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Coming Soon! Financial Manager Change Request

The Financial Manager Change Request section of the Finance New FOP system will replace the current emailed requests to Finance Systems Management for Fund Manager changes.

The Financial Manager Change Request will allow a department to submit requests for Fund Manager or Orgn Manager changes. Once submitted, the request will route to both the From: Manager and To: Manager and a message will appear in the submitter's Inbox within the system. Upon approval, the change will update the Financial System.

Requests can be tracked through the Search feature where the status of the request can be viewed. Details about the change request will also be available.

Links for the Financial Manager Change Request and related training documentation will be available on the WebRaider portal, F & A Work Tools tab, Finance channel, under Accounting Services.

Policy and training questions regarding the Financial Manager Change Request process can be directed to Finance Systems Management at fsm@ttuhsc.edu.

