

Guide for Cost Transfer Requests

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Introduction

Cost Transfers (also known by CT)

In EIS, a user may request a new Cost Transfer, review an already created Cost Transfer and approve or deny the Cost Transfer. This document outlines the functionalities available to campus users.

When to use a Cost Transfer

1. A Cost Transfer is used to **correct** an expense, in whole or in part, that was erroneously charged to a Sponsored Project or Department Account. When using a cost transfer, a sponsored project must be used on at least one side of the transaction (“Move To” or “Move From”). A sponsored project may be used on both sides of the transaction. For example, a Pcard was used to purchase lab supplies, and the expense was incorrectly charged to the department instead of to a sponsored project. A cost transfer is used to move the expense from the department to the sponsored project. ***Corrections to Payroll transactions cannot be requested through this process. Please consult with your Sponsored Projects Office for guidance on Payroll corrections.***
2. To **correct the GL expense account** that was assigned to a transaction. For example, an expense was classified as Lab Supplies (GL account 53071), but should have been classified as a Participant Cost (GL Account 51621).

Cost Transfer Rules

1. Transactions involve departments within the same institution. A sponsored project must be involved.

<i>Move From</i>	<i>Move To</i>
Sponsored Project (-GRCT)	<ul style="list-style-type: none">• Sponsored Project (-GRCT)• Discretionary Project (-DISC)• Department (DEPT)
Discretionary Project (-DISC)	Sponsored Project (-GRCT)
Department (DEPT)	Sponsored Project (-GRCT)

2. All cost transfers will involve either **5** or **8** expense accounts, *excluding*: B5010 (Salaries and Wages), B5050 (Payroll Related Costs), B5400 (Depreciation & Amortization), B5440 (Interest Expense), B5811 (Asset Retirement Obligation Expense), B5485 (Claims & Judgements), B5600 (F&A Expense), B5780 (Interest Expense and Fiscal Charges), B5800 (Adjustments), B5810 (Lapsed Appropriations), B5820 (Other Nonoperating Expenses), B7000 (Transfers).
3. Cost transfers can interchange with the same 5 general ledger expense account, or a different 5 general ledger expense account. When moving an expense from an “8” general ledger expense account, the same “8” general ledger expense account must be used on the “Move To” side of the transaction. These are primarily services provided within the institution and are considered interdepartmental charges.
 - 5 to the same 5
 - 5 to a different 5
 - 8 to the same 8 only
4. Cost transfers for **AP Journals involving state appropriated funds** (fund cats 105 and 106 for all institutions, in addition to funding combination 306-200054 and 200-890002 at HSC) cannot be requested through this process. Please consult with your Sponsored Projects Office for guidance.

Account Types

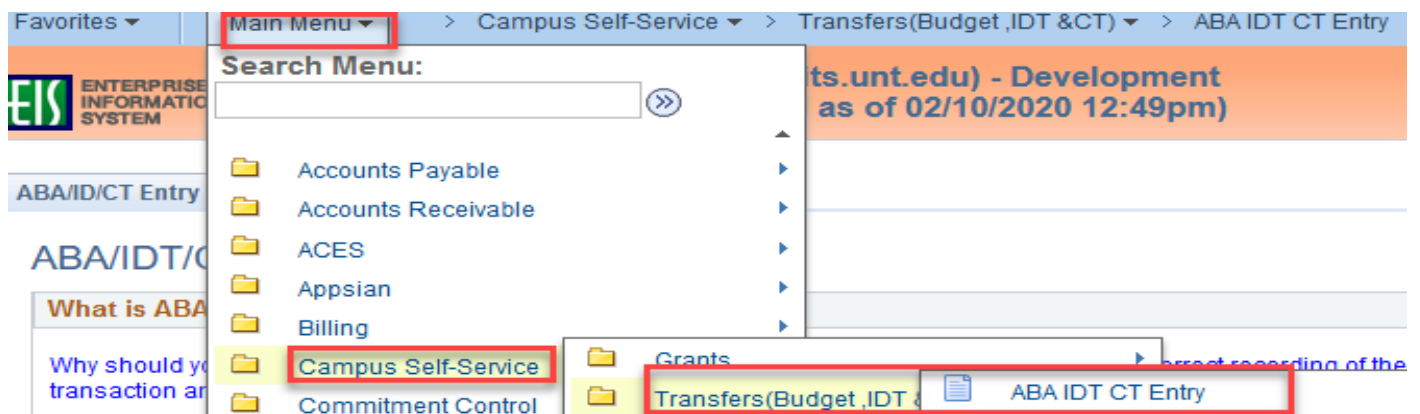
- | | |
|------------------|-----------------------|
| 1 – Assets | 5 – Expenses |
| 2 – Liabilities | 6 – Internal Income |
| 3 – Fund Balance | 7 – Transfers |
| 4 – Revenue | 8 – Internal Expenses |

Add a new Cost Transfer (CT)

NAVIGATION:

Main Menu > Campus Self-Service > Transfers (Budget, IDT & CT) > ABA IDT CT Entry

1. Login to FSPD: <https://myfs.unt.edu>
2. Go to Main Menu and select *Campus Self-Service*.
3. Select *Transfers (Budget, IDT & CT)*
4. Next select *ABA IDT CT Entry* to access Electronic ABA/IDT/CT Entry details page (The Landing page)



5. From the ABA/IDT/CT Entry Landing Page, click on the **CT Form** button to access Cost Transfer Entry Form

ABA/IDT/CT Entry

ABA/IDT/CT ENTRY

What is ABA or IDT?

Why should you use an ABA or an Interdepartmental Transaction (IDT)? Each form allows for the correct recording of the requested transaction and ensures that all of the proper approvals are recorded.

THIS DOES NOT INCLUDE TRANSACTIONS ACROSS BUSINESS UNITS, I.E. MOVING FUNDS FROM UNT TO SYS, ETC.

An ABA is used for:

1. A transfer of funds within the same chartstring but between different D-level budget accounts.
2. A transfer of funds using the 7xxx series transfer codes.
3. Budget revenue from a 4xxx or 6xxx series account to an A or D-level expense budget account.
4. A transfer of funds using A or D-level budget accounts.

Click here to enter or edit an ABA

ABA Form

A Cost Transfer is used for:

1. A correction of an expense, in whole or in part, erroneously charged to a Sponsored Project and or Department Account to be appropriately allocated to another Sponsored Project and or Department Account with sufficient justification attached.
2. This cost transfer tool is specifically for use where at least one of the accounts must be a Sponsored Project, extramurally funded account.

Click here to enter or edit an CT

CT Form

An IDT is used for:

1. A charge of all or part of a specific expense paid by one department and allocated to another department(s) (i.e. an event, copier charges, parking tokens, etc.)
2. A charge of a good/service provided by a department for another (i.e. CPR, background checks, rentals, etc.)

Types of IDT:

IDT - INTERDEPARTMENTAL ORDER

This form is to be used for an exchange of goods and/or services between Departments within the same Business Unit within the current fiscal year.

6XXXX and 8XXXX must be a related pair of internal accounts. The pair is dictated by the 6XXXX revenue account.

IDT - ACTUALS TRANSACTION RECLASSIFICATION

This form is to request correction or reclassifications of ACTUAL transactions between Dept. chartstrings within the same Business Unit within the current fiscal year.

Payroll expense reclassifications must be processed on an ePar.

Transfers (7XXXX) must be processed on an ABA through the Budget Office.

Sponsored Grant reclassifications must be processed on a "Cost Transfer" for through the Office of Grants & Contracts.

Click here to enter or edit an IDT

IDT Form

Your access to the Cost Transfer form is granted upon successful completion of training.


6. Select the desired “Business Unit” campus code and click the **Add a New Value...**

Favorites ▾ Main Menu ▾ > Campus Self-Service ▾ > Transfers(Budget ,IDT &CT) ▾ > ABA IDT CT Entry

EIS ENTERPRISE INFORMATION SYSTEM
esc0002 on FSDV (ps-fsdv-app02.its.unt.edu) - Development
05/18/2020 08:09:12 (d/b refreshed as of 02/10/2020 12:49pm)

Cost Transfer Entry

Find an Existing Value **Add a New Value**

Business Unit NT752 
Cost Transfer Id NEXT

Add

Look Up Business Unit

Help

Business Unit begins with
Description begins with

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Business Unit	Description
DL773	Univ. of North Texas at Dallas
HS763	UNT Health Science Center
NT752	University of North Texas
SY769	Univ. of North Texas System

7. A blank **Cost Transfer Form** will display.

Cost Transfer Entry

Errors

Project Cost Transfer Form

Business Unit

NT752

CT ID

NEXT

Last Update User ID

Print Form

Entered By

()

Status

Open

Last Updated On

*Phone Number

Amount

\$0.00

*Description

Entered on

05/18/2020

*Select Dept/Proj

Cost Transfer Transaction Lines

Find | View All

First

1 of 1

Last

Line No	Line Status	Open	*Amount	Select Jrnl Info	Trans Reference
Ref Ln			Jrnl Ref	Ref Jrnl Posted	Ref Descr
Amt				Dt	
CT Jrnl			CT Jrnl Dt		CT Jrnl Ln Descr

*Cost Transfer Line Justification

Move From

Account

DeptID

Fund Cat

Fund

Function

Program

Purpose

Site

PC BU

Project ID

Activity

Central Office Comments

Move To

SpeedType Key

*Account

*DeptID

*Fund Cat

*Fund

*Function

Program

Purpose

Site

PC BU

Project ID

Activity

Attachments

Personalize | Find |

First

1 of 1

Last

Save and Validate

CF Valid Status

Not Checked

Save & Preview Approvals

Submit for Approval

Recycle

Delete

Requester Training Guide

Notify

Refresh

Add

Complete a new Cost Transfer (CT)

Enter all necessary information to complete the IDT form.

1. Phone number

- A contact number is required. Input your phone number.

2. Description

- Enter the description of the CT. This description is for all lines of the CT and allows only **30 characters**. Description is a required field. It will be displayed on the Approver box and on the search results page. Example, *Conference Expenses*.

3. Select Dept/Proj

This is the Dept or Proj where the expense resides today - where the expense is being “moved from.” Depending on the selection, the fields on the form change.

- If “Department” is selected:**

- A look up field will appear so that you can search for the department number, or you may key-in the Department number.

The screenshot shows the 'Project Cost Transfer Form' with the 'Cost Transfer Entry' tab selected. The form contains several fields: Business Unit (NT752), CT ID (NEXT), Last Update User ID, Entered By (()), Status (Open), Last Updated On, *Phone Number, Amount (\$0.00), *Description, Entered on (05/18/2020), and Department. The 'Department' field is highlighted with a red box, and a magnifying glass icon is visible next to it, indicating a search function. A 'Print Form' button is located in the top right corner.

- If “Project” is selected :**

- Two look up fields will appear. Select the PC Business Unit (-DISC for a discretionary project, -GRCT for a sponsored project) and the Project number.

The screenshot shows the 'Project Cost Transfer Form' with the 'Cost Transfer Entry' tab selected. The form contains several fields: Business Unit (NT752), CT ID (NEXT), Last Update User ID, Entered By (()), Status (Open), Last Updated On, *Phone Number (940/369-6454), Amount (\$0.00), *Description (Lab supplies), Entered on (05/18/2020), and Project. The 'Project' field is highlighted with a red box, and a magnifying glass icon is visible next to it, indicating a search function. A 'Print Form' button is located in the top right corner.

4. Select Jrnl Info

- Click the look up to see a list of transactions. Select the appropriate line.

Posted date defaults to 90 days prior. Select a date up to one year prior and click "Apply Filter" to see older transactions. The Journal ID is not required, but can be keyed if it is known.

Cost Transfer Entry | Errors

Project Cost Transfer Form

Business Unit: NT752 CT ID: NEXT Last Update User ID:
 Entered By: () Status: Open Last Updated On:
 *Phone Number: 940/369-6454 Amount: \$0.00 *Description:
 Entered on: 05/28/2020 *Select Dept/Proj: Project PC BU: NGRCT

Journal Line List

Business Unit: NT752 From Dept: NGRCT From Project: GF40068 Journal ID: Posted Date: 02/28/2020 Apply Filter

Journal Lines

Select	Fiscal Year	Journal Date	Jrnl Posted Date	Journal ID	Jrnl Header Descr	Jrnl Line Descr	Line Amount	Account	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site
<input type="checkbox"/>	2020	04/30/2020	04/24/2020	PG00135494	P-Card Journal -Grant April PC	SIGMA ALDRICH-Supplies-Che	4.730	53073	121100	400	190001	200	NGRCT	GF40068	101			

Cost Transfer Transaction Lines

Line No	Line Status	Open	*Amount	Select Jrnl Info	Ref Ln Amt	Jrnl Ref	Ref Jrnl Posted Dt	CT Jrnl Dt
1	Open							

5. Enter the Amount for the cost transfer – up to the amount of the selected journal line

Cost Transfer Entry | Errors

Project Cost Transfer Form

Business Unit: NT752 CT ID: NEXT Last Update User ID:
 Entered By: () Status: Open Last Updated On:
 *Phone Number: Amount: \$0.00 *Description:
 Entered on: 05/18/2020 *Select Dept/Proj: Project PC BU: NGRCT Project: GF30073

Cost Transfer Transaction Lines

Line No	Line Status	Open	*Amount	Select Jrnl Info	Trans Reference
1	Open		5.00		2020- Jrnl: PG00132999 Ln: 621
Ref Ln Amt	\$14.05			Jrnl Ref 10886729	Ref Descr PAYPAL-Lab Supplies
CT Jrnl				Ref Jrnl Posted 03/26/2020	CT Jrnl Ln Descr

6. Enter the Cost Transfer Line Justification

- This is a required field. The first 25 *characters* keyed in this field will appear on the cost transfer journal entry, which will be displayed in COGNOS & the Grants WorkCenter.

Cost Transfer Transaction Lines				Find View All		First	1 of 1	Last		
Line No	1	Line Status	Open	*Amount	5.00	Select Jnl Info			Trans Reference	2020- Jnl: PG00132999 Ln: 621
Ref Ln Amt	\$14.05	Jrnl Ref	10886729	Ref Jrnl Posted Dt	03/26/2020	Ref Descr	PAYPAL-Lab Supplies		CT Jrnl Ln Descr	
*Cost Transfer Line Justification										Central Office Comments
Example - Supplies charged in error to the wrong ProjID. PCard holder was given incorrect funding source when placing the order.										

7. Enter the “Move To” values

- The “Move From” section is filled in with the appropriate values for the selected transaction and is not editable. Required fields in “Move To” are denoted with an asterisk. If the “Move To” source is a *sponsored project*, key it in the “SpeedType Key” field, and the appropriate data will populate. For other funding sources, enter the necessary values manually. The “Account” field is a required field and must always be entered manually.


Move From	
Account	53071 Lab Supplies
DeptID	130340 Mechanical & Energy Engineer
Fund Cat	400 Sponsored Restricted-Projects
Fund	190000 Federal Direct
Function	200 Research-Sponsored
Program	
Purpose	
Site	
PC BU	NGRCT University of North Texas
Project ID	GF30073 GN19-0041 Choi
Activity	101 GN19-0041 Choi

Move To	
SpeedType Key	GF70039
*Account	53071
*DeptID	130330 Materials Science & Engineer
*Fund Cat	400 Sponsored Restricted-Projects
*Fund	190000 Federal Direct
*Function	200 Research-Sponsored
Program	
Purpose	
Site	
PC BU	NGRCT University of North Texas
Project ID	GF70039 GN18-0390 Choi
Activity	101 GN18-0390 Choi

8. Answer the pop-up questions asking you to explain changes made.

- **Question 1** – *Why was the transferring expense charged to the original Project/DeptID?*
 - Use the look up to view/select standard responses. If selecting “Other,” an answer should be keyed in the text box.

▼ Questions

Why was the transferring expense charged to the original Project/DeptID? Answer: 

Answers

Business Unit NT752 Question No 1

Select	ID	Answer
<input type="checkbox"/>	1	Select your Answer
<input type="checkbox"/>	3	At-Risk Funding / Pre-Award Costs were not requested timely for expense(s) to be allocated to the project which will be used.
<input type="checkbox"/>	4	Expense(s) should have been split across multiple funding sources proportionately.
<input type="checkbox"/>	5	Administrative error of not allocating the expense(s) to the correct project.
<input type="checkbox"/>	6	Expense was identified during reconciliation and is determined to be unallowable.
<input type="checkbox"/>	7	Expense was not coded to the appropriate general ledger account code and requires a reclassification of expense.
<input type="checkbox"/>	999	Other

- **Question 2** – *How does this charge benefit the receiving project?*
 - Presented *only* if there is a SpeedType in the “Move To” section. Required when presented. Key answer is free open-text field.
- **Question 3** – *Why is the cost transfer being requested more than 90 days after the journal / occurrence date of the original transaction?*
 - Presented only if the transaction is 90 days old or more. Required when presented. Key answer in free text field.
- **Question 4** – *What corrective action has been taken to eliminate the need for a late cost transfer of this type in the future?*
 - Presented only if the transaction is 90 days old or more. Required when presented. Key answer in free text field.

9. Save the cost transfer

Attachments Personalize | Find | First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
			<input type="text"/>	<input type="button" value="Add Attachment"/>

[Requester Training Guide](#)

CF Valid Status **Valid**

- Save and Validate button
 - Checks the form for adherence to cost transfer rules. Any Errors will display on the “Errors” tab.

Questions

Why was the transferring expense charged to the original Project/DeptID? Answer Expense(s) should have been split across multiple funding

Attachments

Attachment Number	Attached File	Existing Comments

Save and Validate CF Valid Status **Error**

Message

CT is saved with errors. Refer to Error tab for more Information. (99999,99999)

Cost Transfer Entry **Errors**

Project Cost Transfer Form

Business Unit NT752 CT ID 0000000018 Last Update User ID Chester,Eric Shea (esc0002)

Entered By Chester,Eric Shea (esc0002) Status Open Last Updated On 05/18/2020 12:27:05PM

*Phone Number 940/369-6454 Amount \$5.00 *Description Lab supplies

Entered on 05/18/2020 *Select Dept/Proj Project PC BU NGRCT Project GF30073

[View Rules](#)

Cost Transfer Entry Errors Personalize | Find | View All | First 1 of 1 Last

Line Number	Line Description	Amount	Validation Status	Validation Error Message
1	18-Example - Supplies charged	5,000	Error	Invalid Project, Function and Fund category combination on ChartString

- If no errors are identified, the status becomes “**Open**” and a *CT ID number* is assigned.

Cost Transfer Entry **Errors**

Project Cost Transfer Form

Business Unit DL773 CT ID 0000000006 Last Update User ID Brummett,Ginny Celene (gcb0047)

Entered By Brummett,Ginny Celene (gcb0047) Status Open Last Updated On 05/13/2020 3:00:14PM

- **Save & Preview Approvals** button
 - Can be selected after “Save and Validate” is processed without errors. Allows user to see the approval workflow. If an error indicates that the approver does not have the cost transfer approval role, contact your Sponsored Projects Office or FSS for assistance.

CT Approval

[Print this page](#)

Business Unit	DL773	CT ID	0000000009	Submitted By
Entered By	Chester,Eric Shea (esc0002)	Status	Open	Submitted On
Phone Number	940/369-6454	Amount	\$20.00	Approved By
Entered on	05/14/2020	Dept	518200	

Review Transaction Details

Attachments				
Attached File	Existing Comments	Add Comments	Add Attachment	
		<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="+"/>

Move to Project String

Line 1:Initiated
cost was incorrectly allocated

Project Approvals

Not Routed
Rodriguez,Cynthia Deanne
Project Manager Approval

→

Not Routed
Hobson,Lisa Dawn
Dean Approval

SPA Accounting Team

Line 1:Initiated
cost was incorrectly allocated

SPA Accounting Team

Not Routed
Gleaton,Sherry D
Post Award Team

SPA Accounting Director

Line 1:Initiated
cost was incorrectly allocated

SPA Accounting Director

Not Routed
Multiple Approvers
Post Award Manager

Enter Approver Comment

[Return to Entry Page](#)

After the workflow is reviewed, the requester can click the **Return to Entry Page** link to return to Cost Transfer Entry main page. Additional lines can be added, or proceed with adding supporting attachments and submitting for approval.

Adding additional lines:

Cost Transfer Entry | Errors

Project Cost Transfer Form

Business Unit	NT752	CT ID	0000000020	Last Update User ID	Print Form	
Entered By	Chester,Eric Shea (esc0002)	Status	Open	Last Updated On	05/18/2020 3:04:53PM	
*Phone Number	940/369-6454	Amount	\$5.00	*Description	Proj to Proj under 90	
Entered on	05/18/2020	*Select Dept/Proj	Project	PC BU	NGRCT	Project GF40128

Cost Transfer Transaction Lines Find | View 1 First 1-2 of 2 Last

Line No	Line Status	Open	*Amount	Select Jnl Info	Trans Reference
1			\$5.00		2020- Jnl: AP00129973 Ln: 2238
Ref Ln Amt	\$2,440.00	Jrnl Ref	00720737	Ref Jrnl Posted Dt	02/19/2020
CT Jrnl		CT Jrnl Dt		CT Jrnl Ln Descr	20-justification goes here

10. Add supporting attachments (required documentation)

- Attach supporting documentation for the cost transfer. Click “Add Attachment” to browse for files. Add additional lines as needed. Comments about the attachment may also be added for clarification. Additional attachments may be added by approver(s) or preparer after the cost transfer has been submitted, but attachments cannot be deleted.

Attachments Personalize | Find | First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				Add Attachment

11. Submit for Approval

- The transaction enters into workflow. Status changes to “Pending Approval.”

Save and Validate CF Valid Status Valid

Save & Preview Approvals Submit for Approval Recycle Delete

Cost Transfer Entry | Errors

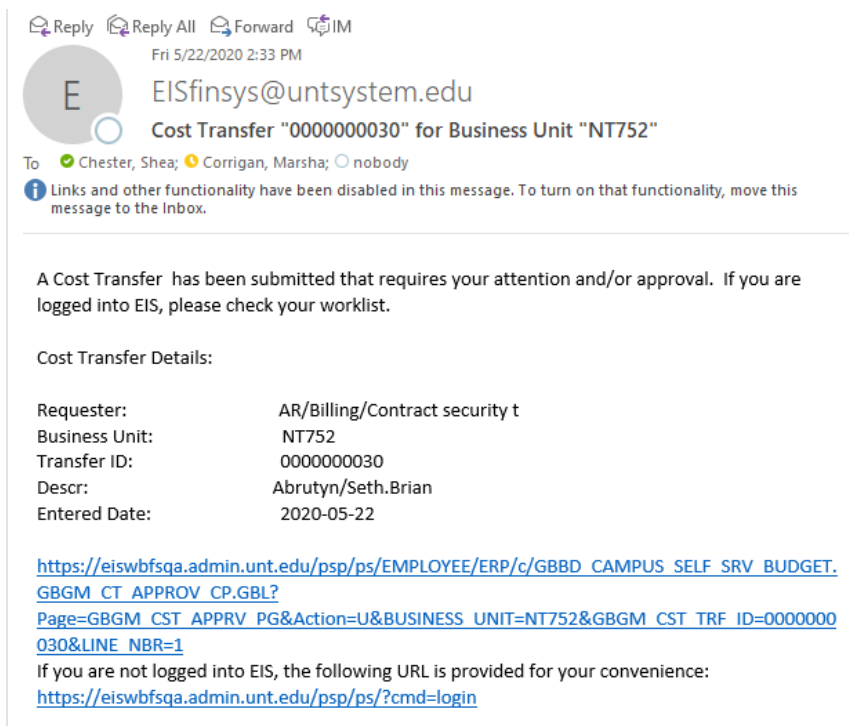
Project Cost Transfer Form

Business Unit	DL773	CT ID	0000000005	Last Update User ID	Brummett,Ginny Celene (gcb0047)	Print Form
Entered By	Brummett,Ginny Celene (gcb0047)	Status	Pending Approval	Last Updated On	05/12/2020 4:28:19PM	
*Phone Number	940/369-6092	Amount	\$20.50	*Description	gb test 3	
Entered on	05/12/2020	*Select Dept/Proj	Project	PC BU	DGRCT	Project PP30003

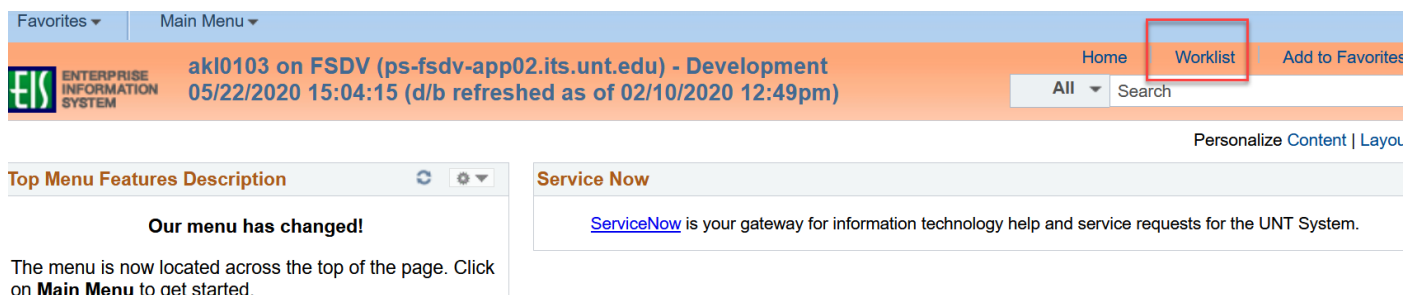
***NOTE:** Preparer can “Recycle” the cost transfer while it is in “Pending Approval” status, as long as one line has not been fully approved. Recycling takes the cost transfer out of the approval workflow and allows the preparer to edit and resubmit.

Approving / Denying a Cost Transfer (CT)

Upon submission of a cost transfer, the first approver in the workflow will receive a notification of submission by email:




1. Click the link in the email, or log in to myfs.unt.edu and access the Worklist:



2. Cost transfers requiring action by the approver are displayed. Click the link to see the transaction:

[Favorites](#) ▾ |
 [Main Menu](#) ▾ |
 > [Worklist](#) ▾ |
 > [Worklist](#)



Enterprise Information System
 akI0103 on FSDV (ps-fsdv-app02.its.unt.edu) - Development
 05/26/2020 07:53:31 (d/b refreshed as of 02/10/2020 12:49pm)



All ▾ Search >> [Advanced Search](#)

Home

Worklist

Worklist for akI0103: Lund,Amie Kathleen

[Detail View](#)
Worklist Filters
Feed ▾

Worklist Items					Personalize Find View All  	First	1-3 of 3	Last
From	Date From	Work Item	Worked By Activity	Priority	Link			
Chester,Eric Shea	05/22/2020	Approval Routing	Approval Workflow	<input type="text"/>	CST Authorization, 596, NT752, 2019-01-01, N, 0, BUSINESS UNIT NT752, GBGM CST TRF ID:0000000040,	Mark Worked	Reassign	
Chester,Eric Shea	05/22/2020	Approval Routing	Approval Workflow	<input type="text"/>	CST Authorization, 603, NT752, 2019-01-01, N, 0, BUSINESS UNIT NT752, GBGM CST TRF ID:0000000041,	Mark Worked	Reassign	
Chester,Eric Shea	05/26/2020	Approval Routing	Approval Workflow	<input type="text"/>	CST Authorization, 608, NT752, 2019-01-01, N, 0, BUSINESS UNIT NT752, GBGM CST TRF ID:0000000042,	Mark Worked	Reassign	

3. The cost transfer form is displayed. Select “View All” when multiple lines exist. In addition, the workflow steps are displayed.

CT Approval

[Print this page](#)

Business Unit	NT752	CT ID	0000000042	Submitted By	Chester,Eric Shea (esc0002)
Entered By	Chester,Eric Shea (esc0002)	Status	Pending Approval	Submitted On	05/26/2020 7:20:48AM
Phone Number	940/369-6454	Amount	\$124.45	Approved By	
Entered on	05/26/2020	Dept	110010		

Review Request Details

Cost Transfer Lines						Find View All First 1 of 2 Last															
Line No	1	Line Status	Pending	Amount	\$50.00	CT Jrnl	CT Jrnl Dt	CT Ln Descr	42-Project supplies expense sh												
Trans Ref	2020- Jrnl: PL00127638 Ln: 105			Ref Amt	\$114.89	Jrnl Ref	11040949	Ref Jn Post	01/27/2020 Dt												
CT Line Justification Project supplies expense should be shared with GF00004. Allocated incorrectly during PCard reconciliation.				CT Comments 				Include Curr Line in Approval <input checked="" type="radio"/> Include <input type="radio"/> Exclude													
Move From Account 53003 Supplies-Instructional DeptID 110010 College at Frisco Fund Cat 200 Designated Operating-Managed Fund 830001 Designated Tuition Function 100 Instruction-General Program Purpose Site PC BU Project ID Activity				Move To Account 53003 Supplies-Instructional DeptID 121100 Biological Sciences Fund Cat 400 Sponsored Restricted-Projects Fund 190000 Federal Direct Function 200 Research-Sponsored Program Purpose Site PC BU NGRCT University of North Texas Project ID GF00008 GN16-0257 Lund Activity 101 GN16-0257 Lund				Central Office Routing Use Only Current/ Previous Month <input checked="" type="radio"/> Current <input type="radio"/> Previous Central Office Comments 													
Questions <table> <tr> <td>Why was the transferring expense charged to the original Project/DeptID?</td> <td>Answer</td> <td>Expense(s) should have been split across multiple funding sources proportionately.</td> </tr> <tr> <td>How does this charge benefit the receiving project?</td> <td>Answer</td> <td>Explain benefit here.</td> </tr> <tr> <td>Why is the cost transfer being requested more than 90 days after the journal/occurrence of date of the original transaction?</td> <td>Answer</td> <td>Explain reason here.</td> </tr> <tr> <td>What corrective action has been taken to eliminate the need for a late cost transfer of this type in the future?</td> <td>Answer</td> <td>Explain corrective action here.</td> </tr> </table>										Why was the transferring expense charged to the original Project/DeptID?	Answer	Expense(s) should have been split across multiple funding sources proportionately.	How does this charge benefit the receiving project?	Answer	Explain benefit here.	Why is the cost transfer being requested more than 90 days after the journal/occurrence of date of the original transaction?	Answer	Explain reason here.	What corrective action has been taken to eliminate the need for a late cost transfer of this type in the future?	Answer	Explain corrective action here.
Why was the transferring expense charged to the original Project/DeptID?	Answer	Expense(s) should have been split across multiple funding sources proportionately.																			
How does this charge benefit the receiving project?	Answer	Explain benefit here.																			
Why is the cost transfer being requested more than 90 days after the journal/occurrence of date of the original transaction?	Answer	Explain reason here.																			
What corrective action has been taken to eliminate the need for a late cost transfer of this type in the future?	Answer	Explain corrective action here.																			

Attachments				
Attached File	Existing Comments	Add Comments	View Attachment	
Test_document.docx				

4. An approver can choose to add additional approvers or reviewers to the workflow:

- Click the Green “+” sign and add the User ID and select Approver or Reviewer

The screenshot shows a web application interface with a top bar displaying the date and time: 05/27/2020 10:03:15 (d/b refreshed as of 02/10/2020 12:49pm). The main content area shows a workflow for 'Line 4: Pending' with a status of 'Test include exclude multi In'. Below this, there are two 'Project Approvals' sections. The first section shows a 'Pending' status with 'Kelly, Kimberly S' as the Project Manager Approval. The second section shows a 'Pending' status with 'Lund, Amie Kathleen' as the Project Manager Approval. A yellow highlight is placed over a green '+' icon between the two approval sections. A modal window titled 'Insert additional approver or reviewer' is open, showing a search for 'Buchanan, James Roland' with User ID 'jrb0396'. The modal has radio buttons for 'Approver' and 'Reviewer', with 'Reviewer' selected. There are 'Insert' and 'Cancel' buttons at the bottom of the modal.

- Click “Insert” and the individual now appears in the workflow:

The screenshot shows the updated workflow for 'Line 4: Pending'. The workflow now includes a 'Reviewer' step with 'Buchanan, James Roland' as the Reviewer. The workflow continues with 'Shah, Jyoti' as the Chair Approval, followed by 'Multiple Approvers' as the CRO Approver. The workflow is now 'Not Routed'.

*Preparers can also add Ad Hoc approvers/reviewers from the View Cost Transfers page or when Previewing Approvals from the Cost Transfer Entry page, once a cost transfer has been submitted.

5. For multi-line cost transfers, approver can choose to include/exclude each line. Please note, all lines default to “Include”

The screenshot shows a table titled 'Cost Transfer Lines' with columns: Line No, Line Status, Amount, CT Jmnl, CT Jmnl Dt, and CT Ln Descr. The first row shows Line No 1, Line Status Pending, Amount \$50.00, CT Jmnl 11040949, CT Jmnl Dt 01/27/2020, and CT Ln Descr 42-Project supplies expense sh. Below the table, there is a section for 'CT Line Justification' and 'CT Comments'. A red box highlights the 'Include Curr Line in Approval' section, which has radio buttons for 'Include' (selected) and 'Exclude'.

- Line 1 “include”

7. If all lines have been approved or denied, the cost transfer no longer appears on the approver's workload. Click *triangle pull-down* to display comments from the approver.

Move to Project String

Line 1: Pending
Project supplies expense shoul

View/Hide Comments
Start New Path

Project Approvals

Approved
Lund, Amie Kathleen
Project Manager Approval
05/26/20 - 11:45 AM

Pending
Shah, Jyoti
Chair Approval

Not Routed
Multiple Approvers
CRO Approver

Comments
Lund, Amie Kathleen at 05/26/20 - 11:45 AM
testing approval on 5/26/20

Line 2: Pending
Books for project charged inco

View/Hide Comments
Start New Path

Project Approvals

Approved
Lund, Amie Kathleen
Project Manager Approval
05/26/20 - 11:45 AM

Pending
Shah, Jyoti
Chair Approval

Not Routed
Multiple Approvers
CRO Approver

Comments
Lund, Amie Kathleen at 05/26/20 - 11:45 AM
testing approval on 5/26/20

OGCA Post Award Team

Line 1: Awaiting Further Approvals
Project supplies expense shoul

Start New Path

OGCA Post Award Team

Not Routed
Multiple Approvers
Post Award Team

Line 2: Awaiting Further Approvals
Books for project charged inco

Start New Path

OGCA Post Award Team

Not Routed
Multiple Approvers
Post Award Team

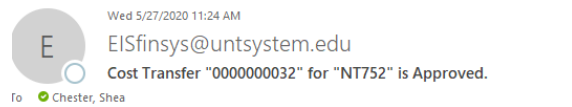
OGCA Post Award manager

Line 1: Awaiting Further Approvals

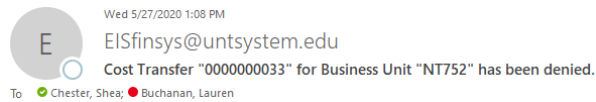
Start New Path

8. The preparer will receive an automated e-mail notice when the cost transfer has been fully approved, or if it has been denied:

- If approved, expect to see the transaction in COGNOS and Grants WorkCenter the following day. The journal will begin with “CTR.”



- If denied, a notification email will be sent.



- The preparer can choose to “Recycle” the denied cost transfer to make edits and resubmit for approval

transaction? What corrective action has been taken to eliminate the need for a late cost transfer of this type in the future? Answer: answer question 4 here

Attachments		Personalize Find [2] [3]		First 1 of 1 Last
Attachment Number	Attached File	Existing Comments	Add Comments	View Attachment
1	Test_document.docx			

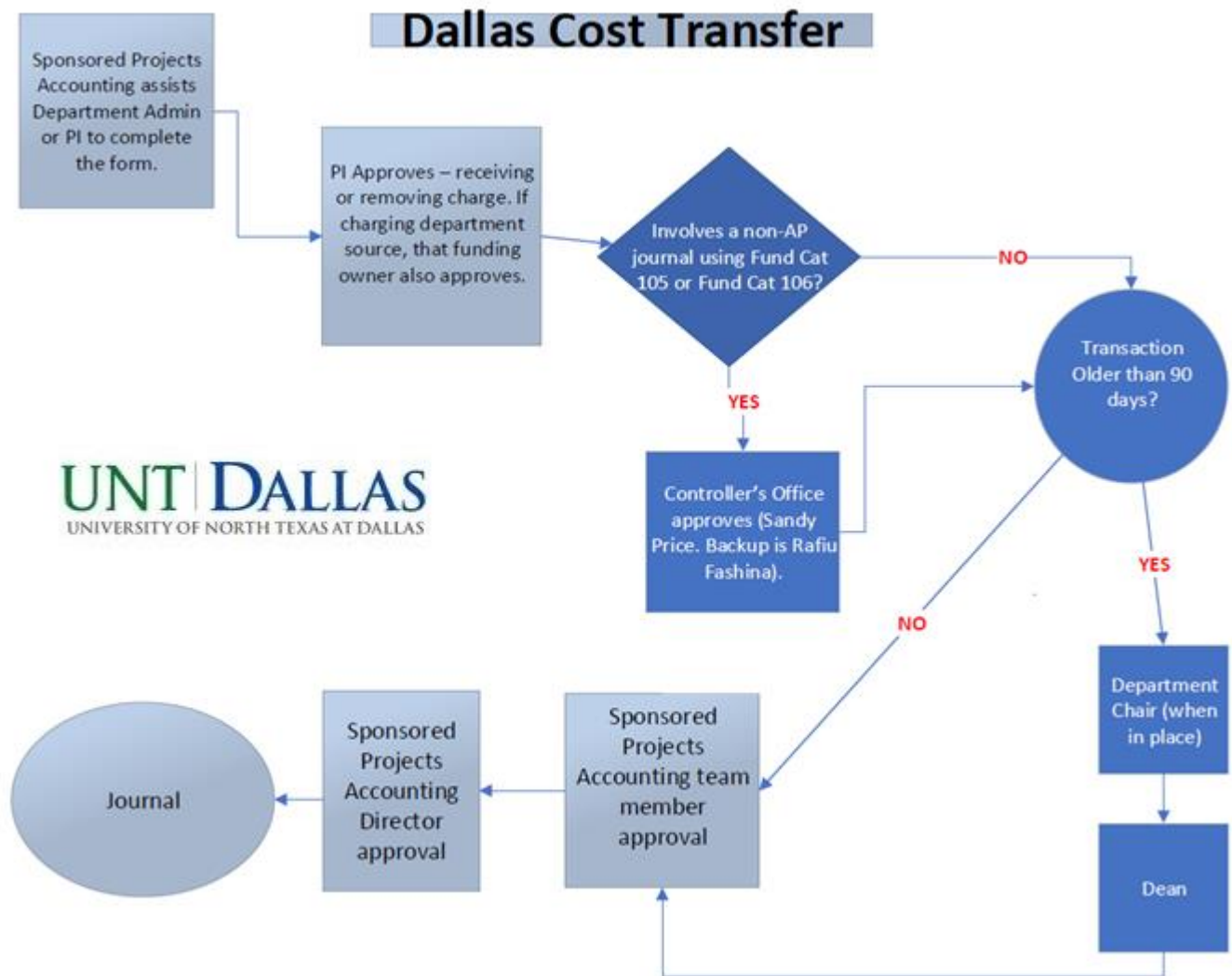
Save and Validate CF Valid Status Valid View Approvals Submit for Approval Recycle Delete Requester Training Guide

After clicking “Recycle” the cost transfer status becomes “Open” and available for editing. It can then be resubmitted for approval with changes.

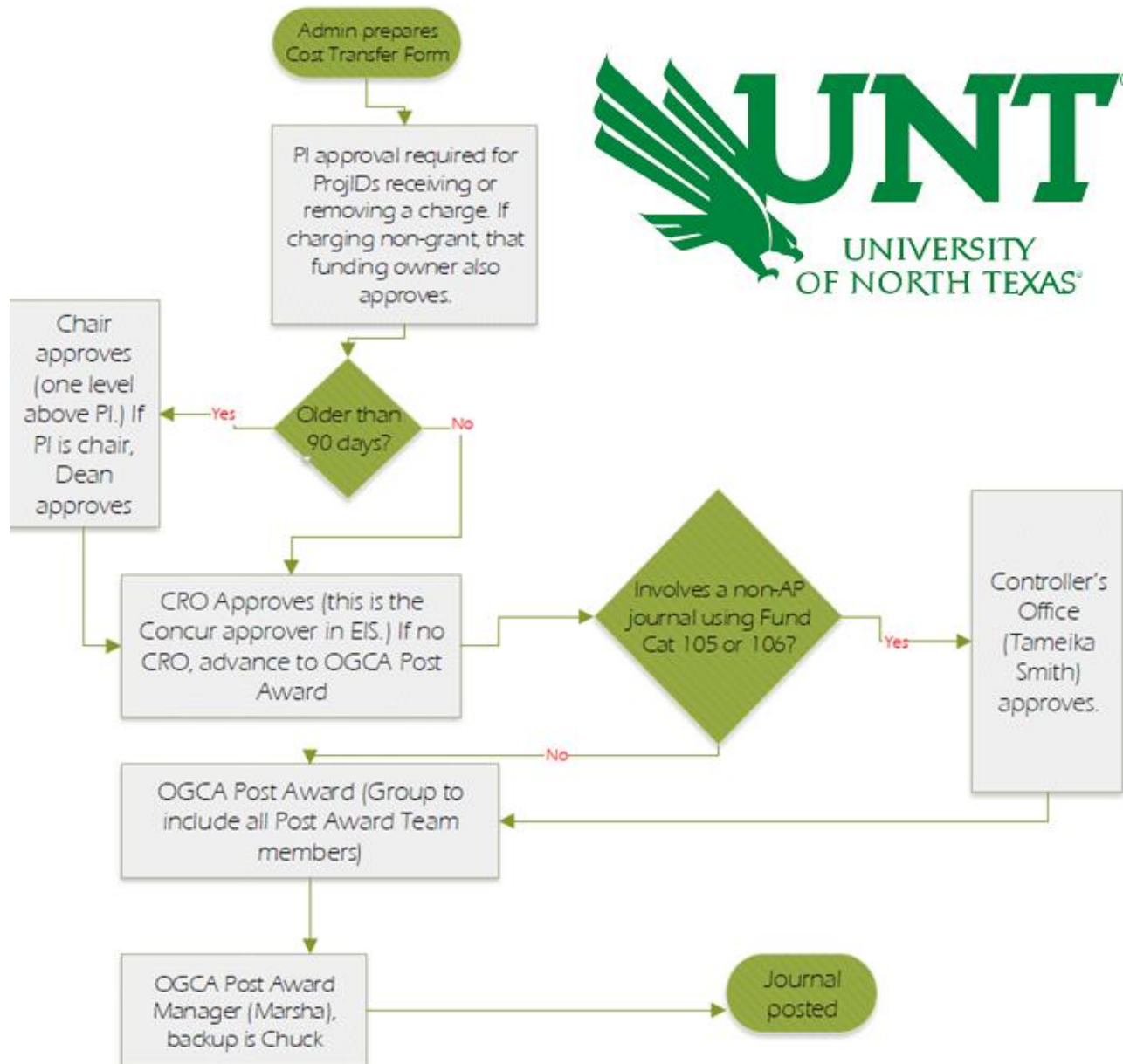
Appendix A

Cost Transfer Approval Workflow Diagrams

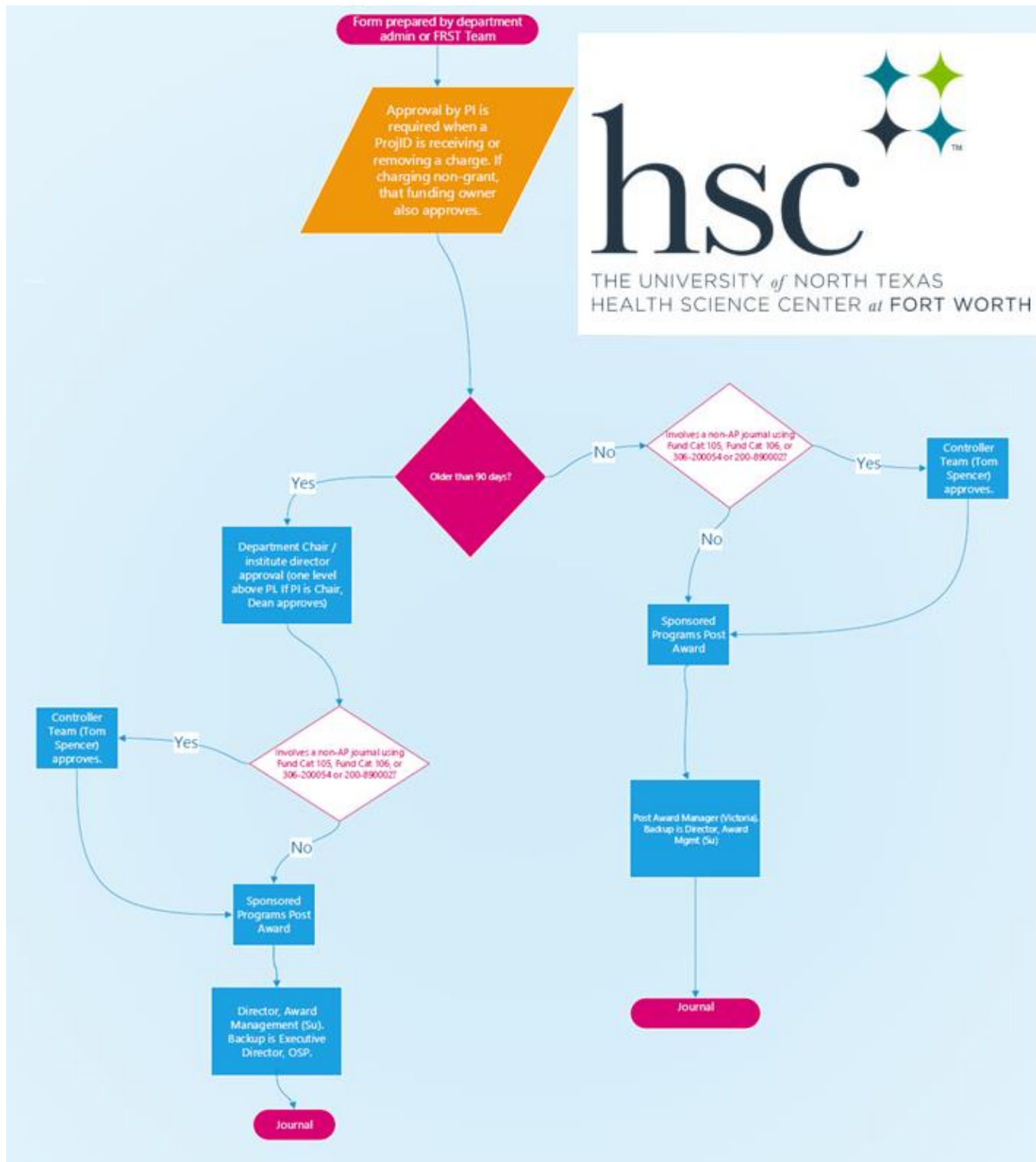
(Campus Specific)



Denton Cost Transfer



HSC Cost Transfer



Appendix B

Cost Transfer Rules

Cost Transfer Validation Rules

Business Unit DL773 Status

Transfer Rules													Personalize	Find	First	1-2 of 2	Last
Transfer Validation Rule Id	*Transfer Rule Category	*Description	*From Range Begin	*From Range End	*Transfer Restriction Type	*To Range Begin	*To Range End	*Comments	Error Message	*Rule Status	Manage Exceptions	No. of Active Exceptions					
1 0000000001	Acct-Acct	5 to 5	50000	59999	Within	50000	59999	ONLY 5 TO 5	5 accounts can be transferred	Active	Manage Exceptions	0					
2 0000000002	Acct-Acct	8 to 8	80000	89999	Within	80000	89999	ONLY 8 TO 8	8 accounts can be transferred	Active	Manage Exceptions	0					

- Expenses can be moved between the same “5” general ledger accounts, or, in the case of GL account reclassifications, two different “5” general ledger accounts.
- The “8” general ledger account in the “Move To” must match the “8” general ledger account in the “Move From.”

Account Types

1 – Assets	5 – Expenses
2 – Liabilities	6 – Internal Income
3 – Fund Balance	7 – Transfers
4 – Revenue	8 – Internal Expenses

Appendix C

Cost Transfer Exclusions

B-Level accounts
AP Journal Fund Cat / Fund
Other journal types

List of B Level Tree Nodes excluded from CT

Personalize Find View All First 1-13 of 13 Last										
	COA Account Tree	COA Account Description	Exclusion Status	Add Comments	Existing Comments	Last Updated By	Last Updated On	Entered by	Entered On	
1	B5010	Salaries & Wages	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
2	B5050	Payroll Related Costs	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
3	B5400	Depreciation and Amortization	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
4	B5485	Claims and Judgements	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
5	B5600	F&A Expense	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
6	B5780	Interest Exp & Fiscal Charges	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
7	B5800	Adjustments	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
8	B5810	Lapsed Appropriations	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
9	B5811	Asset Retirement Oblig Expense	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
10	B5820	Othr Nonoperating Exps	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
11	B7000	Transfers	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
12	B7001	Transfer Expense	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+
13	B7002	Transfer Revenue	Active			sts0051	05/07/2020 2:39PM	sts0051	05/07/2020 2:39PM	+

Fund Category Exclusion for AP journals Personalize Find View All First 1-2 of 2 Last										
	Source	Fund Category	Fund Category Description	Exclusion Status	Add Comments	Existing Comments	Last Updated By	Last Updated On	Entered by	Entered On
1	AP	105	Educational & General	Active		sts0051 2020-05-13 -> Updated Status	sts0051	05/13/2020 3:02PM	sts0051	05/13/2020 3:02PM
2	AP	106	Educational & General-Projects	Active			sts0051	05/13/2020 3:02PM	sts0051	05/13/2020 3:02PM

Fund Exclusion for AP journals Personalize Find View All First 1-2 of 2 Last										
	Source	Fund	Fund Description	Exclusion Status	Add Comments	Existing Comments	Last Updated By	Last Updated On	Entered by	Entered On
1	AP	200054	DepOp/End-Tobacco Stimnt (TEF)	Active		sts0051 2020-05-13 -> Updated Status	sts0051	05/13/2020 3:24PM	sts0051	05/13/2020 3:24PM
2	AP	890002	State Other-PHF	Active			sts0051	05/13/2020 3:24PM	sts0051	05/13/2020 3:24PM

Other journal types excluded from cost transfers are HR journals, closing (CLS) journals, and year-end (YE) journals.