Quick Start Guide

The Internal Purchase Funding Transfer (IPFT) module of the Financial Transaction System (FiTS) allows departments to transfer funds for professional services, continuing professional education, and other internal purchases of goods or services that are not in the normal course of business from one FOP to another, where Fund, Organization, and Program are required codes.

FiTS and related training documentation can be accessed from the WebRaider portal, F&A Work Tools tab, Finance portlet, under Accounting Services or through the following links:

**FiTS**

**FiTS Information**

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 the tab for Step 2

**Step 2 – Questions Attachments Comments**
- Click Edit Answers and answer the 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 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 hscacc@ttuhsc.edu.

Training questions about FiTS can be directed to Finance Systems Management at fsm@ttuhsc.edu.