

How to fill out the ETR Request

In this guide, we'll show you how to fill out a request from beginning to end.

Let's get started!

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Requestor Information

Step 1: After logging in, in the **Requestor Information** tab, fill out the required fields (as marked in red asterisks), then click **Save**.

Requestor Information

Transfer Information

Attach Backups

Instructions: This section must be filled out and saved before proceeding to Transfer Information. Complete all required sections.

Requestor's Department*

Requestor's Email*

Requestor's Phone & Ext.*

Optional CC Email Addresses: (Seperate by semicolon and no spaces! Id@fullerton.edu;sc@fullerton.edu)

Reason for Request*

Approver's Department*

Select Approver*

Select

Select

Requestor Signature*

Request Date*

Requestor Comment:

Save

Clear Fields

Cancel Request

! You must fill out all required fields in order to move forward.

Transfer Information

Step 2: Next, click on the **Transfer Information** tab.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan

[Download Template](#)

Requestor Information **Transfer Information** Attach Backups

Fill out the appropriate chartfield information.
 You can also use the Download Template link at the top-right to help upload chartfield information.
 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: Balanced Total: 0.00

Excel Upload No file chosen

Edit	Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
	660003-General Services	THEFD-CSU Operating Fund							

Account

Fund

Department

Program

Class

Project

Line Description

Reference (PO)

Amount

i From there, there are two methods that you can do to add chartfield information into the ETR request:

Please click on one of the links below.

Adding Chartfield Row

Step 3a: Use the drop-down fields to enter in the chartfield data.

Expenditure Transfer Request (ETR)

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Requestor Information **Transfer Information** **Attach Backups**

Fill out the appropriate chartfield information.
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 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: Not balanced. Total: 5.00

Excel Upload No file chosen

Edit	Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
	660003	THEFD	10147				testing		5.00

Account: 660003-General Services Fund: THEFD-CSU Operating Fund Department: 10147-Adm & Finance IT

Program: Select Class: Select Project: Select

Line Description: testing Reference (PO): Amount: 5

Step 3b: After chartfield data is entered in the field(s), click on the **Add** button.

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Requestor Information **Transfer Information** **Attach Backups**

Fill out the appropriate chartfield information.
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 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: Balanced Total: 0.00

Excel Upload No file chosen

Edit	Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
------	---------	------	------	---------	-------	---------	----------------	----------	--------

Account: Select Fund: Select Department: Select

Program: Select Class: Select Project: Select

Line Description: Reference (PO): Amount:

CSUF_ETRs (50).xlsx

Step 3c: Once you do so, this will add a chartfield row to the table.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan Download Template

Requestor Information **Transfer Information** **Attach Backups**

Fill out the appropriate chartfield information.
 You can also use the Download Template link at the top-right to help upload chartfield information.
 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: Not balanced. Total: 5.00

Excel Upload No file chosen

Edit	Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
	660003	THEFD	10147				testing		5.00

Account

Fund

Department

Program

Class

Project

Line Description

Reference (PO)

Amount



The application will stop you from adding a chartfield row if it doesn't follow the ETR rules (e.g. line description isn't added).

ETR Upload Template

Step 3a: Download the **ETR Upload Template** at "**Download Template**", located at the top right corner.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan

[Download Template](#)

Requestor Information **Transfer Information** **Attach Backups**

Fill out the appropriate chartfield information.
 You can also use the Download Template link at the top-right to help upload chartfield information.
 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: Balanced Total: 0.00

Excel Upload Choose File No file chosen Upload

Edit	Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
	Account Select	Fund Select	Department Select	Program Select	Class Select	Project Select	Line Description	Reference (PO)	Amount

Add Clear Dropdowns Cancel Request

CSUF_ETRs (50).xlsx

Step 3b: Open the **Excel** template.

CSUF_ETRs (31) - Excel

File Home Insert Page Layout Formulas Data Review View ACROBAT Tell me... Chow, Shirley Share

Paste Font Alignment Number Styles

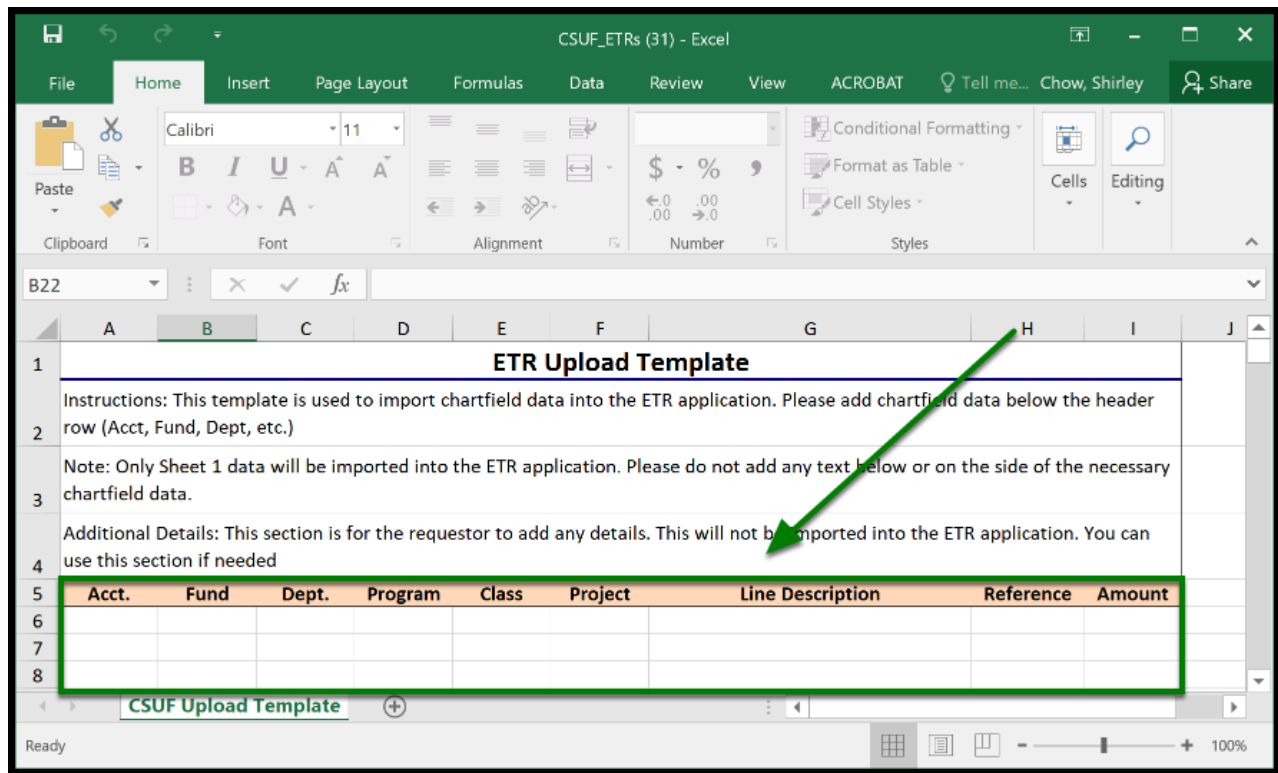
B22

	A	B	C	D	E	F	G	H	I	J
1	ETR Upload Template									
2	Instructions: This template is used to import chartfield data into the ETR application. Please add chartfield data below the header row (Acct, Fund, Dept, etc.)									
3	Note: Only Sheet 1 data will be imported into the ETR application. Please do not add any text below or on the side of the necessary chartfield data.									
4	Additional Details: This section is for the requestor to add any details. This will not be imported into the ETR application. You can use this section if needed									
5	Acct.	Fund	Dept.	Program	Class	Project	Line Description	Reference	Amount	
6										
7										
8										

CSUF Upload Template

Ready

Step 3c: Add the chartfield data into the Excel template, then save the file.



Please make sure to enter the data under the header row (Acct., Fund, Dept, etc.)

Step 3d: In the ETR application, select "**Choose File**", and select the Excel file with the chartfield information.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan [Download Template](#)

Requestor Information **Transfer Information** **Attach Backups**

Fill out the appropriate chartfield information.
 You can also use the Download Template link at the top-right to help upload chartfield information.
 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: **Balanced** Total: 0.00

Excel Upload: **Choose File** No file chosen

Edit	Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
------	---------	------	------	---------	-------	---------	----------------	----------	--------

! Please make sure to use the template when uploading a file to properly import data.

Step 3e: After you select the file, click "Upload".

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan [Download Template](#)

Requestor Information **Transfer Information** **Attach Backups**

Fill out the appropriate chartfield information.
 You can also use the Download Template link at the top-right to help upload chartfield information.
 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: Balanced Total: 0.00

Excel Upload CSUF_ETRs (50).xlsx

Edit		Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
------	--	---------	------	------	---------	-------	---------	----------------	----------	--------

Step 3f: All the chartfield information should import the data you entered in the Excel file, into the table.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan [Download Template](#)

Requestor Information **Transfer Information** **Attach Backups**

Fill out the appropriate chartfield information.
 You can also use the Download Template link at the top-right to help upload chartfield information.
 It is required to add at least two rows before submission.
 Once you complete this section, proceed to the Attach Backups tab.

Balance: Not balanced. Total: 5.00

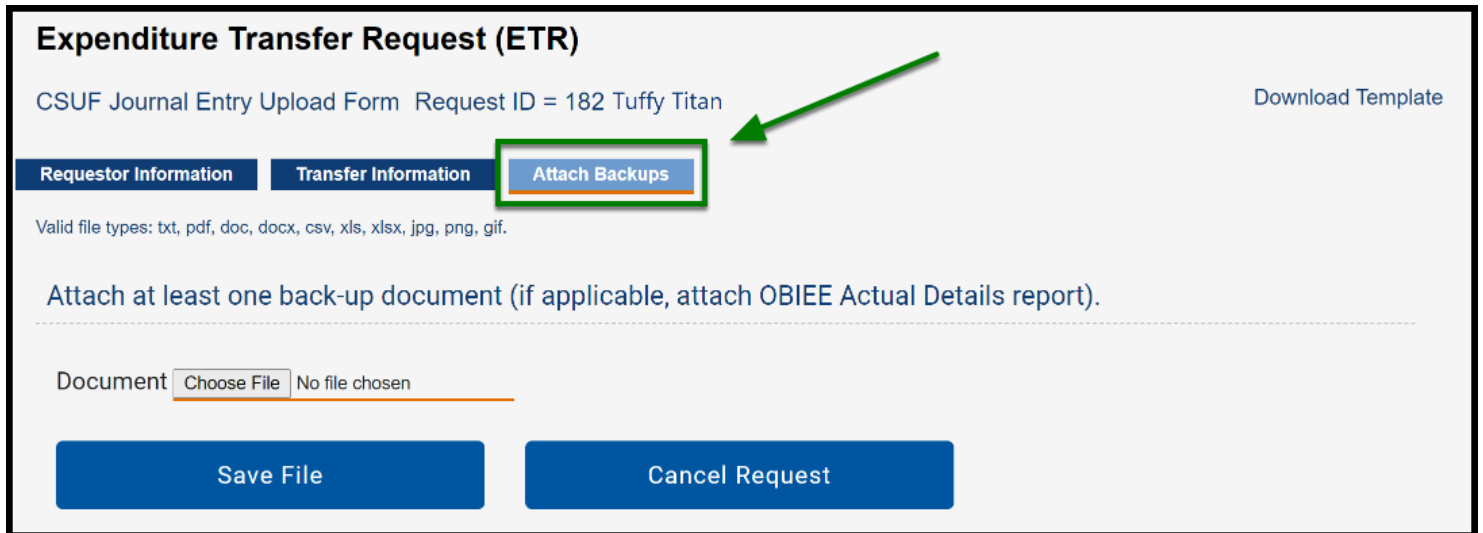
Excel Upload No file chosen

Edit		Account	Fund	Dept	Program	Class	Project	Line Desc (30)	Ref (10)	Amount
		660003	THEFD	10147				testing		5.00

! The application will stop you from importing if it doesn't follow the ETR rules (e.g. line description isn't added).

Attach Backups

Step 4: After you add your chartfield data, proceed to the **Attach Backups** tab.



Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan [Download Template](#)

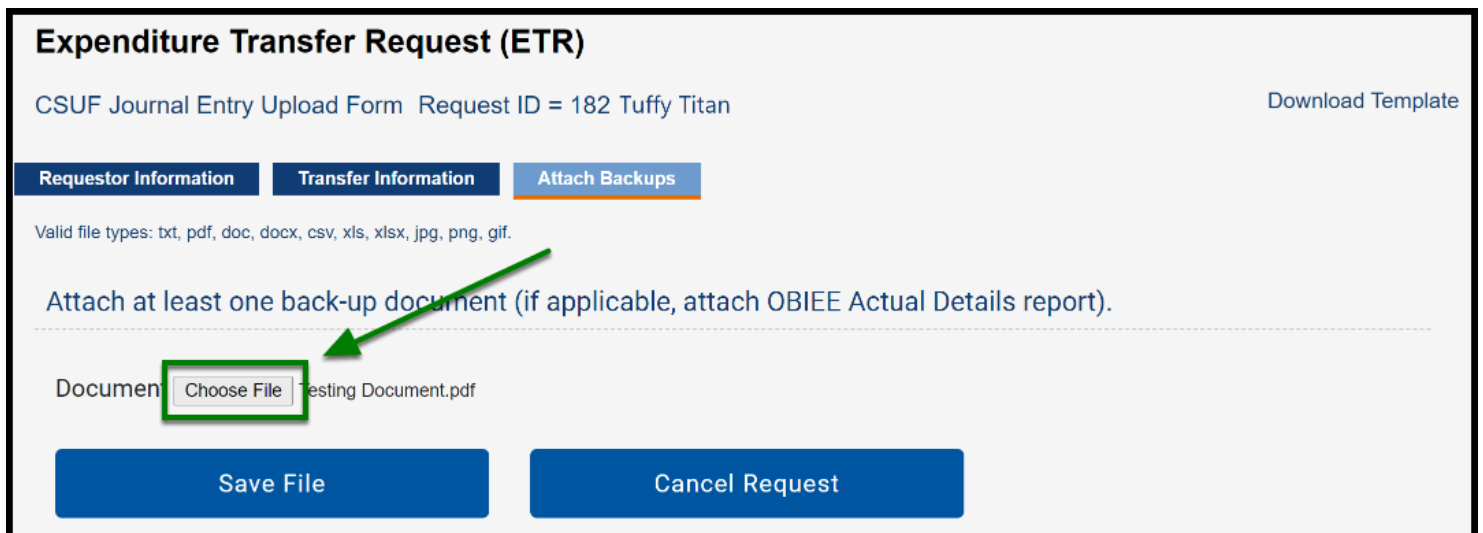
Requestor Information **Transfer Information** **Attach Backups**

Valid file types: txt, pdf, doc, docx, csv, xls, xlsx, jpg, png, gif.

Attach at least one back-up document (if applicable, attach OBIEE Actual Details report).

Document No file chosen

Step 5: Attach at least one document by clicking on "**Choose File**".



Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan [Download Template](#)

Requestor Information **Transfer Information** **Attach Backups**

Valid file types: txt, pdf, doc, docx, csv, xls, xlsx, jpg, png, gif.

Attach at least one back-up document (if applicable, attach OBIEE Actual Details report).

Document Testing Document.pdf


Step 6: After you select a file, click on "**Save File**". Attachments will be uploaded into a table above.

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan [Download Template](#)

Requestor Information **Transfer Information** **Attach Backups**

Valid file types: txt, pdf, doc, docx, csv, xls, xlsx, jpg, png, gif.

	Document Name Attachment	Date Uploaded
	Testing Document.pdf	05/17/2021

Attach at least one backup document (if applicable, attach OBIEE Actual Details report).

Document No file chosen

Step 7: After you complete all the necessary requirements in Requestor Information, Transfer Information, and Attach Backups, click on **Submit** to submit the request.



Requestor Information: All required fields are filled out

Transfer Information: At least two rows are added, and amount is balanced

Attach Backups: At least one document is attached

Expenditure Transfer Request (ETR)

CSUF Journal Entry Upload Form Request ID = 182 Tuffy Titan Download Template

Requestor Information **Transfer Information** **Attach Backups**

Valid file types: txt, pdf, doc, docx, csv, xls, xlsx, jpg, png, gif.

	Document Name Attachment	Date Uploaded
✗	Testing Document.pdf	05/17/2021

Attach at least one back-up document (if applicable, attach OBIEE Actual Details report).

Document No file chosen

💡 That's it!

For additional ETR User guides, please use any of the following links below:

- [Logging in](#)
- [ETR Navigation](#)
- [How to cancel the ETR Request](#)
- [ETR Rules](#)

i If you have any questions or concerns, please contact **Accounting Services and Financial Reporting** at DL-ASFR-ETR@fullerton.edu.