

TeamApp is used to request access to TechBuy, Finance Signature Authority, HR Reports, ePAF and WTE.

The **Financial Manager** for each organization must request access via TeamApp for various applications and levels of access to systems.

To access TeamApp through Raiderlink, click on the **A&F Work Tools Tab**, in the AFISM Channel under Other Links, there is a direct link to **TeamApp** or you access it through the URL:

<https://banapps.texastech.edu/team/QuickLinks.aspx> .

To identify the Financial Manager for your Organization, you can run Cognos Finance report FI028 – Organization Hierarchy Report.

Below is an example of the FI028 report:

| Texas Tech University Organization Hierarchy Report | | | | | | | | | | |
|--|----------------------|---|------------------|---|------------------------|--|---------------------|--|------------------|--|
| CHART | LEVEL 2: DIVISION | DIVISION DESCRIPTION Financial Manager | LEVEL 4: AREA | AREA DESCRIPTION Financial Manager | LEVEL 5: DEPARTMENT | DEPARTMENT DESCRIPTION Financial Manager | LEVEL 6: SECTION | SECTION DESCRIPTION Financial Manager | LEVEL 7: UNIT | UNIT DESCRIPTION Financial Description |
| T | B | Provost and Academic Affairs Winer, Jane L. | B51 | College Ag Sci and Natural Resource Burns, John | B5105 | Natural Resources Management Fish, Ernest B. | B51AG | Natural Resources Management Fish, Ernest B. | B51087 | Brad Dabbert Dabbert, Charles B. |

Note: Red boxes with arrows point to 'Level 5 Org Manager' (under Department) and 'Level 7 Org Manager' (under Unit) in the example table above.

Finance Access: Signature Authority & TechBuy Authorization

A **Financial Manager** is a TTU or TTUS employee who is currently a **Level 7** Organization Financial Manager. A Financial Manager has unlimited account approval authority (*up to the budgeted amount for that FOP*).

Financial Managers are responsible for assigning **Approver** and **Requestor** roles for use of the FOPs they manage for TechBuy and other financial systems (ex. Direct Pay, P-Card, etc.). They are also responsible for removing permissions when personnel changes occur. Financial Managers also register **Shopper** roles and delegate that responsibility to an Approver or Requestor.

Financial Managers are also responsible for complying with University budgets and spending funds for the purpose intended.

Only one Financial Manager is allowed per FOP. To request a change to the current Organization or Fund Financial Manager, please use the **Financial Manager Form** on the Accounting Services website: <http://www.depts.ttu.edu/accountingservices/forms.php> .

Instructions for Signature Authority Authorization for Approvers, Requestors & Shoppers:

Please refer to the [TeamApp: Finance Approver Requestor Shopper](#) document found on the AFISM Resources website: *RaiderLink > A&F Work Tools tab > AFISM > Resources (Crosswalks, etc ...) > Filter by Category TeamApp > [TeamApp: Finance Approver Requestor Shopper](#)*

Financial Profile Reports

- Click on **Reports** in the left sidebar menu.
- Click on **Financial Profile Access Report**.
- Search Criteria:
 - o Enter the eRaider for the user or search using their legal first and last name OR enter an Organization.
- Click on **Search**.

The screenshot shows a search interface with the following elements:

- Search Criteria:** A heading for the search section.
- eRaiderID:** A text input field with a 'Lookup' button to its right.
- COAS:** A dropdown menu with a downward arrow.
- FUND:** A text input field.
- ORGN:** A text input field.
- PROG:** A text input field.
- Search:** A button at the bottom left, highlighted with a red arrow pointing to it.

- Search results will provide all of the information associated with either the eRaider or the Organization (which includes):
 - o Chart of Accounts
 - o Financial Manager
 - o Approver
 - o Requestor
 - o Shopper

HR Security Reports

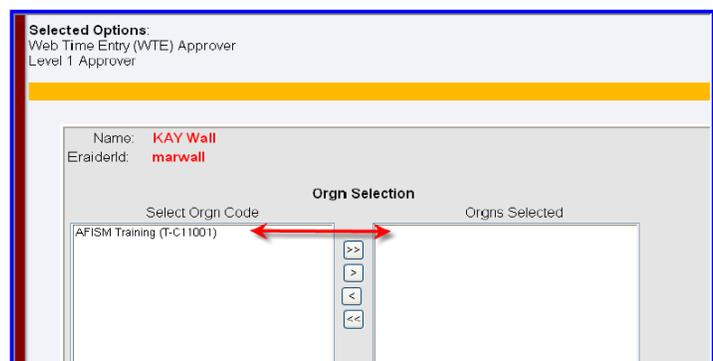
Instructions for Authorization for ePAF, Web Time Leave, Web Time Entry and Cognos HR Reports (for Level 5 or Level 7 Organization Financial Mangers):

- Click on **Access Request** in the left sidebar menu
- Click on **HR Security Request**
- Enter the eRaider for the user or search using their legal first and last name.
- From the **HR Security Role Screen** select a role based on the level of approval wanting to be granted.
- Click **Next**

Note: ePAF Originator role is assigned upon completion of the All About HR and ePAF class.

Instructions for each role are shown below:

- **ePAF Approver** – click **Next** to add the user as an ePAF Approver.
 - o Enter the name of the previous approver that this person is replacing or enter NONE to add an Approver.
 - o Click **Next**
 - o You will receive a confirmation message that **Your Request has been Submitted**
 - You can now click to **Submit Another Request** and repeat the process if you are needing to add additional ePAF Approvers.
- **Web Time Entry (WTE) Approver or Web Leave Report (WLR) Approver** – this role authorizes a user to approve Web Time Entry (WTE) submission for non-exempt employees or approve Web Leave Reports (WLE) for exempt employees.
 - o Select **Approval Form and Level**
 - **Approval Form** – Organization Level (access to FOPs related to Org) OR
 - Employee Level (specify employee)
 - **Approval Level** – WTE or ELR will be submitted to the Level 1 Approver first. Once approval is applied by the Level 1 Approver, WTE or WLR will be submitted to the Level 2 Approver.
 - o Click **Next**
 - o **Organization Level Selection**
 - From the **Orgn Selection Screen**, click on the Organization code(s) that you would like and use the arrow keys to move the selected Orgn Code to the **Orgns Selected** column



(this process can also be used to removed access)

- **Employee Level Selection** – from the **Employee Selection** screen, click on the selected employee(s). Use the arrow keys to move the **Select Employees** to the **Employees Selected** column (this can also be used to remove employees).
 - o Click on **Submit**
 - o You will receive a confirmation message showing a summary of your request.
 - You can click to **Submit Another Request** and repeat the process for additional WTE or WRL Approvers.

- **HR Reporting Access in Cognos** – access to these reports allows for users to review HR Reports in Cognos (this includes Payroll, Salary Rosters, Leave Balances, etc.) for Organizations and their related FOPs.
 - o To provide access, from the **Orgn Selection** screen, click on the selected Organization Code(s). Use the arrow button to move the **Select Orgn Code** to the **Orgns Selected** column (this can also be used to remove access).
 - o Click **Submit**
 - o You will receive a confirmation message showing a summary of your request.
 - You can click to **Submit Another Request** and repeat the process for additional access to HR Reporting.