TEAM Application  http://team.texastech.edu

Requesting Access to TechBuy and Finance Signature Authority

The Financial Manager for each organization wishing you to have access must register you via the TEAM Application (TeamApp). The Financial Manager may register you for TechBuy and finance signature authority. The financial manager level is available in the Cognos Finance report FI028 (sample below). The Authorization site is through the Team Application: http://team.texastech.edu or the TeamApp link on the Raiderlink under A&F Work Tools Tab under AFISM.

Finance Access:  Signature Authority and 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 will be responsible for assigning Approvers and Requestors (roles) for use of specific FOPs in TechBuy and other financial systems (Direct Pay, P-Card, etc. for Approver role only), and removing their permission should there be a personnel change. Financial Managers may also register Shopper roles or delegate that responsibility to an Approver or Requestor.

Financial Managers will also be 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 access the Financial Manager Form on the Financial Services and Tax website:  http://www.depts.ttu.edu/far/forms/

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

- The Level 7 Organization Financial Manager logs on to  http://team.texastech.edu with eRaider ID and Password (not required if accessing through Raiderlink)
- Choose Access Request from the list provided on the left side of the page
- Choose the Financial Security Request link
- Enter the eRaider User ID for the user you are requesting permission for. Note: if you do not know the eRaider ID, you may click the Search for eRaider ID radio button
From the **Financial Role** screen, select a role based on the level of approval you are granting the user:

- **Approver** – A TTU or TTUS employee who has been given signature authority for specific Organizations and their related FOPs by the Financial Manager.
  - This role has unlimited FOP approval authority (up to the budgeted amount for that FOP).
  - Approvers will be responsible for complying with University budgets and spending funds for the purpose intended.
  - An Approver will have the authority to register Shoppers for the TechBuy system.
  - Financial Managers may assign up to three Approvers per Organization.

- **Requestor** – A TTU or TTUS employee who has been given permission in TechBuy to shop and approve Purchase Requisitions for specific Organizations and their related FOPs by the Financial Manager. **This Role applies to TechBuy Only.**
  - This role has FOP approval authority up to $5,000.
  - Any transaction greater than $5,000 coming from an individual with this role will go to a higher authority (Approver or Financial Manager) for approval.
  - Financial Managers may assign up to three Requestors per Organization.
  - Requestors will be responsible for complying with University budgets and spending funds for the purpose intended.
  - A TechBuy training class is required for Requestors prior to obtaining access to the TechBuy system.

- **Shopper** – no spending authority; all requisitions will route for approval **This Role applies to TechBuy Only.**
  - A TechBuy training class is required for Shoppers prior to obtaining access to the TechBuy system.

- **None** – allows the Financial Manager to delete all authorities from a user
  - From the **ORGN Selection** screen, using the arrow keys, move the **Available ORGNs** to the **Selected ORGNs**. You may also use this application to remove authorizations.

**NOTE:** Organization selected allows authorization to all FOPs related to the selected Organization.

### ORGN Selection

<table>
<thead>
<tr>
<th>Available ORGNs</th>
<th>Selected ORGNs</th>
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<tbody>
<tr>
<td>T-C11001</td>
<td>T-C11000</td>
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To Change an Existing Role on specific org(s), the Financial Manager will need to select the individual’s current role, move the org(s) from Selected ORGNs column to Available ORGNs column and submit. Log back in with selecting new role, move the org(s) from Available ORGNs to Selected ORGNs and submit.

- **A Default Ship To Location** is also required. There is a drop down menu with all of the available locations. Note: TTU/TTUS Ship To codes will begin with a “T” and are set up by buildings, not departments.
- Click on **Submit**.

NOTE: If Ship To Location modifications are made to an existing user, the default Ship To will change in TechBuy

**Financial Profile Reports**

- Log on to [http://team.texastech.edu](http://team.texastech.edu)
- Enter your eRaider ID and Password (Note: not required if accessed through Raiderlink)
- Choose **Reports** from the list provided on the left side of the page
- Click on **Financial Profile Access Report**
- Search Criteria
  - Enter the eRaider User ID for information associated with that user. **Note**: if you do not know the eRaider ID, you may click the **Search for eRaider ID** radio button, OR
  - Enter a **Organization** to look up specific Organization (remove eRaider ID)
- Click on **Search**

- Search results will provide all information associated with either the eRaider ID or Organization
  - Chart-Organization
  - Financial Manager
  - Approver
  - Requestor
  - Shopper