# Guide for Cost Transfer Requests

## Table of Contents

## 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* |
|---|---|
| Sponsored Project (-GRCT) | • Sponsored Project (-GRCT)<br>• Discretionary Project (-DISC)<br>• 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)
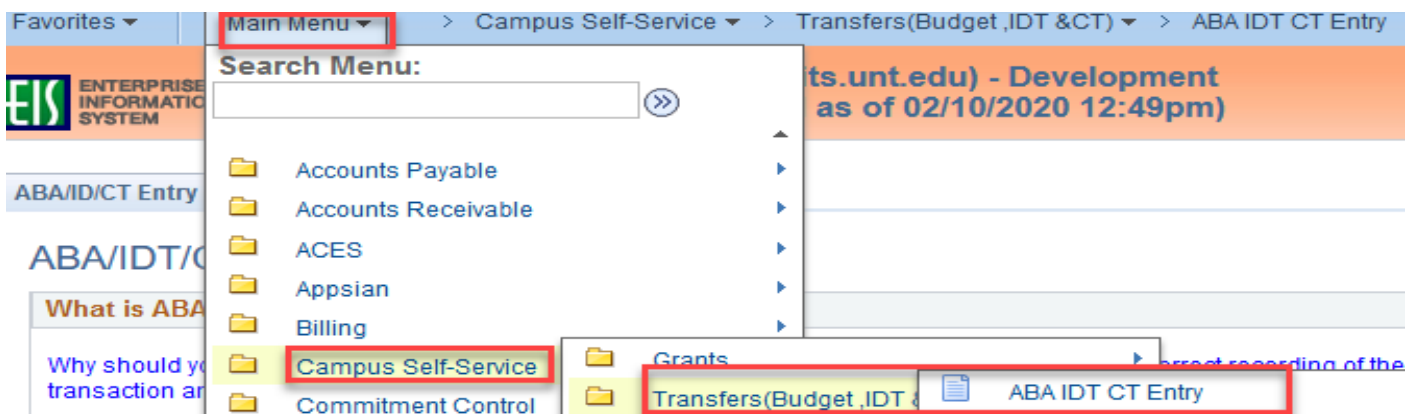
5. From the ABA/IDT/CT Entry Landing Page, click on the **CT Form** button to access Cost Transfer Entry Form



*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…**

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 Amt** | | **Jrnl Ref** | **Ref Jrnl Posted Dt** | **Ref Descr** | |
| **CT Jrnl** | | **CT Jrnl Dt** | | **CT Jrnl Ln Descr** | |

**\*Cost Transfer Line Justification**

**Central Office Comments**

| Move From | | Move To | |
|---|---|---|---|
| | | SpeedType Key | 🔍 |
| Account | | \*Account | 🔍 |
| DeptID | | \*DeptID | 🔍 |
| Fund Cat | | \*Fund Cat | 🔍 |
| Fund | | \*Fund | 🔍 |
| Function | | \*Function | 🔍 |
| Program | | Program | 🔍 |
| Purpose | | Purpose | 🔍 |
| Site | | Site | 🔍 |
| PC BU | | PC BU | 🔍 |
| Project ID | | Project ID | 🔍 |
| Activity | | Activity | 🔍 |

### Attachments

Personalize | Find | 🖼 | 🔢    First ◁ 1 of 1 ▷ Last

| Attachment Number | Attached File | Existing Comments | Add Comments | Add Attachment |
|---|---|---|---|---|
| | | | | Add Attachment  ➕ |

| | | | | |
|---|---|---|---|---|
| Save and Validate | **CF Valid Status** Not Checked | | | |
| Save & Preview Approvals | Submit for Approval | Recycle | Delete | **Requester Training Guide** |

📧 Notify    🔄 Refresh                                                                      📄 Add

Cost Transfer Entry | Errors

# 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.



   - **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.

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.

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

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 Jrnl Info 🔍 | Trans Reference | 2020- Jrnl: PG00132999 Ln: 621  ➕ ➖ |
| Ref Ln Amt  $14.05 | Jrnl Ref   10886729 | Ref Jrnl Posted 03/26/2020 Dt | Ref Descr | PAYPAL-Lab Supplies |
| CT Jrnl | CT Jrnl Dt | | CT Jrnl Ln Descr | |

**\*Cost Transfer Line Justification**

Example - Supplies charged in error to the wrong ProjID. PCard holder was given incorrect funding source when placing the order.

**Central Office Comments**

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.



- **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 | |
| | | | | Add Attachment | ➕ |

| Save and Validate | CF Valid Status | Valid ← | | | |
|---|---|---|---|---|---|
| Save & Preview Approvals | Submit for Approval | Recycle | Delete | Requester Training Guide | |

- ▪ 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

**Message**

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

OK

| Attachments | | |
|---|---|---|
| Attachment Number | Attached File | Existing Comments |
| | | |

| Save and Validate | CF Valid Status | Error |
|---|---|---|

Cost Transfer Entry | **Errors**

**Project Cost Transfer Form**

| Business Unit | NT752 | CT ID | 0000000018 | Last Update User ID | Chester,Eric Shea (esc0002) | Print Form |
|---|---|---|---|---|---|---|
| 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 Tansfer 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 | Print Form |
|---|---|---|---|---|---|---|
| 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 | | |

🌐 ReviewTransaction Details

**Attachments**

| Attached File | Existing Comments | Add Comments | Add Attachment | |
|---|---|---|---|---|
| | | | Add Attachment | + |

### Move to Project String

**Line 1:Initiated**
cost was incorrectly allocated

**Project Approvals**

| Not Routed | | Not Routed |
|---|---|---|
| Rodriguez,Cynthia Deanne Project Manager Approval | → | 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**

| Approve | Deny | Apply Changes | 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:**



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.



11. **Submit for Approval**
   • The transaction enters into workflow. Status changes to "Pending Approval."

*<u>**NOTE**</u>: 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:**
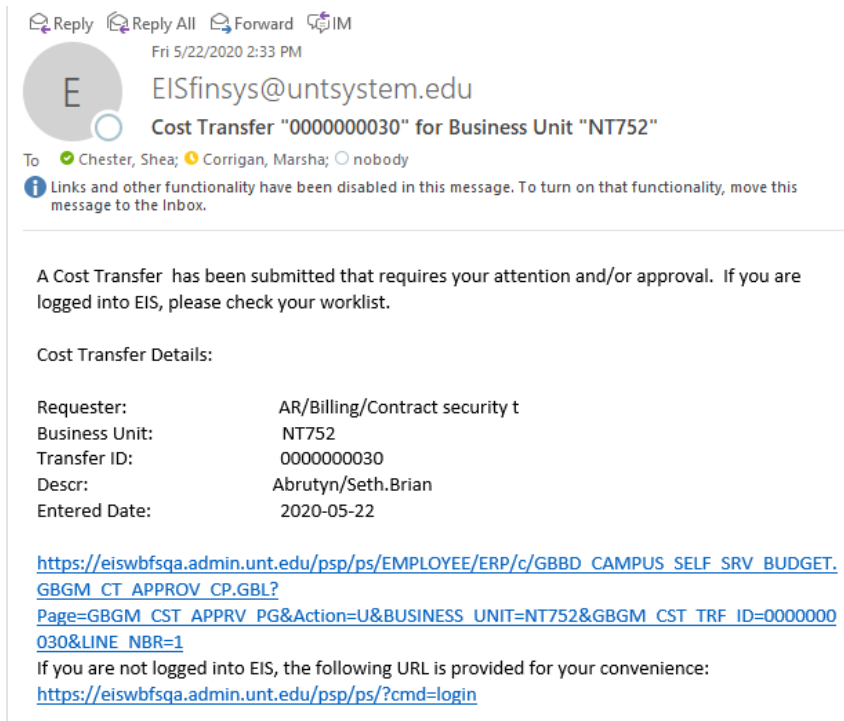


1. **Click the link in the email, or log in to myfs.unt.edu and access the Worklist:**
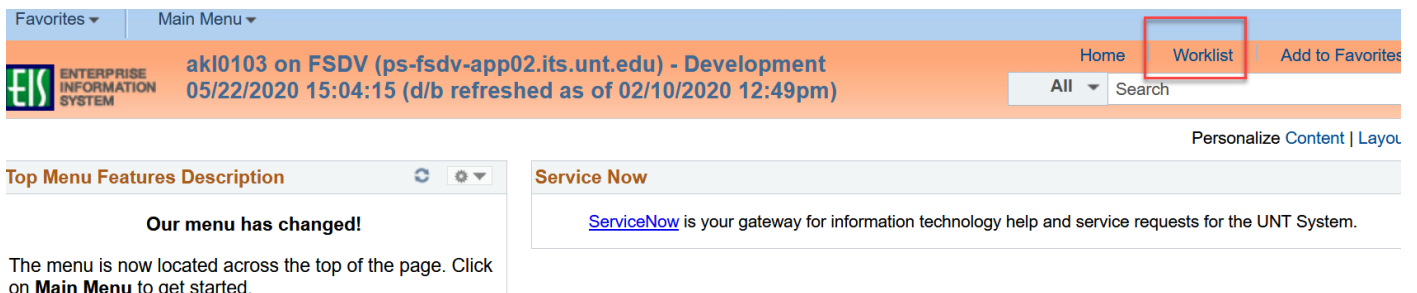
2. **Cost transfers requiring action by the approver are displayed. Click the link to see the transaction:**

| Favorites ▾ | Main Menu ▾ | > Worklist ▾ | > Worklist | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

**EIS ENTERPRISE INFORMATION SYSTEM**
akl0103 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 akl0103: 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 | ⌄ | 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_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

| | | | | | | |
|---|---|---|---|---|---|---|
| **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 Dt** 01/27/2020 | **Ref Descr** P.D. MORRISON E-Supplies-Ins |

**CT Line Justification**

Project supplies expense should be shared with GF00004. Allocated incorrectly during PCard reconciliation.

**CT Comments**

**Include Curr Line in Approval**

◉ Include     ○ Exclude

| **Move From** | | **Move To** | | **Central Office Routing Use Only** |
|---|---|---|---|---|
| **Account** 53003 | Supplies-Instructional | **Account** 53003 | Supplies-Instructional | **Current/ Previous Month** |
| **DeptID** 110010 | College at Frisco | **DeptID** 121100 | Biological Sciences | ◉ Current    ○ Previous |
| **Fund Cat** 200 | Designated Operating-Managed | **Fund Cat** 400 | Sponsored Restricted-Projects | **Central Office Comments** |
| **Fund** 830001 | Designated Tuition | **Fund** 190000 | Federal Direct | |
| **Function** 100 | Instruction-General | **Function** 200 | Research-Sponsored | |
| **Program** | | **Program** | | |
| **Purpose** | | **Purpose** | | |
| **Site** | | **Site** | | |
| **PC BU** | | **PC BU** NGRCT | University of North Texas | |
| **Project ID** | | **Project ID** GF00008 | GN16-0257 Lund | |
| **Activity** | | **Activity** 101 | GN16-0257 Lund | |

### Questions

| | **Answer** |
|---|---|
| Why was the transferring expense charged to the original Project/DeptID? | Expense(s) should have been split across multiple funding sources proportionately. |
| How does this charge benefit the receiving project? | Explain benefit here. |
| Why is the cost transfer being requested more than 90 days after the journal/occurrence of date of the original transaction? | Explain reason here. |
| What corrective action has been taken to eliminate the need for a late cost transfer of this type in the future? | 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**
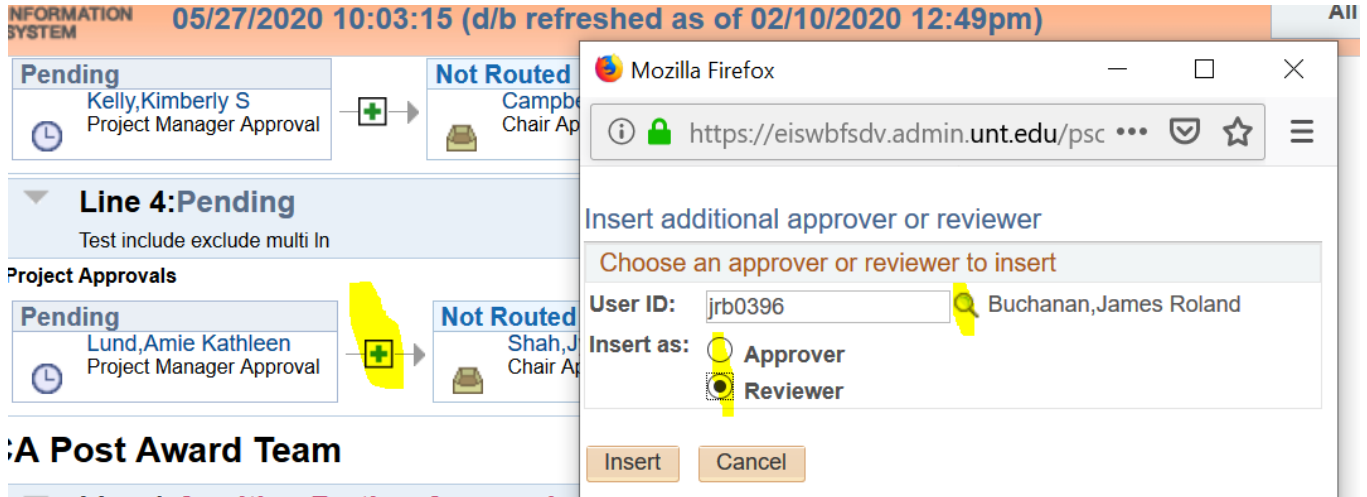


   - **Click "Insert" and the individual now appears in the workflow:**
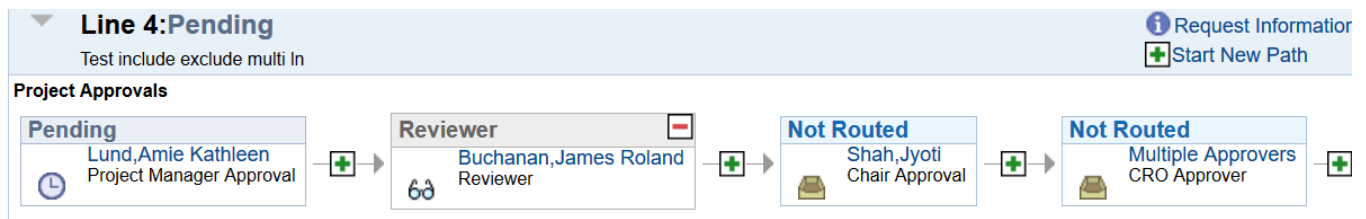


   **\*Preparers can also add Ad Hoc approvers/reviewers from the View Cost Transfers page or when Previewing Approvals from the Cost Transfer Entry page, once a cost transfer has been submitted.**

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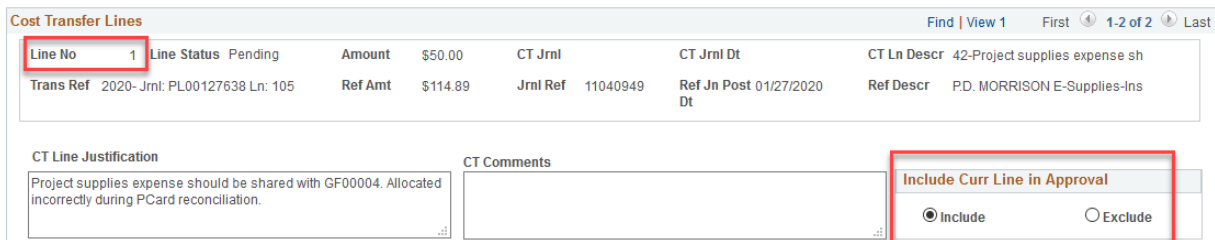


   - Line 1 "include"

| Line No | 2 | Line Status | Pending | Amount | $74.45 | CT Jrnl | | CT Jrnl Dt | | CT Ln Descr | 42-Books for project charged i |
| Trans Ref | 2020- Jrnl: PL00127638 Ln: 1374 | Ref Amt | $85.90 | Jrnl Ref | 10131488 | Ref Jn Post Dt | 01/27/2020 | Ref Descr | AMAZON.COM SERV-Books RefrNC |

**CT Line Justification**
Books for project charged incorrectly to Dept during PCard reconciliation.

**CT Comments**

**Include Curr Line in Approval**
○ Include    ● Exclude

- **Line 2 "exclude"**

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

**Line 2: Awaiting Further Approvals**
Books for project charged inco

➕ Start New Path

**OGCA Post Award manager**

**Not Routed**
➕ → Multiple Approvers
Post Award manager → ➕

**Enter Approver Comment**

| Approve | Deny |

Return to worklist

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

**Line 1:Pending**
⊚View/Hide Comments
➕Start New Path
Project supplies expense shoul

Project Approvals

| Approved | Pending | Not Routed |
|---|---|---|
| Lund,Amie Kathleen Project Manager Approval 05/26/20 - 11:45 AM ✓ | Shah,Jyoti Chair Approval ⏱ | Multiple Approvers CRO Approver 📪 |

**Comments**

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

**Line 2:Pending**
⊚View/Hide Comments
➕Start New Path
Books for project charged inco

Project Approvals

| Approved | Pending | Not Routed |
|---|---|---|
| Lund,Amie Kathleen Project Manager Approval 05/26/20 - 11:45 AM ✓ | Shah,Jyoti Chair Approval ⏱ | 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**
➕Start New Path
Project supplies expense shoul

OGCA Post Award Team

| Not Routed |
|---|
| Multiple Approvers Post Award Team 📪 |

**Line 2:Awaiting Further Approvals**
➕Start New Path
Books for project charged inco

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."**

   

   Wed 5/27/2020 11:24 AM

   EISfinsys@untsystem.edu

   Cost Transfer "0000000032" for "NT752" is Approved.

   To  Chester, Shea
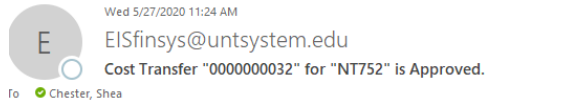
   A Cost Transfer submitted by you has been approved.

   Details:
   Requester:          Chester,Eric Shea
   Business Unit:      NT752
   Transfer ID:        0000000032
   Descr:              test workflow emails
   Entered Date:       2020-05-26

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

   ➢ **If denied, a notification email will be sent.**

   

   Wed 5/27/2020 1:08 PM

   EISfinsys@untsystem.edu

   Cost Transfer "0000000033" for Business Unit "NT752" has been denied.

   To  Chester, Shea;  Buchanan, Lauren
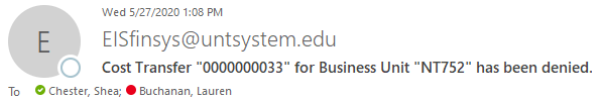
   A Cost Transfer  submitted or Approved by you has been denied.

   Cost Transfer Details:

   Requester:          Chester,Eric Shea
   Business Unit:      NT752
   Transfer ID:        0000000033
   Descr:              Reclass GL account
   Entered Date:       2020-05-27

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

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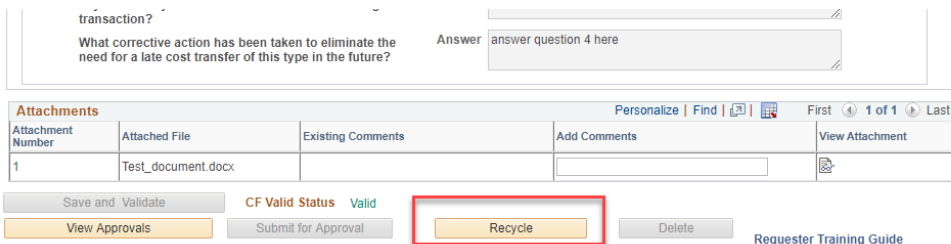
   

**After clicking "Recycle" the cost transfer status becomes "Open" and available for editing. It can then be resubmitted for approval with changes.**

# Appendix A

# Cost Transfer Approval Workflow Diagrams

## (Campus Specific)



**Dallas Cost Transfer**

# Denton Cost Transfer

Admin prepares Cost Transfer Form

PI approval required for ProjIDs receiving or removing a charge. If charging non-grant, that funding owner also approves.

Older than 90 days?

**Yes** → Chair approves (one level above PI.) If PI is chair, Dean approves

**No** → CRO Approves (this is the Concur approver in EIS.) If no CRO, advance to OGCA Post Award

Involves a non-AP journal using Fund Cat 105 or 106?

**Yes** → Controller's Office (Tameika Smith) approves.

**No** → OGCA Post Award (Group to include all Post Award Team members)

OGCA Post Award (Group to include all Post Award Team members)

OGCA Post Award Manager (Marsha), backup is Chuck

Journal posted

# HSC Cost Transfer



**Form prepared by department admin or FRST Team**

**Approval by PI is required when a ProjID is receiving or removing a charge. If charging non-grant, that funding owner also approves.**

Older than 90 days?

Yes → Department Chair / institute director approval (one level above PI. If PI is Chair, Dean approves)

Involves a non-AP journal using Fund Cat 105, Fund Cat 106, or 306-200054 or 200-890002?

Yes → Controller Team (Tom Spencer) approves.

No → Sponsored Programs Post Award

Director, Award Management (Su). Backup is Executive Director, OSP.

Journal

No → Involves a non-AP journal using Fund Cat 105, Fund Cat 106, or 306-200054 or 200-890002?

Yes → Controller Team (Tom Spencer) approves.

No → Sponsored Programs Post Award

Post Award Manager (Victoria). Backup is Director, Award Mgmt (Su)

Journal

# Appendix B

# Cost Transfer Rules

### Cost Transfer Validation Rules

Business Unit DL773     Status [    ∨ ]

**Transfer Rules**      Personalize | Find | 🗗 | 🔢    First ◁ 1-2 of 2 ▷ Last

| | Rule Details | Additional Info | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 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 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 2 | B5050 | Payroll Related Costs | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 3 | B5400 | Depreciation and Amortization | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 4 | B5485 | Claims and Judgements | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 5 | B5600 | F&A Expense | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 6 | B5780 | Interest Exp & Fiscal Charges | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 7 | B5800 | Adjustments | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 8 | B5810 | Lapsed Appropriations | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 9 | B5811 | Asset Retirement Oblig Expense | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 10 | B5820 | Othr Nonoperating Exps | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 11 | B7000 | Transfers | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 12 | B7001 | Transfer Expense | Active | | | sts0051 | 05/07/2020 | sts0051 | 05/07/2020 2:39PM | ➕ |
| 13 | B7002 | Transfer Revenue | Active | | | sts0051 | 05/07/2020 | 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 | sts0051 | 05/13/2020 3:02PM | ➕ |
| 2 | AP | 106 | Educational & General-Projects | Active | | | sts0051 | 05/13/2020 | 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 Stlmnt (TEF) | Active | | sts0051 2020-05-13 -> Updated Status | sts0051 | 05/13/2020 | sts0051 | 05/13/2020 3:24PM | ➕ |
| 2 | AP | 890002 | State Other-PHF | Active | | | sts0051 | 05/13/2020 | sts0051 | 05/13/2020 3:24PM | ➕ |

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