TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Finance Systems Management

Internal Purchase Funding Transfers (PT) Training

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 (Fund-Organization-Program) to another. The Fund and Organization fields are 6-digit required codes and the Program field is a 2-digit required code. The Activity field is not a required field and should not be populated.

IPFT operating policy and procedure information is available in HSC OP 50.29, Use of Internal Purchase Funding Transfer.

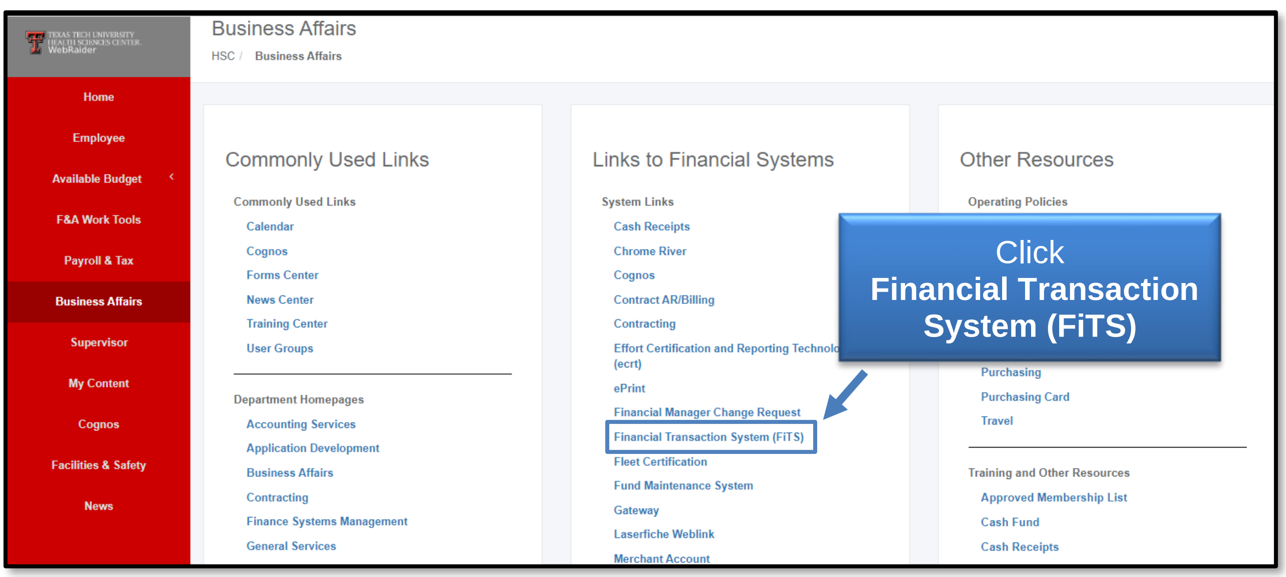
After review and approval, the system will post the IPFT to Banner. Departmental approval, functional review, and final approvals are managed through FiTS. Transaction tracking, archiving, and retrieving of information related to the IPFT is managed within the system as well.

FiTS allows a departmental user to do the following:

- Start an IPFT request
- Resume completion of an IPFT request
- Submit an IPFT request to approvals
- Approve, Reject, or Delete an IPFT request
- Review the Status of an IPFT request
- Review the History of an IPFT request

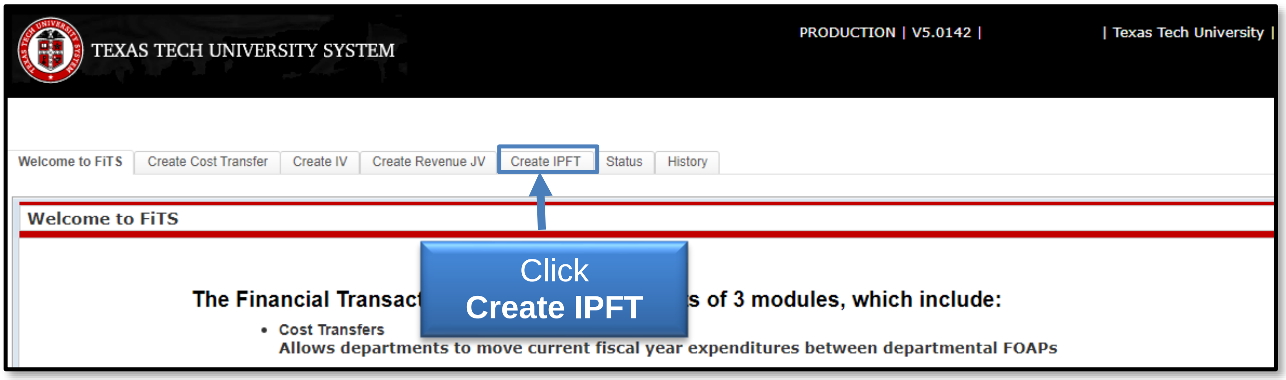
The system can be accessed from:

- FiTS
- WebRaider portal > Business Affairs tab > Links to Financial Systems > Financial Transaction System (FiTS)



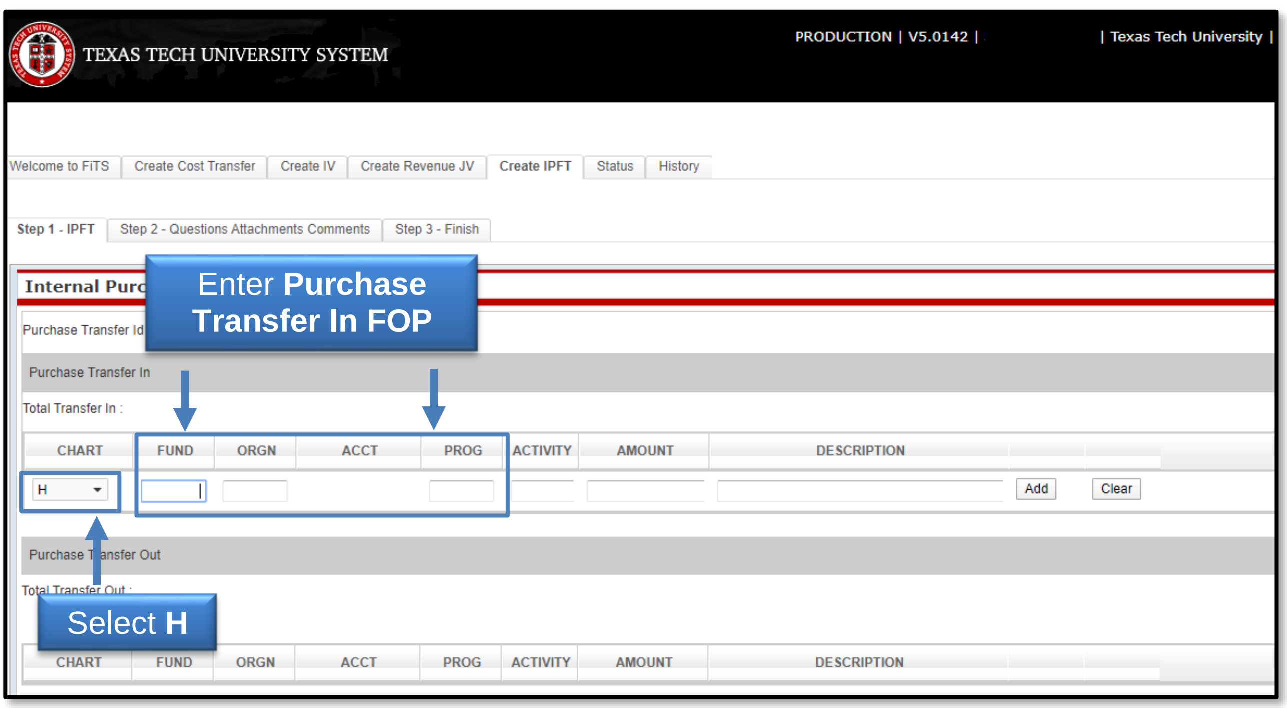
Creating an IPFT

To begin an IPFT, click the **Create IPFT** tab at the top of the webpage.



Begin each IPFT by selecting the letter H from the Chart drop-down box under the Purchase Transfer In section.

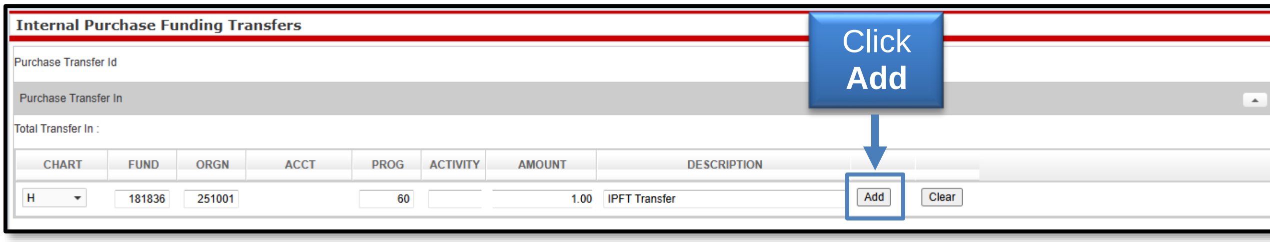
Continue under the Purchase Transfer In section by entering the Fund-Orgn-Prog or FOP of the department receiving payment for the professional services, continuing professional education, and other internal purchases of goods or services.



Since FiTS auto-populates the appropriate Account codes for the transaction being entered, manually entering Account codes is not necessary.

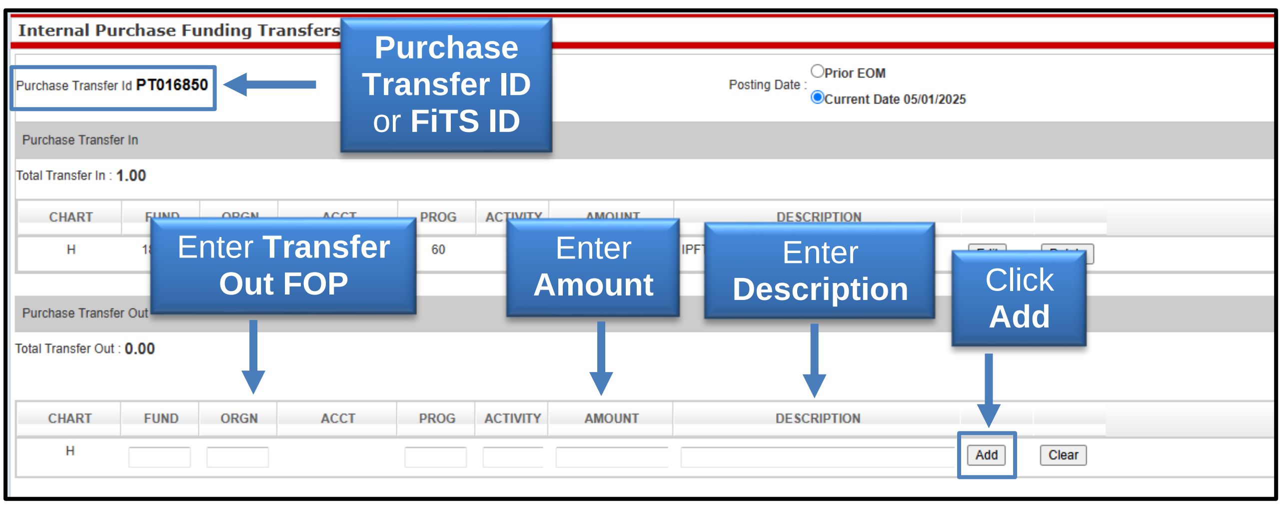
When the Purchase Transfer In FOP has been entered, enter the amount of the payment to be transferred and a description that states the period of service or reference to the departmental agreement. The description line is limited to 35 characters and will appear on the ledgers.

Click **Add** after all required information is entered to save the progress.

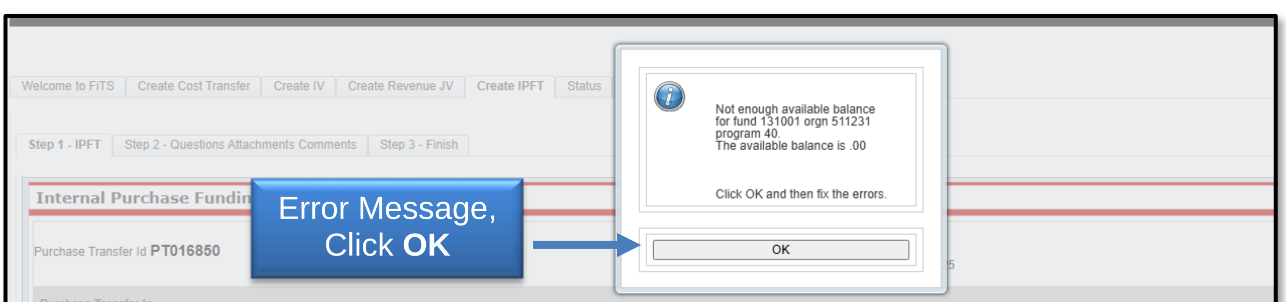


Once the Purchase Transfer In line has been completed, a Purchase Transfer ID (FiTS ID) is assigned. The FiTS ID can be used to track the IPFT throughout the approval process.

When the Purchase Transfer In section has been completed, move to the Purchase Transfer Out section to enter the FOP of the department to be charged for the service(s) provided. Then enter the Amount of the payment to purchase to be transferred out, the Description of the purchase transfer out, which is limited to 35 characters, and click **Add**.



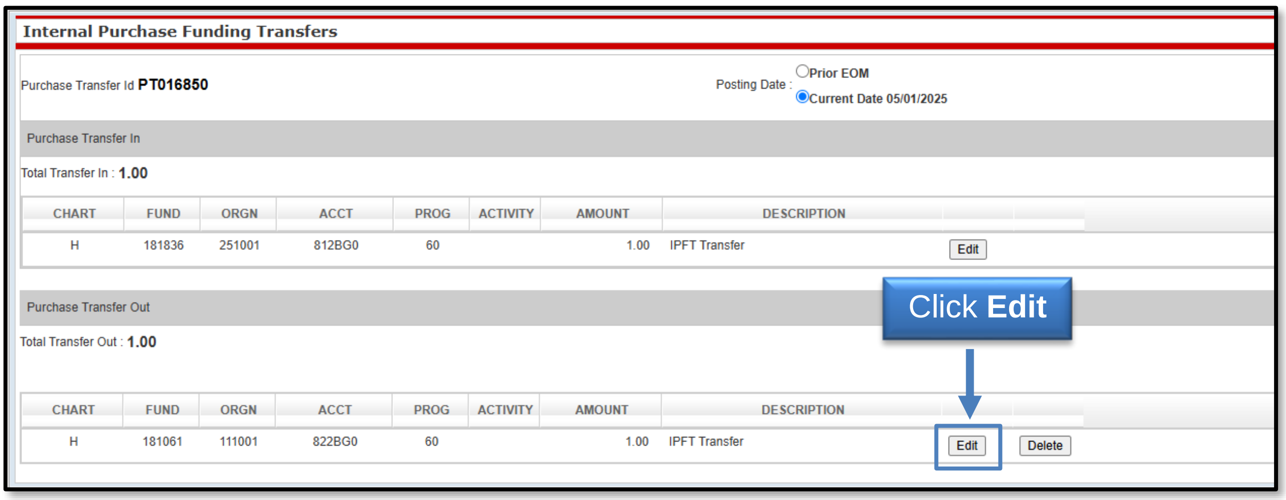
Selecting **Add** on the Purchase Transfer Out line will notify you of any budgetary errors that may exist in the form of a pop-up message.



If you receive a budget error, a pop-up message will indicate that the Purchase Transfer Out FOP does not have enough budget in the 8096 Budget Account Pool. At this time, the Purchase Transfer Out FOP may be edited, or the IPFT may be set to **Started and will mark Complete later** so a budget revision (BR) can be submitted through the online Budget Revision System to budget funds in the 8096 Budget Account Code (BAC) in order for the IPFT to be submitted. Once the budget error is corrected, continue with the completion of the IPFT.

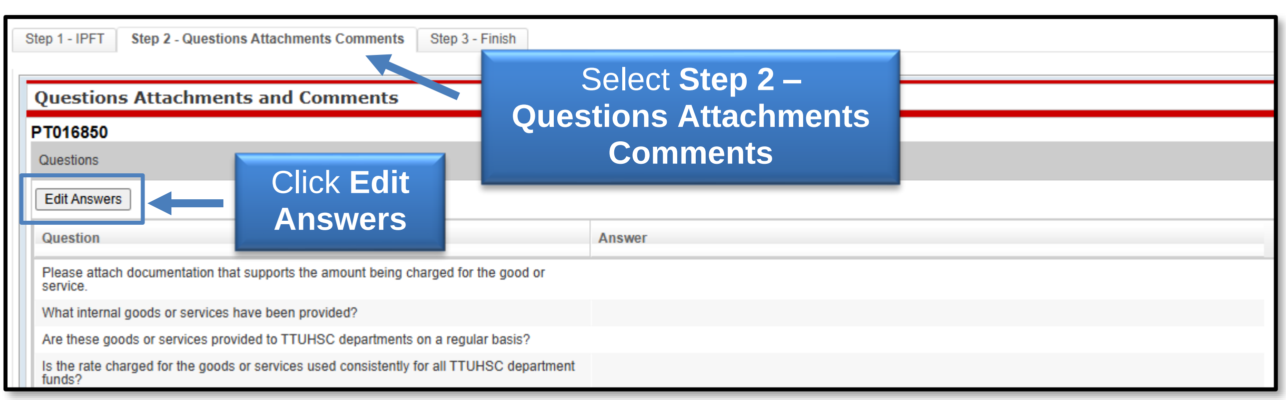
If the need arises for a line on the IPFT to be edited before submitting to Approvals, certain steps must be taken depending on which line needs to be changed.

To edit the Purchase Transfer Out line, click **Edit** and make the necessary changes.



When editing the Purchase Transfer In line, changes to the Fund require that the Purchase Transfer Out line be deleted. This requirement is due to the system's auto-population of Account codes. Once the change to the Fund is made, the Purchase Transfer Out line must be reentered and added.

After all required fields have been completed on the Step 1 - IPFT tab, select the **Step 2 - Questions Attachments Comments** tab.



In the Step 2 - Questions Attachments Comments tab, all of these questions must be answered with clear and adequate information. The three standard questions are:

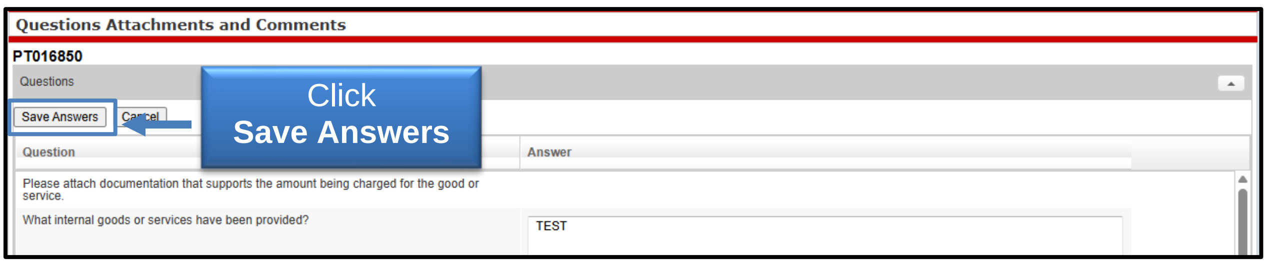
- What internal goods or services have been provided?
- Are these goods or services provided to TTUHSC departments regularly?
- Is the rate charged for the goods or services used consistently for all TTUHSC department funds?

A fourth question will appear if the expense to be charged is on a restricted fund (e.g. 22Z, 23, 23Z, 24, and 24Z fund types):

- How is the expense directly allowable and appropriate on this restricted fund?

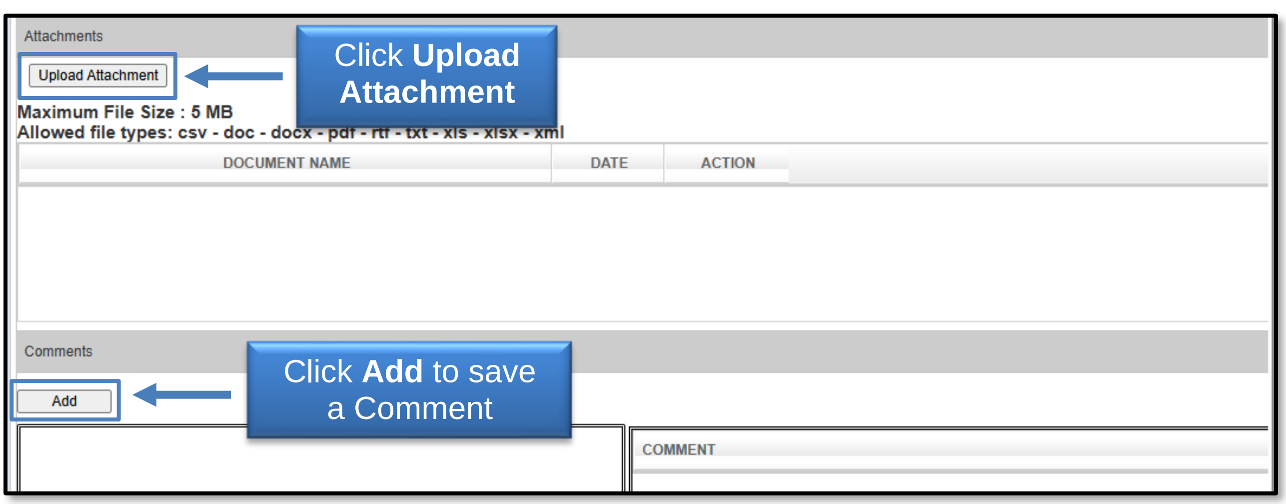
To add answers to the required questions, click **Edit Answers**. Each question requires an action or answer or the IPFT cannot be submitted.

After completing all of the required questions, click the **Save Answers** button. If you do not click **Save Answers** before navigating to another tab or page, the system will not save your answers and all the information entered will be lost.



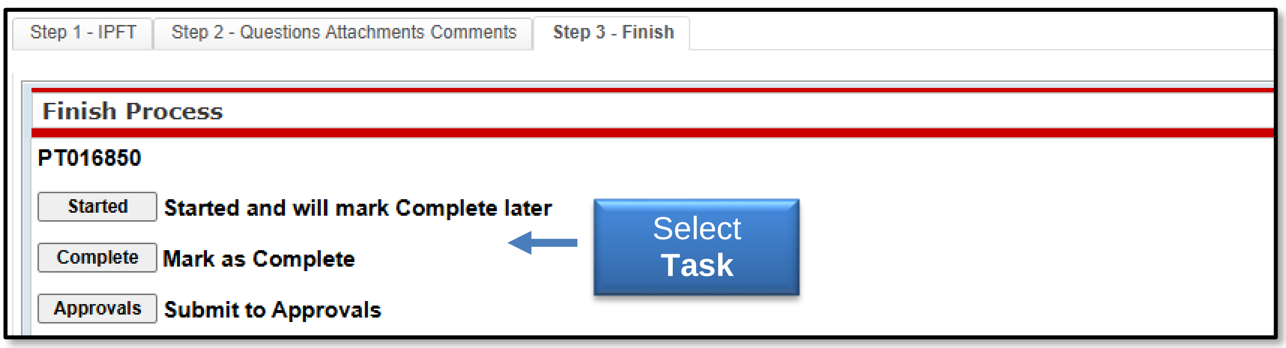
In the Attachments section, you must upload an **attachment** (in one of the allowed file types) as noted in the statement in the Questions section to provide documentation that supports the amount being charged for the good or service.

In the Comments section, to add a comment, type the text into the box, then click **Add** to save the comment. Comments cannot be deleted after they have been added.

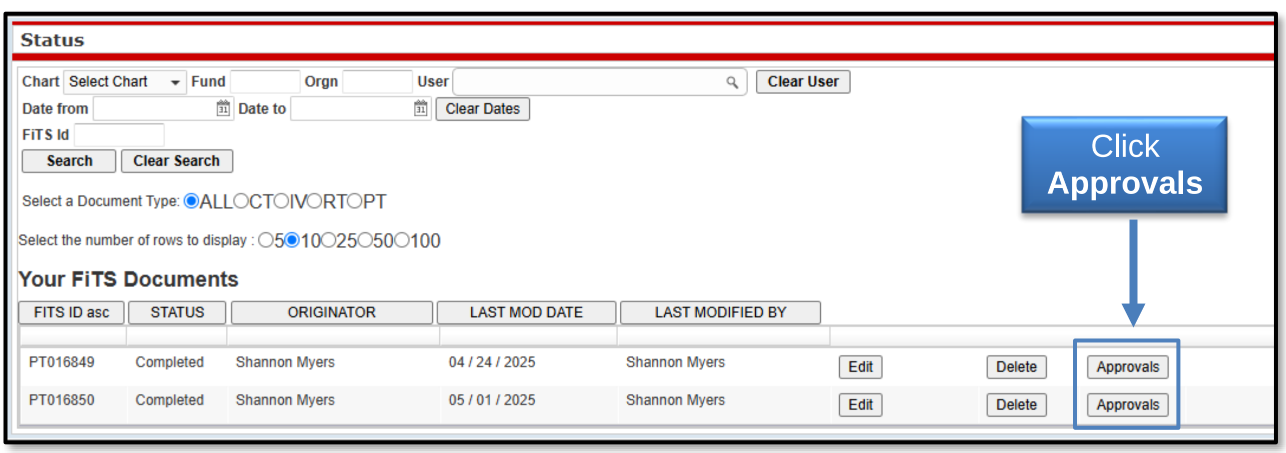


After all of the questions are answered, the required attachments are added, and any additional comments are provided, move to the final tab, **Step 3 - Finish**. The Step 3 - Finish tab allows you to perform a variety of different tasks. They are:

- Started (Started and will mark Complete later)
  - Saves your progress but will not mark the IPFT as complete.
  - Once clicked, it will return to a blank Step 1 - IPFT tab to begin a new IPFT, if desired.
  - To mark the IPFT as Complete after clicking this option, search for the IPFT in the Status tab (instructions located below).
- Complete (Mark as Complete)
  - Marks the IPFT as complete in the system, but will not route through approvals.
  - To send the IPFT to approvals after clicking this option, search for the IPFT in the Status tab (instructions located below).
- Approvals (Submit to Approvals)
  - Sends the IPFT to the Approval queues for each fund's TEAM App Financial Manager and Approver(s) and Accounting Services for review, approval, or rejection.

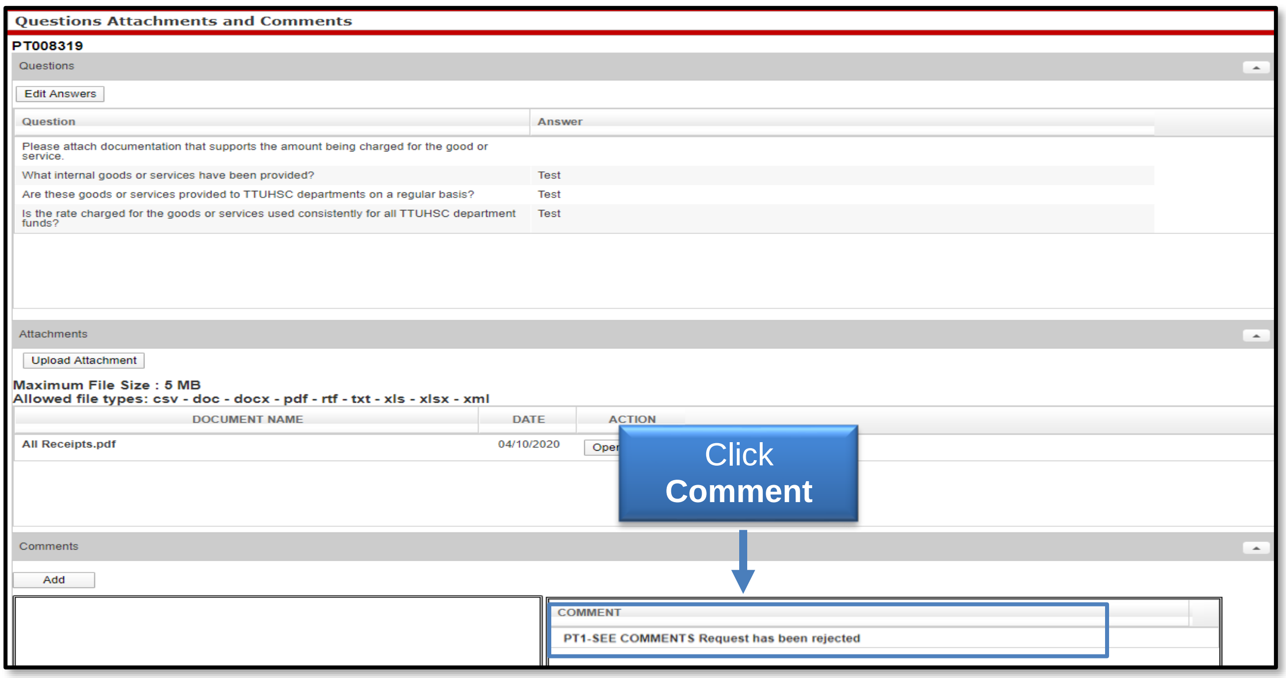


Selecting **Complete** (**Mark as Complete)** <u>does not</u> send the IPFT to approvals. In order to send the IPFT to approvals, navigate to the Status tab and locate the IPFT by the FiTS ID. Once located, click **Approvals**.



After the IPFT is submitted to approvals, the TEAM App Financial Managers or Approvers, along with Accounting Services will have the option to either Approve or Reject the IPFT. If errors or lack of justification are found, the IPFT will be rejected.

In the case of rejection, the IPFT Originator will receive a rejection email notification from the ITIS Financial Transaction Entry System. The email will reference the specific FiTS ID that has been rejected with a link that will return you to the Step 2 – Questions Attachments Comments tab of the IPFT. Scroll down to the Comments section to review the rejection reason and comments pertaining to the rejection. To expand the comments, click the desired comment within the Comment box to review the rejection reason or comments added by the reviewer.



The rejection reason and any comments about the rejection will be shown in the form of a pop-up message.

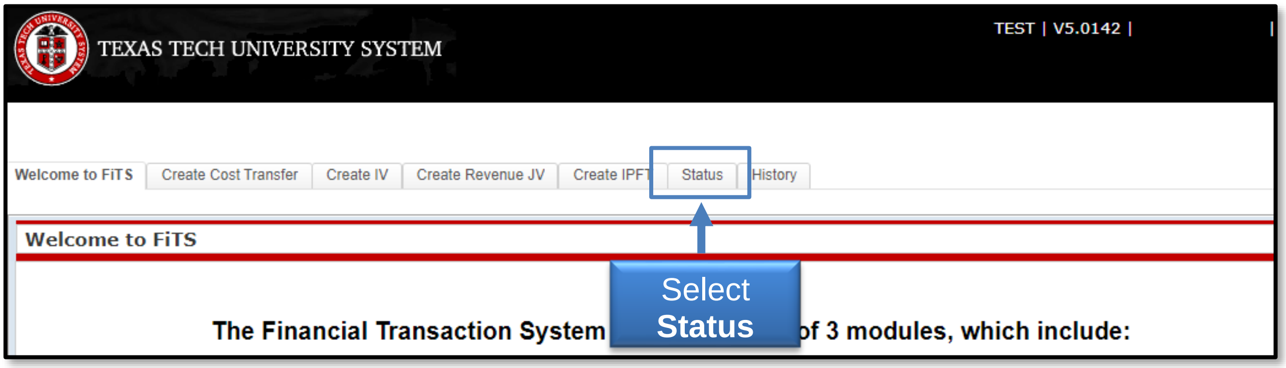
After reviewing the rejection reason and/or comments, modify the IPFT accordingly. After providing the requested information or making the requested changes, click the **Step 3 – Finish** tab and select **Approvals** to send the rejected IPFT through the approval process again.

Note: IPFT requests not submitted for approval after 14 days will be automatically deleted for inactivity.

Deleting an IPFT

Only the Originator of an IPFT has the ability to delete an IPFT from FiTS.

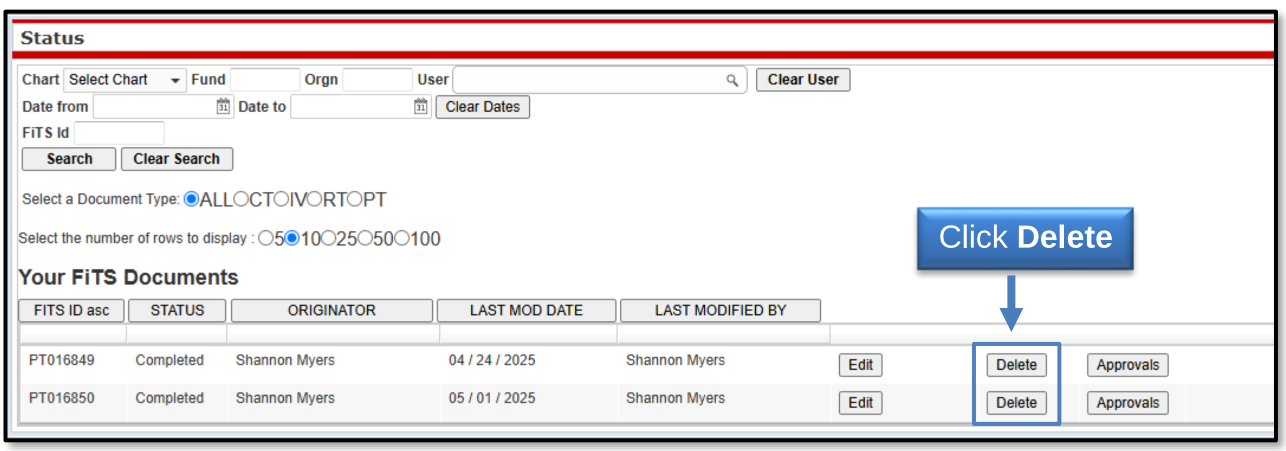
To delete an IPFT in FiTS, select the **Status** tab. The screen will populate with all of the FiTS documents you originated and have not been completely approved and processed or that need your approval (if you are a TEAM App Financial Manager or Approver).



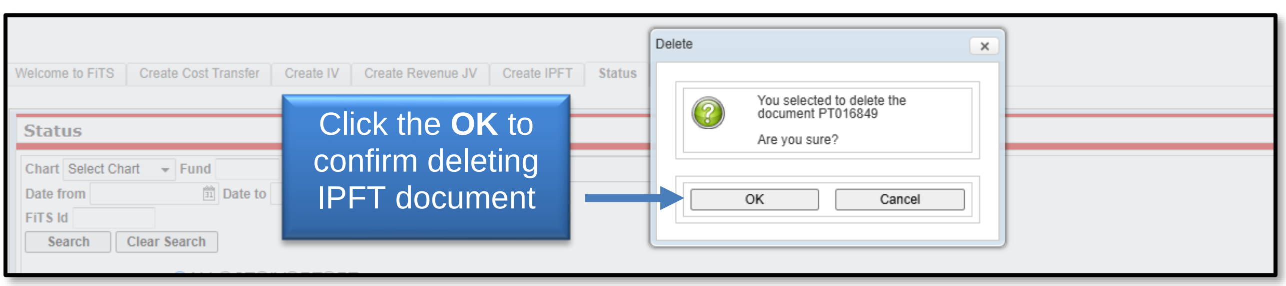
Search for the IPFTS(s) you wish to delete by Fund, Orgn, a Date Range that the IPFT was last modified, and/or FiTS ID, or by using the forward and back buttons at the bottom of the page.

*For more detailed instructions on how to use the search capabilities on the **Status** page, see page 13 of this training document.

Once the IPFT to be deleted is located, click **Delete** on the line of the selected IPFT.



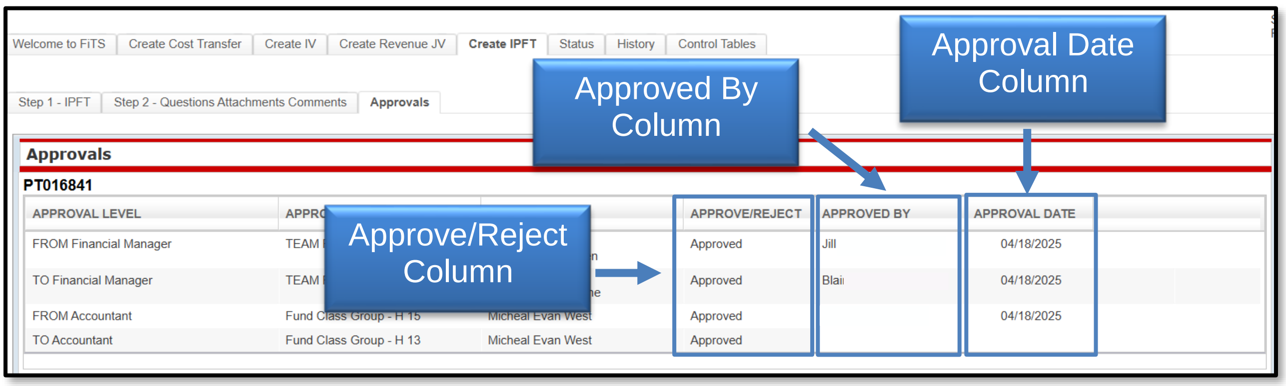
After clicking Delete, a pop-up message will appear to confirm the selected IPFT document should be deleted. If the document selection is correct, click **OK**. If not, click **Cancel**.



If the IPFT does not have the Delete button populated to the right, you are not able to delete the request. In order to delete the IPFT, contact the TEAM App Financial Manager or Approver or Accounting Services Approver who is in the next approval queue to have it rejected in the system so you can then delete the request.

The approval status can be determined by clicking the **Review** button next to the IPFT to be deleted. This list will indicate who has the option of rejecting the IPFT.

1. The FROM and TO Financial Manager are in the first approval group. If any one of these persons have not approved or rejected the request they will be able to reject the request (when a request is approved or rejected the Approve/Reject, Approved By, and Approval Date fields are populated with the noted information).
2. The FROM and TO Accountant are in the second approval group. If both the FROM and TO Financial Managers have not approved the request the persons in the FROM and TO Accountant will not be able to reject the request.



After the IPFT has been rejected, you will need to search the Status tab for the FiTS ID to be deleted. You should now have the option to delete the IPFT.

Originators will receive an email from ITIS Transaction Entry System for any PTs that remain in the Status tab and have not been modified for 7 days informing them that the PT will be deleted the following Monday. To prevent the PT from being deleted, the Originator will need to make the necessary corrections before the following Monday.

Approving and Rejecting an IPFT

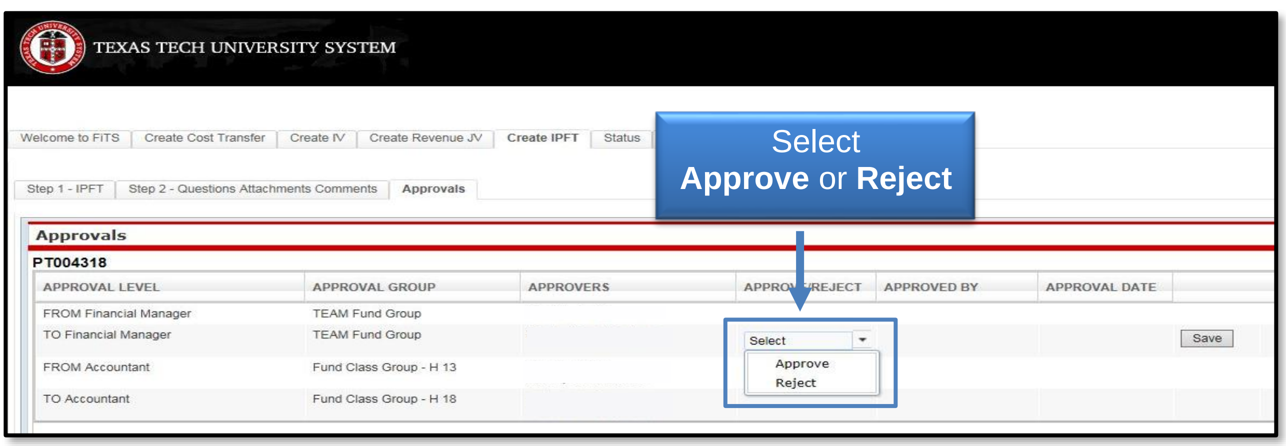
After the IPFT has been submitted for approval, the TEAM App Financial Manager and Approver(s) for each Fund included in the IPFT will receive an email notification from ITIS Financial Transaction Entry System informing them that there is an IPFT waiting for their review and approval/rejection. The email will reference the IPFT that has been submitted for approval by its FiTS ID and will contain the link to the IPFT that needs approval.

After clicking the link provided in the email notification, the TEAM App Financial Manager and Approver(s) will be taken to the Approvals tab of the IPFT referenced in the email.

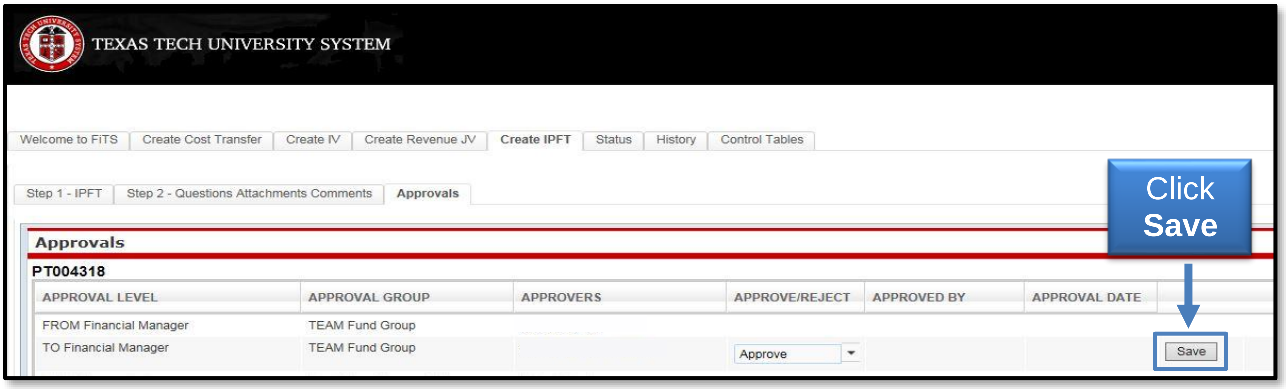
From the Approvals tab, the TEAM App Financial Manager or Approver can select the **Step 1 - IPFT** tab to review the IPFT details or the **Step 2 - Questions Attachments Comments** tab to review the responses to the questions provided by the Originator, as well as the required attachments or optional comments.

TEAM App Financial Manager and Approver(s) can edit the answers provided in the Questions section by selecting the **Edit Answers** button, then selecting **Save Answers** after the edits have been made. TEAM App Financial Managers and Approvers can add additional information in the form of an attachment or comment before approving or rejecting the IPFT.

After reviewing the IPFT, TEAM App Financial Managers and Approvers can choose whether to **Approve** or **Reject** the IPFT from the drop-down box. Only one approval or rejection from a TEAM App Financial Manager or Approver is required.

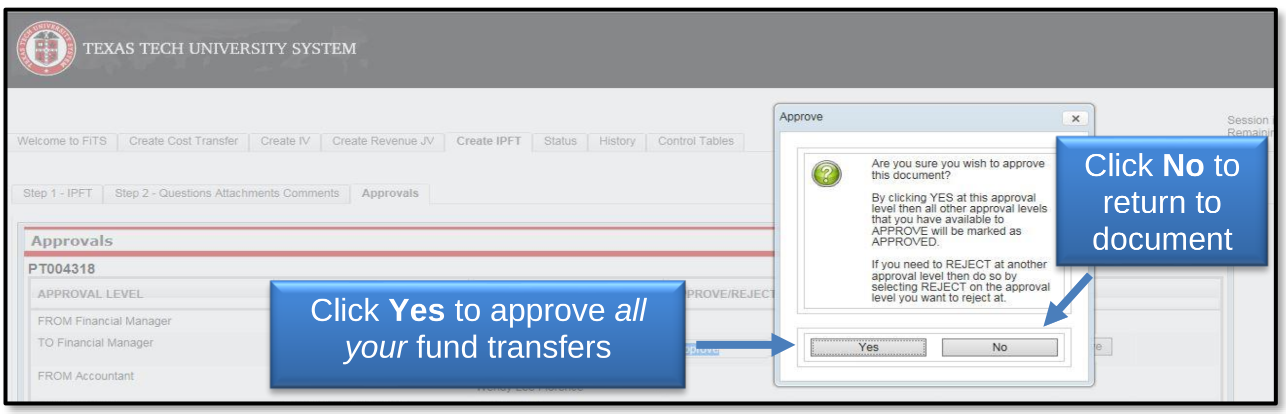


The TEAM App Financial Manager or Approver choosing to approve an IPFT will need to select **Approve** from the drop-down box on the Approvals tab and then click **Save**.

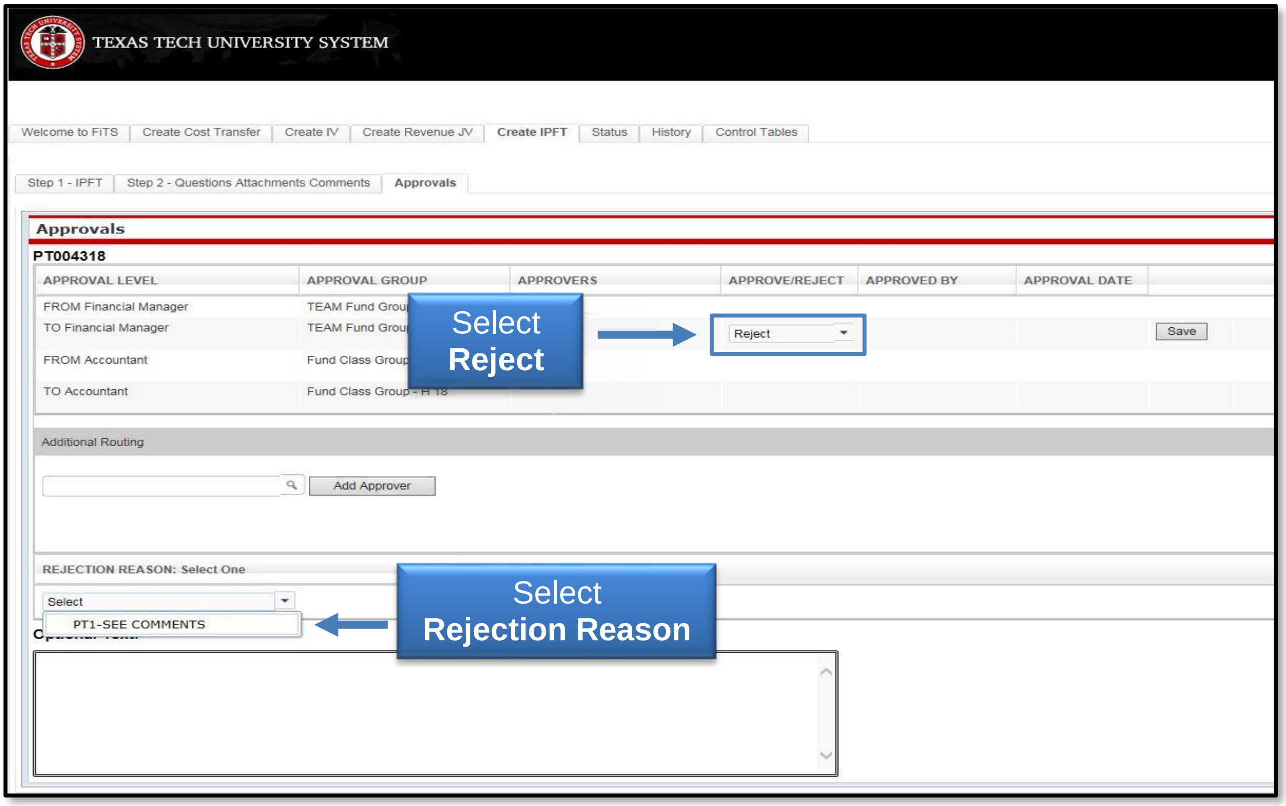


After selecting **Save**, the system will ask to confirm approval for the IPFT. If a TEAM App Financial Manager or Approver has more than one fund on an IPFT, selecting **Yes** will initiate a blanket approval for all funds that belong to them.

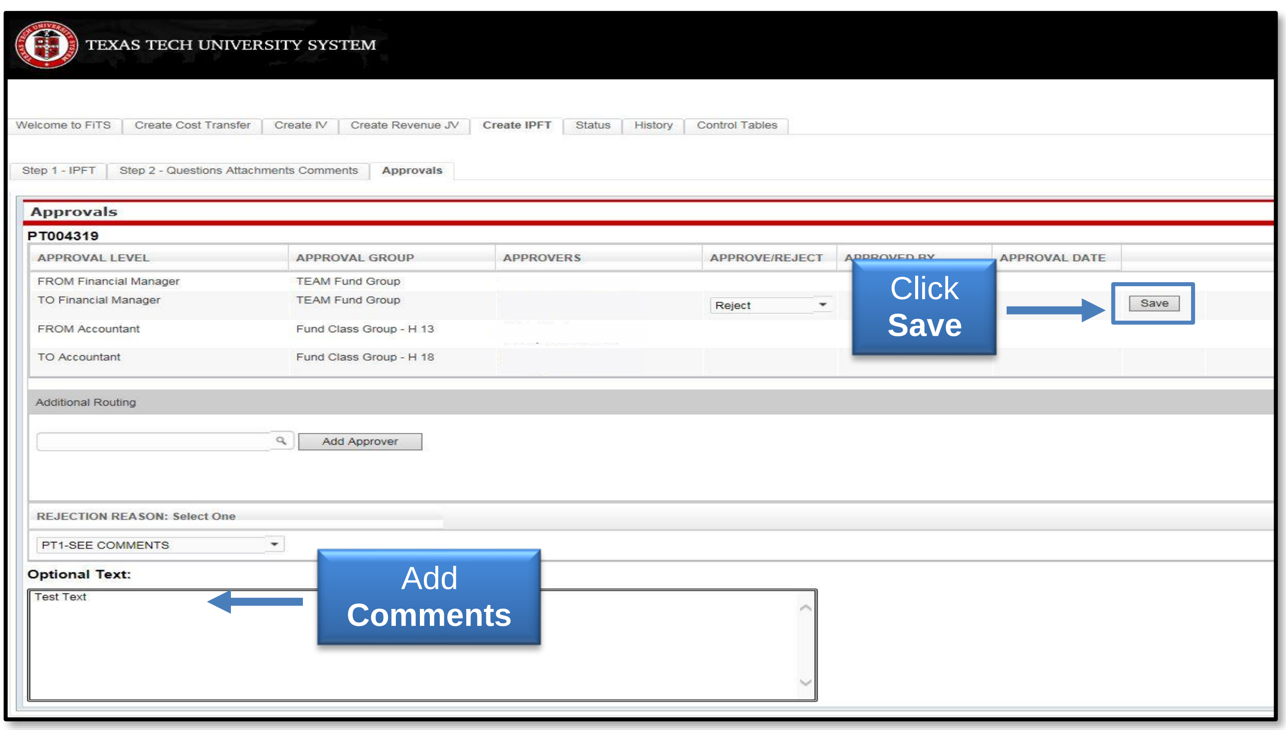
If one of the funds needs to be rejected, select **Reject** first, otherwise the blanket approval will go into effect and will forward the IPFT to Accounting Services for approval and processing.



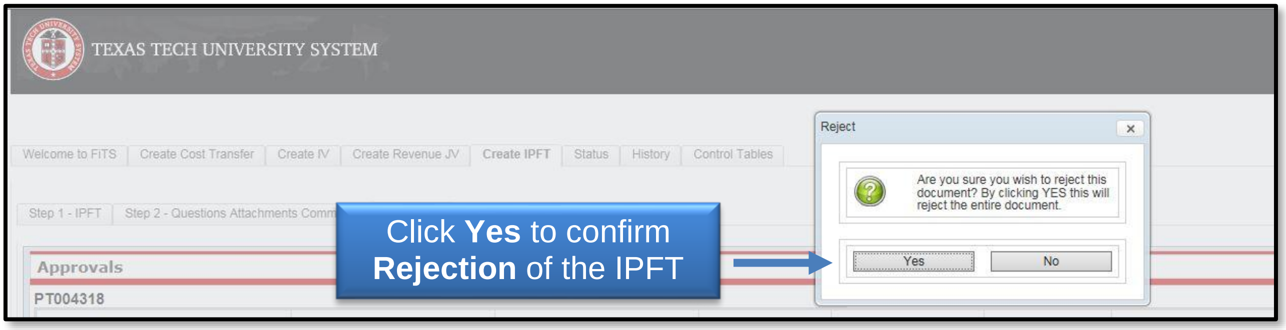
If rejecting, a TEAM App Financial Manager or Approver must select **Reject** from the drop-down box under the Approvals tab. After selecting **Reject**, a Rejection Reason is required to be selected from the drop-down box and provide an explanation.



A TEAM App Financial Manager or Approver can add comments to clarify the reason for rejection or to request additional information from the Originator of the IPFT. After selecting the Rejection Reason and providing an explanation, click **Save** to save your progress.

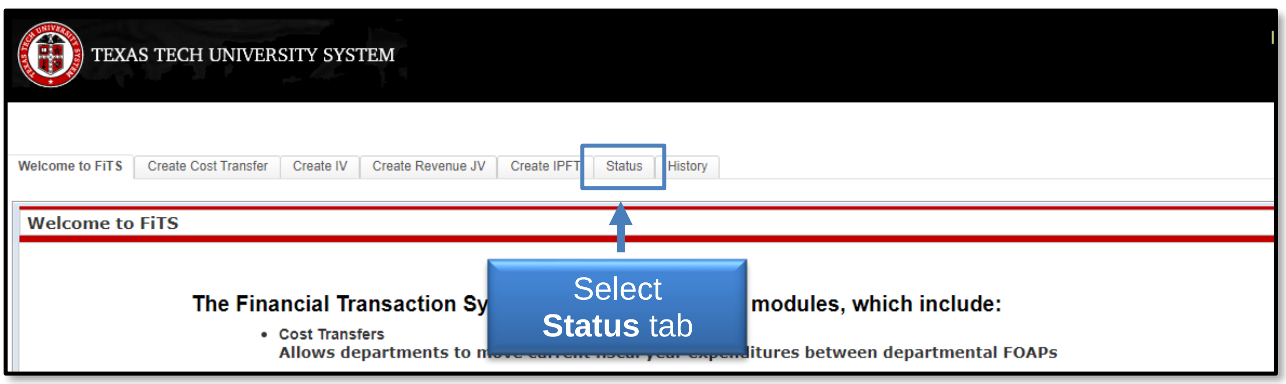


After clicking Save, the system will ask you, in the form of a pop-up message, to confirm the rejection of the IPFT. If the selection is correct, click **Yes**. If not, click **No**.



Searching the Status Tab

The **Status** tab can be used to search for any IPFT(s) that have not been completely processed and are pending Completion or Approvals. To begin, click the **Status** tab from the home page.



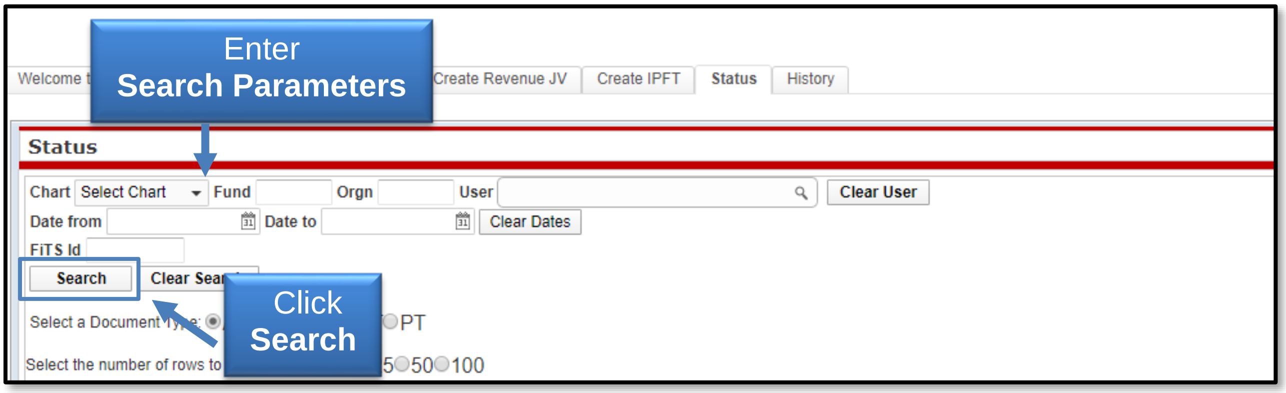
The Status tab automatically populates with all FiTS transactions for which you are the Originator or a TEAM App Financial Manager or Approver.

Users can search for a specific IPFT the following ways:

- Chart: Use "H" for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Search for all FiTS transactions a user is involved in; use the magnifying glass to select the correct name
- Date Range: Search by the last date a transaction was modified using the Date from field or by a date range
- FiTS ID: Search by all or a portion of the ID

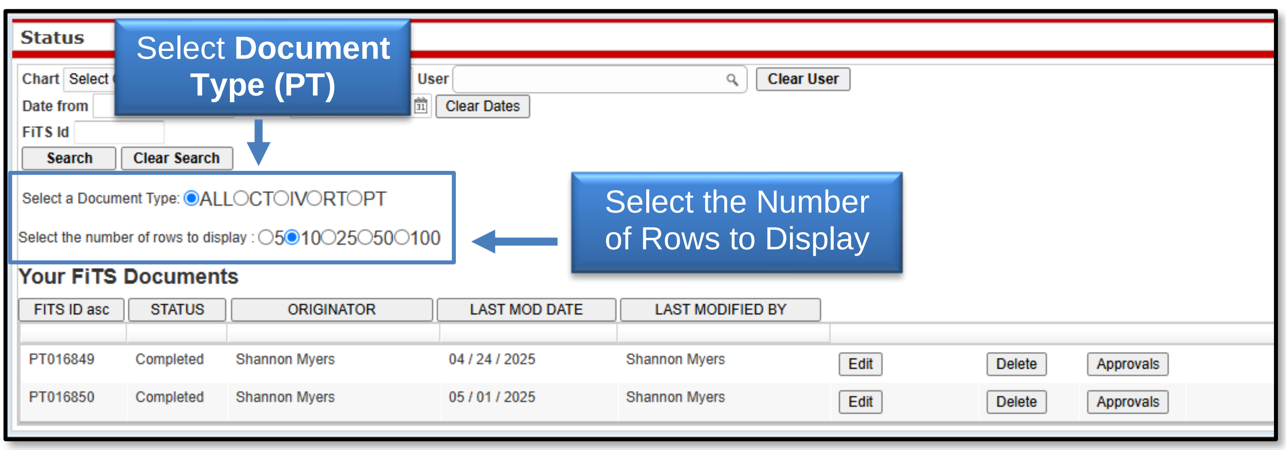
Users can search using multiple parameters from the list above. Depending on how many parameters are used, the search may have to be refined or expanded.

After entering the desired search parameters, click **Search** to perform the search. If you would like to perform a different search, click **Clear Search** to clear the search fields.



Depending on how many results are returned, move between the pages of results using the arrow buttons near the bottom of the page. You may select the number of rows displayed per page by using the radio buttons.

In addition to IPFTs, FiTS is used for Cost Transfers (CT), Interdepartmental Billings (IV), and Revenue Journal Vouchers (RT). Limit search results to only IPFTs (PT) by selecting the PT radio button.



The results will be sorted numerically by the FiTS ID. To sort the results by any of the other columnar fields, click the column header to sort by that field.

The search results will also display the following information:

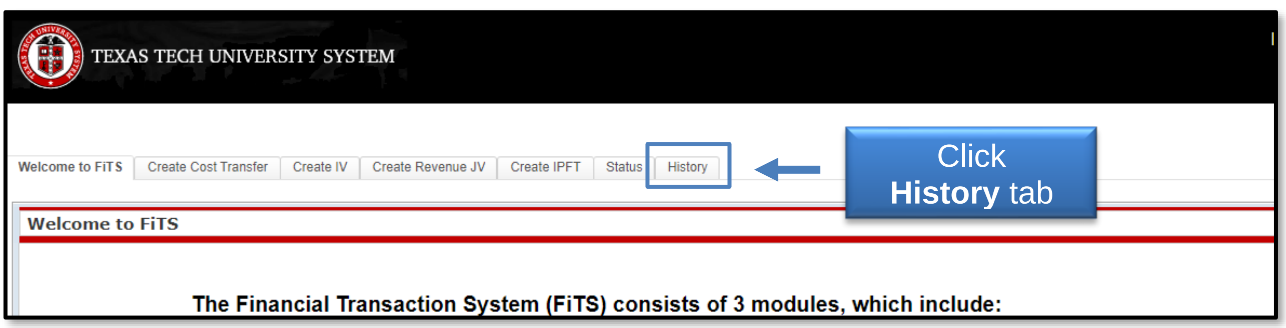
- Status: Stage of the FiTS process for the IPFT
- Originator: Person who submitted the IPFT
- Last Mod Date: Date of the last modification to the IPFT
- Last Modified By: User who last modified the IPFT

The Status column of the search results will reflect the current stage in the FiTS process for a specific IPFT. These stages include:

- **Started**: IPFT has been started by the Originator, but not marked complete. An Originator for an IPFT has the option to Edit or Delete the IPFT from FiTS.
- **Completed**: IPFT has been marked complete, but not submitted to Approvals. An Originator for an IPFT will have the option to Edit, Delete, or Approve. Selecting Approvals will send the IPFT into the approval process.
- **Submitted**: IPFT has been submitted for approvals. An Originator for the IPFT will be able to check the progress of the approvals. A Fund Manager or Approver will have the option to Approve or Reject the IPFT after clicking Review.
- **Rejected**: IPFT has been rejected in FiTS by a Fund Manager, Approver, or Accountant. An Originator will have the option to Edit or Delete the IPFT.
- **Errors**: IPFT has incurred an error while trying to post. Please contact Financial Systems Management at fsm@ttuhsc.edu for assistance.

Searching the History Tab

The History tab can be used to search for any IPFT(s) that has been processed and posted. To begin, click the **History** tab from the home page of FiTS.

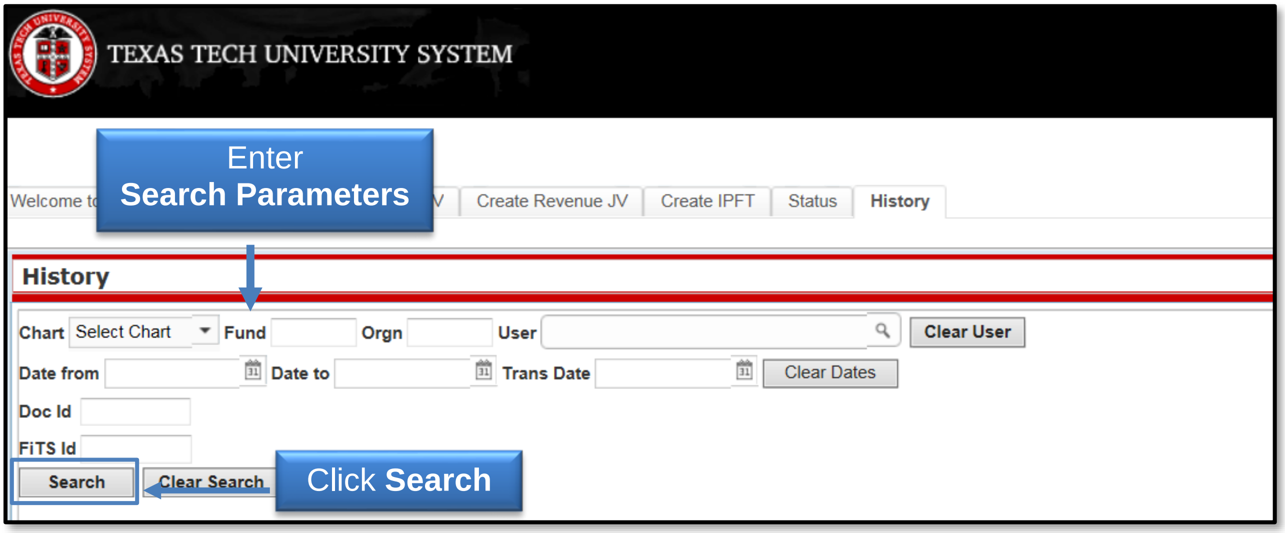


The History tab does not automatically populate with any IPFTs. Users can search for a specific IPFT the following ways:

- Chart: Use H for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Search all FiTS documents a user is involved in, use the magnifying glass to select the correct name
- Date Range: Search by the last date a transaction was modified using the Date from field or by a date range
- Transaction Date: Search by the documents Banner transaction date
- Doc ID: Search by all or a portion of the Banner Document ID that the IPFT was assigned when it was fully processed and posted
- FiTS ID: Search by all or a portion of the ID

Users can search using multiple parameters from the list above. Depending on how many parameters are used, the search may have to be refined or expanded.

After entering in the desired search parameters, click **Search** to perform the search. To perform a different search, click **Clear Search** to clear the search fields.



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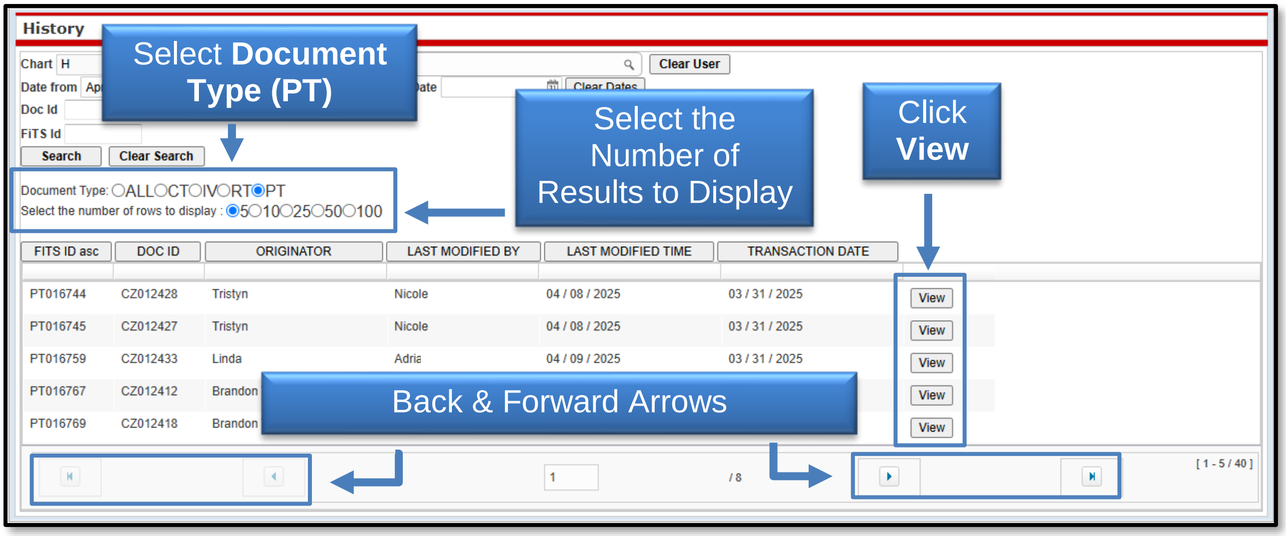
The results will be sorted numerically by the FiTS ID. To sort by any of the other columnar fields, click the column heading to sort by that field.

The search results will also display the following information:

- Doc ID: Banner Document number assigned when processed
- Originator: Person who submitted the IPFT
- Last Modified By: User who last modified the IPFT
- Last Modified Time: Date of the last modification to the IPFT
- Transaction Date: Transaction date the IPFT was posted to Banner

To view the detail of the processed IPFT, click **View**.



If you have a policy question regarding the IPFT process, please contact Accounting Services at hscacc@ttuhsc.edu.

If you have a training question about FiTS, please contact Finance Systems Management at fsm@ttuhsc.edu.