

Financial Transaction System (FiTS) – Cost Transfers

The Cost Transfer module of the Financial Transaction System (FiTS) 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 codes and the Program field is a 2-digit code. FiTS <u>cannot</u> 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 should be coordinated through Accounting Services.

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 replaces the Cost Transfer Form that is normally submitted to Accounting Services.

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 Channel under Accounting Services.



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Creating a Cost Transfer

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

TEXAS TEC	CH UNIVERSITY SYSTEM		TEST V5.0114 Jillian Townsend	I Texas Tech University Sign Out
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	The Financial Transaction System (Fi Cost Transfers Allows departments to move currer Ne Allows Service departments to bill JVs Revenue Journal Youchers Click on "Create Cost Transfer"	FS) consists of 3 modules, which include: It fiscal year expenditures between departmental FOAPs expenditures to departmental FOAPs current fiscal year revenue between departmental FOAPs (HSC) current fiscal year revenue from clearing accounts to departmental PFTs) (HSC Only) JVs er funds from one fund to another for professional services, tilon, and other internal purchases of goods or services.		
	Contact Information: • TTU For policy related questions regard For training related questions abou • TTUHSC For policy related questions regard For training related questions abou	ing FiTS, please contact Financial Services and Tax at fugmundu. t FiTS, please contact AFISM at afsm2knowgdundu. ing FiTS, please contact Accounting Services at hacaccgdunac.edu. t FiTS, please contact Finance Systems Management at fsmgtunsc.edu.		

Begin each search by selecting "H" from the "Chart" drop down box. After entering the desired search parameters, click on the "**Search**" button. When the system has finished searching, any expense transactions that match the search criteria will populate in the section directly below the search function.

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*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.

Expenses can be searched for in the following ways:

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

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).

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10136348	181388	201193	730000	60	COMPLETE AUTO REPAIR	1.00	0.00	0.00	2014/01/06	Select		
10136386	101300	201193	730000	60	AFFORDABLE TENT RENTALS INC	1.50	0.00	0.00	2014/01/21	Select		
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JV122455	101388	201193	711501	60	H1004_SALT LAKE CITY_CAROLE KAYE WA	57.00	1.05	3.01	2013/10/16	Select		
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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.

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JA007796	181388	201193	711103	60	EXPENSE IE133821 FY13 ACCRUAL	379.30	0.00	0.00	2013/09/12	Select		
JV122455	181388	201193	711501	60	H1004_SALT LAKE CITY_CAROLE KAYE WA	57.00	1.00	3.01	2013/10/16	Select		
JV122455	181388	201193	711200	60	H1004_SALT LAKE CITY_CAROLE KAYE WA	18.08	0.00	0.00	2013/10/16	Select		
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When you locate the specific expense to be transferred, click the "**Select**" button to the right of the expense. Clicking the "**Select**" button will populate the bottom section (Transfer Expenditures) of the screen.

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Once an expense has been selected, a Cost Transfer Request ID (FiTS ID) is assigned. The FiTS ID can be used to track your Cost Transfer throughout the approval process. After the expense has populated in the "Transfer Expenditures" section, click the "Edit" button in order to enter the FOP you would like the expense transferred to.



When the Transfer To FOP has been entered, enter the amount to be transferred. The entire amount or a partial amount of the original expense can be transferred. After filling in the amount to be transferred, click the **"Save"** button to save your progress.

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0136348	181388	201193	730000	60	COMPLETE AUTO REPAIR	1.00	0.00	0.00	2014/01/05	Select		
0136386	181388	201193	730000	60	AFFORDABLE TENT RENTALS INC	1.50	0.00	0.00	2014/01/21	Select		
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You can select additional expenses from the original search, or begin a new search by clicking the "**Clear Search**" button.

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After all required fields have been completed on the "Step 1 - Cost Transfer" tab, select the "Step 2 - Questions Attachments Comments" tab.

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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 on the "**Edit Answers**" button. Each question requires an answer or the Cost Transfer cannot be submitted.



TEXAS TECH UNIVERSITY SYSTEM		TEST V5.0120 Jillian Townsend Texas Tech University
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Attachments		
Upload Attachment		
Maximum File Size : 5 MB Allowed file types: csv - doc - docx - pdf - rtf - txt - xl	is - xisx - xmi	

After completing all of the required questions, click the "Save Answers" button.

TEXAS TECH UNIVERSITY SYSTEM		TEST V5.0120 Jillian Townsend Texas Tech University
Welcome to FITS Create Cost Transfer Create IV Create Revenue JV Creat	e IPFT. Status History	Session Inactive for 0 mitodes Remaining time is 35 minutes
Step 1 - Cost Transfer Step 2 - Questions Atlachments Comments Step 3 - Finis	h	
CT001387		
Questions		
Save Answers Cancel		
Question	Answer	
Why was the experience charged to the fund from which it is now being transferred?	Test	0
What justifies charging the expense to the requested fund?	Test	0
Click the "Save	Test	<u> </u>
Answers" button		
Uproad Attachment Maximum File Size : 5 MB Allowed file types: csv - doc - docx - pdf - rtf - txt - xis - xisx - xml		
DOCUMENT NAME	DATE ACTION	



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 the "**Add**" button to save the comment.

Attachments Upload Attachment Maximum File Size : 5 MB Allowed file types: csv - doc - docx - pdf - rtf - txt - xis - xit DOCUBENT MAME	Upload an Attachment	
Comments Add	Add a Comment	

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

Once you have answered all of the required questions and added any additional attachments or comments, move to the final tab, "**Step 3 - Finish**". The "**Step 3 - Finish**" tab 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 budgetary errors that may exist in the form of a pop up message.

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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 <u>does not</u> 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 the "**Approvals**" button.

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ITS Id								
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FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	-			
CT001374	Submitted	Jillian Townsend	01/28/2014	Jillian Townsend	Review			
CT001376	Submitted	Jillian Townsend	01/30/2014	Jillian Townsend	Review			Soloct
CT001387	Completed	Jillian Townsend	02/20/2014	Jilian Townsend	Edt	Delete	Approvals	Select
	Robenthad	Michael Crowder	02 / 18 / 2014	Michael Crowder	Review			"Approvals"
PT000096	Sobumen				and the second se	COMPANY.		
PT000095 RT000124	Started	Jillian Townsend	02/07/2014	Jillian Townsend	Edt	Detete		

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 can 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 Comment box to review the rejection reason or comments added by the reviewer.



Questions	•	
Edit Answers		
Question	Answer	
Why was the expense charged to the fund from which it is now being transferred?	Test	
What justifies charging the expense to the requested fund?	Test	
How can cost transfers of this type be eliminated in the future?	Test	
If the expense is greater than 90 days what is the reason for the delay in processing?	Test	
Machments		
Upload Attachment		
Upload Attachment Aaximum File Size : 6 MB Jouwerd File Size : - 6 MB		
Uplead Attachment laximum File Size : 5 MB llowed file types: cs+ odc - docx - pdf - rtf - txt - xls - xlsx - xml		
Upload Attachment Maximum File Size : 5 MB Ulowed file types: csv - doc - docx - pdf - rtf - txt - xls - xlsx - xml DOCUMENT NAME	DATE ACTION	
Upload Attachment Maximum File Size : 5 MB Allowed file types: csv - doc - docx - pdf - rtf - txt - xls - xlsx - xml DOCUMENT NAME	DATE ACTION	
Upload Attachment Maximum File Size : 5 MB Allowed file types: csv - doc - docx - pdf - rtf - txt - xls - xlsx - xml DOCUMENT RAME	DATE ACTION	
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Upload Attachment Taximum File Size : 5 MB Ilowed file types: csv - doc - docx - pdf - rtf - txt - xls - xlsx - xml DOCUMENT NAME Comments		Click on the
Upload Attachment Jaximum File Size : 6 MB Ilowed file types: csv - doc - doc x - pdf - rtf - txt - xls - xlsx - xml DOCUMENT NAME	DATE ACTION ACTION COMMENT Mejection Optional Text	Click on the

The rejection reason and any comments pertaining to the rejection will be shown in the form of a popup 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 on 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.

In order to delete a Cost Transfer, access FiTS and select the "Status" tab.

TEXAS TECH UNIVERSITY SYSTEM	TEST VS.0120 Jillian Townsen	d Texas Tech University 🔤	gn Out
Welcome to FITS Create Cost Transfer Create IV Create Revenue JV Create IPFT Status History Welcome to FITS	Session inactive for 0 minutes Remaining time is 35 minutes		
 The Financial Transaction System (FiTS) consists of modules, which include: • Or Transfers			

After selecting the "**Status**" tab, the screen will populate with all of the Cost Transfers that you originated that 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, a 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.

*For more detailed instructions on how to use the search capabilities on the "**Status**" page, see page 20 of this training document.



Once the Cost Transfer to be deleted is located, click on the "**Delete**" button to the right of the Cost Transfer.

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hart Select ('had • Fun	Oran	liser	Q Clow I	Iser		
Jate from FTS Id Search Defect a Docum	Clear Search		Clear Dates				
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FITS ID asc	STATUS	ORIGINATOR	LAST MOD DATE	LAST MODIFIED BY	l		
CT001374	Submitted	Jillian Townsend	01/28/2014	Jillian Townsend	Review		
CT001376	Submitted	Jillian Townsend	01/30/2014	Jillian Townsend	Review		Click the
	Rejected	Jillian Townsend	02 / 20 / 2014	Jillian Townsend	Edt	Delete	
CT001387			02/18/2014	Michael Crowder	Review		"Delete" button
CT001387 PT000096	Submitted	Michael Crowder	0271012014				
CT001387 PT000096 RT000124	Submitted Started	Michael Crowder Jillian Townsend	02/07/2014	Jillian Townsend	Edit	Delete	

After clicking the "**Delete**" button, the system will ask you, in the form of a popup 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".

Velacións La Fritti	Create Cau	Tramfer Create TV O	route Revenue JV Greate I	PET Status History	elete		×	Seption ina Remaining I	ictive for 8 minutes time is 35 minutes	
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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 or Approver or Accounting Services to have it rejected in the system.

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.

There will be an option to delete the Cost Transfer after it has been rejected. You will need to search within the "**Status**" tab for the FiTS ID to be deleted.

CTs that remain in the "**Status**" tab and have not been modified for 7 days will result in an email to the Originator informing them that the CT will be deleted the following Monday. To prevent the CT from being deleted, the Originator will need to make the necessary corrections before the following Monday.



Approving 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 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.

TEXAS TECH U	NIVERSITY SYSTEM						TEST V5.0120 Jillian Townsend Texas Tech University 🖾 🕬
Velcome to FiTS Create Cost 1	Transfer Create IV Create Re	venue JV Create IPFT Status	s History				Session inactive for 2 minutes Remaining time is 33 minutes
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L 1001387		ADDONEDS	ADODONE DE LECT	ADDOWED DV			
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TO Financial Manager	TEAM Fund Group	Celeste X Kulinski					
FROM, accountant	Fund Class Group - H 18	Michael Dary Burns Shannon Leige Martin					
TO Accountant	Fund Class Group - H 18	Michael Dane Bulks Shannon Leigh Maxin					
FROM accountant Manager	Fund Class Group - H 18	Rebects Aguilar Ancela Marie Tavior					
TO Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Appela Marie Tavity					
Click	 Add Approver to Review 	,	C	lick to F Justific	Review ation		
Cos	t Transfer						

TEAM App Financial Managers and Approvers 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 Managers and Approvers 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 Managers and Approvers can choose whether to Approve or Reject the Cost Transfer from the drop down box.



\pprovals										
T001387	0									
APPROVAL LEVEL	APPROVAL GROUP	APPROVERS	APPROVE/REJECT	APPROVED BY	APPROVAL DATE		-			
FROM Financial Manager	TEAM Fund Group	A Laree Bomar Carole Kaye Wardroup Jillian R Townsend	Select			Save				
TO Financial Manager	TEAM Fund Group	Celeste E Kulinski	Reject	K						
FROM Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leigh Martin	0							
TO Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leigh Martin								
FROM Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Marie Taylor								_
TO Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Marie Taylor				Calaat	. 4 a . A .		~ "	
	Add Approver					Select	. to Ap	prove	or	
						Raiad	Cost	Trane	for	
						Reject	. 003	Trans		

TEAM App Financial Managers and Approvers choosing to approve a Cost Transfer will need to select "Approve" from the drop down box on the "Approvals" tab and then select the **"Save"** button.

\pprovals							
APPROVALLEVEL	APPROVAL GROUP	ADDROVERS	APPROVE/REVECT	ADDROVED BY	APPROVAL DATE	1	
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TO Financial Manager	TEAM Fund Group	Celeste E Kulinski					"Save"
FROM Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leich Martin					
TO Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leich Martin					
FROM Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Matie Taylor					
TO Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Marie Taylor					
	Add Approver						

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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, you 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.

errer to FITTA Create Cost T	ransfer Cronie IV Citalie Rev Qualificata Atlactments Commercia	venue AVCroate (PETStatu Approvals	e Hintory	0	Are you sure you wish to approve this document? By clicking YES at this approval level then all other approval levels that was how available to			Romaining time is 27 min
oprovals					APPROVE will be marked as APPROVED.			
001387					If you need to REJECT at another approval level then do so by			
PPROVALLEVEL	APPROVAL GROUP	APPROVERS			selecting REJECT on the approval level you want to reject at.	iL:07	UE I	
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0 Accountant Manager	Fund Class Group - H 10	Rebecca Agular Angela Marie Taylor			Click "	۷۵	e" If	
	R Add Appcover				Approvir Responsi	ng f ble	or All Funds	

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

Approvals					
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TO Financial Manager	TEAM Fund Group	Celeste E Kulinski			"Reiect"
FROM Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leigh Martin			
TO Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leigh Martin			
FROM Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Marie Taylor			
TO Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Mane Taylor			
	Q Add Approver				
REJECTION REASON: Select	One	_			7
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RS-INSUFFICIENT JUSTI	FICATION FOR ALL QUESTIONS VED ON TRANSFER TO FUND				

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Comments may be added 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 the **"Save"** button in order for FiTS to save your progress.

TEXAS TECH UN	VIVERSITY SYSTEM					TEST VS.0120 Ji Session Inactive	Ilian Townsend Texas Tech University
sicome to FiTS Create Cost T	ransfer Create IV Create Reve	anue JV Create IPET Status	History			Remaining time	is 23 minutes
lep 1 - Cost Transfer Step 2 -	Questions Attachments Commenta	Approvals					
Approvals							
T001387							
APPROVAL LEVEL	APPROVAL GROUP	APPROVERS	APPROVE/REJECT	APPROVED BY	APPROVAL DATE		<u></u>
FROM Financial Manager	TEAM Fund Group	A Laree Bomar Carole Kaye Wardroup Jillian R Townsend	Reject			Save	Click
TO Financial Manager	TEAM Fund Group	Celeste E Kulinski					"Save"
FROM Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leigh Martin					
TO Accountant	Fund Class Group - H 18	Michael Dane Burns Shannon Leich Martin					
FROM Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Marie Taylor					
TO Accountant Manager	Fund Class Group - H 18	Rebecca Aguilar Angela Mane Taylor					
	Q. Add Approver						
REJECTION REASON: Select (Dee						
BU-INSUFFICIENT JUSTIFICAT	TION FOR (-						
puonai lext:	information for Woonstein +			-	_		•
TEST Please provide additional i	information for Question 3:			`		Add Comments	

After clicking the **"Save"** button, the system will ask if you are sure you wish to reject the Cost Transfer. If you 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 on the "**Status**" tab from the home page.

TEXAS TECH UNIVERSITY SYSTEM	TEST VS.0114 Jillian Townser	d Texas Tech University Signout
Welcome to FiTS Create Cost Transfer Create IV Create Revenue JV Create IPPT Status History	Session inactive for 0 minutes Remaining time is 35 minutes	
Welcome to FiTS		
The Financial Transaction System (FITS) consists of modules, which include: Cost Transfers Allows departments to move current fiscal year expenditives between departmental FOAPS 'N's Allows Service departments to bill expenditures to departments for 'N's Revenue Journal Vouchers Allows departments to move current fiscal year revenue Allows departments to masfer funds from one fund to another for professional services, continuing professional education, and other internal purchases of goods or services. Contact Information Trums For policy related questions regarding FITS, please contact Financial Services and Tax at fugm.edu. Trums For policy related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Trums For policy related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Trums For policy related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Trums For policy related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Contraining related questions regarding FITS, please contact AFISM at atma.howgitu.edu. For training related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Contraining related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Contraining related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Contraining related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Contraining related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Contraining related questions regarding FITS, please contact AFISM at atma.howgitu.edu. Contraining		

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

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

- By Chart: Use "H" for Health Sciences Center
- By Fund & Orgn: Search by either Fund or Orgn, or both
- By User: Returns results for all Cost Transfers the user is involved in
- By Date Range: Returns results by the date last modified
- By 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.



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Status Charl Select Date from Fits Id	Chart • Fu	nd Orgn	User (User (Clear Dates)		ear User	_	Sear Us	ch by ser	
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After entering in the desired search parameters, click the "**Search**" button to perform the search. If you would like to perform a different search, you can select the "**Clear Search**" button to clear the search fields.

U "	EXAS TECH	UNIVERSITY SYSTE	М							
elcome to FiT	S Create Co	st Transfer Create IV Cr	eate Revenue JV Create IF	FT Status History					Session Remaini	inactive for 2 minutes ing time is 33 minutes
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TTUHSCEP Finance Systems Management [21]



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.

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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.

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The results will be sorted numerically by the FiTS ID. However, the results can be sorted by any of the columnar fields.

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The search results will also show the following columns:

- The Status of the Cost Transfer
- The Originator of the Cost Transfer
- The Date of the last modification to the Cost Transfer
- The 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 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 Accounting Services at <u>AccountingElp@ttuhsc.edu</u> for assistance.

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The other 3 columns show the user who originated the Cost Transfer, the date of the last modification of the Cost Transfer, and the user who made the last modification.

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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 on the "History" tab from the home page of FiTS.

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Welcome to FiTS Create Cost Transfer Create IV Create Revenue JV Create IPFT Status History	Session inactive for 0 minutes Remaining time is 35 minutes	
Welcome to FiTS		
The Financial Transaction System (FiTS) consists of 3 modules, which include: • Cost Transfers Allows departments to move current fiscal year expenditures between • VS Allows Service departments to bill expenditures to departmental FOA • JVS Revenue Journal Vouchers • Allows departments to move current fiscal year revenue between departmental FOAPs (HSC) • Allows departments to move current fiscal year revenue between departmental FOAPs (HSC) • Allows departments to move current fiscal year revenue from clearing accounts to departmental FOAPs (HSC) • Allows departments to transfer (IPFTs) (HSC Only) JVS • Allows departments to transfer funds from one fund to another for professional services, continuing professional deucation, and other internal purchases of goods or services.		
Contact Information:		
 TTU For policy related questions regarding FiTS, please contact Financial Services and Tax at <u>ist@itu.edu</u>. For training related questions about FiTS, please contact AFISM at <u>alsm.know@itu.edu</u>. TTUHSC For policy related questions regarding FiTS, please contact Accounting Services at <u>hscace@tuhsc.edu</u>. For training related questions about FiTS, please contact Finance Systems Management at <u>ism@tuhsc.edu</u>. 		

The "History" tab does not automatically populate with any Cost Transfers.

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

- By Chart: Use "H" for Health Sciences Center
- By Fund & Orgn: Search by either Fund or Orgn, or both
- By User: Returns results for all Cost Transfers a user is involved in
- By Date Range: Returns results by date last modified
- By Transaction Date: Returns results for Cost Transfers posted by date entered
- By 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.
- By 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.



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

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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.

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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.

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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:

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

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



If you have a policy question regarding the Cost Transfer process, please contact Accounting Services at <u>AccountingElp@ttuhsc.edu</u>.

If you have any training questions about FiTS, please contact Finance Systems Management at <u>FSMEIp@ttuhsc.edu</u>.