Topics

- Cost Transfer Entry for Non-Payroll and Payroll
- Cost Transfer Rules and Error Messages
- Budget Revisions for Non-Sponsor
- OU Foundation
Accessing PeopleSoft Financials

- Jump-off page – https://compass.ou.edu/
- OUHSC Campus - Network ID and Password
- Norman Campus - 4x4 and Password
Cost Transfer Entry

Cost Transfer Entry can be found under the Cost Transfer tile or Nav Bar > OU Main Menu > Cost Transfers > Cost Transfer Entry.

Users can search for an existing Cost Transfer by using the **Find an Existing Value** tab.
Cost Transfer Entry

- Users can add a new Cost Transfer by using the **Add a New Value** tab.

- The Business Unit will default to the user’s default Business Unit.

- Click **Add**.

- **Add** will take you to the Cost Transfer Entry screen where the user can begin their selections.
The Business Unit will be updated by the previous Add screen.

The Journal ID will remain at Next until you have a valid Save.

The Transaction Date will default to current date.

The Distribution Status will remain at None until the cost transfer has been distributed to a journal entry.

The Status will remain at New until the cost transfer has been submitted for workflow.

The Org field tells the system which organizational approver that this cost transfer will route to.
Cost Transfer Entry

For a non-payroll cost transfer, the user will select the **Cost Transfer** checkbox.

Once that box is checked, the Draft box, the Optional Email, the Copy Journal ID, and the Chartfield Spread entry fields open up.

The **Draft** box is used to allow users to save the Cost Transfer in draft mode. The draft mode bypasses any edit checking.

The **Justification** field is used by the Financial Services department to understand why cash is being moved. If the justification is not clear, the cost transfer will be denied.

The **Optional Email** field can be used to notify other campus employees who may need a copy of the cost transfer.

The **Copy Journal ID** field can be used to copy the lines of a previously entered cost transfer.
Cost Transfer Entry for Non-Payroll

Cost Transfers are required to have cash lines. If no cash lines are keyed, the Cost Transfer will be denied.

PeopleSoft will balance the Cost Transfer by chartfield spread (Fund, Org, Function, Entity, Source, Purpose and Project)

Reference and Description fields are for departmental use.

Once the Cost Transfer is turned into a journal, no changes can be made.

Each Cost Transfer has to have a minimum of 4 lines. Two cash lines and two expense or revenue lines.

To add more lines, the user will click the + sign. The system will ask you how many rows to add.

Cash is positive if you are giving cash back to an organization. Cash is negative if you are taking cash from an organization.

Generally, the first two lines of the cost transfer are the original entries that hit the general ledger (one line for cash and one line for expense or revenue). The second two lines are where you want to transfer the cash and/or revenue and expense. The entries must offset each other no matter how many lines you separate the original transaction into.
Cost Transfer Entry Example (Non-Payroll and Non-Sponsor)

- Once the user is finished entering all of the cost transfer lines, then you are ready to **Save** and **Submit for Approval**.

- Click **Save** to check to make sure the Cost Transfer passes all of the edit checks.

- Click **Submit for Approval** to submit the cost transfer to the org approver via workflow.

- The **Comments** box is for the org approver to add Comments when denying the cost transfer.

- If the Org Approver denies the cost transfer, the enterer will receive an email that the cost transfer was denied. The enterer will then be able to go back into the cost transfer, make and save any changes, and submit it for approval again.
Cost Transfer Entry for Non-Payroll (Non-Sponsor)

The following Cost Transfer types require attached backup and/or have restrictions.

<table>
<thead>
<tr>
<th>Type of Cost Transfer</th>
<th>Revenue/Expense</th>
<th>Type of Attachment</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment to Campus Departments for goods &amp; services</td>
<td>950xxx/951xxx &amp; 955xxx</td>
<td>Copy of invoice</td>
<td></td>
</tr>
<tr>
<td>Payment to Campus Departments for support or funding</td>
<td>99xxxx &amp; 99xxxx</td>
<td>OU_Cash query with total.</td>
<td>If cash balance is less than transfer or CFS is negative, explanation of where cash is coming from is required.</td>
</tr>
<tr>
<td>Covering Cash Deficits</td>
<td>99xxxx &amp; 99xxxx</td>
<td>OU_CASH query with total</td>
<td>The to CFS must have deficit. Transfer cannot cause deficit in the from CFS nor can the from CFS be in deficit.</td>
</tr>
<tr>
<td>Correction of GL account</td>
<td>Original GL Code and Correct GL Code</td>
<td>OU_ACTIVITY query showing original entry</td>
<td></td>
</tr>
<tr>
<td>Correction of CFS</td>
<td>Original GL on both sides</td>
<td>OU_ACTIVITY query showing original entry</td>
<td></td>
</tr>
</tbody>
</table>
Cost Transfer Entry for Non-Payroll (Non-Sponsor)

The following Cost Transfer types require attached backup and/or have restrictions.

<table>
<thead>
<tr>
<th>Type of Cost Transfer</th>
<th>Revenue/Expense</th>
<th>Type of Attachment</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer of EDGEN Fund Cash/Budget</td>
<td>994100</td>
<td>OU_CASH query with total</td>
<td>Cash transfer between orgs and/or functions require budget revisions.</td>
</tr>
<tr>
<td>EGFEE Fund</td>
<td></td>
<td></td>
<td>No cash transfers allowed. Cannot move/change deposits.</td>
</tr>
<tr>
<td>NONSP Fund</td>
<td></td>
<td></td>
<td>No cash transfers allowed into fund. Cannot move deposits into fund.</td>
</tr>
<tr>
<td>AUFEE Fund</td>
<td></td>
<td></td>
<td>No cash transfers allowed.</td>
</tr>
<tr>
<td>OUFND Fund</td>
<td></td>
<td>Copy of check or payment source</td>
<td>If moving deposit, must provide proof money received was not from the OU Foundation. Cannot change the GL Revenue code.</td>
</tr>
<tr>
<td>AGENC Fund</td>
<td></td>
<td></td>
<td>Cost transfers cannot cause deficit cash balance.</td>
</tr>
</tbody>
</table>
Cost Transfer Entry Example (Non-Payroll and Non-Sponsor)

In the example below, the user is moving the expense entry from org ADH01001 to ADH03001. Even though the cash accounts and the expense accounts are the same, the organizations are different; therefore, both the expense and the cash need to be moved.

The user will need to attach a copy of the OU_ACTIVITY query showing when the original entry took place.

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Org</th>
<th>Function</th>
<th>Entity</th>
<th>Source</th>
<th>Purpose</th>
<th>Project</th>
<th>Amount</th>
<th>Ref</th>
<th>Descri</th>
<th>Emp ID</th>
<th>Pay End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>111290</td>
<td>EDGEN</td>
<td>ADH01001</td>
<td>00116</td>
<td>00000</td>
<td></td>
<td></td>
<td></td>
<td>10.00</td>
<td>012345678</td>
<td>VOUCHER 012345678</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600100</td>
<td>EDGEN</td>
<td>ADH01001</td>
<td>00116</td>
<td>00000</td>
<td></td>
<td></td>
<td></td>
<td>-10.00</td>
<td>012345678</td>
<td>VOUCHER 012345678</td>
<td></td>
<td></td>
</tr>
<tr>
<td>111290</td>
<td>EDGEN</td>
<td>ADH03001</td>
<td>00116</td>
<td>00000</td>
<td></td>
<td></td>
<td></td>
<td>-10.00</td>
<td>012345678</td>
<td>VOUCHER 012345678</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600100</td>
<td>EDGEN</td>
<td>ADH03001</td>
<td>00116</td>
<td>00000</td>
<td></td>
<td></td>
<td></td>
<td>10.00</td>
<td>012345678</td>
<td>VOUCHER 012345678</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Cost Transfer Edit Checks

► Before allowing you to save the cost transfer, PeopleSoft runs through edit checks.

► **Is budget established?** PeopleSoft checks to make sure there is an established budget on the from and to lines for the chartfield spread.

► **Are you using the correct cash account?** PeopleSoft checks to make sure that you are using the correct cash account for the fund.

► **Is the cost transfer balanced by chartfield spread?** PeopleSoft checks to make sure that you have a balanced cost transfer by chartfield spread.

► **Do the debits and credits equal?** Debits and credit must equal for the cost transfer to be saved.

► **What chartfield spread did the employee get paid from?** For payroll cost transfers, PeopleSoft checks to make sure the Employee ID and the pay end date have the original chartfield spread entries that the employee was paid from. It also checks to make sure you are not trying to move an amount more than their original pay lines.
Cost transfers for non-sponsor payroll transactions have a few extra rules that apply. For a payroll cost transfer, the user will select the **Payroll Transfer** checkbox.

- The Empl ID and the Pay End Dates have to be filled out in order for PeopleSoft to check the transaction against the original pay end date transaction by employee.

- The amount of the cost transfer has to be less than or equal to the total amount paid per chartfield spread per pay end date. Total amount will be adjusted by any previous transfers posted.

- Only one cost transfer per Empl ID/Pay End date can be entered per day.

- Multiple employees and multiple pay end dates can be processed on the same cost transfer.

- Cannot combine a non-payroll cost transfer and payroll cost transfer on the same entry.

- Fringe should not be included on cost transfers – allocations processed at the end of the month will adjust the fringe for the chartfield spread based on the current year’s rate.
## Cost Transfer Entry Payroll (Non-Sponsor)

The following Cost Transfer types require attached backup and/or have restrictions.

<table>
<thead>
<tr>
<th>Type of Cost Transfer</th>
<th>Revenue/Expense</th>
<th>Type of Attachment</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in pay source – permanent</td>
<td>Original Pay Codes</td>
<td>Executed EPAF</td>
<td>Cannot change GL Codes. Cannot move more money than was paid. Do not include fringe.</td>
</tr>
<tr>
<td>Change in pay source – one time</td>
<td>Original Pay Codes</td>
<td>No attachments are needed, but must clearly state this is a one-time change.</td>
<td>Should not need to make the same adjustment each month.</td>
</tr>
</tbody>
</table>
Cost Transfer Entry Payroll (Non-Sponsor)

In the example below, the user is moving the expense entry from subclass 00000 to subclass M5000. Even though the cash accounts and the expense accounts are the same, the subclasses are different; therefore, both the expense and the cash need to be moved.

The user will not need to add an attachment. PeopleSoft checks the system for the original chartfield spread based on employee id and pay end date. The user will need to note that this is a one-time change in the justification.
Cost Transfer Entry for Sponsored Programs

Cost transfer entry for Sponsored programs have the same rules that apply for entry for on-payroll and payroll cost transfers with some extra requirements per the Grants and Contracts department.

Justification Must Include:

A. Every cost transfer:
   (1) How does this expenditure benefit the project?
   (2) Why was the expense not charged to the correct project originally?
B. Over 90 day cost transfers must include additional justification:
   (1) Why was the error not identified in a timelier manner?
   (2) Are monthly reconciliations being completed and reviewed by the PI?
C. If the 90 day cost transfer is due to a late setup of the project - why was an advance account (ECAV) not initiated?
D. If the cost transfer is from one federal award to another - what internal controls will be put in place to ensure the proper charging of expenditures on federal awards?

Allowability:

A. Does project allow the cost?
B. Did cost occur within the Budget Period?
C. If project ended, was the cost anticipated on the final?
**Cost Transfer Entry for Sponsored Programs**

- **Verify Cash Codes:**
  
  - 111290 – EDGEN, EDWCH
  - 111430 – SPNSR, NONSP, FEDLN
  - 111701 – CLNOP, CLNOU, SUAUX, MISCA, SVCCT, RSTUL, 00701, RSOKC

- **Reference Column Should Read:**

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Reference Column (max 10 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Pay End Date (MM/DD/YY)</td>
</tr>
<tr>
<td>Tuition</td>
<td>Journal ID number w/ SF typed immediately before</td>
</tr>
<tr>
<td>AP Expense</td>
<td>Voucher Number</td>
</tr>
<tr>
<td>SU Expense</td>
<td>Invoice # w/ the first three numbers replaced w/ INV</td>
</tr>
<tr>
<td>Pcard Expense</td>
<td>Month of charge preceded by PC (PC MM/YYYY)</td>
</tr>
<tr>
<td>Concur Expense</td>
<td>‘TE’ Journal Number</td>
</tr>
</tbody>
</table>
Cost Transfer Entry for Sponsored Programs

Description Column Should Read:

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Reference Column (max 30 characters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Individual’s First and Last Name</td>
</tr>
<tr>
<td>Tuition</td>
<td>Individual’s First and Last Name followed by the word tuition</td>
</tr>
<tr>
<td>AP Expense</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>SU Expense</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>Pcard Expense</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>Concur Expense</td>
<td>Vendor Name or if Trainee Travel, Trainee Name from backup document</td>
</tr>
</tbody>
</table>
Cost Transfer Entry for Sponsored Programs

- Backup Documentation Required:
  
  A. If Payroll, attach Epafs.
  B. If Tuition, copy of Group Detail Report or Invoice(s).
  C. If AP Expense, copy of Invoice(s).
  D. If SU, need support for SUR’s.
  E. If Pcard expense, copy of Invoice(s).
  F. If Concur, copies of Receipts from Concur System.
  G. All cost transfers must include a query showing GL code and chart field spread of original posting.
  H. Interagency transfers (950000 series of GL codes) are the only exception to reference and description requirements.

- All backup documentation must be attached to the cost transfer in the system and invoices should be on letterhead from the billing department.

- Must be approved by department Business Manager or PI.
Budget Entry

- For budget entry, the user will select the **Budget** checkbox. The **Budget Change** tab will appear.

- The Journal ID will remain at **Next** until you have a valid Save.

- The **Transaction Date** will default to current date.

- The Distribution Status will remain at **None** until the budget entry has been distributed to a journal entry.

- The Status will remain at **New** until the budget entry has been submitted for workflow.

- The **Org** field tells the system which organizational approver that this budget entry will route to.
Budget Entry

▶ For budget entry, the user must use the following fields: Account, Fund, Org Function, Entity, and Amount.

▶ If the budget is for SUAUX, EDWCH, or SVCCT funds then the Source field is required.

▶ Reference and Description fields are for departmental use.

▶ A totaled cash query for each chartfield spread on the budget revision must be attached or the budget revision will be denied.

▶ The enterer will submit the budget entry for approval, which then routes to the org approver. Once approved by the org approver, the budget entry will route to the Budget Office or the appropriate authority in Financial Services.
OU Foundation Entry

For OU Foundation entry, the user will select the **OU Foundation** checkbox. Once that box is checked, the Draft box, the Optional Email, the Copy Journal ID, and the Chartfield Spread entry fields open up.

- The Journal ID will remain at **Next** until you have a valid Save.
- The **Transaction Date** will default to current date.
- The Distribution Status will remain at **None** until the OU Foundation entry has been distributed to a journal entry.
- The Status will remain at **New** until the OU Foundation entry has been submitted for workflow.
- The **Org** field tells the system which organizational approver that this budget entry will route to.

![Image of OU Foundation Entry section of the form with the OU Foundation checkbox highlighted]
OU Foundation Entry

- The OU Foundation check box will only be used to post transactions in the Foundation ledger within PeopleSoft that are not part of university business. For instance, any reimbursement from the Foundation that is currently done will part of the normal process within the financial system. These transactions will use either the EDWCH or OUFND Fund and be posted to the university’s ACTUALS ledger.

- The OU Foundation check box is for any non-university business that departments currently track outside of PeopleSoft. This option will give departments the option to post this non-university business within PeopleSoft to a subsidiary ledger thereby allowing departments to report across both university and non-university activities. All other chartfields are available as part of this activity.

- As an example a department could use an Entity value associated with a faculty member and post University and Foundation activity for this faculty member and then run a report including all activity for this faculty member.

- OU Foundation transfers follow the same steps as other cost transfers. Once the enterer submits the OU Foundation transfer for approval, an org approver will then approve it, and then it will route to the Financial Services department for approval and posting.
Website

- Who to Contact and Staff Listing
- Training Materials including Job Aids and Videos
- Forms and Tools
- Frequently Asked Questions
- Policies and Procedures
Questions?

Please visit us at

Norman Campus
http://www.ou.edu/financialservices

OUHSC Campus
https://financialservices.ouhsc.edu/