



FUND MANAGER

Training Video

Part of Required Training



Fund Manager Role



Knowledge Check

Please select the person(s) who share the responsibility for financial management at TTUHSC?

- ☐ A) Deans
- ☐ B) Department Chairs and Heads
- ☐ C) Delegated Personnel
- ☐ D) Fund Managers
- ☐ E) Vice Presidents
- ☒ F) All of the Above

Submit

Knowledge Check

Please select the person(s) who you believe share the responsibility for financial management at TTUHSC?

The correct answer is **All of the Above**.

Fund Manager Role

- 01** HSC OP 50.03 Financial and Fund Manager Responsibilities
- 02** Decentralized financial environment
- 03** Financial control broadly distributed

Financial Shared Responsibility

HSC OP 50.03

- ◆ Deans
- ◆ Vice Presidents
- ◆ Department Chairs
- ◆ Department Heads
- ◆ Delegated Personnel
- ◆ Fund Managers



Financial
Managers



What are the responsibilities of Financial Managers?



Financial Manager Responsibilities



FINANCIAL DECISIONS

Active role insuring financial decisions are sound and proper.



STEWARDSHIP

Responsible for stewardship of financial resources or ensuring the financial process works within the FM's organizational chain of responsibility.



IDENTIFICATION

Identify improvements or inefficiencies to financial policies, procedures, processes and systems to improve the overall financial environment.

Knowledge Check

Financial Managers are responsible for making sure the financial management process works properly within each FM's organizational chain of responsibility.

- ☒ A) True
- ☐ B) False

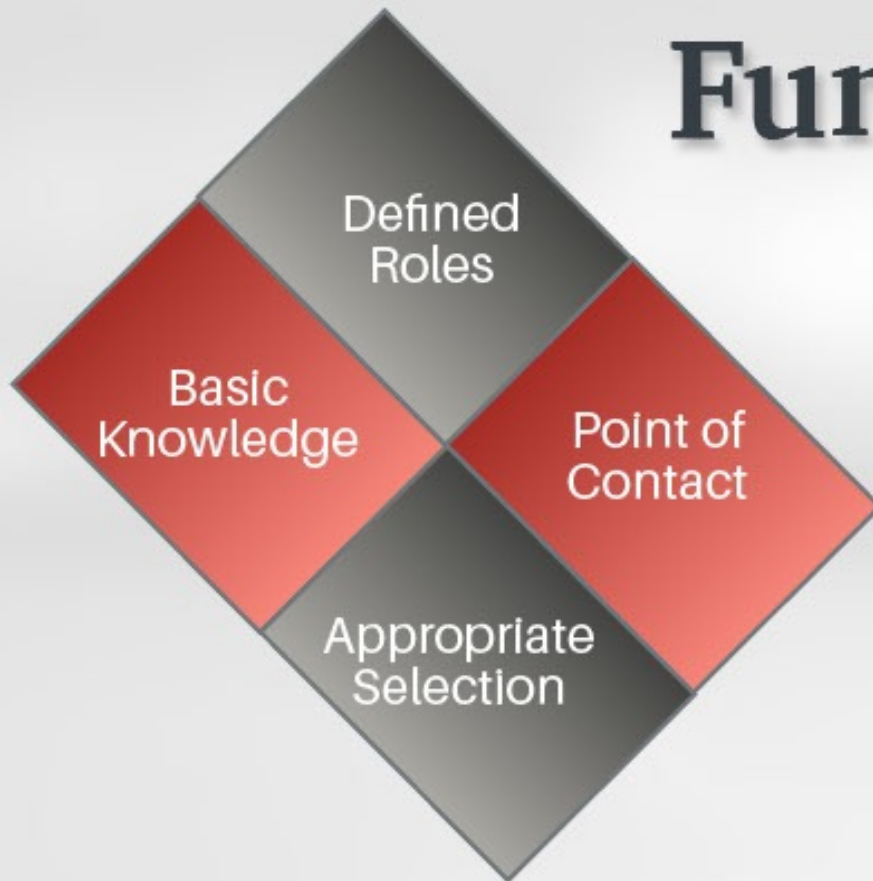
Submit

Knowledge Check

Financial Managers are responsible for making sure the financial management process works properly within each FM's organizational chain of responsibility.

The correct answer is **True**.

Fund Managers



Fund managers have more defined roles.

You serve as primary point of contact within TTUHSC's finance system.

Department heads and administrators are responsible for selection of FMs.

FMs must have basic knowledge of accounting, budgeting, and financial management.

Knowledge Check

When is a Fund Manager established for a fund?

- ☐ A) Before a fund is established.
- ☒ B) When a fund is established.
- ☐ C) After a fund is established.
- ☐ D) No fund manager is needed for a fund.

Submit


Knowledge Check

When is a Fund Manager established for a fund?

The correct answer is ***when a fund is established.***

Financial Manager Change Request

Gain Access Two Ways

 Finance New FOP

Applications ▾ Functions ▾ Shannon Myers [Logout](#)

Request Financial Manager Change

Chart:

Current Financial Manager:

Home

Employee

Available Budget <

F&A Work Tools

Payroll & T

Supervise

My Content

Cognos

Facilities & Safety

News

Use WebRaider Portal

Human Resources

HR Home

- ACEBoard - Acknowledge and Celebrate Excellence! Send a THUSSE
- ACE
- Dressing - Careers at Texas Tech: Hiring Manager help links:
 - Hiring Manager Access Request Form
 - Careers at Texas Tech User Guide- Lubbock/ Managed Care/ Permian Basin
 - Careers at Texas Tech User Guide- Abilene / Amarillo / Dallas
- Careers at Texas Tech- **Job Opportunities**
- Compensation
- COVID-19 HR Guide
- EOPS (Employee Onetime Payment System)
- EOPS ATS (Approval Tracking System)
- ePAF
- ePAF Learning Community/Resources
- Forms - Employee
- Forms - Manager Supervisor
- Human Resources Operating

Select F&A Work Tools

Business Affairs portlet

Budget

Budget Home

- Reports
- Budget Forms
- Budget Basic Refer
- Budget Revision Sys
 - Budget Revision System User's Guide
- Organization Code Request
 - Organization Request Instructions
- Fringe Projector
 - DMFR Fringe Calculator Instructions
- Labor Redistribution
 - Labor Redistribution User's Guide
- Budget Prep User's Guide
- Budget Prep Security (Team App)
 - Setting Budget Prep Security

Accounting Services section

Business Affairs

Business Affairs

- Business Affairs Home
- Accounting (Cognos)
- Business Calendar
- Business News

Accounting Services

Accounting Services Home

- Financial Transaction System (FITS)
 - FITS Information
- Financial Manager Change Request
 - Financial Manager Change Request Information
 - Fund Maintenance System
 - New Fund Request Information
- Approval Tracking System (ATS)
- Forms
- Grant Accounting
- Cash Fund Training
 - Deposit Procedures Manual
- Accounting Services Operating Policies
- Contacts

Click Financial Manager Change Request

Select Systems

Systems

Links to systems supported by FSM:

Cash Receipts [↗](#)

Chrome River [↗](#)

Contract AR/Billing [↗](#)

Contracting [↗](#)

Effort Reporting (ecrt) [↗](#)

ePrint [↗](#)

Finance Reporting (Cognos) [↗](#)

Financial Manager Change Request (New FOP) [↗](#)

Financial Transaction Systems (FITS) [↗](#)

Click Financial Manager
Change Request

What are the responsibilities of Fund Managers?

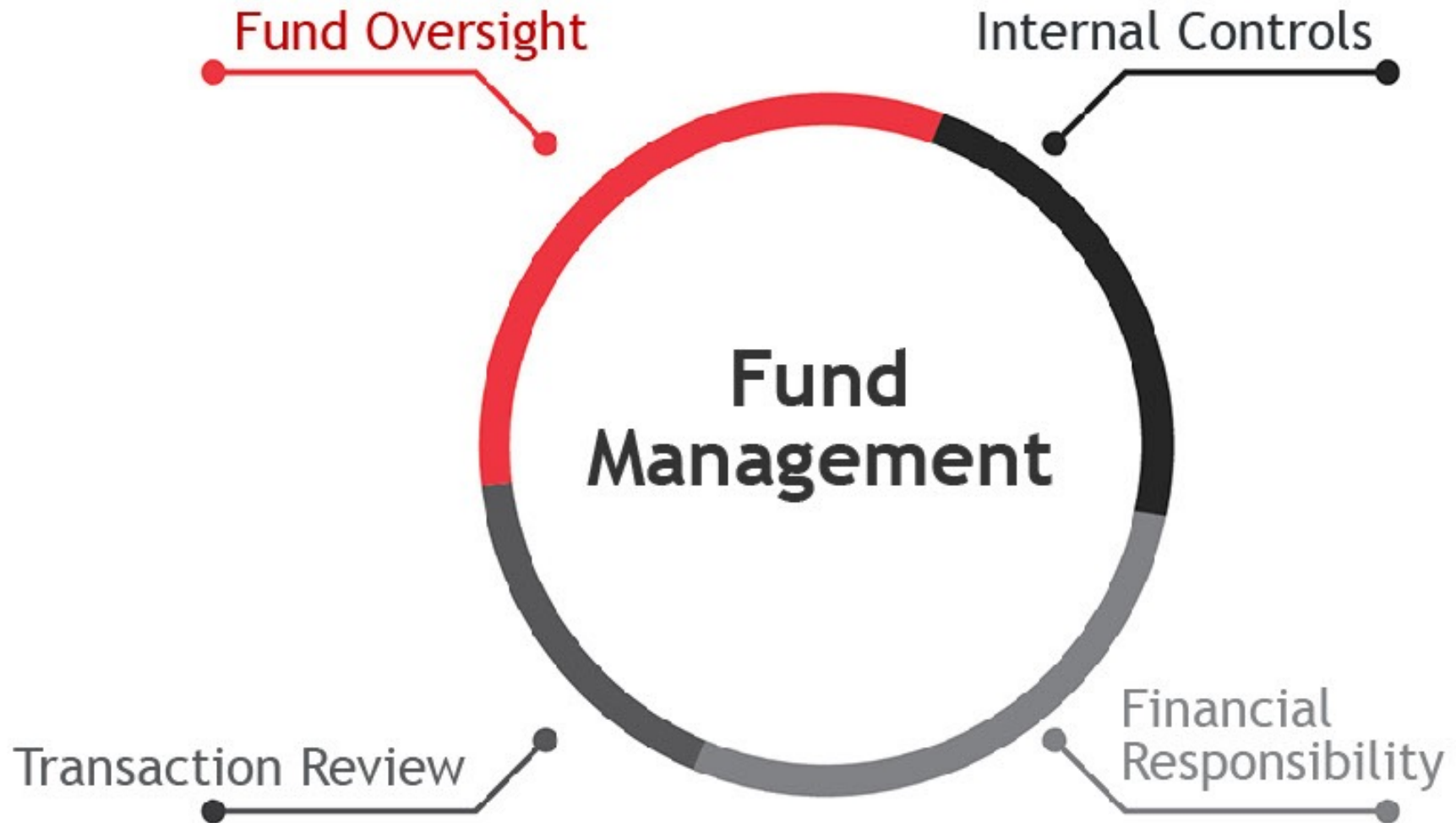


FUND MANAGEMENT



■ Financial (50%) ■ Operational (50%)

Fund Managers



10 Fund Manager Responsibilities



10 Fund Manager Responsibilities

1. Establish Internal Controls:

Establish internal controls at the department level.

10 Fund Manager Responsibilities

2. Reconcile Transactions:

Reconcile ledger transactions to departmental transactions.

10 Fund Manager Responsibilities

3. Ensure Compliance:

Ensure compliance with fund purposes and/or restrictions.

10 Fund Manager Responsibilities

4. Follow Policies:

Need to be aware of institutional policies concerning fund management.

10 Fund Manager Responsibilities

5. Manage Budget:

Responsible for ensuring sufficient budget is available to support anticipated expenses for the entire fiscal year.

10 Fund Manager Responsibilities

6. Maximize Cash Flow:

Maximize cash flow through effective internal procedures, timely billing, collection and depositing of revenue.

10 Fund Manager Responsibilities

7. Maintain Fund Balances:

Maintain positive fund balances and cover deficits throughout the fiscal year.

10 Fund Manager Responsibilities

8. Provide Program Coding:

Responsible for providing correct program coding.

10 Fund Manager Responsibilities

9. Monitor Delegated Persons:

Assume responsibility for activities and transactions of delegated persons.

10 Fund Manager Responsibilities

10. Achieve HUB goals:

Strive to achieve institutional Historically Underutilized Businesses or HUB goals.

Knowledge Check

Match the fund manager responsibilities with the description.

Responsibilities

Descriptions

2 Compliance

- 1) Maximize cash flow through effective internal procedures, billing, collection and depositing of revenue.
- 2) Ensure compliance with fund purposes and/or restrictions.
- 3) Maintain positive fund balances and cover deficits.

The correct answer is #2!

Knowledge Check

Match the fund manager responsibilities with the description.

Responsibilities

3.	Policies
5.	Transactions
4.	Delegated Persons
1.	Program Coding
2	Internal Controls

Descriptions

1. Maintaining correct program coding.
2. Establish internal controls at the department level.
3. Be aware of institutional policies on fund management.
4. Be responsible for transactions of delegated persons.
5. Reconcile ledger and department transactions.

Submit

Fund Managers and Delegated Persons

Training Requirements



Fund
Manager
Training

[Click
Training Center](#)

welcome to FINANCE SYSTEMS MANAGEMENT

building systems, validating data, delivering knowledge

www.fiscal.ttuhsc.edu/fsm

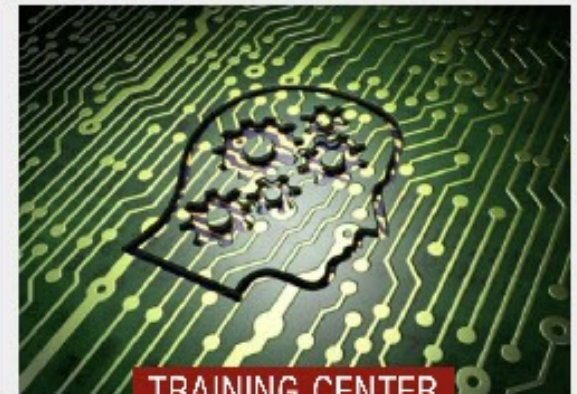
WHAT WE DO



SYSTEMS



NEWS



TRAINING CENTER

Training Center

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Search Training Center Document Titles

Materials related to Business Affairs are listed in the box below to help you find the document you want to filter.

Click Filter by Category

Select Document

9 Cash Receipts Submission Responsibilities 

9 eort Responsibilities for Certifiers 

9 eort Responsibilities for Effort Coordinators 

9 Principal Investigator/Program Manager Financial Responsibilities 

10 Contract Manager Responsibilities 

10 eort Responsibilities for Principal Investigators 

10 Expense Lease Process Responsibilities 

10 Fund Manager Responsibilities 

Fund Attributes 

Fund Hierarchy 

Fund Name Change Quick Start Guide 

Fund Name Change Training 

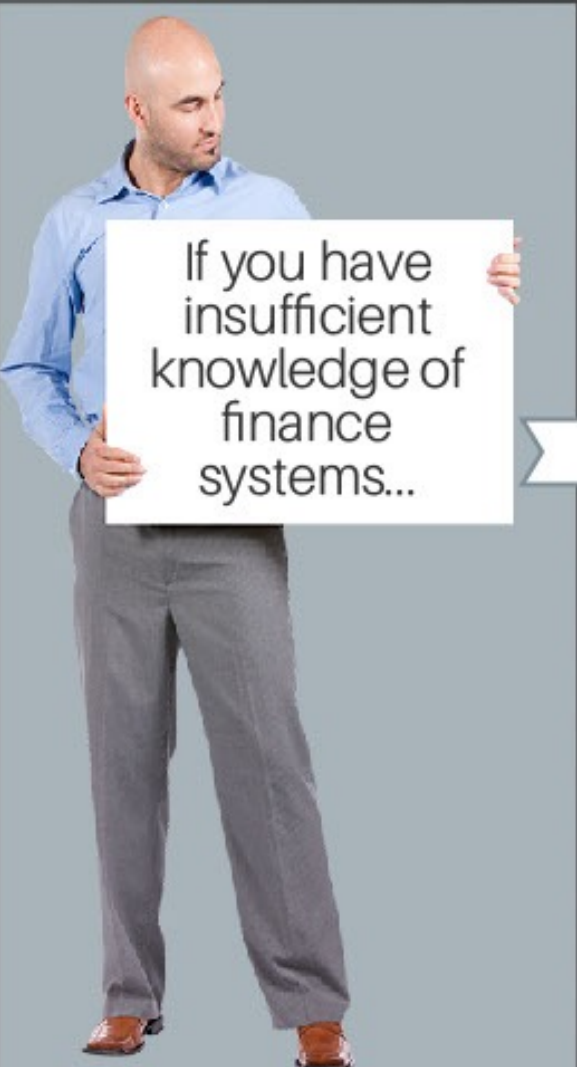
Fund Quick Reference 

Glossary of Terms 


Guidelines for Capitalized and Controlled Items 

Henry Schein Purchases 


Removal of Fund Manager or Delegated Person



If you have
insufficient
knowledge of
finance
systems...



and/or
disregard
policies and
procedures...



you may
be removed
from your
role.

Summary

Fund Managers Responsibilities

- Serve as a primary point of contact within TTUHSC's Finance System.
 - Assume responsibility for the financial and operational management of funds.
 - Demonstrate competence in these responsibilities.
 - Identify improvements for financial policies, procedures, processes, and systems.
-

THANK YOU!

Additional Questions?

Email: fsm@ttuhsc.edu