# 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.

Move From	Move To
	<ul> <li>Sponsored Project (-GRCT)</li> </ul>
Sponsored Project (-GRCT)	<ul> <li>Discretionary Project (-DISC)</li> </ul>
	<ul> <li>Department (DEPT)</li> </ul>
Discretionary Project (-DISC)	Sponsored Project (-GRCT)
Department (DEPT)	Sponsored Project (-GRCT)

- 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

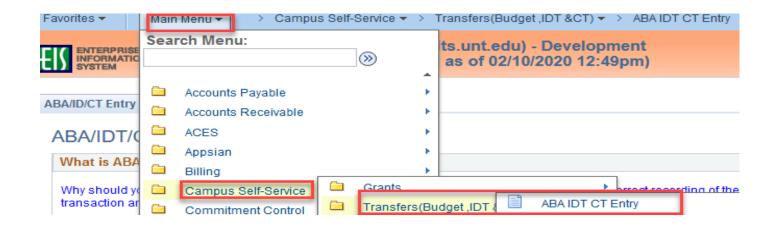
- 1 Assets 5 Expenses
- 2 Liabilities 6 Internal Income
- 3 Fund Balance 7 Transfers
- 4 Revenue 8 Internal Expenses

## Add a new Cost Transfer (CT)

#### NAVIGATION:

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

- 1. Login to FSPD: <u>https://myfs.unt.edu</u>
- 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

What is ABA or IDT?	
Why should you use an ABA or an Interdepartmental Transacti transaction and ensures that all of the proper approvals are re	on (IDT)? Each form allows for the correct recording of the requested corded.
THIS DOES NOT INCLUDE TRANSACTIONS ACROSS BUSIN	ESS UNITS, I.E. MOVING FUNDS FROM UNT TO SYS, ETC.
An ABA is used for:	
	An IDT is used for:
<ol> <li>A transfer of funds within the same chartstring but between different D-level budget accounts.</li> <li>A transfer of funds using the 7xxxx series transfer codes.</li> </ol>	<ol> <li>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.)</li> </ol>
3. Budget revenue from a 4xxxx or 6xxxx series account to	2. A charge of a good/service provided by a department for anothe
an A or D-level expense budget account.	(i.e. CPR, background checks, rentals, etc.)
4. A transfer of funds using A or D-level budget accounts.	Types of IDT:
Click here to enter or edit an ABA	
1215	IDT - INTERDEPARTMENTAL ORDER This form is to be used for an exchange of goods and/or
ABA Form	services between Departments within the same Business Unit
	within the current fiscal year.
A Cost Transfer is used for:	6XXXX and 8XXXX must be a related pair of internal accounts. The pair is dictated by the 6XXXX revenue account.
1. A correction of an expense, in whole or in part,	The pair is dictated by the oxyot revenue decount.
erroneously charged to a Sponsored Project and or	IDT - ACTUALS TRANSACTION RECLASSIFICATION
Department Account to be appropriately allocated to	This form is to request correction or reclassifications of ACTUAL transactions between Dept, chartstrings within the
another Sponsored Project and or Department Account with sufficient justification attached.	same Business Unit within the current fiscal year.
with sufficient justification attached.	Payroll expense reclassifications must be processed on an
2. This cost transfer tool is specifically for use where at	ePar.
least one of the accounts must be a Sponsored Project,	Transfers (7XXXX) must be processed on an ABA through the Budget Office.
extramurally funded account. Click here to enter or edit an CT	Sponsored Grant reclassifications must be processed on a
	"Cost Transfer" for through the Office of Grants & Contracts.
CT Form	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	T Entry
ENTERPRIS INFORMAT SYSTEM		on FSDV (ps-fsdv-app02.its.unt.edu) - Development 0 08:09:12 (d/b refreshed as of 02/10/2020 12:49pm)	
Cost Transfe	r Entry		
Find an Existin	g Value Add a Ne	ew Value	
Business Uni		Look Up Business Unit	
Cost Transfer Id	NEXT	Business Unit begins with v	
		Description begins with V	
Add			
		Look Up Clear Cancel Basic Lookup	
		Search Results	
Find an Existing	Value   Add a New V	alue 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 E	ntry Errors											
Project Cost	Transfer Form											
Business Unit	NT752	ст	ID NE	хт			Last Up	date User I	D		Print Form	
Entered By	0	Sta	itus Op	en			Last Up	dated On				
*Phone Number		An	nount \$0	.00			*Descrip					
Entered on	05/18/2020	*Sel	ect Dept/Proj		$\sim$							
Cost Transfer T	ransaction Lines								Find   Vi	iew All	First 🕚 1 of 1 🤇	🕑 Last
Line No	Line Status Open	*Amou	Int	Seleo	t Jrnl		Q	Trans			l	+ -
Ref Ln		Jrni Re	of	Info Def I	rnl Post	be		Reference Ref Descr				
Amt				Dt	mrost	cu		CT Jrnl Lr				
CT Jrnl		CT Jrnl	Dt					Descr				
*Cost Transfer	Line Justification					Centr	al Office Com	ments				
					:							:
Move From							e To					
						S	beedType Key		Q			
A	Account						*Account		Q			
	DeptID						*DeptID		Q			
Fi	und Cat						*Fund Cat		Q			
	Fund						*Fund		Q			
F	unction						*Function		Q			
P	rogram						Program		Q			
P	urpose						Purpose		Q			
	Site						Site		Q			
	PC BU						PC BU		Q			
Pr	oject ID						Project ID		Q			
	Activity						Activity		Q			
						_				_		_
Attachments								Personalize	Find   🛙	21	First 🕚 1 of 1	Last
Attachment Number	Attached File		Existing Commen	s			Add Comments	5			Add Attachment	
											Add Attachment	+
Save an	id Validate	CF Va	lid Status Not Ch	ecked								
Save & Previe	ew Approvals	Sub	mit for Approval			Recyc	le	Dele	ete			
										Requ	uester Training Guid	le

🖃 Notify 🛛 🕄 Refresh

Cost Transfer Entry | Errors

📑 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.

Cost Transfer Ent	try Errors					_
Project Cost 7	ransfer Form					
Business Unit	NT752	CT ID	NEXT	Last Update User ID	)	Print Form
Entered By	0	Status	Open	Last Updated On		
*Phone Number		Amount	\$0.00	*Description		
Entered on	05/18/2020	*Select Dept/Proj	Department 🧹	Department	Q	

#### • 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.

Cost Transfer Entry	y Errors					
Project Cost 7	Fransfer Form					
Business Unit	NT752	CT ID	NEXT	Last Update User ID		Print Form
Entered By	0	Status	Open	Last Updated On		
*Phone Number	940/369-6454	Amount	\$0.00	*Description	Lab supplies	
Entered on	05/18/2020	*Select Dept/Proj	Project ~		Project GF3007	<sup>3</sup>

#### 4. Select Jrnl Info

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

Cost Transfer Er	ntry Errors							date defau e older tra													er" to	
Project Cost	t Transfer Form	1			Journal L	ine List										_						
Business Unit Entered By	NT752 0 940/369-6454	CT ID Status	NEXT Open	Last U Last U	Business I From PC BI		From From Pr	Dept oject GF4006		urna	il ID		Q Poste	l Date	>= 02	/28/2020	9				Apply Fi	iter
*Phone Number Entered on	05/28/2020	Amount *Select Dept/Pr	\$0.00 oj Project V	*Descrip PC BU	Journal L	ines								Persor	nalize	Find	View All	21	First	٠ 1-	9 of 39(	E Last
Cost Transfer T	Transaction Lines				Select Fisca 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 Sit
Line No 1 Ref Ln Amt	Line Status Open	*Amount	Select Jrnl Info Ref Jrnl Posted NULL Dt	Q	2020	04/30/2020	04/24/2020	PG00135494	P-Card Journal -Grant April PC	51	SIGMA ALDRICH- Supplies- Che	4.730	53073	121100	400	190001	200	NGRCT	GF40068	101		
CT Jrnl		CT Jrnl Dt	Di						PC P-Card		FEDEX											

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

Cost Transfer Er	try Errors					_
Project Cost	Transfer Form					
Business Unit	NT752	CT ID	NEXT	Last Update Use	er ID	Print Form
Entered By	0	Status	Open	Last Updated Or	ı	
*Phone Number		Amount	\$0.00	*Description		
Entered on	05/18/2020	*Select Dept/Proj	Project 🗸	PC BU NGRCT	Project GF3007	3 Q
Cost Transfer Tr	ansaction Lines				Find View All	First 🕚 1 of 1 🕑 Last
Line No 1	Line Status Open	*Amount <sup>5.00</sup>	Select Jrnl	C Trans Refere	2020- Jrnl: PG0	0132999 Ln: 621 🔹 🖃
Ref Ln \$14.05		Jrnl Ref 10886729	Ref Jrnl Posted03/26/	2020 Ref De	scr PAYPAL-Lab Su	ipplies
Amt CT Jrnl		CT Jrnl Dt	Dt	CT Jrn Descr	l Ln	

#### 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	ransfer Transaction Lines				Find   View All	First 🕚 1 of 1	Last					
Line	No 1 Line Status Open	*Amount 5.00	Select Jrnl Info	Trans Reference	2020- Jrnl: PG0	00132999 Ln: 621	+ -					
Ref L	n \$14.05	Jrnl Ref 10886729	Ref Jrnl Posted 03/26/2020	Ref Descr	PAYPAL-Lab Su	upplies						
Amt CT J	nl	CT Jrnl Dt	Dt	CT Jrnl Ln Descr								
*Cos	*Cost Transfer Line Justification Central Office Comments											
	Example - Supplies charged in error to the wrong ProiD. PCard holder was given incorrect funding source when placing the order.											
give	In inconfect funding source when	r 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		Move To
		SpeedType Key GF70039
Account 53071	Lab Supplies	*Account 53071
DeptID 130340	Mechanical & Energy Engineer	*DeptID 130330 🔍 Materials Science & Engineer
Fund Cat 400	Sponsored Restricted-Projects	*Fund Cat 400 Q Sponsored Restricted-Project
Fund 190000	Federal Direct	*Fund 190000 Q Federal Direct
Function 200	Research-Sponsored	*Function 200 Q Research-Sponsored
Program		Program Q
Purpose		Purpose
Site		Site
PC BU NGRCT	University of North Texas	PC BU NGRCT Q University of North Texas
Project ID GF30073	GN19-0041 Choi	Project ID GF70039 Q GN18-0390 Choi
Activity 101	GN19-0041 Choi	Activity 101 Q 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 transfe original Project/Dept		ise ch	arged to the Answer Select Answer for Qu	estic	on 1
	Answers				-
					He
	Business Uni	t NT75	2 Question No 1		
	Answers p	ersona	lize   Find   View 4   🖾   🧱 🛛 First 🕚 1-7 of 7 🕑 La	ist	
	Select	ID	Answer		
		1	Select your Answer	^	
		3	At-Risk Funding / Pre-Award Costs were not requested timely for expense(s) to be allocated to the project which will be used.	1	
		4	Expense(s) should have been split across multiple funding sources proportionately.		
		5	Administrative error of not allocating the $\ensuremath{expense}(s)$ to the correct project.		
		6	Expense was identified during reconciliation and is determined to be unallowable.		
		7	Expense was not coded to the appropriate general ledger account code and requires a reclassification of expense.		
		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	3		Add Attachment	
								Add Attachment	+
Save an	id Validate	CF Va	lid Status <u>Valid</u> ┥						
Save & Previ	ew Approvals	Sub	mit for Approval	Recycl	9	Delete	Reau	lester Training Guide	

- <u>Save and Validate</u> button
  - Checks the form for adherence to cost transfer rules. Any Errors will display on the "Errors" tab.

	ns									
	y was the transferring inal Project/DeptID?	expense o	harged to the	Answer Expension Message	se(s) should ha	ave been split across multiple funding				
Attachments				CT is saved u	with errore. Defe	or to Error tab for more information (00000 0000				
Attachment Number	Attached File		Existing Comments		CT is saved with errors. Refer to Error tab for more Information. (99999,99999					
				ОК		1				
Save a	nd Validate	CF Va	id Status Error							
Business Unit Entered By	NT752 Chester,Eric Shea	CT ID Status	0000000018 Open	ID	t Update User t Updated On	Chester,Eric Print Form Shea (esc0002) 05/18/2020 12:27:05PM				
Entered By	Chester,Eric Shea (esc0002)		Open	ID Last		Shea (esc0002)				
Entered By *Phone Number	Chester,Eric Shea (esc0002)	Status Amount	Open	ID Last *Des	t Updated On	Shea (esc0002) 05/18/2020 12:27:05PM				
	Chester,Eric Shea (esc0002) 940/369-6454	Status Amount	Open \$5.00	ID Last *Des	t Updated On	Sheat (esc0002)           05/18/2020 12:27:05PM           Lab supplies				
Entered By *Phone Number Entered on	Chester,Eric Shea (esc0002) 940/369-6454 05/18/2020	Status Amount	Open \$5.00	ID Last *Des	t Updated On scription SU NGRCT Q	Shea (esc0002)           05/18/2020 12:27:05PM           Lab supplies           Project GF30073				
Entered By "Phone Number Entered on <u>View Rules</u>	Chester,Eric Shea (esc0002) 940/369-6454 05/18/2020	Status Amount	Open \$5.00	ID Last *Des PC B	t Updated On scription SU NGRCT Q	Shea (esc0002)         05/18/2020 12:27:05PM         Lab supplies         Project GF30073         Image: Specific or Specif				

• If no errors are identified, the status becomes "**Open**" and a *CT ID number* is assigned.

Cost Transfer En	try Errors				
Project Cost	Transfer Form				
Business Unit	DL773	CT ID	000000006	Last Update User ID	
Entered By	Brummett,Ginny Celene (acb0047	Status	Open	Last Undated On	Celene (gcb0047 05/13/2020 3:00:14

#### 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 Approva	I					Print this page	
Business Unit Entered By Phone Number	DL773 Chester,Eric Shea (esc0002) 940/369-6454	CT ID Status Amount	0000000 Open \$20.00	0009	Submitted By Submitted On Approved By		
Entered on	05/14/2020	Dept	518200				
ReviewT	ransaction Details						
Attachments Attached File	Existing Comments		1	Add Comr	nents	Add Attachment	
			[			Add Attachment	+
Project Ap	-	Not Routed Hobson,L Dean Appi					
Li co:	ine 1:Initiated st was incorrectly allocated unting Team						
G B	leaton,Sherry D ost Award Team						

Line 1:Initiated		
cost was incorrectly allo	ocated	
SPA Accounting Director		
Not Routed		
Multiple Approvers Post Award Manager		
Enter Approver Comment		
		.::
Approve Deny	Apply Changes	
Dony		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 Ent	ry Errors								
Project Cost	Transfer Form								
Business Unit	NT752	CT ID	000000020	Last Up	date User ID		Print Form		
Entered By	Chester,Eric Shea (esc0002)	Status	Open	Last Up	dated 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 v	PC BU	NGRCT 🔍	Project GF4012	28 Q		
Cost Transfer T	ransaction Lines					Find View 1	First ④ 1-2 of 2	Last	
Line No 1	Line Status Open	*Amount \$5.00	Select Jrnl Info	Q	Trans Reference	2020- Jrnl: AP00	)129973 Ln: 2238	+-	
Ref Ln \$2,440	.00	Jrnl Ref 00720737	Ref Jrnl Posted 02/19/20	020	Ref Descr	Bus Rental for R	etreat - Kicko		
Amt CT Jrnl		CT Jrnl Dt	Dt		CT Jrnl Ln Descr	20-justification g	oes 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   💷   🎩	onalize   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	d Validate	CF Valid Status	Valid			
Save & Previe	ew Approvals	Submit for App	proval	Recycle	Delete	
	_					
Cost Transfer Entr	y Errors					
Project Cost	Fransfer Form					
Business Unit	DL773	CT ID	000000005	Last Update User ID		Print Form
Entered By	Brummett, Ginny Celene (gcb0047	Status	Pending Approval	Last Updated On	Celene (gcb0047 05/12/2020 4:28:1	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:

🔓 Reply 👰 I	
E	ElSfinsys@untsystem.edu
Ó	Cost Transfer "0000000030" for Business Unit "NT752"
To Chester	
Reply       Reply All       Forward       Image: Market and the second and the seco	
logged into	EIS, please check your worklist.
Cost Transfe	r Details:
Requester:	AR/Billing/Contract security t
Business Un	it: NT752
Transfer ID:	000000030
Descr:	Abrutyn/Seth.Brian
Entered Dat	e: 2020-05-22
Page=GBGN	1 CST APPRV PG&Action=U&BUSINESS UNIT=NT752&GBGM CST TRF ID=0000000
030&LINE	IBR=1
If you are no	ot logged into EIS, the following URL is provided for your convenience:
https://eisw	bfsqa.admin.unt.edu/psp/ps/?cmd=login

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

Favorites - N	1ain Menu <del>-</del>					
			02.its.unt.edu) - Development hed as of 02/10/2020 12:49pm)	Home All - Sea	Worklist arch	Add to Favorites
					Person	alize Content   Layou
Top Menu Feature	s Description	0 •	Service Now			
Οι	ır menu has changed!	!	ServiceNow is your gateway for information tech	hnology help and service r	equests for the	e UNT System.
The menu is now lo on <b>Main Menu</b> to g	ocated across the top of let started.	f the page. Click				

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

Favorites - N	lain Menu 🗸 🛛 > Work	list 🗸 > Worklist					
			nt.edu) - Development		All V Search	> Advanced Sear	Home
C) SYSTEM	05/26/2020 07:53:	31 (d/b refreshed as	of 02/10/2020 12:49pm)		Search	Advanced Sear	ch
Worklist							
Worklist for akl	103: Lund,Amie Kathl	een					
Detail View			Worklist Filters		✓ S Feed ✓		
Worklist Items					Personalia	ze   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		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		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		CST Authorization, 608, NT752, 2019-01-01, N, 0, BUSINESS UNITNT752 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.

siness Unit ered By	NT752 Chester,Eric Shea	a (esc0002)	CT ID Status	000000 Pendin	00042 g Approval	Submitted By Submitted O		2)			
one Number		a (000002)	Amount	\$124.4		Approved By					
ered on	05/26/2020		Dept	110010							
view Re	quest Details								_		
st Transfer									First Manual	an ciad	(A) 4-50 (A)
									Find View /		t 🕚 1 of 2 🕑
Line No	1 Line Status	Pending	Amount	\$50.00	CT Jr	nl	CT Jrnl Dt	CT Ln De	escr 42-Projec	ct supplies e	xpense sh
Frans Ref	2020- Jrnl: PL00127	7638 Ln: 105	Ref Amt	\$114.8	9 Jrni F	lef 11040949	Ref Jn Post 01/27/2020 Dt	Ref Des	CF P.D. MOR	RISON E-SL	upplies-Ins
CT Line Jus	stification				CT Comments						
	plies expense shoul		GF00004. Alloc					In	clude Curr Li	ne in Appr	oval
ncorrectly d	luring PCard recond	iliation.		.:					Include		OExclude
Move Fro	m				Move To			Cer	ntral Office Rou	ting Use Only	у
								(	Current/ Previo	us Month	
Accour	it 53003	Supplies-Instr	uctional		Account		Supplies-Instructional		Current		O Previous
Dept	D 110010	College at Fris	CO		DeptID		Biological Sciences		Central Office (	Comments	
Fund Ca	at 200	Designated O	perating-Manage	ed	Fund Cat		Sponsored Restricted-Projects				
Fun	d 830001	Designated Tu	iition			190000	Federal Direct				
Functio	n 100	Instruction-Ge	neral		Function	200	Research-Sponsored				
Progra	m				Program						
Purpos	ie				Purpose						
Sit	te				Site						
PC B	U				PC BU	NGRCT	University of North Texas				
Project I	D				Project ID	GF00008	GN16-0257 Lund				
Activi	ty				Activity	101	GN16-0257 Lund				
uestions											
	vas the transferring ct/DeptID?	expense charge	d to the original			nse(s) should ha ortionately.	ve been split across multiple fur	ding source	S		
How	does this charge be	nefit the receiving	) project?	1	Answer Expla	in benefit here.					
	s the cost transfer b he journal/occurrent			/S	Answer Expla	in reason here.					
	corrective action has cost transfer of this				Answer Expla	in corrective actio	on here.				

Addoninonto				
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

NFORMATION 05/27/2020	10:03:	15 (d/b refr	eshed as	s of 02/10/2020 12:4	19pm)		All
Pending Kelly,Kimberly S	- <b>+</b> ->	Not Routed Campb		a Firefox	_		×
Project Manager Approval	. ,	Chair Ap	• 🛈 🔒 ł	https://eiswbfsdv.admin	.unt.edu/psc •••	⊠ ☆	Ξ
Line 4:Pending Test include exclude multi In			Insert add	ditional approver or re	viewer		
Project Approvals			Choose a	an approver or reviewer	to insert		
Pending Lund,Amie Kathleen Project Manager Approval	<b>⊕</b> →	Not Routed Shah, Chair A	Insert as:	jrb0396 Approver Reviewer	Buchanan,James	s Roland	
A Post Award Tean	n 		Insert	Cancel			

- Click "Insert" and the individual now appears in the workflow:



\*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.

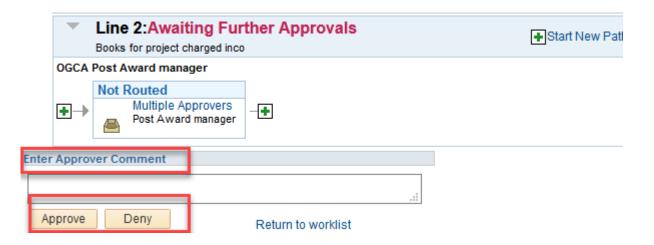
5. For multi-line cost transfers, approver can choose to include/exclude each line. Please note, all lines default to "Include"

Ref Amt \$114.89						
<b>•</b> •••••••	Jrnl Ref 11040949	Ref Jn Post 01/27/2020 Dt	Ref Descr	escr P.D. MORRISON E-Supplies-Ins		
CT C	omments		Include	e Curr Line in Approval		
0		CT Comments	CT Comments	CT Comments		

• Line 1 "include"

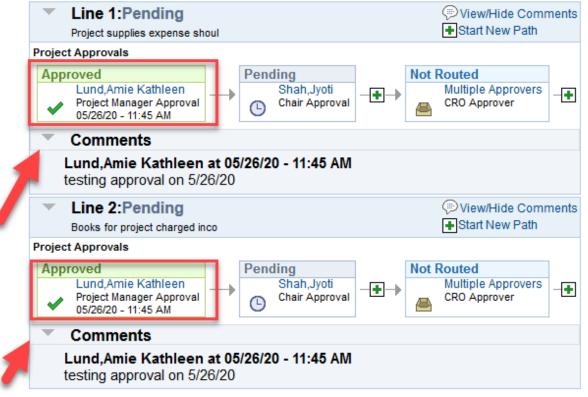
Line No 2 Line Status Pending Trans Ref 2020- Jrnl: PL00127638 Ln: 1374	Amount Ref Amt	\$74.45 \$85.90	CT Jrni Jrni Ref	10131488	CT Jrnl Dt Ref Jn Post 01/27/2020 Dt	CT Ln Descr 42-Books for project charged i Ref Descr AMAZON.COM SERV-Books RefrNC
CT Line Justification Books for project charged incorrectly to Dept due reconciliation.	ring PCard	.::	Comments			Include Curr Line in Approval
	•	Line 2	"exclu	de"		

6. When ready to Approve/Deny, select and click the appropriate button. "Approver Comment" is required when denying a transaction to explain justification.



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

### Move to Project String



### OGCA 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."

E Fo © Chester,	Wed 5/27/2020 11:24 AM ElSfinsys@untsystem.edu Cost Transfer "0000000032" for "NT752" is Approved. <sup>Shea</sup>
A Cost Trans	fer submitted by you has been approved.
Details:	
Requester:	Chester,Eric Shea
Business Uni	t: NT752
Transfer ID:	000000032
Descr:	test workflow emails
Entered Date	2020-05-26
	t logged into EIS, the following URL is provided for your convenience: pfsqa.admin.unt.edu/psp/ps/?cmd=login

#### > If denied, a notification email will be sent.

	Wed 5/27/2020 1:08 PM
E	ElSfinsys@untsystem.edu
0	Cost Transfer "000000033" for Business Unit "NT752" has been denied.
To 🛛 🕹 Chester, 1	Shea; 🖲 Buchanan, Lauren

A Cost Transfer submitted or Approved by you has been denied.

Cost Transfer Details:	
Requester:	Chester, Eric Shea
Business Unit:	NT752
Transfer ID:	000000033
Descr:	Reclass GL account
Entered Date:	2020-05-27

If you are not logged into EIS, the following URL is provided for your convenience: <u>https://eiswbfsqa.admin.unt.edu/psp/ps/?cmd=login</u>

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

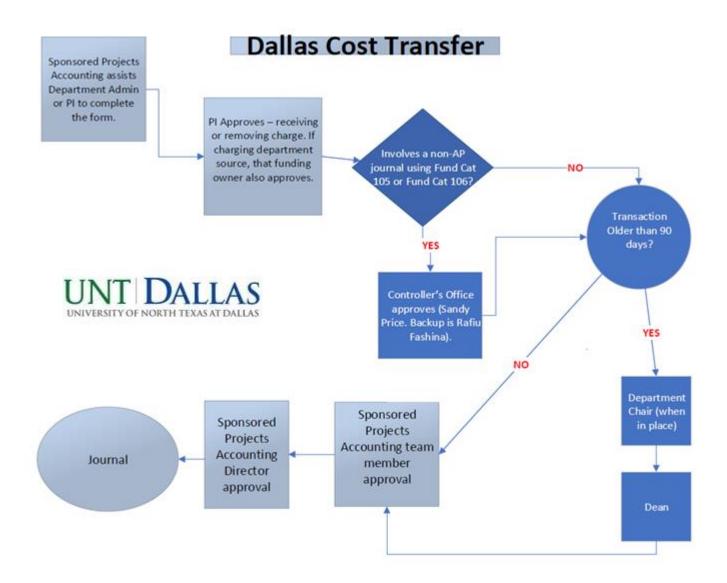
	transaction?								11	
		orrective action h or a late cost tran		n to eliminate the be in the future?	Answer	answer question 4 here				11
Attac	hments						F	Personalize   Find	2  🔣 F	First 🕢 1 of 1 🕟 Last
Attachi Numbe		Attached File		Existing Comments			Add Comme	ents		View Attachment
1	Test_document.docx		юх							₿ <sup>.</sup>
	Save and	Validate	CF Valid	Status Valid						
			Submit	for Approval		Recycle		Delete	Requester	Training Guide

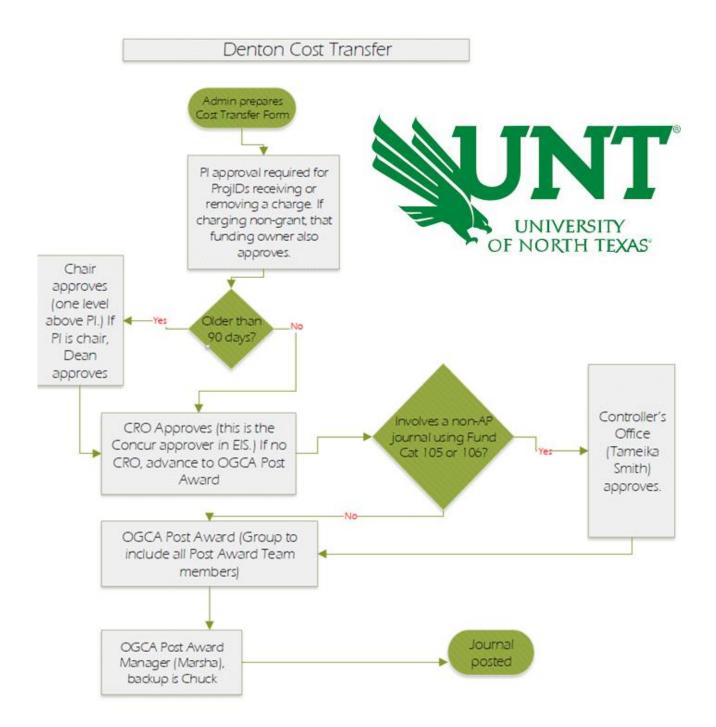
After clicking "Recycle" the cost transfer status becomes "Open" and available for editing. It can then be resubmitted for approval with changes.

## Appendix A

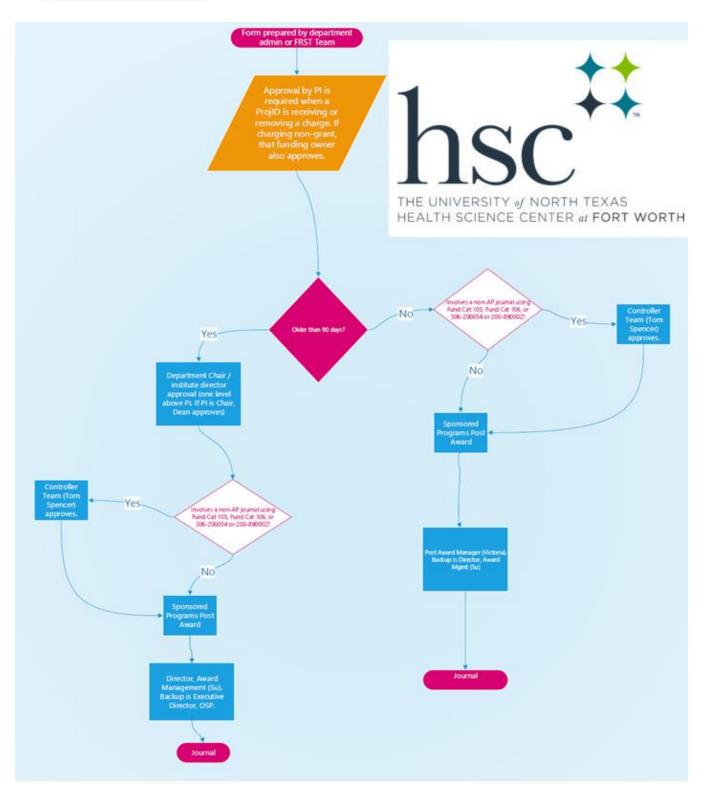
## **Cost Transfer Approval Workflow Diagrams**

(Campus Specific)





## HSC Cost Transfer



# **Appendix B Cost Transfer Rules**

C	Cost Transfei	r Validation R	lules											
В	usiness Unit DL7	773	Status 🗸 🗸											
T	ransfer Rules									Perso	nalize   Find	🔄 🔣 🛛 Firs	st 🕢 1-2 of 2	🕑 Last
	Rule Details A	dditional Info	D											
	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 000000001	Acct-Acct	5 to 5	50000	59999	Within	50000	59999	ONLY 5 TO 5	5 accounts can be transferred	Active 🗸	Manage Exceptions	0	÷
:	2 000000002	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

- 5 Expenses2 Liabilities 6 Internal3 Event internal
  - 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   F	ind   View All   🗖	🔜 🛛 First	④ 1-13 of 13	۲	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	sts0051	05/07/2020 2:39PM	+	
2	B5050	Payroll Related Costs	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
3	B5400	Depreciation and Amortization	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
4	B5485	Claims and Judgements	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
5	B5600	F&A Expense	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
6	B5780	Interest Exp & Fiscal Charges	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
7	B5800	Adjustments	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
8	B5810	Lapsed Appropriations	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
9	B5811	Asset Retirement Oblig Expense	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
10	B5820	Othr Nonoperating Exps	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
11	B7000	Transfers	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
12	B7001	Transfer Expense	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$
13	B7002	Transfer Revenue	Active ~			sts0051	05/07/2020	sts0051	05/07/2020 2:39PM	+	$\square$

F	und C	Category I	Exclusion for A	P journals				Personalize	Find   View All	🖓   🔣 🛛 Firs	st 🕢 1-2 of 2	۱ 🛞	ast
	Sour	rce	Fund Category	Fund Category Description	Exclusion Status	Add Comments	Existing Comments	Last Updated By	Last Updated On	Entered by	Entered On		
1	1 AP		105	Educational & General	Active ~		sts0051 2020-05-13 -> Updated Status	sts0051	05/13/2020	sts0051	05/13/2020 3:02PM	Ŧ	
2	2 AP		106	Educational & General-Projects	Active ~			sts0051	05/13/2020	sts0051	05/13/2020 3:02PM	+	

F	un	d Exclusion	for AP journals	5				Personalize	Find   View All	계 🔣 🛛 Firs	st 🕚 1-2 of 2	🕑 La	ast
	S	ource	Fund	Fund Description	Exclusion Status	Add Comments	Existing Comments	Last Updated By	Last Updated On	Entered by	Entered On		
	1 A	P	200054	DepOp/End-Tobacco Stimnt (TEF)	Active ~		sts0051 2020-05-13 -> Updated Status	sts0051	05/13/2020		05/13/2020 3:24PM	+	
Γ	2 A	P	890002	State Other-PHF	Active ~			sts0051	05/13/2020		05/13/2020 3:24PM	+	

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