Cost Transfer Workflow Tool

May 2011

Table of Contents

Cost Transfer Workflow Tool Introduction

What is it?

- **A web-based cost transfer tool that will process Non-Salary _and_ Salary Cost Transfers. For Salary Cost Transfers, this tool will process both Legacy and HRS Payroll Transactions**

Summary of Features

- **No paper routing. No printing out of forms. No manual signatures.**
- **Significant reduction in time, completely electronic process.**
- **Unique Transfer number is assigned to at the time of entry for tracking the progress of the transfer and this number will be in WISDM**
- **Ability to search for a transfer at any time**
- **Requires a source transaction directly from WISDM – prevents initiators from entering non-existent or incorrect "from "accounting. Less manual work.**
- **Validation of account coding at the time of entry**
- **The system automatically determines workflow for PI, Division and RSP accountant approval**
- **All notifications are via e-mail – easy to monitor, along with a "user friendly" dashboard.**
- **PIs automatically in approval process when their project is transferred "to" or "from". New feature - PIs can also delegate approval responsibility.**
- **RSP accountant automatically has final approval for sponsored projects**
- **Dashboard for users with information they need to know, such as,**
  - ➢ **Transfers I Need to Sign (Applies to Division/RSP Approvers and PIs)**
  - ➢ **Transfers Routed to Me (Owner has edit rights)**
  - ➢ **Transfers I am Tracking (Preparers)**
  - ➢ **Recently Completed Transfers   (Preparers)**

- **Rejection process to send transfer back, with comments, to Dean's Office or preparer, etc.**
- **Excellent Audit Trail - Each user can create comments and attach documentation**
- **Capability for PIs and other approvers to designate a delegate for the approval process**

Purpose of This Training Document

- To clarify the key similarities and differences between the workflow of the existing non-salary cost transfer process and that of the new electronic workflow tool
- To provide users with guidance to navigate through the features of the new tool
- To provide new users with sufficient information to successfully use the Cost Transfer Workflow Tool

This document has been created specifically to be used as a reference. The assumption is that our intended audience is already familiar with the important concepts and policies associated with cost transfers including but not limited to terms and definitions, allowable and allocable costs, and fiduciary responsibilities. This document is not intended to replace any existing cost transfer policies. For more information regarding current university cost transfer policies, please click on the following:

Accounting Services Cost Transfer Policy (revised Nov 2009):
http://www.bussvc.wisc.edu/acct/policy/processing/703polacnsptnongrant.html

Cost Transfer Policy for Sponsored Projects (revised Jan 2006):
http://www.rsp.wisc.edu/policies/costtransfer/index.html

Resources

There are several resources available to help you progress through the Cost Transfer Workflow Tool that you can use when you encounter problems, have specific questions, or desire to provide feedback:

1. **Help Icon:** for immediate assistance, click on the help icon found on most screens within the Cost Transfer Workflow Tool itself. Many of your questions may be answered right here.

2. **"send a comment/bug report"** – click on this icon within the tool to communicate a problem or comment directly to the Cost Transfer Workflow Tool administrators. Accounting Services, Research and Sponsored Programs and DOIT Technical Staff working as a team to support user issues. **Please include the transfer number and a brief description of the issue.**

3. **Error message for Account coding:** FAQs for error messages or common problems will be on the Accounting Services Cost Transfer Web Site or use the "send a comment/bug report" and mention the cost transfer id (the N or S number).

Cost Transfer Workflow Tool

User Instructions

Roles

The UW—Madison NetID is the authentication mechanism for using the Cost Transfer Workflow Tool.

All users have the Preparer role.

Role	Processing allowed	Comments
Preparer	Create transfers	All campus employee users (except hourly students employees) with UW Madison NetID login authentication can use the tool to create a transfer
Principal Investigator	Approve transfers Create Transfers Delegate Approval Authority	PIs are identified through Project Set-up and will only have approval rights for their projects. Must have NetID.
Division Submitter/Approver	Manage Division Users Approve Transfers to Submit to SFS Create Transfers Delegate Approval authority to another user with the same role only to cover absences	These Approvers must be designated by the Division Business Representatives (form is available), and be well versed in the Accounting Services/RSP training on Cost Transfer Policy or JET training. Approvers have the ability to send journals directly into SFS General Ledger for non-sponsored cost transfers.

Note: Student hourly employees with NetIDs will not have access to the Cost Transfer Workflow Tool.

Instructions for Preparers of Non-Salary Cost Transfers:
(Financial Mgrs, Grant Administrators, Dept Administrators, etc…)

Logging In and Getting Started:

- Go to https://ct.wisc.edu/ and save as a favorite.
- If you have authenticated through another UW Service (such as the MY UW page link) you will be taken directly to the Cost Transfer Tool

Dashboard View –Preparers of Non-Salary Cost Transfers

This is the main screen or landing page from which the preparer begins – think of this as the main menu or "Home" screen.

Work List Headers:
1. **Transfers Routed to Me**:   You are the owner of this transfer record (edit rights)
2. **Open Transfers I am Tracking**:   Unapproved transfers in process that you prepared
3. **Recently Completed Transfers**:   Posted transfers that you prepared

Tips:
- Clicking on work list header icon expands and collapses transfer record list
- Click on the Find a Transfer link to view transfers based on specific criteria

Creating a New Non-Salary Cost Transfer

Under the main menu in your dashboard click **"Create New Non-Salary Cost Transfer"**

ALWAYS – Enter Details of the NSCT – Details should be clear and concise so reviewers/approvers can understand the reason for the transfer. This can be edited during later stages of preparation. Urgent flag is used to indicate an important deadline (e.g. award closeout or fiscal year-end) and will move the transfer to the beginning of the queue for the approvers or "routed to" persons.

After entering **Details**, of Transfer click on link to "**Create**".

Add a Transfer Set

Clicking on "**Create**" takes you to the Non-Salary Cost Transfer screen in which new transfer sets are created.

- In order to start the transfer you must click on "**Add a Transfer Set**." By "adding a Transfer Set", you search for a specific transaction from WISDM
- Transfers cannot be created without a corresponding transaction in WISDM. This guarantees that the "From" side of the transfer is correct.

Search Screen for "From" Transactions

$ Details	Documentation	Route for Assistance	✔ Approvals	History	Posting

🔍 Search

Project ID:	prj15xk	Date:	[ ] to [ ]
Dept ID:	[ ]	Amount:	[ ] to [ ]
Fund:	[ ]	*Note: Either Project ID or Dept ID is required. Other fields are optional.*	
Account:	3710		

🏛 2 transactions totaling $105.63 in your work basket.

⊖ FEDEX	$20.00
⊖ FEDEX	$85.63

Empty Basket → Done

✖ Exit Search   [New Search]

Select all transaction you wish to transfer by clicking the "Basket" icon. Click "Done" in the work basket when all the "From" transactions have been added to the Basket.

✳ Search Results:

51 records found. Viewing records 1 – 10.

Select	Date ▾	Fund	Dept	Project	Program	Account	Class	Amount	Description	PO Nbr	Voucher ID	
In Basket	10/03/2010	144	489700	PRJ15XK	4	3710		20.00	FEDEX			👁
In Basket	10/03/2010	144	489700	PRJ15XK	4	3710		85.63	FEDEX			👁
+ Basket	09/17/2010	144	489700	PRJ15XK	4	3710		16.44	FEDEX			👁
+ B [Add to your work basket.]		144	489700	PRJ15XK	4	3710		26.38	FEDEX			👁
+ Basket	08/20/2010	144	489700	PRJ15XK	4	3710		25.96	FEDEX			👁

Use the Search options to quickly find the "From" transaction. A known date or amount should be entered in the first box and second is left blank. Entering more specific data (Project ID or Dept ID and Fund) will return a smaller list of possible transactions to select for transfer

👁 ***This icon will display additional WISDM fields:***

WISDM Transaction Detail ✖

Journal ID:	JRB0021344	Fund:	144
Journal Date:	09/17/2010	Dept ID:	489700
Posted Date:	09/17/2010	Project ID:	PRJ15XK
Journal Line:	32	Program:	4
Source:	INT	Account:	3710
System Source:	EXT	Class Fld:	
Ledger Group:	ACTUALS	Monetary Amount:	$16.44
Fiscal Year:	2011	Line Description:	FEDEX
Accounting Period:	3	Journal Line Ref:	
PO ID:		PO Vendor Name:	
Voucher ID:		Voucher Vendor Name:	
		Invoice Nbr:	7-209-26219

Entering the "To" Side of the Cost Transfer Transaction

Cost Transfer Tool   Impersonate | Logged in as LYNN S THIELE | Home Sign Out

Quick Search: [   ]

Help

🖘 Non-Salary Cost Transfer

Transfer Nbr:	N000000117	**Date of Request:** 03/16/2011
Preparer:	LYNN S THIELE	**Status:** 1 - Working
Routed to:	LYNN S THIELE	
Details of Transfer: [Change]	fedex invoices paid on default funding. these charges belong on departmental 101-4 funds.	

$ Details | 🗐 Documentation | ➤ Route for Assistance | ✔ Approvals | ⊙ History | 📖 Posting

1	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	✖
From	489700	144	PRJ15XK	4	3710		-20.00	FEDEX			👁
To	489700	101		4	3710		20.00	FEDEX			🗐 ⊕

2	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	✖
From	489700	144	PRJ15XK	4	3710		-85.63	FEDEX			👁
To	489700	101		4	3710		85.63	FEDEX			🗐 ⊕

⊕ **Add a transfer set**

⊗ Cancel Transfer | ✔ Check for Errors | 🖫 Save | ⊙ Submit for Approval

Screen Icon key:

- 👁 View more detail – additional fields from WISDM are displayed
- 🗐 Copy to all – Dept ID, Fund, Project copied to all "to" lines
- ⊕ Split – add a "to" line to split the "from" transaction

Important: Decreasing the "From" amount is considered a "partial" transfer. The Cost Transfer Tool does not allow the "from" to be changed to an amount that is more than the original expense.

As you enter the "Transfer To" account information you may find it useful to use the "Copy to all" function to update all the "To" lines.

Checking for Errors

$ Details	📑 Documentation	➤ Route for Assistance	✔ Approvals	⏵ History	📖 Posting						

⚠ **Please correct the following errors:**

- Transfer must be balanced.
- Transfer requires 90-day justification. Check Documentation tab to complete.

1	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	✖
From	489700	144	PRJ15XK	4	3710		-20.00	FEDEX			👁
To	489700	101		4	3710		20.00	FEDEX			📋 ⊕

2	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	✖
From	489700	144	PRJ15XK	4	3710		-85.63	FEDEX			👁
To	489700	101		4	3710		85.62	FEDEX			📋 ⊕
					Unbalanced		-.01				

⊕ **Add a transfer set**

⊗ Cancel Transfer	✔ Check for Errors	🖫 Save		⊕ Submit for Approval

Checking for Errors validates the funding string and enforces balanced accounting. This will also calculate the applicability of the >90 day rule (i.e., >90 days have passed from the end of the month that the original expense posted), and require that a justification be completed.

FAQs for error messages or common problems will be on the Accounting Services Cost Transfer Web Site.

Documentation tab - Justification for Transfers 90 Days After the Original Transaction

$ Details	Documentation	Route for Assistance	Approvals	History	Posting

90-day Transfer Justification

Please answer the following questions about the transfer (all fields required):

1. Why was this expense originally charged to the coding from which it is now being transferred?

These expenses were originally charged to 144   in error due to a gap in administrative support at the center level.

2. Why should the charge(s) be transferred to the proposed receiving project (i.e. how does project benefit)?

The charges are in direct support of the scope of work and are allocable to the continuation project PRJ

3. Why are the charges allowable and allocable based on the terms and conditions of the receiving award?

These charges are allowable and allocable to PRJ2   ; they were incurred within 90 days of the start date of the project and are included in the approved budget and in direct support of the scope of work.

4. Why is this cost being transferred more than 90 days after the transaction occurred?

Due to a gap in administrative support at the center level the need for these transfers was not identified withing the 90 day period after the transactions occurred.

5. What corrective action has taken place to eliminate the need for cost transfers of this type in the future?

New procedures are being implemented at both the center and division level to more closely monitor actual spending to ensure the proper funding is being used.

⊟ Save Justification

Clear Form

- If the transfer is over 90 days from the end of the month that the transaction posted, additional justification is required.
- After entering the reasons for the justification, you must **click "Save Justification"**
- Attaching supporting documentation (email) or making a comment is also available in this tab. Comments that are included with routing and rejections are stored here. Note, WISDM documentation is not required, as the tool validates the authenticity of the "From."

NSCT Routing, Edit Rights and Ownership

IMPORTANT! Routing is <u>NOT</u> used to collect signatures. "Routing" is intended for assistance or to accommodate a department's internal work flow. Routing a record gives permission to **edit** the cost transfer record. The person you route to will be notified by email of this action and the transfer record will appear in their worklist.

[Cost Transfer Tool – Testing please ignore] Transfer N000000117 has been routed to you. Inbox | X

☆ **no-reply@doit.wisc.edu** to me   show details 10:22 AM (7 minutes ago)   ↩ Reply ▼

*** Original intended recipient(s): MARGARET S NOWICKI ***

Transfer has been routed to you.
Comment:

"please check my work and submit for approval"

You may edit transfer N000000117 by following this link: https://cttest.wisc.edu/N000000117.

Transfer synopsis:
Created by: LYNN S THIELE
Created on: 3/16/2011
Details of transfer:
fedex invoices paid on default funding. these charges belong on departmental 101-4 funds.

> Example of notification e-mails automatically sent out when a transfer is routed to another user. NOTE: a direct link to the transfer record within the Cost Transfer Workflow Tool is embedded in the email.

Submitting NSCT Requests for Approval

Cost Transfer Tool   Impersonate | Logged in as MARGARET S NOWICKI | Home Sign Out

Quick Search: [   ]

❓ Help

🔀 Non-Salary Cost Transfer

Transfer Nbr:	N000000117	Date of Request:	03/16/2011
Preparer:	LYNN S THIELE	Status:	1 - Working
Routed to:	MARGARET S NOWICKI		
Details of Transfer: **[Change]**	fedex invoices paid on default funding. these charges belong on departmental 101-4 funds.		

$ Details | 📋 Documentation | 🡒 Route for Assistance | ✔ Approvals | ⊙ History | 📖 Posting

1	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	✖
From	489700	144	PRJ15XK	4	3710		-20.00	FEDEX			👁
To	489700	101		4	3710		20.00	FEDEX			📋➕

2	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	✖
From	489700	144	PRJ15XK	4	3710		-85.63	FEDEX			👁
To	489700	101		4	3710		85.63	FEDEX			📋➕

⊕ **Add a transfer set**

⊗ Cancel Transfer | ✔ Check for Errors | 🖫 Save   ⊙ Submit for Approval

The owner of the record "routed to" has the ability to submit for approvals. Once submitted, the status changes to "2-Waiting for Approvals". The tool determines the required signatures and automatically notifies the approvers.

NOTE: Routing a transfer to another user transfers ownership. The preparer no longer has edits rights when a transfer is routed to another user or submitted for approval.

History of the Transfer

	Details	Documentation	Route for Assistance	Approvals	History	Posting		

⊙ History

Event	Additional Details	Date	User
Posted	Transfer posted to Journal JRT0016502.	4/26/2011 10:51:28 AM (0d 21h 16m ago.)	
Status Changed	Status changed to 4 - Completed.	4/26/2011 10:51:28 AM (0d 21h 16m ago.)	
Approved	signed for Division Representative.	4/21/2011 1:10:24 PM (5d 18h 57m ago.)	.
Status Changed	Status changed to 3 - Waiting to Post.	4/21/2011 1:10:24 PM (5d 18h 57m ago.)	
Status Changed	Status changed to 2 - Waiting for Approvals.	4/21/2011 1:01:11 PM (5d 19h 6m ago.)	
Routed	Record routed to	4/21/2011 12:54:05 PM (5d 19h 13m ago.)	
Status Changed	Status changed to 1 - Working.	4/21/2011 12:54:05 PM (5d 19h 13m ago.)	.
Status Changed	Status changed to 2 - Waiting for Approvals.	4/21/2011 11:03:08 AM (5d 21h 4m ago.)	
Created	Record was created.	4/21/2011 10:56:32 AM (5d 21h 11m ago.)	

Major events are captured and retained in the history tab.

Managing Account Preferences

 Preferences for LYNN S THIELE
                                                                          Help

Adjust options pertaining to your user account.

✉ **Notifications** ───

E-mail Address on record: LSTHIELE@WISC.EDU

☑ **Send email notifications**

Checking this option ensures that you will receive emails regarding specific events related to cost transfers. It is strongly recommended to keep this option on.

☑ **Send periodic email reminders**

This option will send you a reminder by email periodically (after a long period of inactivity) when you have been requested to sign a cost transfer

[🖫 Save Settings]

👥 **Delegation** ───

You may delegate sign-off authority to any number of other users. These users will receive notifications and have the ability to sign on your behalf.

┌─ **Add a New Delegate** ───┐

Begin typing last name: [   ] Effective*: [   ] 📅 through [   ] 📅 [+ Add]

*You may leave effective dates blank to specify no begin or end date.

└──┘

Managing Email Notifications: Users can turn off the e-mail notification if they are frequently logged into the Cost Transfer Tool. Preparers can also delegate sign-off authority for anticipated absences.

To Delegate – begin typing in the last name of the delegate. For common names use a space and then first letters of first name

Searching for Transfers

On the "Find a Transfer Screen" users:
- Can search for completed transfers
- Can search for transfers in process
- Can use multiple filtering options (e.g. Project ID)
- Have the ability to search for any transfer, not just transfers prepared by you, and view comments, documents, preparer, approvers, etc...

** Eliminates the need to print a copy for your file **   Need Additional Help?   Help   This icon is located on every page.

Instructions for PI's

PI Webcast

Subjects:
- **PI Approval**
- **PI Rejection**
- **PI Delegation**

This is an easy way to familiarize PIs with the tool without needing to read the manual. The webcast has a step-by-step instruction to help PIS use the Cost Transfer Workflow correctly.

Electronically Signing Cost Transfers

Logging In and Getting Started:

- Go to https://ct.wisc.edu
- If you have authenticated to another UW Service you will be taken directly to the Cost Transfer Tool

- Otherwise, enter your NetID login & password

Dashboard View – PIs

This is the main screen or landing page from which PIs begin – think of this as the main menu

Work List Headers:
"Transfers I need to Sign"-   transfers requiring your review and approval
"Transfers Routed To Me"-   transfers needing your review and comments and would normally be routed back to the preparer
"Open transfer I am Tracking"-   transfers in the approval process
"Recently Completed transfers"-   only displays transfers that you have prepared

Delegating Signature Authority – This allows you to designate another user to approve transfers on your behalf. This can be a co-worker who will cover for you during an absence or a permanent delegation to a staff member handling financial transactions. Click on the link to delegate and to set up other preferences, such as turn-off e-mail notifications.

Tip: Clicking on work list header expands and collapses transfer record list

Delegating Sign-Off Authority

Quick Search:

Help

Preferences for JEFFREY D HARDIN

Adjust options pertaining to your user account.

Notifications

E-mail Address on record: JDHARDIN@FACSTAFF.WISC.EDU

☑ **Send email notifications**
Checking this option ensures that you will receive emails regarding specific events related to cost transfers. It is strongly recommended to keep this option on.

☑ **Send periodic email reminders**
This option will send you a reminder by email periodically (after a long period of inactivity) when you have been requested to sign a cost transfer

[🖬 Save Settings]

Delegation

You may delegate sign-off authority to any number of other users. These users will receive notifications and have the ability to sign on your behalf.

Add a New Delegate

Begin typing last name: [_____] Effective*: [_____] 📅 through [_____] 📅 [+ Add]
*You may leave effective dates blank to specify no begin or end date.

** Delegation allows PIs to assign delegates with the authority to electronically sign cost transfers on their behalf **
PI Delegation should only be given to staff with first-hand knowledge of the PI's project's personnel and expenditures and the UW Cost Transfer Policy.

Notifications:
- Emails notify a PI when a new cost transfer in the workflow tool requires their electronic signature
- If desired, stop e-mails by unselecting the "Send email notifications" box
- Additional option to receive reminders when a transfer routed to PI list has not been worked on

Delegation:
- Allows storage of multiple delegates to accommodate various business processes (e.g. one delegate for non-salary and one for salary)

Tip: Non-Salary Cost transfers will always start with "N". Salary Cost transfers always start with "S".

22

Email Notification That a Cost Transfer Requires Approval

> **[Cost Transfer Tool – Testing please ignore] Transfer N000000117 requires your review for approval.** Inbox | X
>
> ⭐ **no-reply@doit.wisc.edu** to me   show details 10:32 AM (4 hours ago)   ↩ Reply ▼
>
> *** Original intended recipient(s): JEFFREY D HARDIN ***
>
> Transfer requires approval from you for Principal Investigator.
> Please review transfer N000000117 by following this link: https://cttest.wisc.edu/N000000117.
>
> Transfer synopsis:
> Created by: LYNN S THIELE
> Created on: 3/16/2011
> Details of transfer:
> fedex invoices paid on default funding. these charges belong or departmental 101-4 funds.
> --------------------------------
>
> ↩ Reply   ➡ Forward

Above is a sample Cost Transfer Tool notification e-mail.

- The link within the body of the notification email brings the PI to the Cost Transfer Tool site.

- If someone routed the transfer to the PI, their comments will be contained in the e-mail.

NOTE: This transfer starts with "N" and is therefore a Non-salary Cost transfer.

Viewing the Details of a Cost Transfer

Quick Search:

Help

Non-Salary Cost Transfer

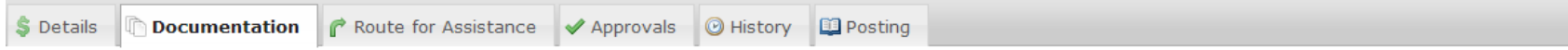| Transfer Nbr:	N000000117		Date of Request:	03/16/2011
Preparer:	LYNN S THIELE		Status:	2 - Waiting for Approvals
Routed to:	MARGARET S NOWICKI			
Details of Transfer:	fedex invoices paid on default funding. these charges belong on departmental 101-4 funds.		←	Reason for Transfer

$ Details | Documentation | Route for Assistance | Approvals | History | Posting

1	Dept ID	Fund	Project ID	Prog	Account	Class	Amount	Description	PO ID	Voucher ID
From	489700	144	PRJ15XK	4	3710		-20.00	FEDEX		
To	489700	101		4	3710		20.00	FEDEX		
2	Dept ID	Fund	Project ID	Prog	Account	Class	Amount	Description	PO ID	Voucher ID
From	489700	144	PRJ15XK	4	3710		-85.63	FEDEX		
To	489700	101		4	3710		85.63	FEDEX		

- Clicking on the link from the work list brings the user to the Details tab showing the "From" and "To" coding

- This is where PIs are able to review the Details of Transfer and the accuracy of the account coding associated with the cost transfer

Documentation/Comments/Justification for Transfers 90 Days After the Original Transaction

$ Details	📋 **Documentation**	📍 Route for Assistance	✔ Approvals	🕐 History	📖 Posting

🕐 90-day Transfer Justification

Please answer the following questions about the transfer (all fields required):

1. Why was this expense originally charged to the coding from which it is now being transferred?

These expenses were originally charged to 144   in error due to a gap in administrative support at the center level.

2. Why should the charge(s) be transferred to the proposed receiving project (i.e. how does project benefit)?

The charges are in direct support of the scope of work and are allocable to the continuation project PRJ

3. Why are the charges allowable and allocable based on the terms and conditions of the receiving award?

These charges are allowable and allocable to PRJ28GA as they were incurred within 90 days of the start date of the project and are included in the approved budget and in direct support of the scope of work.

4. Why is this cost being transferred more than 90 days after the transaction occurred?

Due to a gap in administrative support at the center level the need for these transfers was not identified withing the 90 day period after the transactions occurred.

5. What corrective action has taken place to eliminate the need for cost transfers of this type in the future?

New procedures are being implemented at both the center and division level to more closely monitor actual spending to ensure the proper funding is being used.

💾 Save Justification

Clear Form

If the transfer is over 90 days, the preparer will be automatically required to fill out the justification, which can then be viewed in the documentation tab. Attachments can also be seen here, if any are attached to the transfer. Comments are also stored in this tab.

Definition - 90 Day period is technically 90 days from the end of the month a transaction is posted.

Approving & Rejecting Non-Salary Cost Transfers

$ Details	🗐 Documentation	↱ Route for Assistance	✔ Approvals	⊙ History	📖 Posting

✔ **Required Approvals**

3 total signatures required. 3 signatures remaining. You can sign for at least one item on this transfer.

	Signature Role	For	Signed by	Signed on	
⇗	Principal Investigator	Project PRJ15XK			⇐
⇗	Division Representative	Division 48			Who can sign?
⇗	RSP Accountant	Project PRJ15XK			Who can sign?

Approve/Reject for Principal Investigator

Comment: Auto-responses...

[   ]

✔ Approve		↩ Send back to Preparer	✎ Correct

Send Notification to:
☐ LYNN S THIELE ☐ MARGARET S NOWICKI

Feature: required approvals are automatically determined by the workflow tool, which recognizes who you are and highlights (shading and green arrow) the projects you are electronically signing

- Addition of comments is optional.
- Sending notification of approval action is not required but PIs can check "Send Notification to" for anyone in the list.
- Clicking "Approve" captures PI signature on the transfer record and no further action is required from the PI.

- If the accounting or justification needs more work, PIs can either click "Send back to Preparer" or enter correction mode by clicking "Correct." If the transfer is sent back, it is a good practice to include a comment telling the preparer the revisions that need to be performed. The other option is for you to make the correction yourself.
- After the correction is made, click "Submit for Approvals" and then "Approve" in the approval tab.

Need Additional assistance?

 This icon is located on every page.

Send a comment/bug report

You can also send a comment to the CTWF Administrators.

Instructions for Division Approvers

Logging In and Getting Started:

- Go to https://ct.wisc.edu/
- If you have authenticated to another UW Service you will be taken directly to the Cost Transfer Tool

Dashboard View – Approvers

This is the main screen or landing page from which Approvers begin – think of this as the main menu

Work List Headers:
"Transfers I need to Sign"-   transfers requiring your review and approval
"Transfers Routed To Me"-   transfers needing your review and comments and would normally be routed back to the preparer
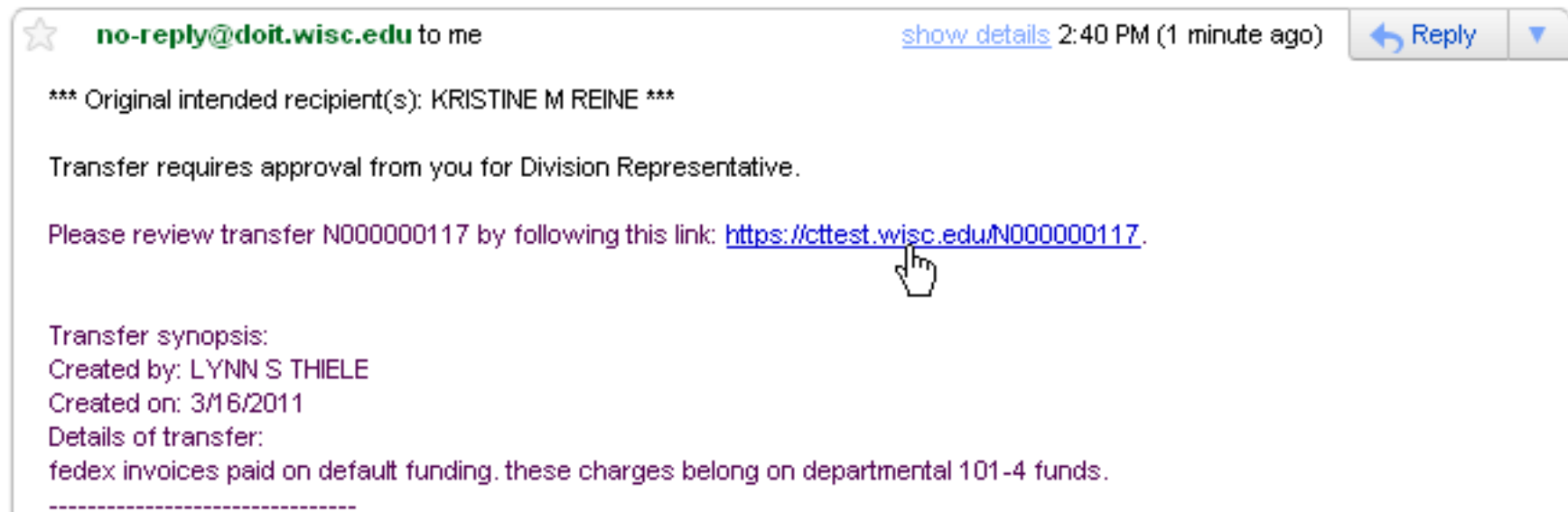**"Open Transfers I am Tracking"-**   transfers in the approval process
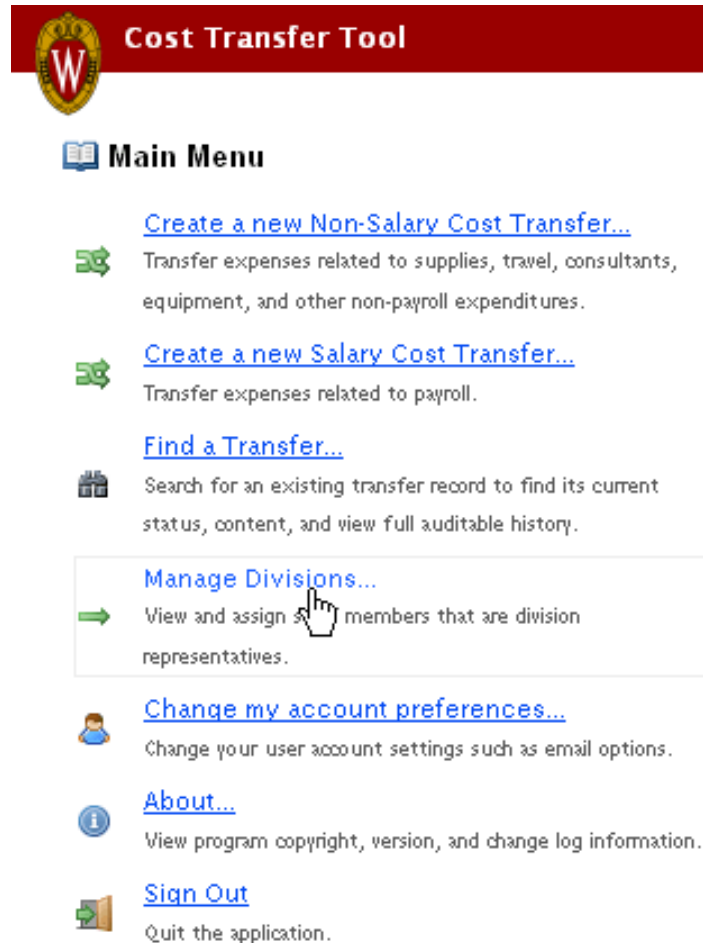**"Recently Completed Transfers"-**   only displays transfers that you have prepared

Email Notification to Approvers

Notification emails include a direct link to the Dashboard view within the Cost Transfer Workflow Tool

Manage Division Access to the Cost Transfer Tool

Each Division will authorize a group of expert users that will have Division Approval Authority; click on **Manage Divisions**
- This authority will also include security to assign the entire division, a range of departments or a single department for a Preparer
- Auto-routing of approvals means that the Preparer does not need to know who the Division Approver is; this is built into the tool

IMPORTANT - When the transfer set is contained within one Division – only one approver is required by the system. Please consider your Division's business practices and use "Routing" to alert other approvers of transfers, when necessary.

Manage Division Access to the Cost Transfer Tool

Cost Transfer Tool

Impersonate | Logged in as NATHAN C RUSCH | Home Sign Out

Quick Search:

Manage Division 53 MEDICAL SCHOOL

Add, remove, or change personnel that are assigned to this division.

Person	Department Range		
00454344 KARLA R THOMPSON	530300 - 530399	Change	Delete
00045363 MARY L MACHAJ	530600 - 533499	Change	Delete
00197215 MARK R MCCLINTOCK	533700 - 535099	Change	Delete
00454344 KARLA R THOMPSON	535100 - 537299	Change	Delete
00465943 CAMILLE L HOGAN	537700 - 539899	Change	Delete
00455040 DARLENE R WOOD	530200 - 530299	Change	Delete

+ Add New Person

The Cost Transfer Workflow Tool enables Divisions to establish their internal work flow buy adding Divisional Representatives and / or by setting Department ID Ranges.

The CTWF Administrators set up new individuals as Submitters through the Request for Approver Authorization process that requires completion of Cost transfer Policy Training.

Accounting / Coding of Non-Salary Cost Transfers

Cost Transfer Tool

Impersonate | Logged in as KRISTINE M REINE | Home Sign Out

Quick Search: [   ]

Help

Non-Salary Cost Transfer

Transfer Nbr:	N000000117	Date of Request:	03/16/2011
Preparer:	LYNN S THIELE	Status:	2 - Waiting for Approvals
Routed to:	JEFFREY D HARDIN		
Details of Transfer:	fedex invoices paid on default funding. these charges belong on departmental 101-4 funds.		

Transfer →

← **Reason for Transfer**

Tabs: **$ Details** | Documentation | Route for Assistance | ✔ Approvals | ⊙ History | 📖 Posting

1	Dept ID	Fund	Project ID	Prog	Account	Class	Amount		Description	PO ID	Voucher ID
From	489700	144	PRJ15XK	4	3710		-20.00	FEDEX			
To	489700	101		4	3710		20.00	FEDEX			
2	**Dept ID**	**Fund**	**Project ID**	**Prog**	**Account**	**Class**	**Amount**		**Description**	**PO ID**	**Voucher ID**
From	489700	144	PRJ15XK	4	3710		-85.63	FEDEX			
To	489700	101		4	3710		85.63	FEDEX			

- Fields are locked once the record enters the "2-Waiting for Approvals" status

- Detail tab will have the "From" and "To" transactions

Justification for Transfers 90 Days After Date of Original Transaction

$ Details	📄 Documentation	↱ Route for Assistance	✓ Approvals	⊙ History	📖 Posting

⏰ 90-day Transfer Justification

Please answer the following questions about the transfer (all fields required):

1. Why was this expense originally charged to the coding from which it is now being transferred?

These expenses were originally charged to 144   in error due to a gap in administrative support at the center level.

2. Why should the charge(s) be transferred to the proposed receiving project (i.e. how does project benefit)?

The charges are in direct support of the scope of work and are allocable to the continuation project PRJ

3. Why are the charges allowable and allocable based on the terms and conditions of the receiving award?

These charges are allowable and allocable to PRJ2   they were incurred within 90 days of the start date of the project and are included in the approved budget and in direct support of the scope of work.

4. Why is this cost being transferred more than 90 days after the transaction occurred?

Due to a gap in administrative support at the center level the need for these transfers was not identified withing the 90 day period after the transactions occurred.

5. What corrective action has taken place to eliminate the need for cost transfers of this type in the future?

New procedures are being implemented at both the center and division level to more closely monitor actual spending to ensure the proper funding is being used.

💾 Save Justification

Clear Form

If the transfer is over 90 days from the end of the month that the transaction posted, the preparer will be automatically required to fill out the justification, which can then be viewed in the documentation tab. Attachments can also be seen here, if any are attached to the transfer.

Definition - 90 Day period is technically 90 days from the end of the month a transaction is posted.

Collecting Signatures

The Cost Transfer Workflow tool automatically determines required approvals:
- Identifies the user and highlights (shading and green arrow) which projects require the user's approval
- Approvals are in the following tiers and are captured sequentially: PI, Division, RSP. Within those tiers, signatures can be collected in parallel (Multiple Division Reps can sign simultaneously for cross divisional transfers).
- Clicking "approve" captures your signature on the transfer record and no further action is required.
- The form collects signatures using automated system generated notifications.

If the accounting or justification needs more work, click "Send back to Preparer" **or** enter correction mode by clicking "Correct" to make the correction(s) yourself. If you send back the transfer, it is a good practice to include a comment telling the Preparer the revisions you are asking them to perform. Alternatively, clicking "Correct" reverts the record to the "1-Working" status, which allows editing. After the correction is made, click the "Submit for Approvals" and then "Approve" in the approval tab.

Email Notification: RSP Send-Back to Division

[Cost Transfer Tool - Testing please ignore] Transfer N000000117 rejected.

Inbox | X

☆ **no-reply@doit.wisc.edu** to me   show details 2:59 PM (0 minutes ago)   ↩ Reply   ▼

*** Original intended recipient(s): KRISTINE M REINE ***

PAUL A CAMERON rejected transfer N000000117 for RSP Accountant.
The following reason was provided:

"The reason for the transfer ("details of transfer") is not complete. Please explain: a) why this expense originally charged to the project from which it is now being transferred, b) why the charge(s) should be transferred to the proposed receiving project (i.e. how does the project benefit?), and c) why are the charges allowable and allocable based on the terms and conditions of the receiving award."

View this transfer's details at: https://cttest.wisc.edu/N000000117

Transfer synopsis:
Created by: LYNN S THIELE
Created on: 3/16/2011
Details of transfer:
fedex invoices paid on default funding. these charges belong on departmental 101-4 funds.

- The above represents an email that a Division Approver would receive if RSP is unable to approve a cost transfer and "sends back" ownership of the cost transfer to the Division Approver.

- The Cost Transfer Workflow Tool routes the record back to the Division to grant edit rights for corrections. Divisions can perform the requested fix or can route the record to preparer; see next screen shot for more details.

RSP Send-Back to Division

If you route the transfer, it is a good practice to include a comment telling the recipient what you are asking them to do. Once the record is resubmitted for approvals, the tool computes needed signatures and preserves signatures already captured.

Routing is not to be used for approvals – Routing transfer ownership and edit rights for the transfer.

Salary Cost Transfers for Preparers

Salary Cost Transfers uses the same functionality as Non-Salary Transfers with some differences due to the difference in process. Use the link to "Create a new Salary Cost Transfer"

Please enter the following information regarding your cost transfer. You must select one employee and one job of that employee. When you have completed entry, press the Create button.

Basic Attributes

Preparer:	JANET M LARSON
Email:	JLARSON@BUSSVC.WISC.EDU (You will receive important notifications about this cost transfer at this address.)
Department:	030500 – MSN/BUS SV/ACCOUNTING SVCS/ACCTG SVCS
Details of Transfer*: Chars left: 1958	Test Salary Cost Transfer for Beta testing

☐ URGENT

Employee*:
Begin typing last name.

[00123456] WASHINGTON, GEORGE

Job*:
Select one.

FINANCIAL SPEC 3 ⌄

+ Create

* denotes required field.

Helpful Tips

- When completing the Details of Transfer, please describe what your cost transfer is doing and the justification for doing it. Your cost transfer may be rejected by a reviewer if the details of transfer is not accurate with respect to the accounting you have entered.
- Use the URGENT flag with discretion. Examples of urgent would include cost transfers that need to occur quickly due to award closeout or some other important deadline in the near future.

ALWAYS – Enter Details of the SCT – Details should be clear and concise so reviewers/approvers can understand the reason for the transfer. This can be edited during later stages of preparation. Urgent flag is used to indicate an important deadline (e.g. award closeout or fiscal year-end) and will move the transfer to the beginning of the queue for the approvers or "routed to" persons.

For Salary Cost Transfers, there must be an employee selected at the transfer details panel. Enter employee last name to get a drop down list of employees. For common last names, leave a space and continue typing the first name to narrow the list. After selecting the correct employee and job, click the "Create" button.

Cost Transfer Tool

Impersonate | Logged in as JANET M LARSON | Home Sign Out

Quick Search:

⊙ Help

🔀 Salary Cost Transfer

Transfer Nbr:	S000000157		Date of Request:	04/12/2011
Preparer:	JANET M LARSON		Status:	1 – Working
Routed to:	JANET M LARSON			
Details of Transfer: [Change]	Test Salary Cost Transfer for Beta testing			
Employee:	[00123456] WASHINGTON, GEORGE		Job:	FINANCIAL SPEC 3

$ Details	Documentation	↱ Route for Assistance	✔ Approvals	⊙ History	📖 Posting

⊕ Add a pay period

✖ Cancel Transfer	✔ Check for Errors	🖫 Save

Send a comment/bug report

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Clicking on "**Create**" takes you to the Salary Cost Transfer details screen.

- A unique transfer number is assigned and other basic information is displayed in the heading.
- In order to start the transfer you must click on "**Add a pay period**" to search for specific payroll transactions in WISDM. This guarantees that the "From" side of the transfer is correct.

Quick Search:

Help

🔄 Salary Cost Transfer

Transfer Nbr:	S000000157	**Date of Request:**	04/12/2011
Preparer:	JANET M LARSON	**Status:**	1 – Working
Routed to:	JANET M LARSON		
Details of Transfer: [Change]	Test Salary Cost Transfer for Beta testing		
Employee:	[00123456] WASHINGTON, GEORGE	**Job:**	FINANCIAL SPEC 3

$ Details	📄 Documentation	📤 Route for Assistance	✔ Approvals	⊙ History	📖 Posting

Salary Payment Search

Select the salary payments you wish to transfer. When completed, click the **Done** button below to move the payments into your salary cost transfer.

Payment End Date: 07/01/2010 📅 to 06/30/2011 📅   🔍 Search

☑ Select all salary payments

The default for the search criteria is the current fiscal year. Change the date parameters to get older payment results.

Impersonate | Logged in as JANET M LARSON | Home Sign Out

Quick Search:

❓ Help

⇄ Salary Cost Transfer

Transfer Nbr:	S000000159		Date of Request:	04/12/2011
Preparer:	JANET M LARSON		Status:	1 – Working
Routed to:	JANET M LARSON			
Details of Transfer: [Change]	Test transfer for Salary Cost Transfer			
Employee:	[00123456] WASHINGTON, GEORGE		Job:	FINANCIAL SPEC 3

| $ Details | 📋 Documentation | ↱ Route for Assistance | ✔ Approvals | ⊙ History | 📖 Posting |

Salary Payment Search

Select the salary payments you wish to transfer. When completed, click the **Done** button below to move the payments into your salary cost transfer.

Payment End Date: 07/01/2010 📅 to 06/30/2011 📅   🔍 Search

☐ Select all salary payments

Pay Period 06/20/2010 to 07/03/2010 $1,873.41 [Legacy Payroll]

Select	Employee ID	Employee Name	Fund	Dept	Project	Program	Account	Calc ID	Amount
☐	00123456	WASHINGTON, GEORGE	101	340270		4	1531	201007600	1,873.41

Pay Period 07/04/2010 to 07/17/2010 $1,873.41 [Legacy Payroll]

Select	Employee ID	Employee Name	Fund	Dept	Project	Program	Account	Calc ID	Amount
☐	00123456	WASHINGTON, GEORGE	101	340270		4	1531	201007800	1,873.41

Search result.

Cost Transfer Tool

Quick Search: [   ]

Help

🔁 Salary Cost Transfer

Transfer Nbr:	S000000159	Date of Request:	04/12/2011
Preparer:	JANET M LARSON	Status:	1 – Working
Routed to:	JANET M LARSON		
Details of Transfer: [Change]	Test transfer for Salary Cost Transfer		
Employee:	[00123456] WASHINGTON, GEORGE	Job:	FINANCIAL SPEC 3

| $ Details | 📄 Documentation | 🡒 Route for Assistance | ✔ Approvals | ⊙ History | 📖 Posting |

Salary Payment Search

Select the salary payments you wish to transfer. When completed, click the **Done** button below to move the payments into your salary cost transfer.

Payment End Date: 07/01/2010 📅 to 06/30/2011 📅 | 🔍 Search

☐ Select all salary payments

Pay Period 06/20/2010 to 07/03/2010 $1,873.41 [Legacy Payroll]

Select	Employee ID	Employee Name	Fund	Dept	Project	Program	Account	Calc ID	Amount
☑	00123456	WASHINGTON, GEORGE	101	340270		4	1531	201007600	1,873.41

Pay Period 07/04/2010 to 07/17/2010 $1,873.41 [Legacy Payroll]

Select	Employee ID	Employee Name	Fund	Dept	Project	Program	Account	Calc ID	Amount
☑	00123456	WASHINGTON, GEORGE	01	340270		4	1531	201007800	1,873.41

Select the pay periods that require transfer by using the "Select" box. Use the "select all salary payment" option if transferring the entire search result.

| ✖ Exit Search | | → Done |

Scroll down to bottom of list to select the transfers by clicking the "Done" button.

43

This creates a set of transfers.

Transfer sets ready to enter new coding in the "To" line.

Screen Icon key:
- View more detail – additional transaction fields from WISDM are displayed
- Copy to all – Dept ID, Fund, Project copied to all "to" lines
- Split – add a "to" line to split the "from" transaction

Pay Period 06/20/2010 - 07/03/2010

1	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	030500	101		4	1531		1873.41

Pay Period 07/04/2010 - 07/17/2010

2	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	340270	101		4	1531		1873.41

Example of first "To" line entered and then "Copy to all" function used.

⇄ Salary Cost Transfer

Transfer Nbr:	S000000159	Date of Request:	04/12/2011
Preparer:	JANET M LARSON	Status:	1 – Working
Routed to:	JANET M LARSON		
Details of Transfer: [Change]	Test transfer for Salary Cost Transfer		
Employee:	[00123456] WASHINGTON, GEORGE	Job:	FINANCIAL SPEC 3

$ Details	🗐 Documentation	↱ Route for Assistance	✔ Approvals	⊙ History	📖 Posting

Pay Period 06/20/2010 - 07/03/2010

1	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	✖
From	340270	101		4	1531		-1873.41	WASHINGTON, GEORGE	👁
To	030500	101		4	1531		1873.41	WASHINGTON, GEORGE	🗐 ⊕

Pay Period 07/04/2010 - 07/17/2010

2	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	✖
From	340270	101		4	1531		-1873.41	WASHINGTON, GEORGE	👁
To	030500	101		4	1531		1873.41	WASHINGTON, GEORGE	🗐 ⊕

⊕ **Add a pay period**

⊗ Cancel Transfer	✔ Check for Errors	🖫 Save

⊕ Submit for Approval

When coding has been entered, save, check for errors and then Submit for Approval.

Submit for approval will automatically validate the accounting string. In this case there are errors.

$ Details	📄 Documentation	↗ Route for Assistance	✔ Approvals	⏱ History	📖 Posting

Pay Period 06/20/2010 - 07/03/2010

1	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	030500	101		4	1531		1873.41

⚠ ORGEDIT: Fund-Program invalid for Dept

Pay Period 07/04/2010 - 07/17/2010

2	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	030500	101		4	1531		1873.41

⚠ ORGEDIT: Fund-Program invalid for Dept

Oops! Error message when coding does not pass edits. Clicking Submit automatically validates funding.

$ Details	Documentation	Route for Assistance	✔ Approvals	⊙ History	📖 Posting

Pay Period 06/20/2010 - 07/03/2010

1	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	030500	101		1	1531		1873.41
⚠ ORGEDIT: Fund-Program invalid for Dept							

Pay Period 07/04/2010 - 07/17/2010

2	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	030500	101		1	1531		1873.41
⚠ ORGEDIT: Fund-Program invalid for Dept							

⊕ **Add a pay period**

⊗ Cancel Transfer	✔ Check for Errors	🖫 Save

Update Funding and then "Check for Errors".

$ Details	Documentation	Route for Assistance	✔ Approvals	History	Posting		

Transfer is valid.

Pay Period 06/20/2010 - 07/03/2010

1	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	030500	101		1	1531		1873.41

Pay Period 07/04/2010 - 07/17/2010

2	Dept ID	Fund	Project	Prog	Account	Class	Amount
From	340270	101		4	1531		-1873.41
To	030500	101		1	1531		1873.41

⊕ **Add a pay period**

⊗ Cancel Transfer	✔ Check for Errors	🖫 Save

New funding is validated. You could also save this transfer if you need to do follow-up for the correct funding.

⊗ Cancel Transfer	✔ Check for Errors	🖫 Save

⊕ Submit for Approval

Submit for approval again.

Message is displayed that Transfer has been Successfully Submitted for Approval.

Clicking on approvals tab will display approvals required for the transfer to go through.

Clicking on the "Who can sign?" link returns a list of approvers for this Transfer.

	$ Details	Documentation	Route for Assistance	✔ Approvals	⊙ History	📖 Posting

⊙ **History**

Event	Additional Details	Date	User
Status Changed	Status changed to 2 - Waiting for Approvals.	4/12/2011 1:26:19 PM (0**d** 0**h** 3**m** ago.)	JANET M LARSON
Created	Record was created.	4/12/2011 12:51:33 PM (0**d** 0**h** 37**m** ago.)	JANET M LARSON

History Tab displays actions for this transfer.

Navigating back to the "Home" link returns you to the Dashboard

Quick Search: [ ]

🖅 Transfers Routed to Me (4)

	Transfer Nbr	Created on	Owner	Details	Status
🚩	N000000150	04/11/2011	JANET M LARSON	Test Project Transfer	1 – Working
	N000000149	04/11/2011	JANET M LARSON	Test Transfer for FMM	1 – Working
	N000000154	04/11/2011	JANET M LARSON	Transfer for error	1 – Working
	N000000155	04/12/2011	JANET M LARSON	TEST Transfer	1 – Working

🖅 Open Transfers I am Tracking (2)

Transfer Nbr	Created on	Owner	Details	Status
S000000152	04/11/2011	JANET M LARSON	TEST Salary Cost Tansfer	2 – Waiting for Approvals
S000000159	04/12/2011	JANET M LARSON	Test transfer for Salary Cost Transfer	2 – Waiting for Approvals

🖅 Recently Completed Transfers (1)

Not finding the transfer you're looking for? Search for it...

Send a comment/bug report

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Open transfers I am tracking are transfer that have been submitted for Approval or routed to another user.

General Information

1. Transfer number will be available in WISDM in Journal Description. You can search for the transfer by using this number.

GL Jrnl ID	JRT0014076
Jrnl Date	3/7/2011
Acct Period	9
Ledger	ACTUALS
Source	INT
Status	Posted
Descr	COST TRANSFER N000000082
System Source	EXT
Jrnl Total Lines	10
Jrnl Total Debits	93.00
Jrnl Total Credits	93.00

2. Search for a Transfer in the Cost Transfer Workflow Tool

On the "Find a Transfer Screen" users:
- Can search for completed transfers
- Can search for transfers in process
- Can use multiple filtering options (e.g. Project ID, preparer, owner)
- Have the ability to search for any transfer, not just transfers prepared by you, and view comments, documents, preparer, approvers, etc…

   ** Eliminates the need to print a copy for your file **