Student Financial Advising (SFA) presents: CREATING AN FTF (Financial Transaction Form)
What is an FTF?

• Financial Transaction Form
• Used to request advisor approval to purchase goods/services or transfer funds between groups or university accounts
• FTF approval is necessary for **ALL** transactions
• For more information on the FTF and the FTF process, please see Club Finance

https://www.cc-seas.columbia.edu/studentlife/resources/clubfinancetraining
Creating an FTF

• Go to https://lionlink.columbia.edu/; click the “Sign In Now” box
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- Click the “Discover a New Organization” box

![Screenshot of Columbia LionLink interface](image-url)
Creating an FTF

- Enter the name of your group in the “Search” box and click “Go”; click on the link to your group once it appears
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- To create an FTF, click on “Finance”
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- Click on “Create Purchase Request”
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Complete **ALL** information requested in the FTF

- If fields are left blank your request won’t submit
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Input your event name or information about the purchase if it isn’t associated with an event in the “Subject” field
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Indicate the total amount requested for the purchase

$50
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Include a brief overview about the program/event or the purchase
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Click the “Select” button under “Account”
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Your account(s) will appear; select where you are spending from - either the operations or gift account (if applicable)
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Click the dropdown arrow then select the appropriate purchase type from the menu.
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DO NOT COMPLETE THIS PAYEE INFORMATION SECTION (this is a standard delivered section that we could not customize to remove)
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Instead, complete the “Payee Information” under “Additional Information”
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Click on the dropdown arrow from the “Payee/Vendor Name” list
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For direct purchases from vendors who accept FTF’s you will always select the vendor from the dropdown list.
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You may also be able to find vendors for purchase orders, promotional items and internal vendors in the dropdown list.
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For other purchase types where the vendor doesn’t appear in the vendor list, select “Other” from the bottom of the list.
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If the vendor was in the dropdown list, you do not need to complete the section below indicating contact information for vendor.
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If “Other” was selected from the vendor list you must complete the appropriate section below; complete only 1 section.
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From the “Department/Governing Board” section, select the option under which your group falls.
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From the “Where is money being spent from” section, you must now select the appropriate response (allocation vs. revenue or both)
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You must also now fill in the appropriate dollar amount coming from allocation and/or revenue.
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Enter event name, date/time and location (location should be specific, i.e. “Lerner 505”, not U.S. or NY)
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Under “Business Purpose” select the appropriate response and type N/A in the box. If you select “Other” as the business purpose you must write the details as requested in the box. Be specific; Accounts Payable will ask!
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From the “Items to Purchase” section, select the appropriate response
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If you chose “Other” under “Items to Purchase” you will again need to indicate more information.
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For food, if 10 or fewer are attending list attendees by name, if more than 10 indicate the number; we will not process an FTF that indicates only “more than 10” – you must also input the actual number of attendees.
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Enter your contact name, telephone #, email, EAF # (if applicable) and select your advisor in the “Payer Information” section.
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The “Billing Contact Information” section is provided for the vendor
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Check the box to acknowledge the terms of use
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Click the “Submit Request” button
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WHAT HAPPENS NOW?

• If a field is missing the form will not submit. Scroll through the form and find the red highlighted box and complete the missing data.

• If the form is completely filled out you will be returned to the “Finance” page and can see your pending FTF status.
WHO WILL APPROVE MY REQUEST?

• The advisor of your group can access and approve your FTF’s
• Your advisor will regularly review pending FTF’s received for his/her areas
WHAT HAPPENS WHEN MY REQUEST IS APPROVED?

• You’ll receive an email notification
• Use the hyperlink in the email to access your FTF which will now show “Approved” status
  – Print two copies of the form
    • Copy for the vendor
    • Copy to submit with the purchase receipts to SFA
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**WHAT IF I ACCIDENTALLY DELETE THE EMAIL?**

- Return to your “Finance” section
- All FTF’s will appear
- Find your approved FTF
- Select the print icon
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WHAT ELSE DO I NEED TO KNOW?

• FTF’s may only be used once!
• They each include a unique request number which prevents multiple use
• FTF’s should be submitted in a timely manner
• Submit an FTF for **ALL** purchases
• Please refer to Club Finance for FTF execution procedures

https://www.cc-seas.columbia.edu/studentlife/resources/clubfinancetraining