TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

Financial Transaction System (FiTS) – Cost Transfers Quick Start Guide

The Financial Transaction System (FiTS) replaces the current Cost Transfer form. FiTS and related training documentation can be accessed from the WebRaider portal, F&A Work Tools tab, Finance Channel, under Accounting Services or through the following links:

[FiTS](#)

[FiTS Training Documentation](#)

Processing a Cost Transfer request through FiTS requires three steps:

- Step 1 - Cost Transfer
    - Search for current fiscal year expenditures to be transferred
        - By FOAP (Fund and/or Orgn, or entire FOAP) or
        - By Document ID (complete or partial Document ID) or
        - By Transaction Amount Range (amount or range of amounts using the "Transaction Amount From" and/or "Transaction Amount To" fields)
        - By Transaction Date Range
    - **"Select"** the transactions that you want to transfer
    - Scroll down to see the selected transactions
    - Select **"Edit"** to enter the information for the FOAP that the expense will be transferred to
    - Type in the amount that you want to transfer (can be the total amount of the expense or a partial amount)
    - **"Save"** and scroll up to click on the tab for Step 2
- Step 2 – Questions Attachments Comments
    - Click **"Edit Answers"** and answer required questions with clear and adequate information
    - Adding attachments and/or comments is optional
    - **"Save Answers"** and scroll up to click on the tab for Step 3
- Step 3 – Finish
    - Click **"Submit to Approvals"**

Email notifications from ITIS Financial Transaction Entry System will be sent to TEAM App Fund Managers and Approvers for each fund included in the Cost Transfer notifying them that the Cost Transfer is in their queue for approval. After TEAM App Fund Manager or Approver approval, the Cost Transfer will route to Accounting Services for final review and processing.

* The transferring of prior fiscal year expenditures should be coordinated through Accounting Services.

Policy questions regarding the Cost Transfer process can be directed to Accounting Services at AccountingElp@ttuhsc.edu. Training questions about FiTS can be directed to Finance Systems Management at FSMElp@ttuhsc.edu.