



Financial Manager Quick Start Guide

The Financial Manager Change Request is a section of the Finance New FOP system.

The system can be assessed from:

- [Financial Manager Change Request](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems portlet > under System Links

Processing a Financial Manager Change Request through the Finance New FOP system requires eight steps:

- Step 1** – Click “Financial Manager” on the left-hand Common Task menu.
- Step 2** – Select Chart.
- Step 3** – Select the Current Financial Manager of the fund you are changing.
- Step 4** – Select the New Financial Manager of the fund you are changing.
- Step 5** – Check all Fund(s) you wish to move to the new Financial Manager.
- Step 6** – Check all Orgn(s) you wish to move to the new Financial Manager.
- Step 7** – Provide an explanation for the change request in the text box provided.
- Step 8** – Click “Save and Submit” to route the request for approvals.

Email notifications from the Finance New FOP system will be sent to TEAM App Fund Managers for each fund included in the Financial Manager Change Request notifying them that the request is in their queue for approval. After Fund Manager approval, the request will route to Finance Systems Management (FSM) for final review and processing.

Note: Any new fund manager who has not completed the online Fund Manager training will need to do so before the request is approved. A link to the training will be emailed by FSM.

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