



Internal Purchase Funding Transfers (PT) 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 **F**und, **O**rganization, and **P**rogram are required codes.

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

FiTS and related training documentation can be accessed from:

- [FiTS](#)
- [WebRaider portal](#) > Business Affairs tab > Links to Financial Systems > Financial Transaction System (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**
- In the Purchase Transfer Out section enter the **FOP** of the department to be charged for payment along with the Amount to be transferred and the Description
- Click **Add** and scroll to the top of the page and click the **Step 2** tab

Step 2 – Questions Attachments Comments

- Click **Edit Answers** and answer the required questions with clear and adequate information, click **Save Answers**
- Add required attachments
- Adding comments is optional
- Scroll to the top of the page and click the **Step 3** tab

Step 3 – Finish

- Click **Approvals** to begin the approval routing process

Email notifications from the 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.

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

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.