



*The* UNIVERSITY *of* OKLAHOMA

# Cost Transfer Entry



**COMPASS**

Core Mission Enterprise System Strategy



# 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



ORACLE  
PEOPLESOFT

User ID

Password

Select a Language  
English ▼

Sign In

Enable Screen Reader Mode

# PeopleSoft Home Screen

▼ OU Homepage

<b>Accounts Payable</b> 	<b>Approvals</b> 	<b>Cash Receipts</b> 	<b>Cost Transfer</b> 
<b>eProcurement</b> 	<b>P-Card</b> 	<b>Reports and Query Viewer</b> 	<b>Service Unit Request (OUHSC)</b> 

NavBar 

  
Recent Places

  
My Favorites

  
Navigator

# 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

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### Search Criteria

Business Unit begins with

Journal ID begins with

Transaction Date =

Org begins with

Entity begins with

Project begins with

Cost Transfer Status =

Entered by begins with

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

- Approved
- Denied
- Department Approved
- Draft
- New
- Pending

Find an Existing Value | Add a New Value

# 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 screenshot displays the 'Cost Transfer Entry' interface. At the top, there are two tabs: 'Cost Transfer' (selected) and 'Attachments'. Below the tabs, the form contains several fields and options:

- Business Unit:** OUHSC
- Journal ID:** NEXT
- Transaction Date:** 06/18/2020
- Distribution Status:** None
- Status:** New
- Cost Transfer:**
- Payroll Transfer:**
- \*Org:** [Searchable field]
- Budget:**
- OU Foundation:**

On the left side, there are two tabs: 'Find an Existing Value' and 'Add a New Value' (selected). Below these tabs, there is a 'Business Unit' search field with 'OUHSC' entered and a magnifying glass icon. At the bottom left, there is a yellow 'Add' button.

# Cost Transfer Entry

- ▶ 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 Attachments

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Business Unit OUHSC    Journal ID NEXT    Transaction Date 06/18/2020

Distribution Status None    Status New

Cost Transfer     Payroll Transfer    \*Org       Budget     OU Foundation



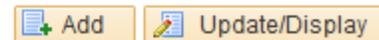
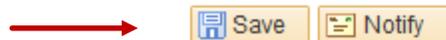


# Cost Transfer Entry Example (Non-Payroll and Non-Sponsor)

- ▶ 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 the for 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.



The screenshot shows a section titled "Approvals" with a "Comments" text input field and a "Submit for Approval" button. A red arrow points to the "Submit for Approval" button.



# Cost Transfer Entry for Non-Payroll (Non-Sponsor)

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

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

# Cost Transfer Entry for Non-Payroll (Non-Sponsor)

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

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

# 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.

Cost Transfer
Attachments

Business Unit OUHSC    Journal ID CT00000006    Transaction Date 06/22/2020

Distribution Status None    Status New     Draft

Cost Transfer     Payroll Transfer    \*Org      Budget     OU Foundation

\*Justification

Optional Email

Copy Journal ID  Copy Clear

Personalize   Find   View 2																	
	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date				
1	<input type="text" value="111290"/>	<input type="text" value="EDGEN"/>	<input type="text" value="ADH01001"/>	<input type="text" value="00116"/>	<input type="text" value="00000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10.00	012345678	VOUCHER 012345678	<input type="text"/>	<input type="text"/>				
2	<input type="text" value="600100"/>	<input type="text" value="EDGEN"/>	<input type="text" value="ADH01001"/>	<input type="text" value="00116"/>	<input type="text" value="00000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-10.00	012345678	VOUCHER 012345678	<input type="text"/>	<input type="text"/>				
3	<input type="text" value="111290"/>	<input type="text" value="EDGEN"/>	<input type="text" value="ADH03001"/>	<input type="text" value="00116"/>	<input type="text" value="00000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-10.00	012345678	VOUCHER 012345678	<input type="text"/>	<input type="text"/>				
4	<input type="text" value="600100"/>	<input type="text" value="EDGEN"/>	<input type="text" value="ADH03001"/>	<input type="text" value="00116"/>	<input type="text" value="00000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10.00	012345678	VOUCHER 012345678	<input type="text"/>	<input type="text"/>				
		Debit Amount	20.00			Credit Amount									-20.00		

# 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 Transfer Entry Payroll (Non-Sponsor)

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

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

# 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** | Attachments

Business Unit OUHSC | Journal ID PR00000008 | Transaction Date 06/24/2020

Distribution Status None | Status New |  Draft

Cost Transfer |  Payroll Transfer | \*Org OUP00061 |  Budget |  OU Foundation

\*Justification: One-time cost transfer for M. Mouse to correct subclass

Optional Email: \_\_\_\_\_

Copy Journal ID: \_\_\_\_\_ |  |

	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date		
1	111701	CLNOP	OUP00061	00224	00000				475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020	31	+ -
2	511011	CLNOP	OUP00061	00224	00000				-475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020	31	+ -
3	111701	CLNOP	OUP00061	00224	M5000				-475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020	31	+ -
4	511011	CLNOP	OUP00061	00224	M5000				475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020	31	+ -

Personalize | Find | View 2 | First 1-4 of 4 Last

# 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:

Type of Expense	Reference Column (max 10 characters)
Payroll	Pay End Date (MM/DD/YY)
Tuition	Journal ID number w/ SF typed immediately before
AP Expense	Voucher Number
SU Expense	Invoice # w/ the first three numbers replaced w/ INV
Pcard Expense	Month of charge preceded by PC (PC MM/YYYY)
Concur Expense	'TE' Journal Number



# Cost Transfer Entry for Sponsored Programs

► Description Column Should Read:

Type of Expense	Reference Column (max 30 characters)
Payroll	Individual's First and Last Name
Tuition	Individual's First and Last Name followed by the word tuition
AP Expense	Vendor Name
SU Expense	Vendor Name
Pcard Expense	Vendor Name
Concur Expense	Vendor Name or if Trainee Travel, Trainee Name from backup document



# 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.

The screenshot shows a web interface for budget entry. At the top, there are three tabs: 'Cost Transfer', 'Budget Change', and 'Attachments'. The 'Budget Change' tab is selected and highlighted with a red box. Below the tabs, the form contains several fields and checkboxes:

- Business Unit:** OUHSC
- Journal ID:** NEXT
- Transaction Date:** 06/27/2020
- Distribution Status:** None
- Status:** New
- Draft
- Cost Transfer
- Payroll Transfer
- \*Org:** [text input field]
- Budget
- OU Foundation
- \*Justification:** [text input field]



# 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.

The screenshot shows a software interface with two tabs: "Cost Transfer" and "Attachments". Below the tabs, the following fields are visible:

- Business Unit: OUHSC
- Journal ID: NEXT
- Transaction Date: 06/27/2020
- Distribution Status: None
- Status: New
- Draft
- Cost Transfer
- Payroll Transfer
- \*Org:
- Budget
- OU Foundation** (highlighted with a red box)
- \*Justification:



# 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



The UNIVERSITY of OKLAHOMA

Questions?

Please visit us at

Norman Campus

<http://www.ou.edu/financialservices>

OUHSC Campus

<https://financialservices.ouhsc.edu/>



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