Cost Transfer (CT) Quick

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
Finance Systems Management

The Cost Transfer (CT) module of the Financial Transaction System (FiTS) allows departments to move current fiscal year expenditures between departmental FOAPs, where the **F**und, **O**rganization, **A**ccount, and **P**rogram are required codes.

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

The system and related training documentation can be accessed from:
- FiTS
- WebRaider portal > Business Affairs tab > Links to Financial Systems > Financial Transaction System (FiTS)
- FiTS Information

Processing a Cost Transfer request through FiTS requires three steps:

Step 1 - Cost Transfer
- Select Chart H from the Chart drop-down box
- Search for current fiscal year expenditures to be transferred
    - By FOAP (Fund and/or Orgn, Account, Program, or entire FOAP) or
    - By Document ID (complete or partial Document ID) or
    - By Transaction Amount (specific amount or range of amounts using the Transaction Amount From and/or Transaction Amount To fields)
    - By Transaction Date Range
- Select the transactions to transfer
- Scroll down to see the selected transactions and use the arrows at the bottom of the Search History section to see other transactions
- Click **Edit** to enter the FOAP that the expense will be transferred to
- Type the amount you want to transfer (can be the total amount of the expense or a partial amount)
- Click **Save**
- Repeat the process to add more transactions or scroll to the top of the page and click the **Step 2** tab

Step 2 – Questions Attachments Comments
- Click **Edit Answers** and answer required questions with clear and adequate information, click **Save Answers**
- Adding **attachments** and/or comments is optional
- Scroll to the top of the page and click the **Step 3** tab

Step 3 – Finish
- Click **Approvals** to begin the approval routing process

Email notifications from the 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 or changing account codes cannot be completed in FiTS and should be coordinated through Accounting Services.

Policy questions regarding the Cost Transfer process can be directed to Accounting Services at hscacc@ttuhsc.edu.

Training questions about FiTS can be directed to Finance Systems Management at fsm@ttuhsc.edu.