

## **Expenditure Transfer Training Information**

Learn the essentials of successfully completing an Expenditure Transfer (EXPTX) Request through Accounting Services. Includes information on revised requirements and use of “new” form. If you are in charge of your department/program expenses and/or reimbursements and you fall in any of these categories, this training is for you:

- ✓ I’m an expert in EXPTX and process them all the time
- ✓ I’ve never processed an EXPTX
- ✓ I’ve done EXPTX a few times

### **Topics will include:**

- When to use an EXPTX Request form vs a voucher adjustment
- What are the different types of transfers
- Who can submit an EXPTX Request (Delegation of Authority)
- What information is required when submitting an EXPTX
- How to identify appropriate chartstrings
- What Accounts should I use
- What is the required backup documentation
- Where do I submit EXPTX
- How to verify that the EXPTX Request has been processed in CFS Finance Data Warehouse
- Tips & Tricks for faster turn around
- Ask Questions

**See Training webpage for current Schedule at**

- <http://www.csus.edu/aba/financial-services/financial-services%20training.html>

**All trainings will be held in Modoc Hall – Room 1009**

**Registration will be processed in Skillport.**

**Navigation: My Sac State/Employee Center/Skillport**

- **Click on Quick Links**
- **Click on Instructor Led Training (ILT)**
- **Click on Session Schedule**
- **Right side Search for Sessions: type in “Expenditure Transfer”**
  - **Only Open Session will show up**

**If you have any questions, please contact us at [accts-01@skymail.csus.edu](mailto:accts-01@skymail.csus.edu) . Thank You!**