The UNIVERSITY of OKLAHOMA
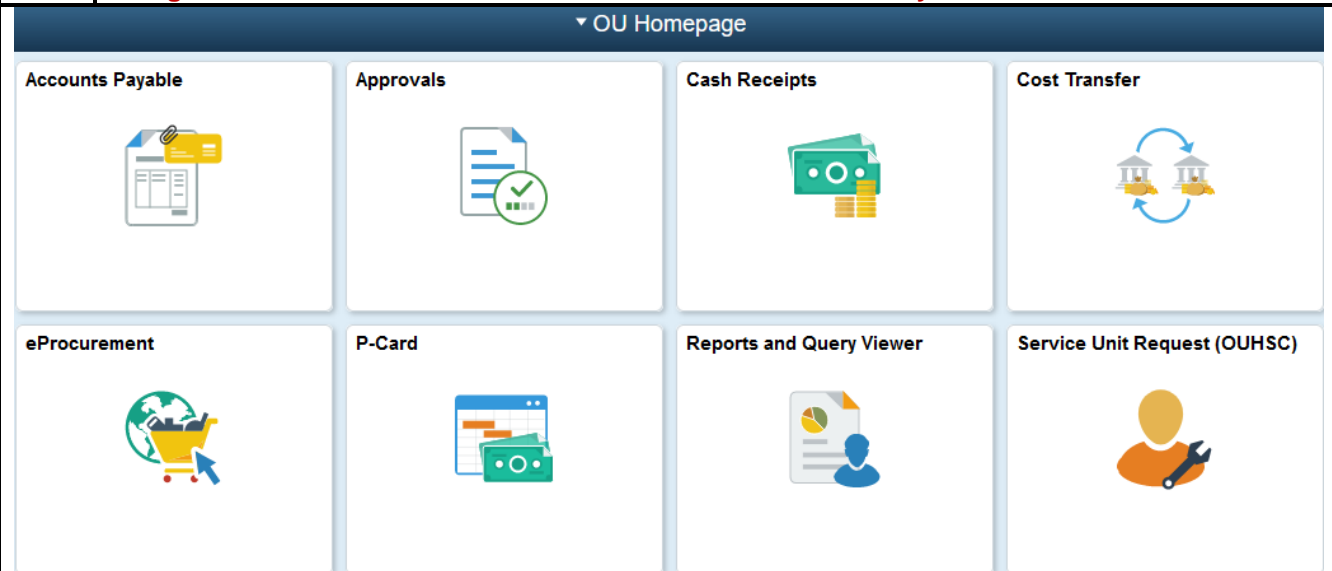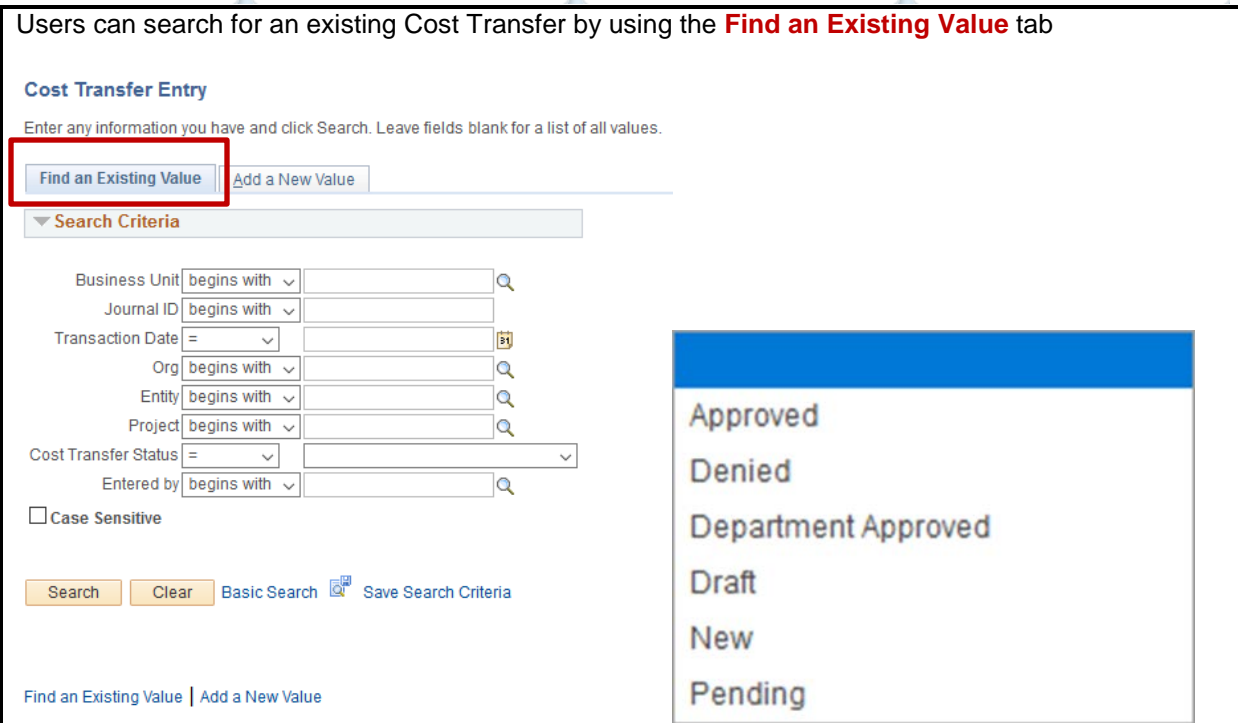
Step	Action
1	After logging into PeopleSoft Financials, you will access Cost Transfer via the Homescreen under **Cost Transfer** and then click on **Cost Transfer Entry**. You can also get to the screen via **Nav Bar > Navigator > OU Main Menu > Cost Transfer > Cost Transfer Entry**
2	Users can search for an existing Cost Transfer by using the **Find an Existing Value** tab
3	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 UNIVERSITY of OKLAHOMA

Cost Transfer Entry

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

Business Unit OUHSC

Add

| Cost Transfer | Attachments |

| Business Unit OUHSC | Journal ID NEXT | Transaction Date 06/18/2020 |
| Distribution Status None | Status New | |

☐ Cost Transfer ☐ Payroll Transfer *Org [   ] ☐ Budget ☐ OU Foundation

| | 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 |

| Business Unit OUHSC | Journal ID NEXT | Transaction Date 06/21/2020 |
| 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 All | 🖉 | 🖩   First ◀ 1 of 1 ▶ Last

	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date
1													

| 4 | For a non-payroll SPNSR 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. The Copy Journal ID features is handy especially when you have similar cost transfers often and you just may need to change the amounts and descriptions.

Personalize | Find | View All | 🔁 | 🔣   First ◀ 1 of 1 ▶ Last

	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date	
1	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍					🗓 ➕ ➖	

| 5 | The Cost Transfer module is an easy way to transfer money from one chartfield spread to another, but there are some rules and guidelines that must be followed. Cost Transfers are required to have cash lines. If no cash lines are keyed, the Cost Transfer will be denied. It seems logical to just move the expense, but the cash has to follow.

PeopleSoft is looking for the cost transfer to balance by chartfield spread (Fund, Org, Function, Entity, Source, Purpose and Project). If not balanced by chartfield spread, the user will receive an error message and not be able to save it.

The Reference and Description fields are for departmental use, but the Grants and Contract department has special requirements they would like to see.

Once the Cost Transfer is turned into a journal, no changes can be made. If changes need to be made, another cost transfer will need to be processed.

Each Cost Transfer has to have a minimum of 4 lines with it having 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 and will copy down the previous row lines saving the user some key strokes.

Enter number of rows to add:

1

OK   Cancel

The easiest way to remember how the signs go on a cost transfer is follow the cash. 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. The entries can be done in any order the user prefers. |
|---|---|
| 6 | Cost transfer entry for Sponsored programs have the same rules that apply for entry for non-payroll and payroll cost transfers with some extra requirements per the Grants and Contracts department.

Justification for every Cost Transfer must include:

- How does this expenditure benefit the project?
- Why was the expense not charged to the correct project originally? |

Over 90 day cost transfers must include additional justification:

- Why was the error not identified in a timelier manner?
- Are monthly reconciliations being completed and reviewed by the PI?

- If the 90 day cost transfer is due to a late setup of the project - why was an advance account(ECAV) not initiated?

- 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?

Grants and Contracts also checks for allowability. Does the project allow the cost? Did the cost occur within the budget period? If the project ended, was the cost anticipated on the final. Be sure to include the correct justifications or the cost transfer will be denied.

The user needs to make sure they are using the correct cash accounts with the fund. There is a Fund Listing out on the Financial Services website that has the cash accounts that go along with each fund. PeopleSoft will give you an error message if the correct cash account is not being used for that particular fund.

The Grants and Contracts department would like the reference column to be updated based on which type of expense you are transferring. For payroll expenses, the user will use the pay end date. For tuition expenses, the user will use the original Journal ID that started with SF. For accounts payable expenses, the user will use the voucher number. For service unit expenses, the user will use the invoice number with the first three numbers replaced with INV. For P-Card expenses, the user will use the month of the charge preceded by PC. For concur expenses, the user will reference the Journal ID that starts with TE.

The Grants and Contracts department would like the description column to be updated based on which type of expense you are transferring.

For payroll expenses, the user will use the individual's first and last name. For tuition expenses, the user will use the individual's first and last name followed by the word tuition. For accounts payable expenses, the user will use the vendor name. For service unit expenses, the user will use the vendor name. For P-Card expenses, the user will use the vendor name. For concur expenses, the user will use the vendor name or if it's for trainee travel, the trainee name from the backup document.

Reference Column Should Read:

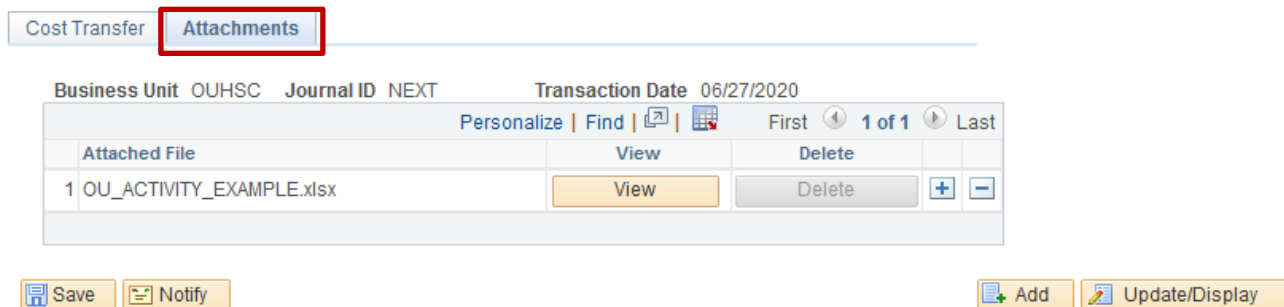| Type of Expense	Reference Column (max 10 characters)
Payroll	Pay End Date (MM/DD/YY)
Tuition	Journal ID number w/ SF typed immediately before
AP Expense	Voucher Number
SU Expense	Invoice # w/ the first three numbers replaced w/ INV
Pcard Expense	Month of charge preceded by PC (PC MM/YYYY)
Concur Expense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

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

Backup Documentation Required:

- If Payroll, attach Epafs.
- If Tuition, copy of Group Detail Report or Invoice(s).
- If AP Expense, copy of Invoice(s).
- If SU, need support for SUR's.
- If Pcard expense, copy of Invoice(s).
- If Concur, copies of Receipts from Concur System.
- All cost transfers must include a query showing GL code and chartfield spread of original posting.
- 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.

Cost Transfer	**Attachments**

Business Unit OUHSC   Journal ID NEXT   Transaction Date 06/27/2020

Personalize | Find | 🗗 | 🖩   First ◄ 1 of 1 ► Last

Attached File	View	Delete		
1 OU_ACTIVITY_EXAMPLE.xlsx	View	Delete	+	−

🖫 Save   ✉ Notify   📥 Add   📑 Update/Display

All cost transfers must be approved by department business manager or PI.

7	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 credits 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.
8	Once the user is finished entering all of the cost transfer lines, then you are ready to **Save** and **Submit for Approval**. Be sure to add any attachment needed before submitting 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. Once Submit for Approval has been clicked, the cost transfer will be greyed out. 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.

Approvals

Comments [   ]

Submit for Approval

Save   Notify   Add   Update/Display