The Cost Transfer module of the Financial Transaction System allows departments to move current fiscal year expenditures between departmental FOAPs (Fund-Organization-Account-Program), where the Fund, Organization, and Account fields are 6-digit required codes and the Program field is a 2-digit required code. The Activity field is not a required field and should not be populated.

FiTS cannot be used to move payroll related expenditures or encumbrances. When a current year payroll cost transfer becomes necessary, a Labor Redistribution must be submitted through the online Labor Redistribution system.

Changes or additions for Purchase Orders (POs) should be submitted through the online PO/Encumbrance Change Request system.

The transferring of prior fiscal year expenditures or account code changes should be coordinated through Accounting Services.

Departmental approval, functional review and final approvals are managed through FiTS. Transaction tracking, archiving, and retrieving of information related to the Cost Transfer is managed within the system as well.

After review and approval, the system will post the Cost Transfer to Banner.

FiTS allows a departmental user to do the following:

- Start a Cost Transfer request
- Resume completion of a Cost Transfer request
- Submit a Cost Transfer request to approvals
- Approve, Reject, or Delete a Cost Transfer request
- Review the Status of a Cost Transfer request
- Review the History of a Cost Transfer request

FiTS can be accessed from the WebRaider portal, F & A Work Tools tab, Finance portlet, under Accounting Services.
Creating a Cost Transfer

To begin a Cost Transfer, click the **Create Cost Transfer** tab at the top of the webpage.

Begin each search by selecting the letter “H” from the Chart drop down box. Enter the desired search parameters. Once search parameters are set, click **Search**.

Expenses can be searched for in the following ways:

- FOAP - Search by Fund and/or Orgn, or by the entire FOAP
- Document ID - Search by a complete or portion of the Document ID
- Transaction Amount Range - Search by an amount or a range of amounts using the Transaction Amount From and/or the Transaction Amount To fields
- Transaction Date Range - Search by a date or a range of dates using the Date from and/or the Date to fields
When the system has finished searching, any expense transactions that match the search criteria will populate in the section directly below the search function.

The search may return multiple pages of results. If you do not see the specific expense you are looking for, the arrows at the bottom of the Search Transaction History section will allow you to move to the next page(s).

*If your screen shows the search parameters differently than above and you are using Internet Explorer 11, switch to Compatibility View. For instructions on how to switch to Compatibility View, contact the IT Help Desk for your campus.*

The search screen will reflect the amount of the expense that has already been transferred and/or has pending transfer requests waiting for approvals. The Select button will be unavailable if the expense has been fully transferred to another FOP.

When you locate the specific expense to be transferred, click **Select** to the right of the expense. Clicking the Select button will populate the expense in the Transfer Expenditures section.

<table>
<thead>
<tr>
<th>Cost Transfer Select</th>
<th>Expense Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Transaction History</td>
<td>Back and Forward Arrows</td>
</tr>
<tr>
<td>Chart: HI</td>
<td>Fund: 231965</td>
</tr>
<tr>
<td>Transaction Amount From:</td>
<td>Transaction Amount To:</td>
</tr>
<tr>
<td>Date from:</td>
<td>Date to:</td>
</tr>
<tr>
<td>DOC ID</td>
<td>Fund</td>
</tr>
<tr>
<td>CH000151</td>
<td>231965</td>
</tr>
<tr>
<td>CH000151</td>
<td>231965</td>
</tr>
<tr>
<td>CH000151</td>
<td>231965</td>
</tr>
<tr>
<td>VS13442</td>
<td>101207</td>
</tr>
<tr>
<td>VS13442</td>
<td>101207</td>
</tr>
<tr>
<td>VS13442</td>
<td>101207</td>
</tr>
<tr>
<td>VS13442</td>
<td>101207</td>
</tr>
<tr>
<td>VS13442</td>
<td>101207</td>
</tr>
<tr>
<td>VS13442</td>
<td>101207</td>
</tr>
</tbody>
</table>
Once an expense has been selected and populated in the Transfer Expenditure section, a Cost Transfer Request ID (FiTS ID) is assigned. The FiTS ID can be used to track your Cost Transfer throughout the approval process. In the Transfer Expenditures section, click **Edit** to enter the FOP you would like the expense transferred to.

Enter the FOP the expense should be transferred to in the Transfer To FOP boxes (Activity is not a required field). Enter the amount to be transferred in the Amount box, either the entire amount or an amount less than the original expense can be transferred. After all required boxes have been completed, click **Save** to save your progress.

You can select additional expenses from the original search, or begin a new search by clicking **Clear Search**.
After all required fields have been completed on the Step 1 - Cost Transfer tab, select the **Step 2 - Questions Attachments Comments** tab.

On the Step 2 - Questions Attachments Comments tab, you must answer all questions with clear and adequate information. There are three standard questions:

- Why was the expense charged to the fund from which it is now being transferred?
- What justifies charging the expense to the requested fund?
- How can cost transfers of this type be eliminated in the future?

A fourth question will appear if the expenditure to be transferred is over 90 days old:

- If the expense is greater than 90 days what is the reason for the delay in processing?

To add answers to the required questions, click **Edit Answers**. Each question requires an answer or the Cost Transfer cannot be submitted.
After completing all of the required questions, click **Save Answers**. If you do not click the Save Answers button before navigation to another tab, or page, the system will not save your answers and you will lose all the information you entered.

Below the Questions section are the Attachments and Comments sections. In the Attachments section, you can upload attachment(s) (in one of the allowed file types) to provide additional information regarding the Cost Transfer.

To add a comment, type the text into the box, then click **Add** to save the comment.

Attachments can be deleted after they have been added. Comments cannot be deleted after they have been added.

The final tab, Step 3 – Finish, allows you to perform a variety of different tasks. They are:

- **Started and will mark Complete later**
  - Clicking this button saves your progress but will not mark the Cost Transfer as complete.
  - Once clicked, it will take you back to a blank Step 1 - Cost Transfer tab to begin a new Cost Transfer, if desired.
To mark the Cost Transfer as Complete after clicking this option, search for the Cost Transfer in the Status tab (instructions located below).

- Mark as Complete
  - Clicking this button marks the Cost Transfer as complete in the system, but will not route through approvals.
  - To send the Cost Transfer to approvals after clicking this option, search for the Cost Transfer in the Status tab (instructions located below).

- Submit to Approvals
  - Clicking this button will send the Cost Transfer to the Approval queues for each fund’s TEAM App Financial Manager and Approver(s) and Accounting Services for review, approval, or rejection.

Selecting **Mark as Complete** or **Submit to Approvals**, will notify you of any errors that may exist in the form of a pop up message.

If you receive a budget error, the pop up message will indicate the FOP with the error. At this time, the Transfer To FOP may be edited or the Cost Transfer may be set to Started and will mark Complete later so a budget revision (BR) can be submitted through the online Budget Revision System to budget funds in the proper Budget Account Code (BAC) in order for the Cost Transfer to be submitted. Once the budget error is corrected the Cost Transfer can be set to Mark as Complete or Submit to Approvals.
If you select Mark as Complete, this does not send the Cost Transfer to approvals. In order to send the Cost Transfer to approvals, navigate to the Status tab and locate your Cost Transfer by the FiTS ID. Once located, select Approvals.

After the Cost Transfer is submitted to approvals, the TEAM App Financial Managers or Approvers, along with Accounting Services will either approve or reject the Cost Transfer. If errors or lack of justification are found, the Cost Transfer will be rejected.

In the case of rejection, the Cost Transfer Originator will receive a rejection email notification from ITIS Financial Transaction Entry System. The email will reference the specific FiTS ID that has been rejected with a link that will take you to the Step 2 – Questions Attachments Comments tab of the Cost Transfer.

Scroll down to the Comments section to review the rejection reason and comments pertaining to the rejection. To expand the comments, click on the desired comment within the Comments box to review the rejection reason or comments added by the reviewer.
The rejection reason and any comments pertaining to the rejection will be shown in the form of a pop up message.

After reviewing the rejection reason and/or comments, modify the Cost Transfer accordingly. After providing the requested information or making the requested changes, click the Step 3 – Finish tab and select the Approvals button to send the rejected Cost Transfer through the approval process again.

Deleting a Cost Transfer

Only the Originator of a Cost Transfer has the ability to delete a Cost Transfer from FiTS.

To delete a Cost Transfer in FiTS, select the Status tab. The screen will populate with all the Cost Transfers that you originated. These cost transfers have not been approved or processed.

Search for the Cost Transfer(s) you wish to delete by Fund, Orgn, Date range that the Cost Transfer was last modified, and/or FiTS ID or by using the forward and back buttons at the bottom of the page.

Once the Cost Transfer to be deleted is located, click Delete on the line of the selected Cost Transfer.
After clicking Delete, the system will ask you, in the form of a pop up message, if you are sure you would like to delete the Cost Transfer. If you are sure of your selection, click **OK**. If not, click **Cancel**.

If the Cost Transfer you have searched for does not have the Delete button populated to the right, the Cost Transfer does not have the option to be deleted.

If the Cost Transfer needs to be deleted, coordinate with a TEAM App Financial Manager, Approver or Accounting Services to have it rejected in the system.

The approval status can be determined by clicking **Review** next to the Cost Transfer to be deleted. This list will indicate who has the option of rejecting the Cost Transfer. The first group of persons that have not approved the request have the option of rejecting the Cost Transfer.

After the Cost Transfer has been rejected, you will need to search the Status tab for the FiTS ID to be deleted. You should now have the option to delete the Cost Transfer.

For Cost Transfers that have not been modified for 7 days the Originator will receive an email from ITIS Financial Transaction Entry System informing them the Cost Transfer will be deleted the following Monday. To prevent the Cost Transfer from being deleted, the Originator will need to make the necessary corrections before the following Monday.
Approving and Rejecting a Cost Transfer

After the Cost Transfer has been submitted for approvals, the TEAM App Financial Manager and Approver(s) for each Fund included in the Cost Transfer will receive an email notification from ITIS Financial Transaction Entry System informing them that there is a Cost Transfer waiting for their review and approval/rejection. The email will reference the Cost Transfer that has been submitted for approvals by its FiTS ID and will contain the link to the Cost Transfer that needs approval.

After clicking the link provided in the email notification, the TEAM App Financial Manager and Approver(s) will be taken to the Approvals tab of the Cost Transfer referenced in the email.

From the Approvals tab, the TEAM App Financial Manager or Approver(s) can select the Step 1 - Cost Transfer tab to review the Cost Transfer details or the Step 2 - Questions Attachments Comments tab to review the responses to the questions provided by the Originator, as well as any added attachments or comments.

TEAM App Financial Manager and Approver(s) have the option to edit the answers provided to the questions by the Originator by selecting the Edit Answers button, then the Save Answers after making edits. TEAM App Financial Manager and Approver(s) can also add additional information in the form of an attachment or comment before approving or rejecting the Cost Transfer.

After reviewing the Cost Transfer, TEAM App Financial Manager and Approver(s) can choose whether to Approve or Reject the Cost Transfer from the drop down box. Only one approval from a TEAM App Financial Manager or Approver is required.
The TEAM App Financial Manager or Approver choosing to approve a Cost Transfer will need to select **Approve** from the drop down box on the Approvals tab and then select **Save**.

After selecting Save, a notification will appear asking the TEAM App Financial Manager or Approver if they are sure they wish to approve the document on all approval levels that are available for their approval.

If a TEAM App Financial Manager or Approver has more than one fund on a Cost Transfer, selecting Approve will initiate a blanket approval for all funds that belong to them. If one of the funds needs to be rejected, they must select **Reject** first, or the blanket approval will go into effect and will forward the Cost Transfer onto Accounting Services for approval and processing.
If rejecting, a TEAM App Financial Manager or Approver must select **Reject** from the drop down box under the Approvals tab. After selecting Reject, they will be required to select a **Rejection Reason** and provide an explanation.

A TEAM App Financial Manager or Approver can add comments to clarify the reason for rejection or to request additional information from the Originator of the Cost Transfer. After selecting the Rejection Reason and providing an explanation, click **Save** in order for FiTS to save their progress.

After clicking the Save button, the system will ask if they are sure they wish to reject the Cost Transfer. If they are, select **Yes**. If not, select **No**.
Searching the Status Tab

The Status tab can be used to search for any Cost Transfer(s) that have not been completely processed and are pending Completion or Approvals. To begin, click the Status tab from the home page.

The Status tab automatically populates with all documents for which you are the Originator or a TEAM App Financial Manager or Approver.

Users can search the following ways:

- Chart: Select “H” for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Returns results for all documents the user is involved in; use the magnifying glass to select the correct name
- Date Range: Returns results by the date last modified
- FiTS ID: Enter all or a portion of the ID

Users can search using multiple parameters from the list above. Depending on how many parameters are used, the search may have to be refined or expanded.
After entering the desired search parameters, click **Search** to perform the search. If you would like to perform a different search, you can select **Clear Search** to clear the search fields.

Depending on how many results are returned, you can move between the pages of results using the arrow buttons near the bottom of the page. You may select the number of rows displayed per page by using the radio buttons.

In addition to Cost Transfers, FiTS is used for Interdepartmental Billings (IV), Revenue Journal Vouchers (RT), and Internal Purchase Funding Transfers (PT). You can limit search results to only Cost Transfers (CT) by selecting the CT radio button.

The results will be sorted numerically by the FiTS ID, but may be sorted by any of the columnar fields.
The search results will also show the following columns:

- Status of the Cost Transfer
- Originator of the Cost Transfer
- Date of the last modification to the Cost Transfer
- User who last modified the Cost Transfer

The Status column of the search results will reflect the current stage in the FiTS process for a specific Cost Transfer. These stages include:

- Started: Cost Transfer has been started by the Originator, but not marked complete. If you are the Originator for a Cost Transfer, you will have the option to click the **Edit** button to make changes, or the **Delete** button to delete the Cost Transfer from FiTS.
- Completed: Cost Transfer has been marked complete, but not submitted to Approvals. If you are an Originator for a Cost Transfer, you will have the option to click the **Edit**, **Delete**, or **Approvals** buttons. Selecting the **Approvals** button will send the Cost Transfer into the approval process.
- Submitted: Cost Transfer has been submitted for approvals. If you are the Originator for the Cost Transfer, you will be able to check the progress of the approvals. If you are a Fund Manager or Approver you will have the option to approve or reject the Cost Transfer after clicking the **Review** button.
- Rejected: Cost Transfer has been rejected in FiTS by a Fund Manager, Approver, or Accountant. If you are an Originator, you will have the option to **Edit** or **Delete** the Cost Transfer.
- Errors: Cost Transfer has incurred an error while trying to post. Please contact Financial Systems Management at fsm@ttuhsc.edu for assistance.
Searching the History Tab

The History tab can be used to search for any Cost Transfer(s) that has been processed and posted. To begin, click the **History** tab from the home page of FiTS. The History tab does not automatically populate with any documents.

Users can search for a specific Cost Transfer the following ways:

- **Chart**: Select “H” for Health Sciences Center
- **Fund & Orgn**: Search by either Fund or Orgn, or both
- **User**: Returns results for all documents a user is involved in; use the magnifying glass to select the correct name
- **Date Range**: Returns results by date last modified
- **Transaction Date**: Returns results for documents posted by date entered
- **Doc ID**: Enter all or a portion of the Banner Document ID that the Cost Transfer was assigned when it was fully processed and posted.
- **FiTS ID**: Enter all or a portion of the ID

Users can search using multiple parameters from the list above. Depending on how many parameters are used, your search may have to be refined or expanded.

After entering the desired search parameters, click **Search** to perform the search. To perform a different search, select **Clear Search** to clear the search fields.

Depending on how many results are returned, you can move between the pages of results using the arrow buttons near the bottom of the page. You may select the number of rows displayed per page by using the radio buttons.

In addition to Cost Transfers, FiTS is used for Interdepartmental Billings (IV), Revenue Journal Vouchers (RT), and Internal Purchase Funding Transfers (PT). You can limit search results to only Cost Transfers (CT) by selecting the CT radio button.
The results will be sorted numerically by the FiTS ID. However, the results can be sorted by any of the columnar fields. The search results will also show the following columns:

- Banner Document ID (assigned when processed)
- Originator of the Cost Transfer
- User who last modified the Cost Transfer
- Date of the last modification to the Cost Transfer
- Date the Cost Transfer was processed and posted

To view the detail of the processed Cost Transfer, click **View**.

If you have a policy question regarding the Cost Transfer process, please contact Accounting Services at hscacc@ttuhsc.edu.

If you have a training question about FiTS, please contact Finance Systems Management at fsm@ttuhsc.edu.