate approver role and the associated Banner Orgn code(s).



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