# Cost Transfer (CT) Training

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.

Cost Transfer operating policy and procedure information is available in HSC OP 50.18, Cost Transfers.

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.

The FiTS Cost Transfer module cannot be used to move prior fiscal year expenditures or correct account codes. Requests of this nature must be emailed to Accounting Services at hscacc@ttuhsc.edu

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

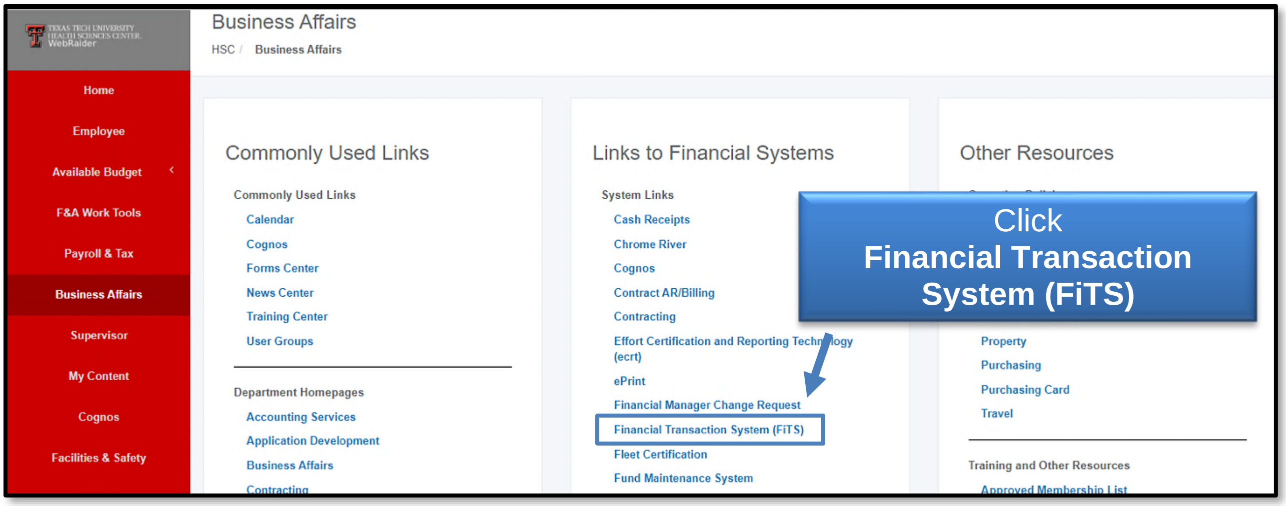
After review and approval, the system will post the Cost Transfer to Banner. Departmental approval, functional review, and final approvals are managed through FiTS. Transaction tracking, archiving, and retrieving of information related to the Cost Transfer is managed within the system as well.

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

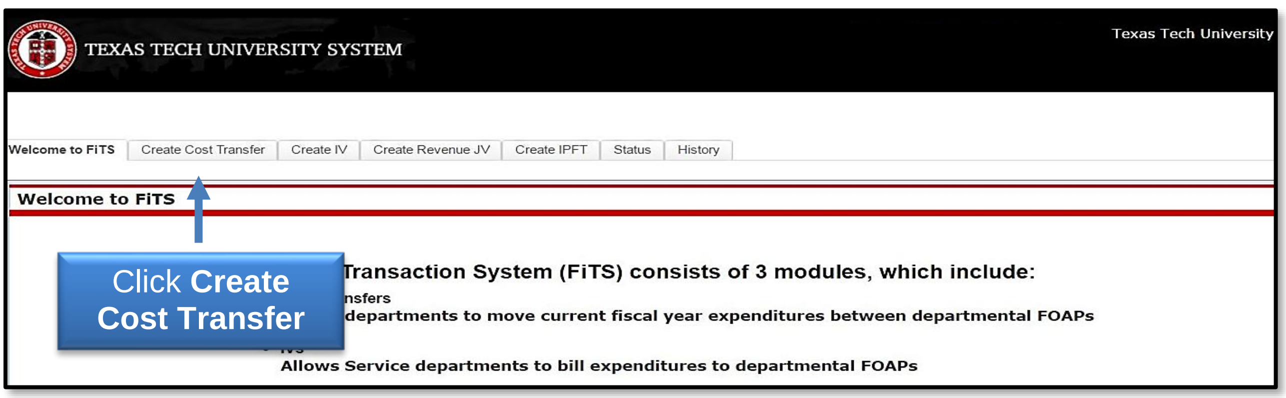
The system can be accessed from:

- FiTS
- WebRaider portal > Business Affairs tab > Links to Financial Systems > Financial Transaction System (FiTS)




## Creating a Cost Transfer

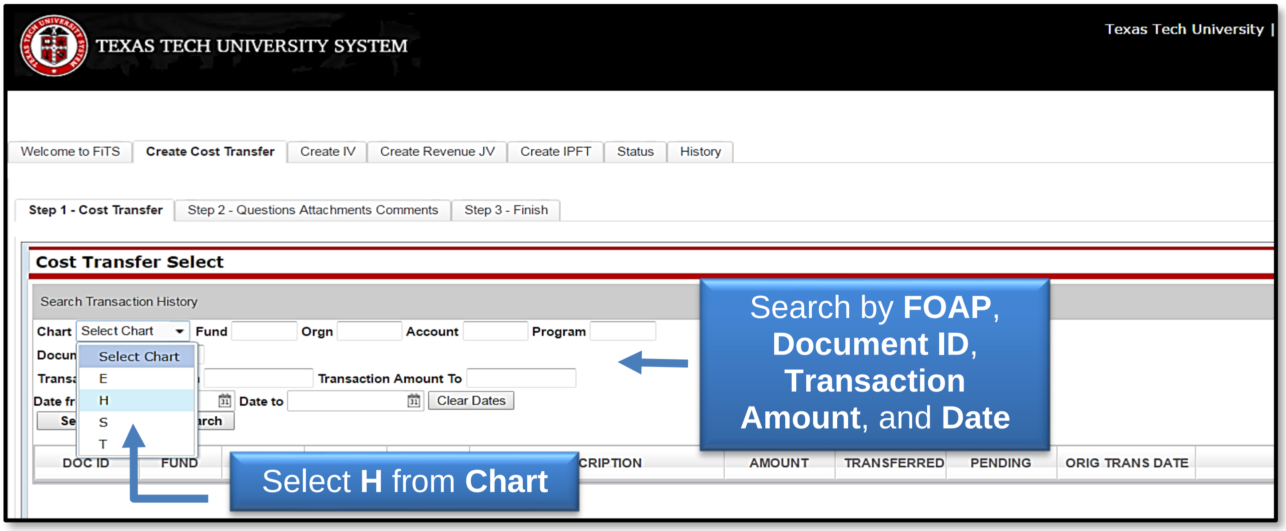
To begin a Cost Transfer, click the **Create Cost Transfer** tab at the top of the webpage.




Expenses can be searched for in the following ways:

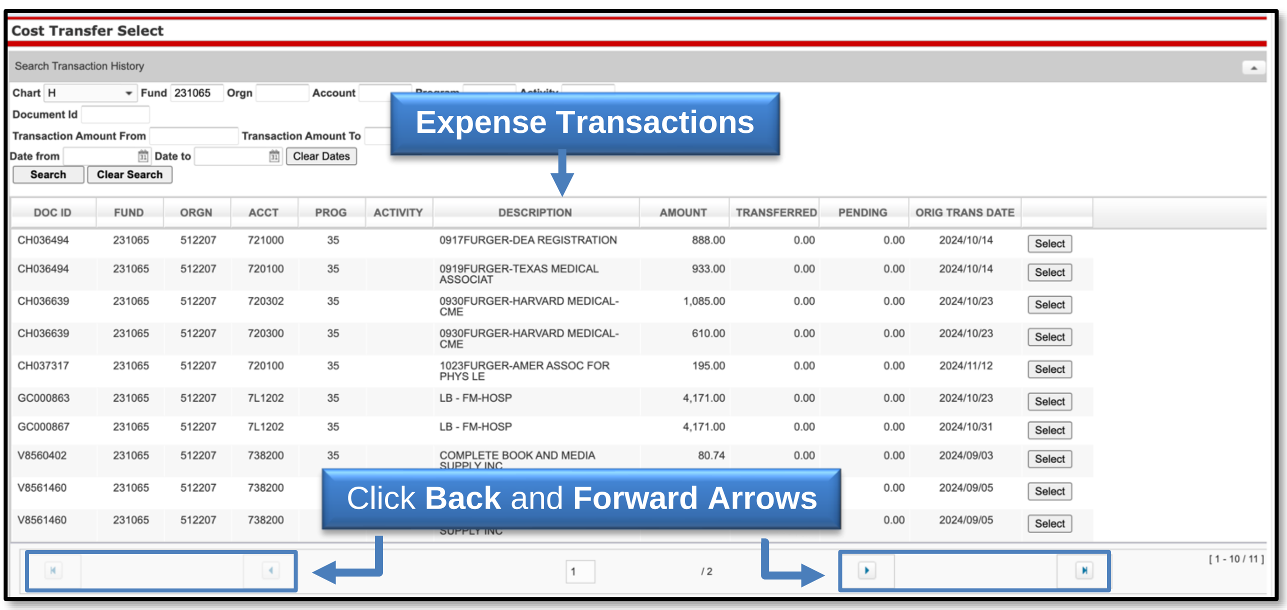
- FOAP - Search by Fund and/or Orgn, or by the entire FOAP
- Document ID - Search by a complete or portion of the Document ID
- Transaction Amount Range - Search by an amount using only the Transaction From field or a range of amounts using the Transaction Amount From and/or the Transaction Amount To fields
- Date Range - Search by a date using only the Date From field or a range of dates using the Date From and/or the Date To fields

Begin each search by selecting **H** from the Chart drop-down box. Enter the desired search parameters, and click **Search**.

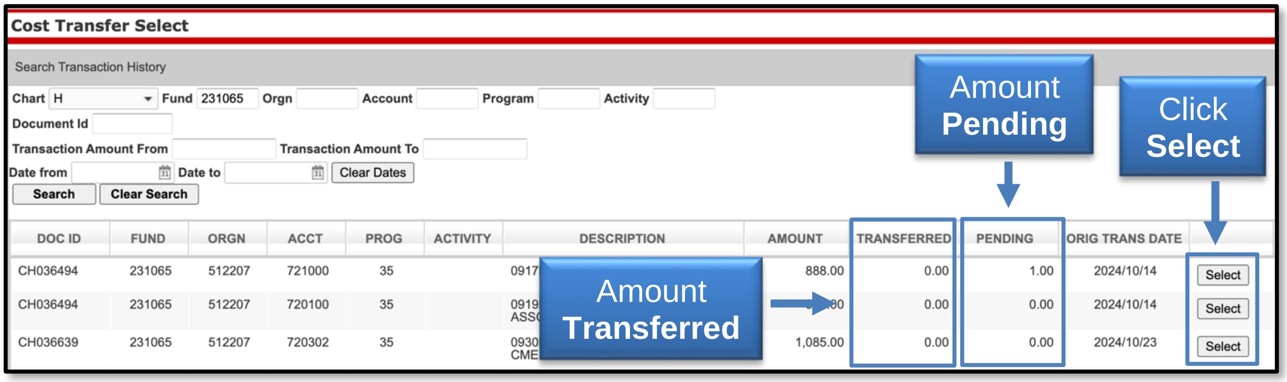



When the system has finished searching, any expense transactions that match the search criteria will populate in the section directly below the search function.

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).

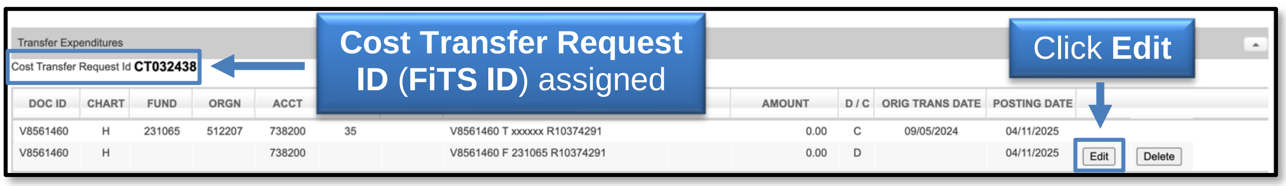



The search results will also reflect the amount of expenses that have already been transferred and/or have pending transfer requests waiting for approvals. The Select button will be unavailable if the expense has been fully transferred to another FOP.
When you locate the specific expense to be transferred, click **Select** for the desired expense. This transaction will populate in the Transfer Expenditures section below.



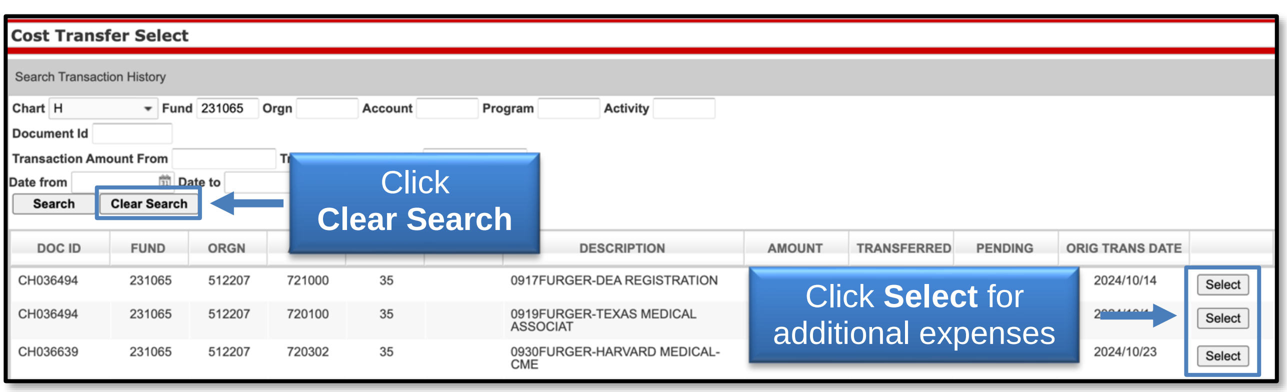

Once this has been completed, a Cost Transfer Request ID (FiTS ID) is assigned. The FiTS ID can be used to track your Cost Transfer throughout the approval process.

In the Transfer Expenditures section, click **Edit** to enter the FOP you would like the expense transferred to. The Activity field should be left blank.

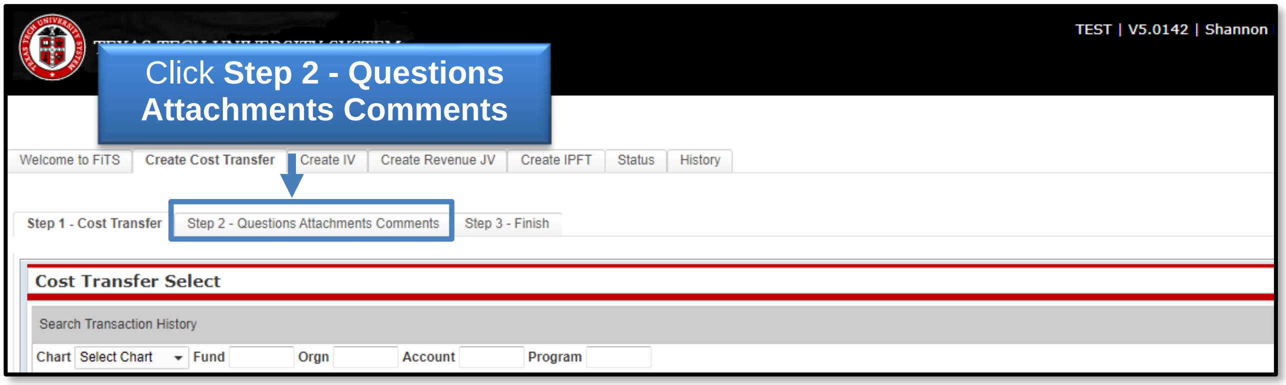



Enter the amount to be transferred in the Amount field. You can enter the entire amount or an amount less than the original expense. After all required boxes have been completed, click **Save** to save your progress.


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.



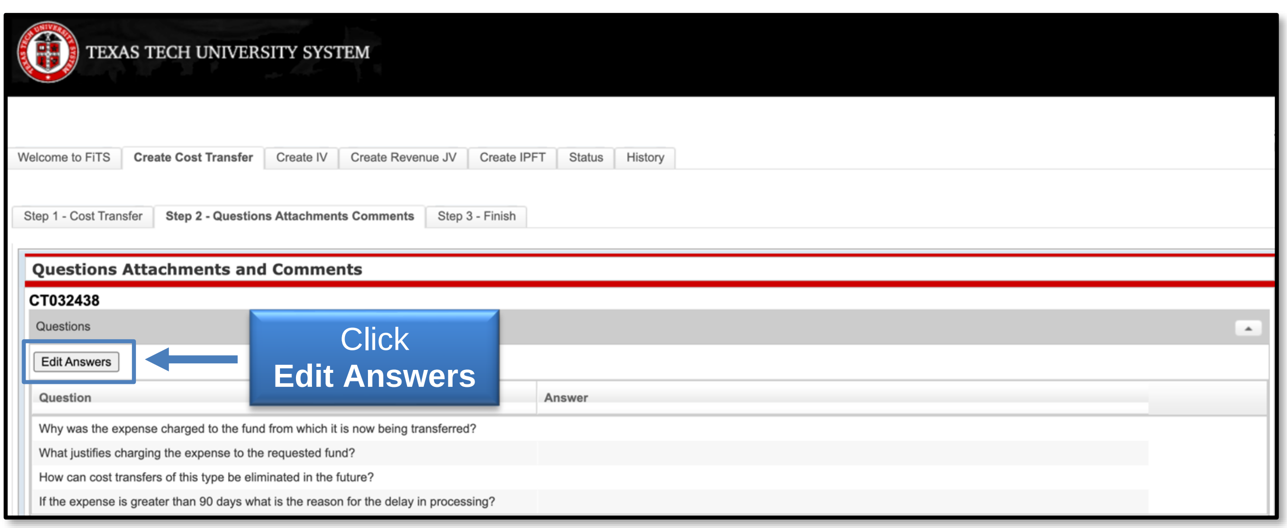

On the Step 2 - Questions Attachments Comments tab, you must answer all questions with clear and adequate information. There are three standard questions:

- 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 more than 90 days old:

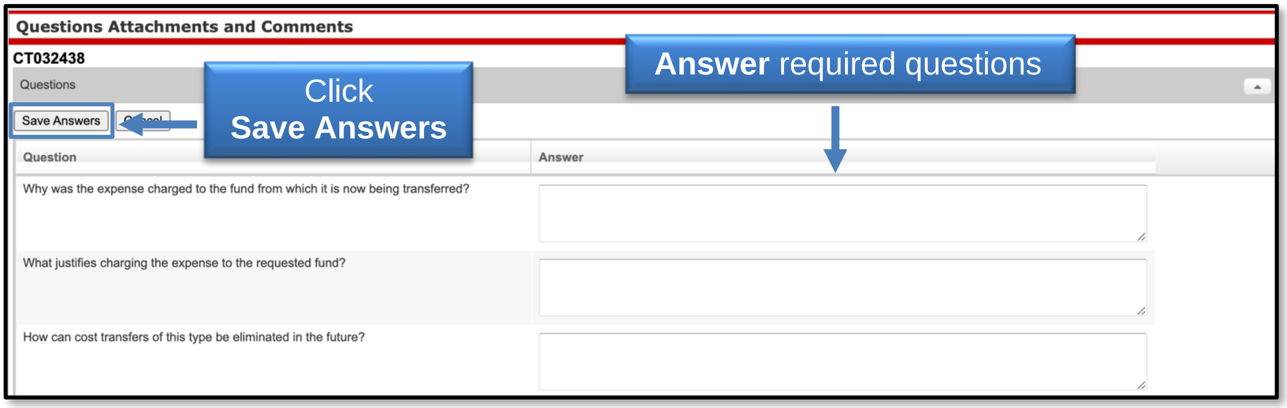
- If the expense is greater than 90 days what is the reason for the delay in processing?

To add answers to the required questions, click **Edit Answers**. Each question requires an answer otherwise the Cost Transfer cannot be submitted.



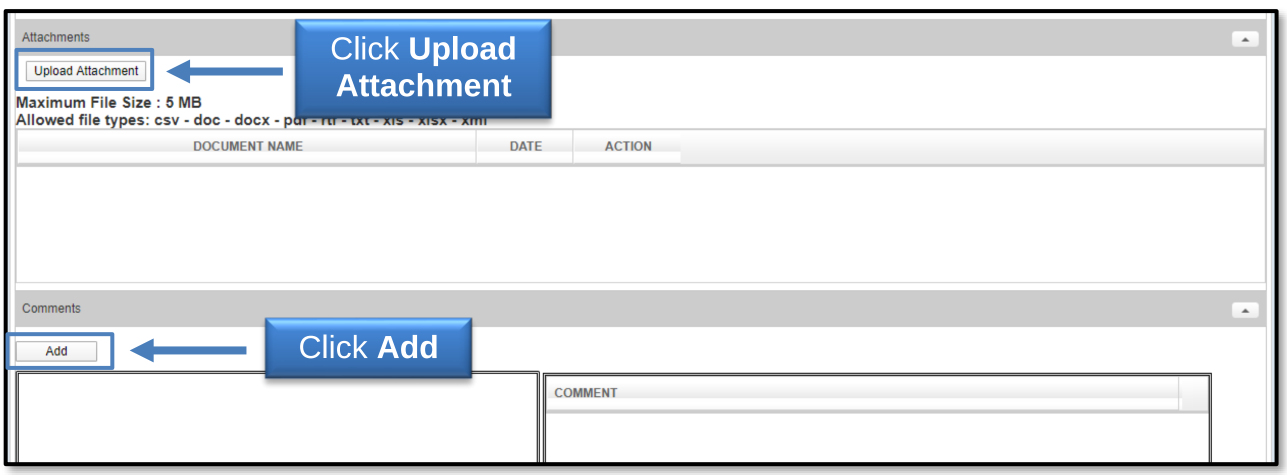

After completing all the required questions, click **Save Answers**.

If you do not click **Save Answers** before navigating to another tab, or page, the system will not save your answers, and you will lose all the information you entered.




In the Attachments section, you can upload attachment(s) (in one of the allowed file types) to provide additional information regarding the Cost Transfer. Attachments can be deleted after they have been added.

In the Comments Section, you can add a comment by typing text into the box, then click **Add** to save the comment. Comments cannot be deleted after they have been added.

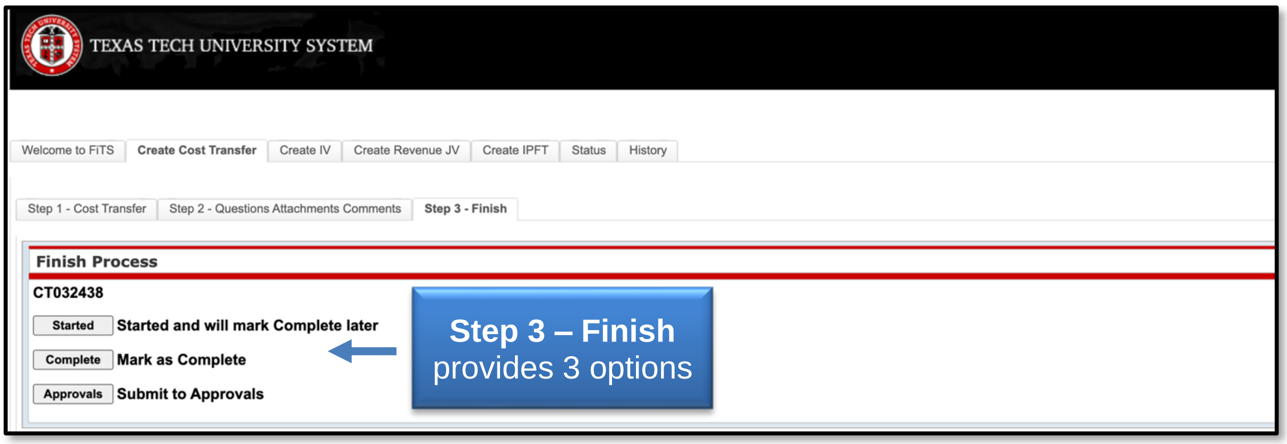



After all of the questions are answered, attachments are added, and any additional comments are provided, move to the final tab, **Step 3 – Finish**. Step 3 – Finish tab allows you to perform a variety of different tasks. They are:

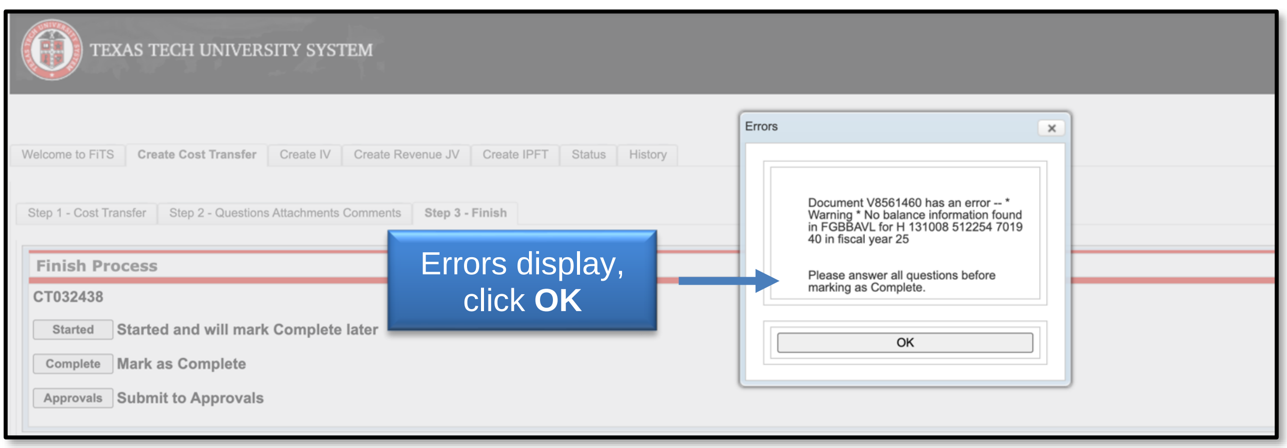
- Started (Started and will mark Complete later)
  - Saves your progress but will not mark the Cost Transfer as complete.
  - Once clicked, it will take you back to a blank Step 1 - Cost Transfer tab to begin a new Cost Transfer, if desired.
  - To mark the Cost Transfer as Complete after clicking this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

- 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).

- Approvals (Submit to Approvals)
  - Sends 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.

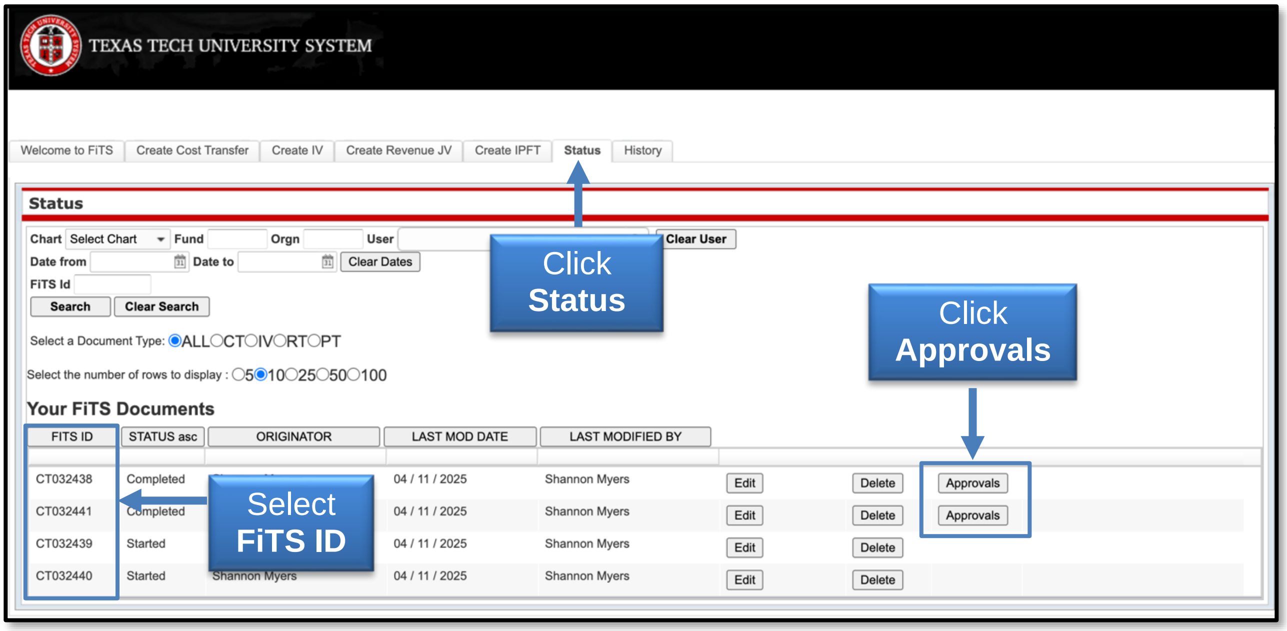



Selecting **Complete** (**Mark as Complete)** or **Approvals** (**Submit to Approvals)**, will notify you of any errors that may exist in the form of a pop-up message.




If you receive a budget error, a 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.

Selecting **Mark as Complete** <u>does not</u> send the Cost Transfer to approvals. To send the Cost Transfer to approvals, navigate to the Status tab, locate the Cost Transfer by the FiTS ID, and click **Approvals**.




After the Cost Transfer is submitted to approvals, the TEAM App Financial Managers or Approvers, along with Accounting Services will have the option to 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 the 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 about the rejection. To expand the comments, click the desired comment within the Comments box to review the rejection reason or comments added by the reviewer.


The rejection reason and any comments about 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 **Approvals** to send the rejected Cost Transfer through the approval process again.

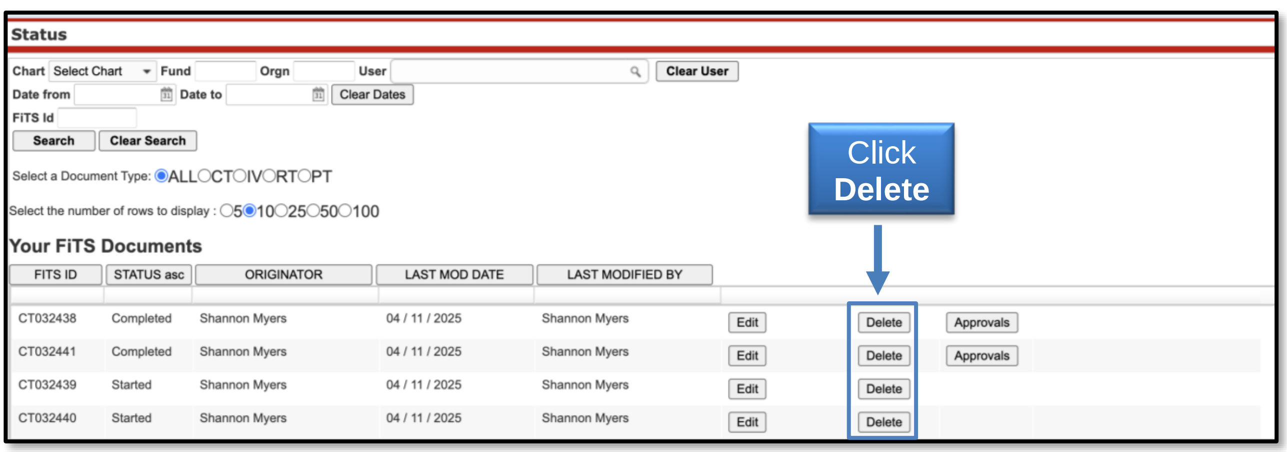
## Deleting a Cost Transfer

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

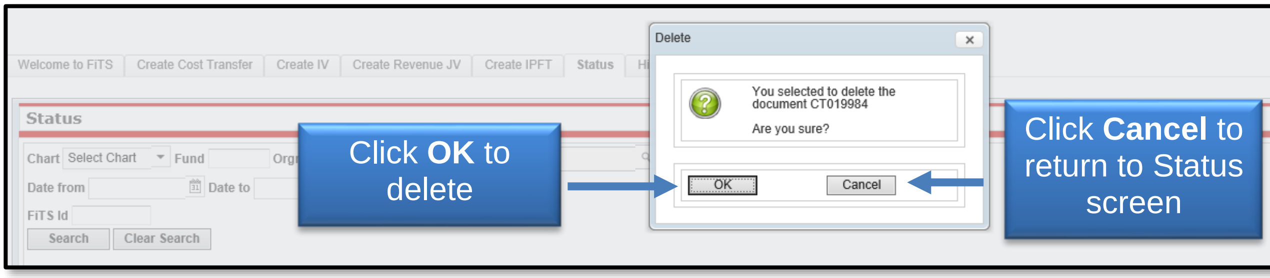
To delete a Cost Transfer in FiTS, select the **Status** tab. The screen will populate with all the FiTS documents you originated and have not been completely approved and processed or that need your approval (if you are a TEAM App Financial Manager or Approver).

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.



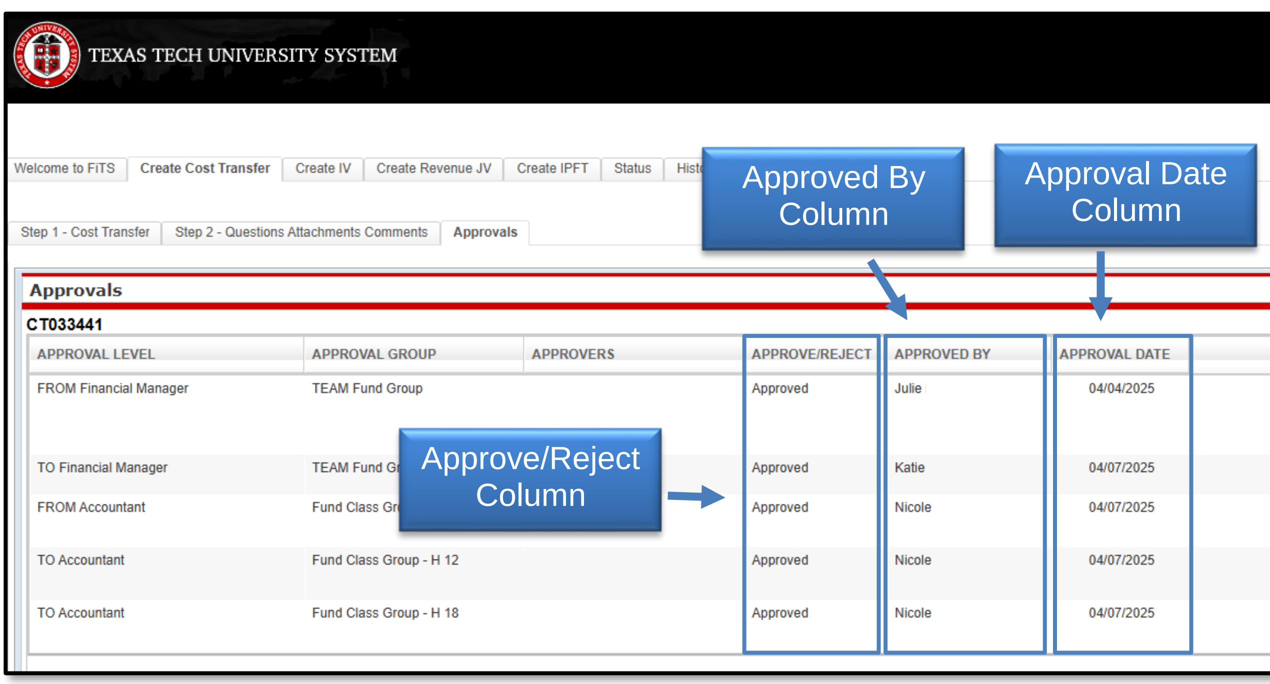

After clicking **Delete**, a pop-up message will appear to confirm the selected Cost Transfer should be deleted. If this selection is correct, click **OK**. If not, click **Cancel**.




If the Cost Transfer you have searched for does not have the Delete button populated to the right of the transaction, you are not able to delete the request. In order to delete the Cost Transfer, contact the TEAM App Financial Manager, Approver, or Accounting Services Approver who is in the next approval queue to have it rejected in the system so you can then delete the request.

The approval status can be determined by clicking the **Review** button next to the Cost Transfer to be deleted. This list will indicate who has the option of rejecting the Cost Transfer.

1. The FROM and TO Financial Manager are in the first approval group. If any one of these persons has not approved or rejected the request they will be able to reject the request (when a request is approved or rejected the Approve/Reject, Approved By, and Approval Date fields are populated with the noted information).
2. The FROM and TO Accountant are in the second approval group. If both the FROM and TO Financial Managers have not approved the request the persons in the FROM and TO Accountant will not be able to reject the request.



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.

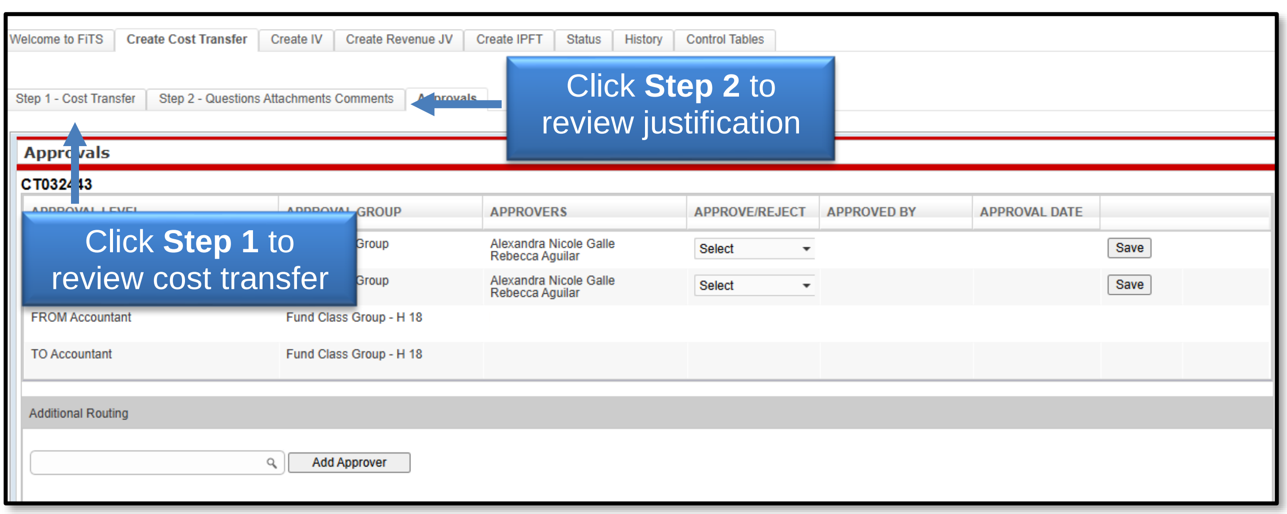
Originators will receive an email from the ITIS Transaction Entry System for any Cost Transfers that remain in the Status tab and have not been modified for 7 days informing them the Cost Transfer will be deleted the following Monday. To prevent the Cost Transfer from being deleted, the Originator will need to make the necessary corrections before the following Monday.

## Approving and Rejecting a Cost Transfer

After the Cost Transfer has been submitted for approval, 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 approval 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.

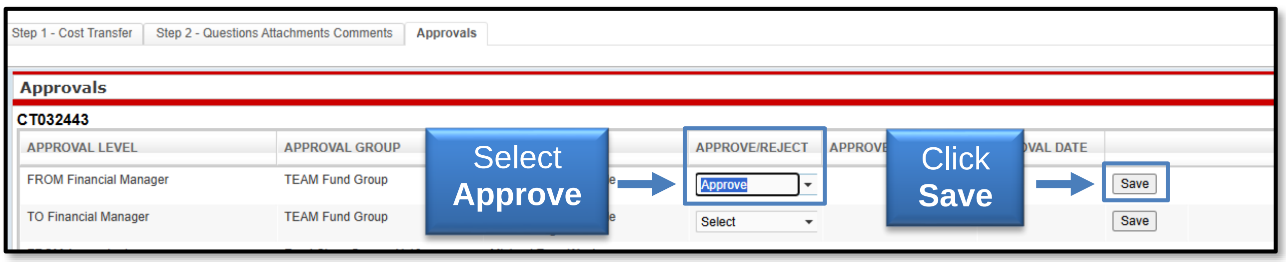
From the Approvals tab, the TEAM App Financial Manager or Approver(s) can select the **Step 1 - Cost Transfer** tab to review the Cost Transfer details or the **Step 2 - Questions Attachments Comments** tab to review the responses to the questions provided by the Originator, as well as any added attachments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




TEAM App Financial Manager and Approver(s) can edit the answers provided in the Questions section by selecting the **Edit Answers** button and then selecting **Save Answers** after the edits have been made. TEAM App Financial Manager and Approver(s) can add additional information in the form of an attachment or comment before approving or rejecting the Cost Transfer.

After reviewing the Cost Transfer, the TEAM App Financial Manager and Approvers 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.

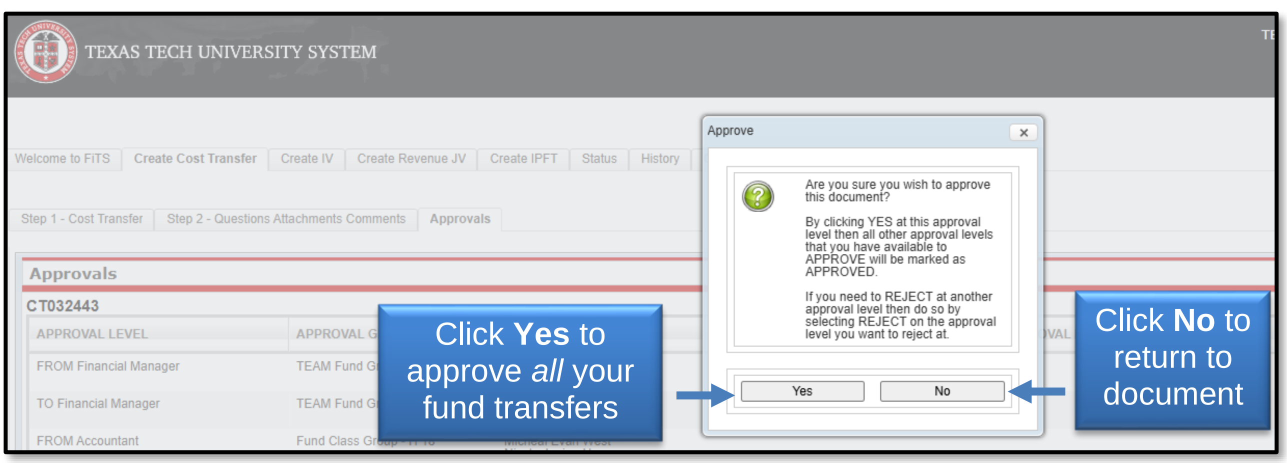

The TEAM App Financial Manager or Approver choosing to approve a Cost Transfer will need to select **Approve** from the drop-down box on the Approvals tab and then click **Save**.



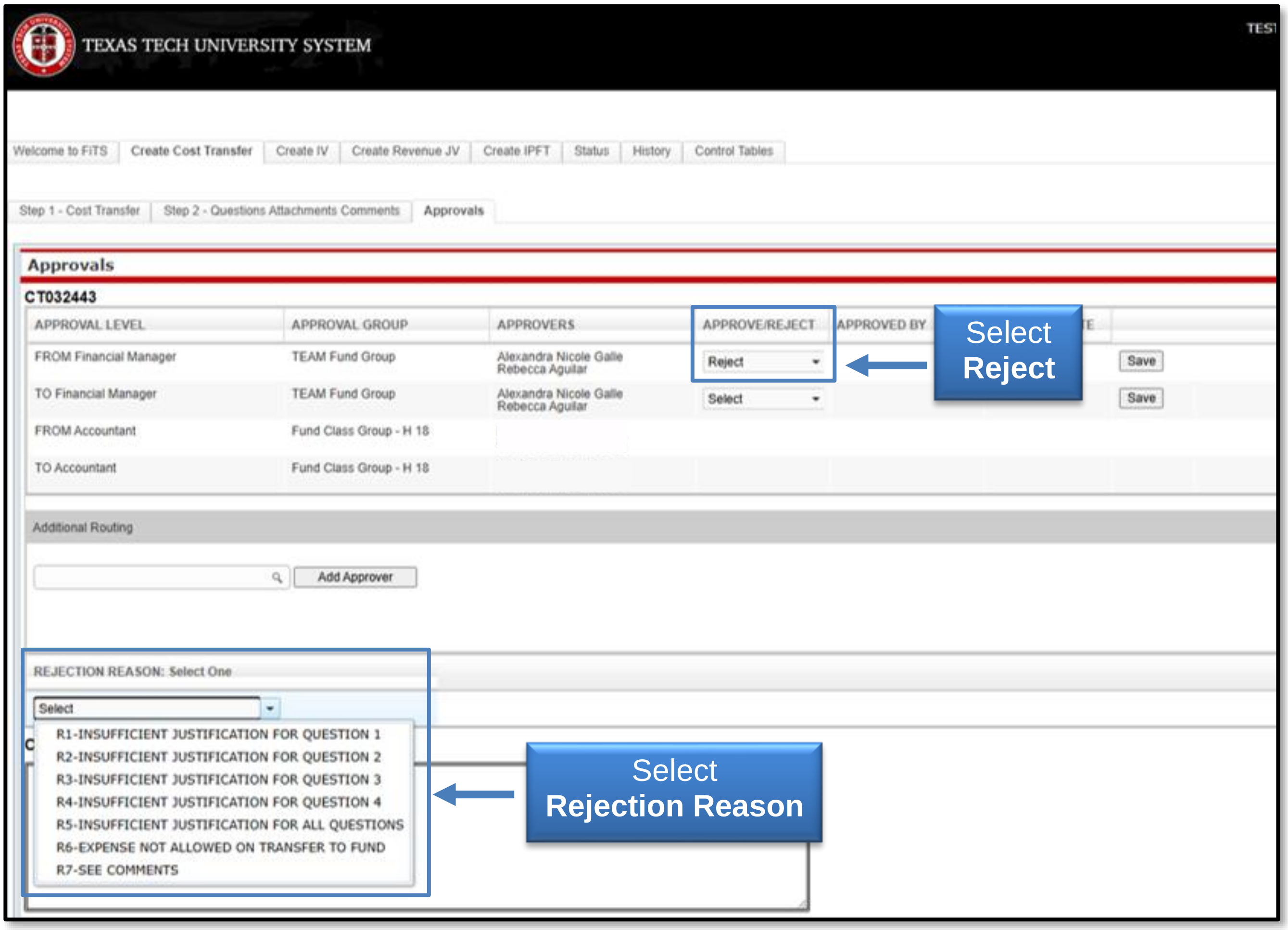

After selecting **Save**, the system will ask to confirm approval for the Cost Transfer.

If a TEAM App Financial Manager or Approver has more than one fund on a Cost Transfer, selecting Approve **Yes** will initiate a blanket approval for all funds that belong to them.

If one of the funds needs to be rejected, select **Reject** first, otherwise the blanket approval will go into effect, and will forward the Cost Transfer to Accounting Services for approval and processing.

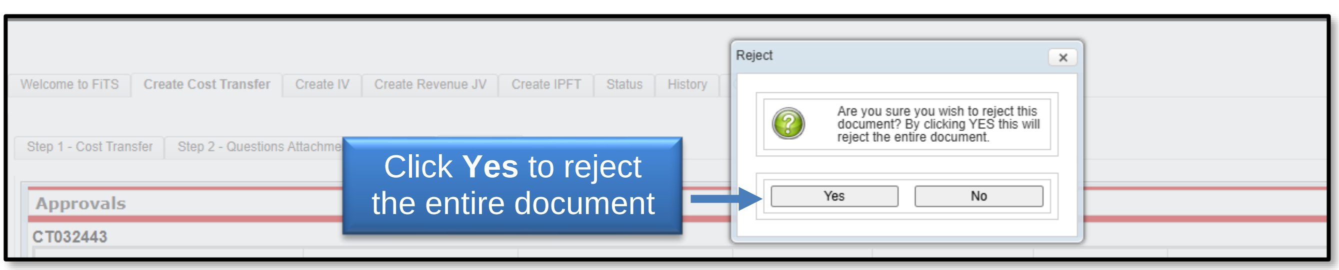


If rejecting, a TEAM App Financial Manager or Approver must select **Reject** from the drop-down box under the Approvals tab. After selecting **Reject**, a **Rejection Reason** is required to be selected from the drop-down box and provide an explanation.




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** to save your progress.

After clicking Save, the system will ask you in the form of a pop-up message to confirm the rejection of the Cost Transfer. If the selection is correct, click **Yes**. If not, click **No**.



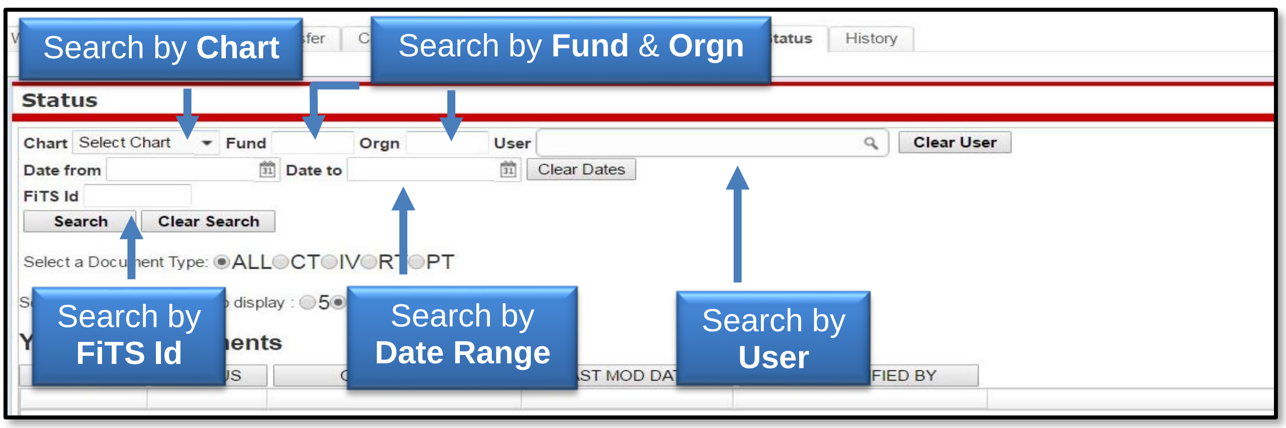
## Searching the Status Tab

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.

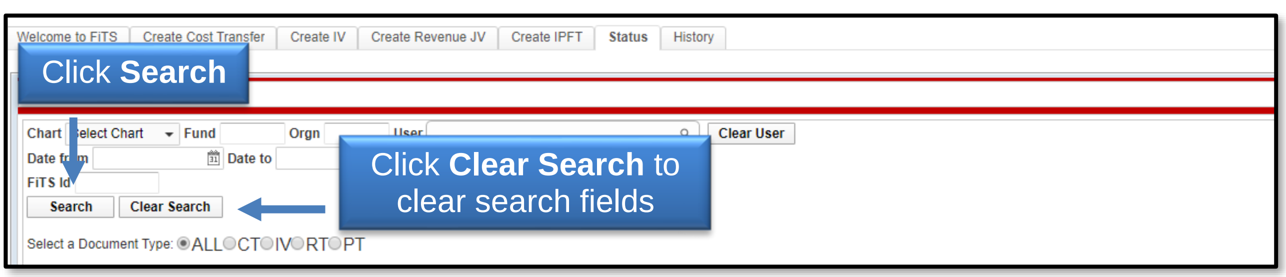
The Status tab automatically populates with all FiTS transactions for which you are the Originator or a TEAM App Financial Manager or Approver.
Users can search in the following ways:

- Chart: Select "H" for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Search for all FiTS transactions a user is involved in; use the magnifying glass to select the correct name
- Date Range: Search by the last date a transaction was modified using the Date from field or by a date range
- FiTS ID: Search 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.

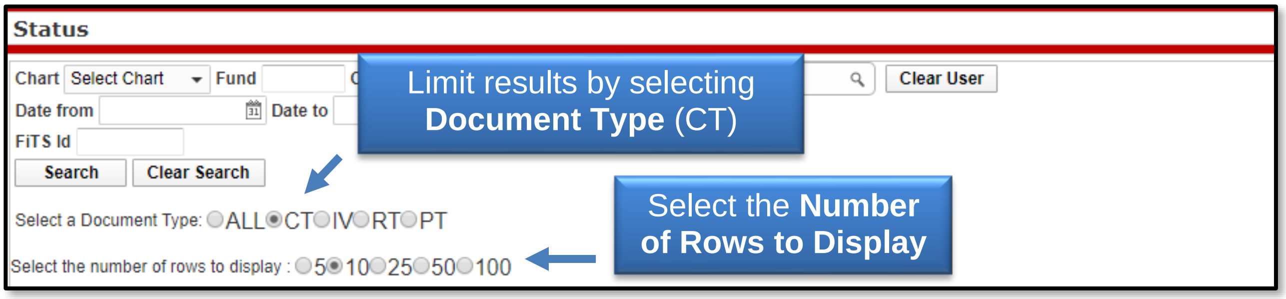



After entering the desired search parameters, click **Search** to perform the search. If you would like to perform a different search, click **Clear Search** to clear the search fields.

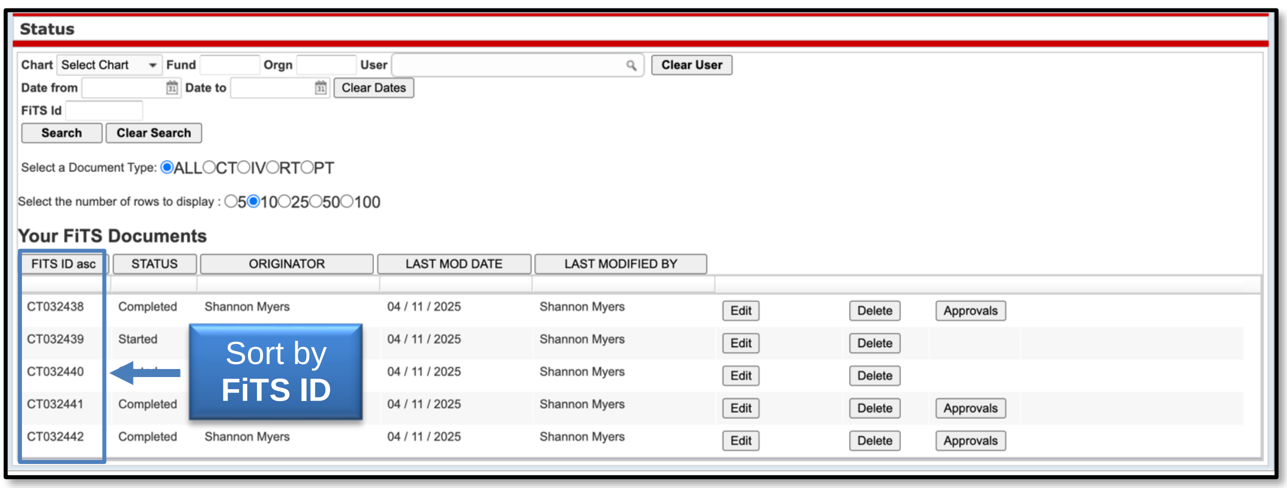


Depending on how many results are returned, you can move between the pages of results using the arrow buttons near the bottom of the page. You may select the number of rows displayed per page by using the radio buttons.

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. To sort by any of the other columnar fields, click the column header to sort by that field.

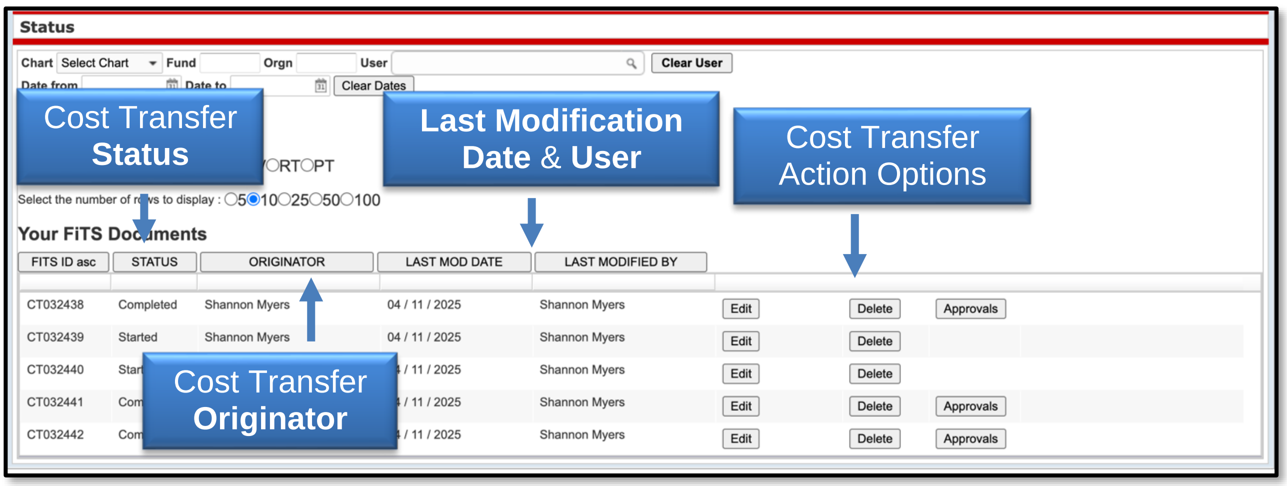



The search results will also display the following information:

- Status: Stage of the FiTS process for the Cost Transfer
- Originator: Person who submitted the Cost Transfer
- Last Mod Date: Date of the last modification to the Cost Transfer
- Last Modified By: 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. An Originator for a Cost Transfer will have the option to Edit or Delete the Cost Transfer from FiTS.
- Completed: Cost Transfer has been marked complete, but not submitted to Approvals. An Originator for a Cost Transfer will have the option to Edit, Delete, or Approve. Selecting Approvals will send the Cost Transfer into the approval process.
- Submitted: Cost Transfer has been submitted for approval. An Originator for the Cost Transfer will be able to check the progress of the approvals. A Fund Manager or Approver will have the option to Approve or Reject the Cost Transfer after clicking Review.
- Rejected: Cost Transfer has been rejected in FiTS by a Fund Manager, Approver, or Accountant. An Originator 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](mailto:fsm@ttuhsc.edu) for assistance.




## Searching the History Tab

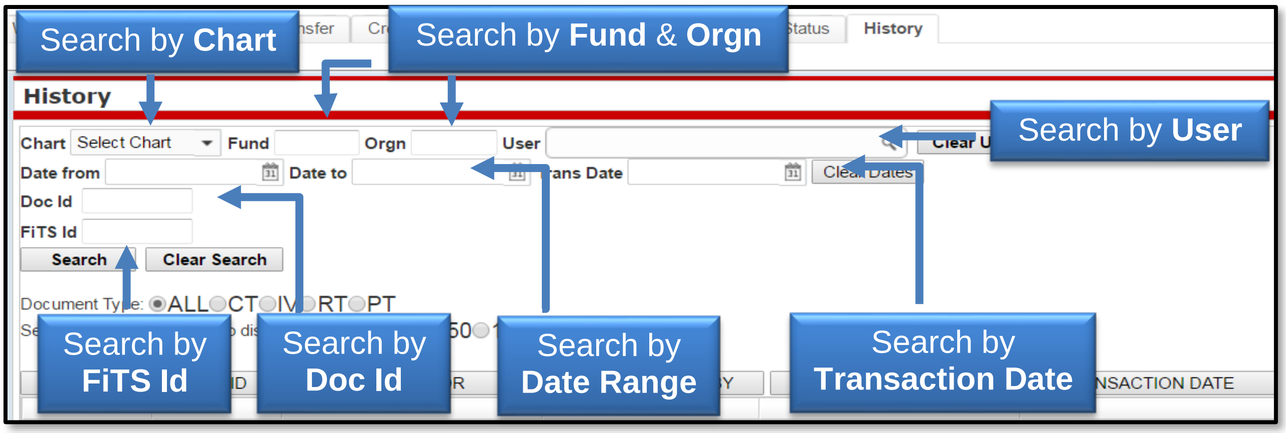
The History tab can be used to search for any Cost Transfer(s) that has been processed and posted. To begin, click the **History** tab from the home page of FiTS.

The History tab does not automatically populate with any documents. Users can search for a specific Cost Transfer in the following ways:

- Chart: Select “H” for Health Sciences Center
- Fund & Orgn: Search by either Fund or Orgn, or both
- User: Search all FiTS documents a user is involved in; use the magnifying glass to select the correct name
- Date Range: Search by the last date a transaction was modified using the Date from field or by a date range
- Transaction Date: Search by the documents Banner transaction date

- Doc ID: Search by all or a portion of the Banner Document ID that the Cost Transfer was assigned when it was fully processed and posted.
- FiTS ID: Search by 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, click **Clear Search** to clear the search fields.

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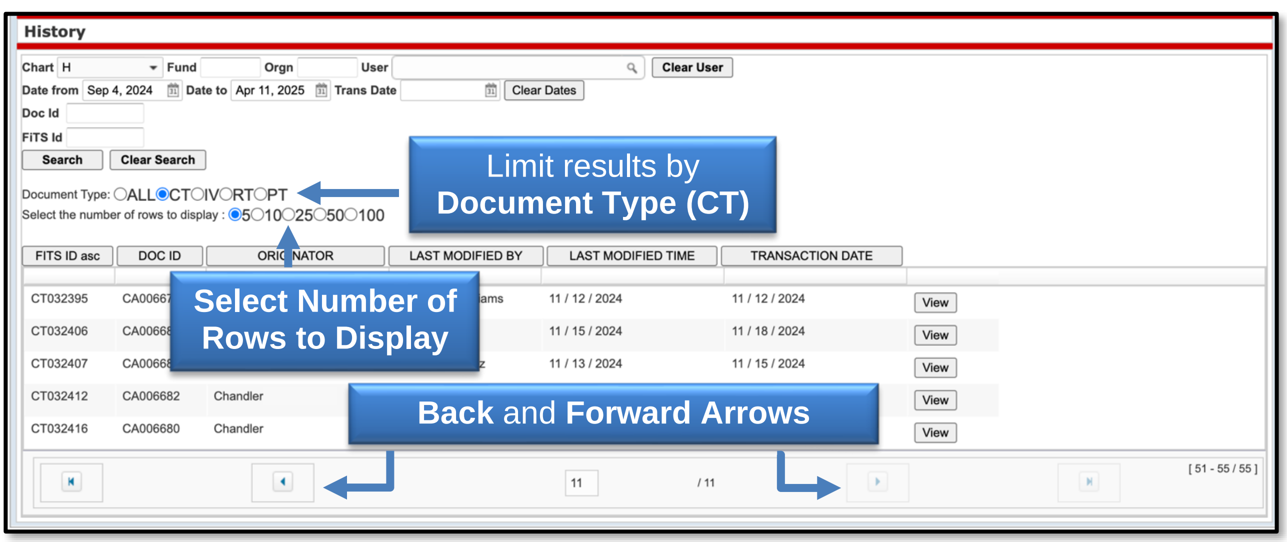
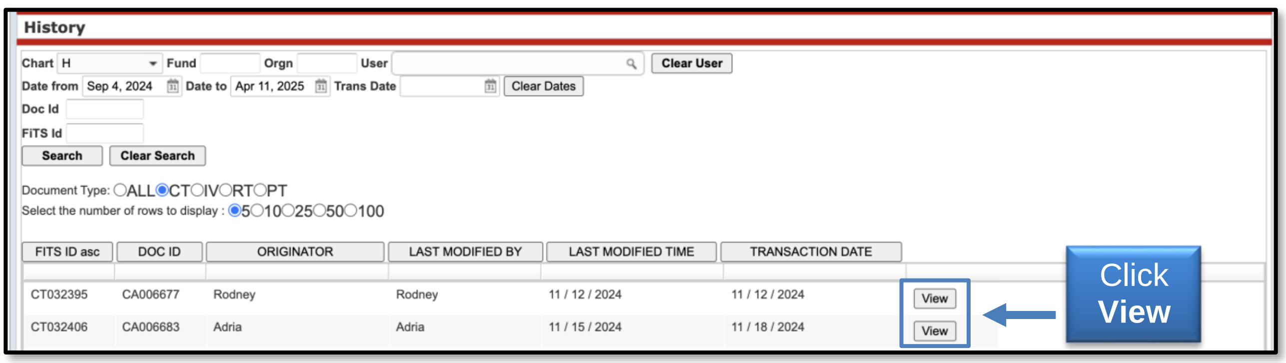


The results will be sorted numerically by the FiTS ID. To sort by any of the other columnar fields, click on the column heading to sort by that field.

The search results will also display the following information:

- Doc ID: Banner Document number assigned when processed
- Originator: Person who submitted the Cost Transfer
- Last Modified By: User who last modified the Cost Transfer
- Last Modified Time: Date of the last modification to the Cost Transfer
- Transaction Date: Transaction date the Cost Transfer was posted to Banner with

To view the details 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.