**Quick Start Guide**

**Cash Transfer Form**

Complete this form to move cash from one fund to another.

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the Mountaineer Marketplace tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms on the Mountaineer Marketplace Home page, click Cash Transfer to open the form.

3. Choose a supplier. The correct supplier information will populate the contact information.

4. In the General Information region, complete all **bolded** fields:
   - **Product Description**: A short explanation of the transfer request.
   - **Invoice Date**: The date you are submitting the form.
   - **Goods Recd Date**: The date you are submitting the form.
   - **POETA**: Click the dropdown arrow to answer yes or no.

5. Enter the full General Ledger or POETA number and the amount to be credited.
6. At the top of the form, click the dropdown arrow to view choices in the **Available Actions** region. Choose **Add Item and Close Form**. Click **Go**.

7. A shopping cart has been created that contains this form. You may click either:
   - **Proceed to Checkout** (Go to step 8).
   - **Assign Cart** (Go to step 7).

   **Note**: If you do not know the account number to be charged, discuss with your business office if the form should be assigned to another employee or submitted to the EBO.

8. To assign the cart to another employee, click **Assign Cart** and then choose the employee who will review the cart; click **Assign**.

   **End of Steps** if you assigned the cart.

9. After you click **Proceed to Checkout**, you may either:
   - Complete the account number (go to step 9)
   - **OR**
   - Let your business office enter the account number (go to step 11).

10. To enter the account number that will be charged, click the **Accounting Codes** tab.
11. Complete the account number to be charged.

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<th>Campus / Project</th>
<th>DA / Task</th>
<th>Fund / Award</th>
<th>Line Item / Exp Type</th>
<th>Function / Org</th>
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12. Click **Submit Requisition**.

13. You will see a verification that the requisition was submitted.