

UW-Madison Cost Transfers

Policies and Practice

Agenda

- Background
- What is a cost transfer?
- What are the different types of cost transfers?
- Why would I need a cost transfer?
- Why should I avoid cost transfers?
- When should I not use a cost transfer?
- How would I use the new tool for cost transfers?
- How can I avoid cost transfers?
- Questions?



UW-Madison's Cost Transfer Policy

- Costs should be charged to the appropriate funding string when first incurred.
- Transfer for exceptions not as a practice
- The official policy can be found at both websites:
 - [Research and Sponsored Programs](#)
 - [Business Services](#)

Reasons for Policy

- Provides needed guidance for staff on allowability and process for all transfers
- The 2005 Legislative Audit Bureau report identified need for a cost transfer policy for sponsored projects
- New sponsored projects audit procedures explicitly define allowable transfer policy (site handouts).
- Compliance with federal cost principles required as condition of acceptance of federal funds

Regulations for Sponsored Projects

- OMB Circular A-21

http://www.whitehouse.gov/omb/circulars_a021_2004

➤ Sections C.1-C.4: concepts of allowability, allocability, and reasonableness.

http://www.whitehouse.gov/omb/circulars_a021_2004#c

Regulations for Sponsored Projects

- OMB Circular A-21

http://www.whitehouse.gov/omb/circulars_a021_2004

- Section C.4.b: “costs...may not be shifted to other sponsored agreements to meet deficiencies caused by overruns or other fund considerations; to avoid restrictions imposed by law or by terms of the sponsored agreement, or for other reasons of convenience.”

Regulations for Sponsored Projects

- OMB Circular A-110
http://www.whitehouse.gov/omb/circulars_a110
 - **Subpart D.71: 90 days to close**
 - http://www.whitehouse.gov/omb/circulars_a110#71
- Agency Specific Regulations
 - NIH Grants Policy Statement, “Cost Transfers, Overruns, and Accelerated and Delayed Expenditures”
http://grants.nih.gov/grants/policy/nihgps_2001/part_ii_a_3.htm
 - Other agencies, see award terms and conditions.

What is a cost transfer?

- Definition
 - A reallocation of a posted salary or non salary expense between established funding strings
- Warning!
 - Cost transfer activity can be a warning flag to external auditors especially those who review grant administration

What is a cost transfer (continued)

- Example of Acceptable Transfer
 - Correction of a clerical error
 - Reallocation of expenses where multiple accounts benefited
 - Reallocation of shared resource costs
 - Transfer of costs to divisional discretionary funds

What are different types of cost transfers?

- Salary sponsored
- Salary non-sponsored
- Non-salary sponsored
- Non-salary non-sponsored

Sponsored or Non-Sponsored Projects?

- Sponsored project
 - Administered by Business Services and RSP
 - Externally funded (except Grad School-135 projects)
 - Conditions, terms and reporting requirements (financial, effort, etc)
 - Require billing, LOC (Letter of Credit Draw)
 - Charge F&A to the project (overhead)

Sponsored or Non-Sponsored Projects?

- Non-sponsored
 - Accounting Services/Delegated units use Project Lite
 - Generally internally funded
 - No complex billing or reporting requirements
 - No effort reporting required
 - No F&A charges
 - Gifts are considered a non-sponsored project



Salary sponsored

- Involves at least one sponsored project
- Only involves salary expense codes (tuition and fringe will follow automatically)
- If this transfer occurs 90 days after the original charge posts, the 90 day justification will be required
- Requires PI approval for each sponsored project involved in transfer
- Requires Division approval for each sponsored project involved in transfer
- Requires RSP approval (allowability, effort)



Salary non-sponsored

- Only involves non-sponsored funds
- Only involves salary expense codes (tuition and fringe benefits will follow)
- Does not require PI approval
- Does not require RSP approval
- Regardless of when initial charge posted, it does not require 90 day justification
- Final approval is at the Divisional offices



Non-salary sponsored

- Involves at least one sponsored project
- Only involves non-salary expense codes
- Requires PI approval for each sponsored project involved in transfer
- Require RSP approval (allowability)
- If this transfer occurs 90 days after the original charge posts, the 90 day justification will be required



Non-salary non-sponsored

- Only involves non-sponsored funds
- Only involves non-salary expense codes
- Does not require 90 day justification
- Does not require PI approval
- Does not require RSP approval
- Final approval is at the Divisional offices

Required Details of Transfer

- Indicate why the original funding was charged and why it should be moved to the new funding

90 day justification for sponsored projects

- Why was this expense originally charged to the coding from which it is now being transferred?
- Why should the charge(s) be transferred to the proposed receiving project (i.e., how does the project benefit)?
- Why are the charges allowable and allocable based on the terms and conditions of the receiving award?
- Why is this cost being transferred more than 90 days after end of the month the transaction occurred?
- What corrective action has been taken to eliminate the need for cost transfers of this type in the future?



Why would I need a cost transfer?

- Cost transfers are for correcting errors
- Identify the problem
 - Incorrect entry
 - Over-spending
 - “Cost sharing”
- Allowability and allocability of costs must be established (sponsor guidelines, A-21)
- Costs not allocable to a project cannot be transferred to that project, even temporarily



Why would I need a cost transfer? (continued)

- Necessary: Original cost applied must be absolutely essential to achieve a certain result. Transfer is necessary to have this cost applied to the proper funding.
- Reasonable: The nature of the original cost and the subsequent transfer reflects the action that a prudent person would take under similar circumstances. “If it was published on the front page of the Wisconsin State Journal, would that be okay with you?”
- Allocable: A cost is allocable if goods or services involved are chargeable or assignable in accordance with the relative benefits received by the funding. In order to be allocable a cost must be treated consistently in like circumstances.
- Consistent: Free from variation or contradiction from standard university business practices.
- Permissible: Allowed under university policies and state law.



Why should I avoid cost transfers?

- Cost transfers represent a serious audit risk as federal auditors have made cost transfers a top priority!
- Impact of incorrect entry/transfer
 - Audit risk
 - Financial period
 - Delay in award closeout
 - Effort Reporting
- The burden of explaining discrepancies



Fines/Costs

- Dec 2008 Yale settles with Federal Gov (\$7.6M). Audit cited questionable grant transactions & accounting practices, specifically transfer of costs to Fed awards to avoid returning unspent funds.

When should I not use a cost transfer?

- Do not use to create an internal billing
- Do not use to manage your grant balances
- Do not use to transfer fringe only
 - Exceptions may apply on sponsored projects that do not allow fringe – call your RSP accountant to determine if this exception applies to your grant
 - To look up the grant accountant
<http://www.rsp.wisc.edu/accountantsearch.html>
- Do not use to transfer prior year GPR
 - Exceptions may apply. Call Accounting Services for exceptions at 608-262-9460
- Do not use to transfer salary account codes-send to Accounting Services
- Do not use to do salary transfer between appt ID –send to accounting serv



When should I not use a cost transfer? (continued)

- Do not use to process transfers using balance sheet accounts
- Do not use to process transfers using revenue accounts

What Is the Cost Transfer Workflow Tool?

- It is a new web-based tool available to any campus unit needing to process salary and non-salary cost transfers, including transfers related to sponsored research projects. Some of the basic features include:
- Eliminates the need for paper forms, printouts, and physical signatures
- Transparent tracking of historical cost transfers as well as those in progress
- Automated workflow approval process
- Automated check for errors; requires a source transaction directly from WISDM and validates account coding



How would I use the new tool for sponsored?

■ Roles and responsibilities

- Preparer: Initiates cost transfer
- 1st approver: PI or their delegated approver
- 2nd approver: Division
- 3rd approver (if sponsored): RSP

How would I use the new tool for non-sponsored?

- Roles and responsibilities

- Preparer: Initiates cost transfer

- 1st approver: Division

For Divisions that use a PI or delegate in their process the preparer will need to route to others in the process to add their approval comments but only Division approves in the tool.



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How can I avoid cost transfers?

- Meet regularly with PIs and review awards
- Maintain accurate internal billing information
 - MDS/DOIT has the PAT tool
 - Purchasing card has PVS Net
 - Ensure internal billers have accurate funding string
- Be aware of any outstanding internal bills that could post to your grant

How can I avoid cost transfers?

- Review purchasing card edits each billing cycle
- Be aware of staffing appointments or changes
- HRS deadlines
 - Make funding changes before the final confirm

REMINDERS!

- Minimize cost transfers
- There are complexities involved in doing cost transfers
- Audit risk associated with doing cost transfers
- The official policy can be found at both websites:
 - [Research and Sponsored Programs](#)
 - [Business Services](#)

QUESTIONS?

Cost Transfer Workflow Tool Background

APR Cost Transfer Tool Team was charged to create a modern process for Non-Salary and Salary Cost Transfers.

Following Lean Six Sigma principles –

A cross-campus team collected historical data and documented current processes. Campus interviews were conducted to arrive at a list of requirements for the development of the tool.



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Cost Transfer Workflow Tool

Cost Transfer Workflow Tool

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
- Replaces the antiquated system for creating and routing paper transfer forms.
- Replaces JET transfers for many transactions.
- When will this be available?

Rollout is scheduled for May 2011

Cost Transfer Workflow Tool - How will I use the Tool?

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.

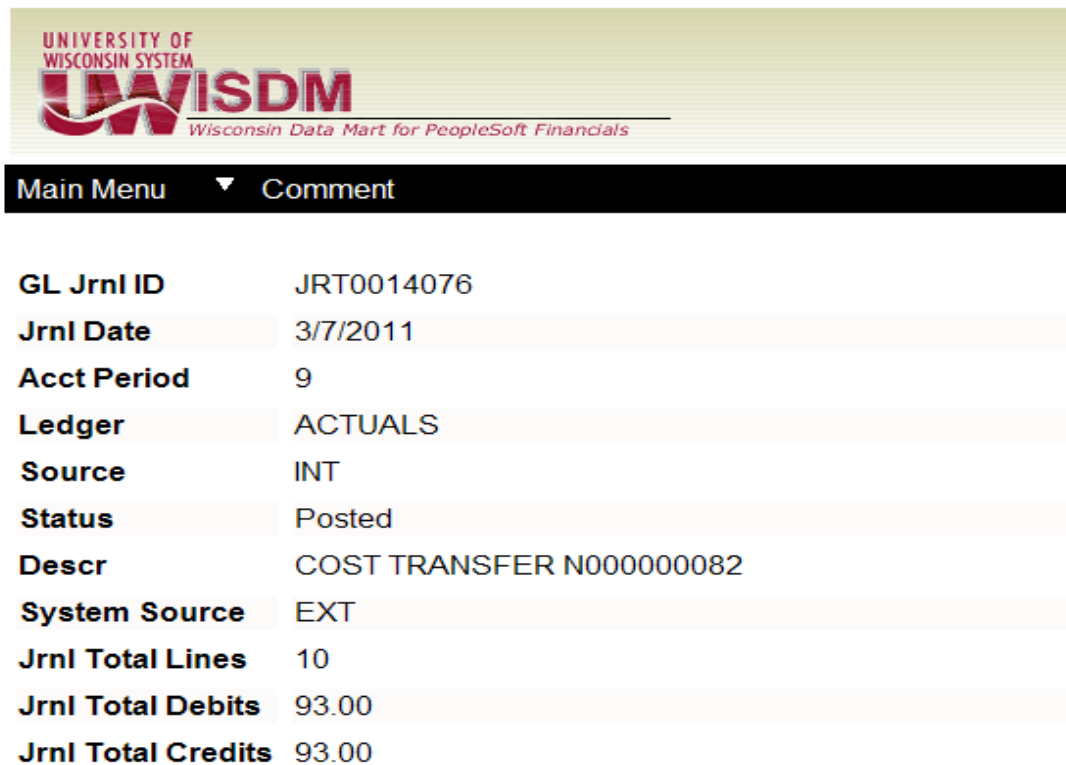


Cost Transfer Workflow Tool - How will I use the Tool?

- 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 “In Process” (Preparers)
 - Completed transfers (Preparers)
 - Transfers needing action (Applies to Division Approvers and PIs)
- 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

Cost Transfer Workflow Tool - How will I use the Tool?

- Transfer number will be available in WISDM in Journal Description



The screenshot displays the WISDM (University of Wisconsin System) interface. At the top, the logo for the University of Wisconsin System and WISDM (Wisconsin Data Mart for PeopleSoft Financials) is visible. Below the logo, there is a navigation bar with "Main Menu" and a dropdown arrow next to "Comment". The main content area shows a list of journal entry details:

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

Sponsored Projects

- Workflow is based on Roles appropriate to the type of cost transfer
- Roles and responsibilities
 - Preparer: Initiates cost transfer
 - 1st approver: PI or their delegated approver
 - 2nd approver: Division
 - 3rd approver (if sponsored): RSP



Non-Sponsored

- Roles and responsibilities

- Preparer: Initiates cost transfer
- 1st approver: Division

For Divisions that use a PI or delegate in their process

the preparer will need to route to others in the process to add their approval comments but only Division approves in the tool.



Transfers without Projects

- Roles

- Preparer: Initiates cost transfer
- Only approver: Division

Cost Transfer Workflow Tool - How will I use the Tool?

Sample E-mail notification

The screenshot shows an email interface with the following content:

Subject: **[Cost Transfer Tool - Test] Transfer N000000140 requires your review for approval.** Inbox | X

From: **no-reply@doit.wisc.edu** to me show details 1:25 PM (7 minutes ago) Reply

*** Original intended recipient(s): JEFFREY D HARDIN ***

Transfer requires approval from you for Principal Investigator.
Please review transfer N000000140 by following this link: <https://cttest.wisc.edu/N000000140>.

Transfer synopsis:
Created by: NATHAN C RUSCH
Created on: 4/4/2011
Details of transfer:
Lab supplies do not belong on this sponsored project.

Buttons: Reply Forward

Navigation: Back to Inbox Archive Report spam Delete Move to Labels More actions 1 of 4 Older

Additional links: New window Print all

Click on the link or login to the Cost Transfer Workflow Tool Dashboard.

This is an example of the email from the Cost Transfer Tool. It contains a summary of the actions required and a link directly to the Cost Transfer Tool.

Cost Transfer Workflow Tool - How will I use the Tool?

Log into the tool in several ways – Use what is most convenient for you

- Enter Cost Transfer Workflow Tool through e-mail notification – will require NetID Login)
- MyUW (Using NetID Login) Portal link through Services tab, Employee Financial Resources
- Through link: <https://ct.wisc.edu/>

Cost Transfer Workflow Tool - How will I use the Tool?

Approver Dashboard

Cost Transfer Tool

[Impersonate](#) | Logged in as TIMOTHY B LABONNE | [Home](#) [Sign Out](#)

Quick Search:

Main Menu

[Create a new Non-Salary Cost Transfer...](#)
Transfer expenses from one or more funding sources to one or more different funding sources for all expenses that are not related to payroll or personnel.

[Create a new Salary Cost Transfer...](#)
Transfer salary expenses from one or more funding sources to one or more different funding sources for all expenses related to payroll or personnel.

[Find a Transfer...](#)
Search for an existing transfer record to find its current status, content, and view full auditable history.

[View Cost Transfer Policies...](#)
Read about cost transfer policies and procedures.

[View reports...](#)
View reports and stats on the use of the cost transfer tool.

[Manage Divisions...](#)
View and assign staff members that are division representatives.

[Manage RSP Accountants...](#)
Map SFS billing specialists to employee directory info.

[Change my account preferences...](#)
Change your user account settings such as email options.

[About...](#)
View program copyright, version, and change log information.

[Sign Out](#)
Quit the application.

Transfers needing action by Me (6)

	Transfer Nbr	Created on	Owner	Details	Status
!	N000000016	10/22/2010	TIMOTHY B LABONNE	something	3 - Waiting to Post
	N000000003	10/4/2010	TIMOTHY B LABONNE	Transfer of Visa application fees which are an unallowable expense on federal grant QD30. to capex 1...	2 - Waiting for Approvals
	N000000014	10/19/2010	TIMOTHY B LABONNE	Non-sponsored cost transfer testing of validation, approvals, and other logic.	3 - Waiting to Post
	N000000017	10/22/2010	TIMOTHY B LABONNE	These expenses are being transferred from 101-4 to Pike's 144-PRJ28HA (which is the fund belonging t...	1 - Working
	N000000018	11/1/2010	TIMOTHY B LABONNE	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi justo metus, laoreet ut gravida non, ...	2 - Waiting for Approvals
	N000000019	11/3/2010	TIMOTHY B LABONNE	Test of employee resolution strategy for the PI and RSP employees.	3 - Waiting to Post


Open Transfers Prepared by Me (6)

	Transfer Nbr	Created on	Owner	Details	Status
!	N000000016	10/22/2010	TIMOTHY B LABONNE	something	3 - Waiting to Post
	N000000003	10/4/2010	TIMOTHY B LABONNE	Transfer of Visa application fees which are an unallowable expense on federal grant QD30. to capex 1...	2 - Waiting for Approvals
	N000000014	10/19/2010	TIMOTHY B LABONNE	Non-sponsored cost transfer testing of validation, approvals, and other logic.	3 - Waiting to Post
	N000000017	10/22/2010	TIMOTHY B LABONNE	These expenses are being transferred from 101-4 to Pike's 144-PRJ28HA (which is the fund belonging t...	1 - Working
	N000000018	11/1/2010	TIMOTHY B LABONNE	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi justo metus, laoreet ut gravida non, ...	2 - Waiting for Approvals
	N000000019	11/3/2010	TIMOTHY B LABONNE	Test of employee resolution strategy for the PI and RSP employees.	3 - Waiting to Post

Completed Transfers Prepared by Me (3)

Not finding the transfer you're looking for? [Search for it...](#)

Cost Transfer Workflow Tool – Details Screen

 **Cost Transfer Tool** Impersonate | Logged in as TIMOTHY B LABONNE | [Home](#) [Sign Out](#)

Quick Search:

Non-Salary Cost Transfer

Transfer Nbr: N000000017 Date of Request: 10/22/2010
Preparer: TIMOTHY B LABONNE Status: 1 - Working
Routed to: TIMOTHY B LABONNE

Details of Transfer: These expenses are being transferred from 101-4 to Pike's 144-PRJ28HA (which is the fund belonging to the Pike lab to which they were supposed to have been originally assigned). The newly issued Pike lab ProCard was accidentally not attached to the Biochemistry Department card list in PVSNet, and so all of the purchases in July & August were assigned to the default funding for the Biochemistry department (101-4) instead of the lab's funds to which they should have been assigned!

Details | Documentation | Route | Approvals | History | Posting

	Dept ID	Fund	Project ID	Prog	Account	Class	Amount	Description	PO ID	Voucher ID	
1											
From	073000	101		4	3105		-3.81	USPS 56498702532506602	PR-PARKER-	DAVE 484	
To	<input type="text" value="073000"/>	<input type="text" value="135"/>	<input type="text" value="135E059"/>	<input type="text" value="4"/>	<input type="text" value="3700"/>		<input type="text" value="3.81"/>	<input type="text" value="USPS 56498702532506602"/>	<input type="text" value="PR-PARKER-"/>	<input type="text" value="DAVE 484"/>	<input type="button" value="+"/>

[+ Add a transfer set](#)

[Send a comment/bug report](#)
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Data entry screen makes it clear what is being transferred
“From” line is pulled over from WISDM.

Users cannot change original accounting string. Original transaction can not be exceeded but can be split.

Cost Transfer Workflow Tool – Documentation tab

Documentation tab allows user to attach documents and add comments. This becomes part of the transfer record.

[Help](#)

Non-Salary Cost Transfer

Transfer Nbr:	N000000149	Date of Request:	04/11/2011
Preparer:	JANET M LARSON	Status:	1 - Working
Routed to:	JANET M LARSON		
Details of Transfer:	Change Test Transfer for FMM		

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

Attachments

Add Attachment

File Name	Notes	Attached by	Date	Delete
 Cost transfer Workflow Tool Roles.docx	Imforomation about this transfer	JANET M LARSON	4/11/2011 1:04:05 PM	

Comments

Add Comment

JANET M LARSON commented on 4/11/2011 1:04:29 PM - This transfer is to move the cost to Purchasing



Cost Transfer Workflow Tool – Justification

Non-Salary Cost Transfer

Transfer Nbr:	N000000150	Date of Request:	04/11/2011
Preparer:	JANET M LARSON	Status:	1 - Working
Routed to:	JANET M LARSON		
Details of Transfer:	[Change] Test Project Transfer		
URGENT			

\$ Details	Documentation	Route for Assistance	Approvals	History	Posting
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⚠ Please correct the following errors:

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

- Details - Message when a transfer older than 90 days is submitted for a project. Justification is automatically required.

Cost Transfer Workflow Tool – Justification

Transfer Nbr:	N000000150	Date of Request:	04/11/2011
Preparer:	JANET M LARSON	Status:	1 - Working
Routed to:	JANET M LARSON		
Details of Transfer: [Change]	Test Project Transfer		

URGENT

[\\$ 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?
2. Why should the charge(s) be transferred to the proposed receiving project (i.e. how does project benefit)?
3. Why are the charges allowable and allocable based on the terms and conditions of the receiving award?
4. Why is this cost being transferred more than 90 days after the transaction occurred?

Documentation tab: All questions must be answered before transfer can be submitted for approvals.

UW-Madison Cost Transfer Policy



Cost Transfer Workflow Tool – Route for Assistance

 Cost Transfer Tool [Impersonate](#) | Logged in as JANET M LARSON | [Home](#) [Sign Out](#)

Quick Search: [Help](#)

Non-Salary Cost Transfer

Transfer Nbr:	N000000149	Date of Request:	04/11/2011
Preparer:	JANET M LARSON	Status:	1 – Working
Routed to:	JANET M LARSON		
Details of Transfer:	[Change]	Test Transfer for FMM	

[Details](#) | [Documentation](#) | **Route for Assistance** | [Approvals](#) | [History](#) | [Posting](#)


Route Ownership

Route to either a previous user that was attached to this record or select a person to route to. Routing to another person gives that person the ability to change the information about a cost transfer. Only one person may change a transfer record at any given time. You may include an optional comment to send to the person you are routing to. The comment is also recorded on the Documentation tab for this transfer.

Name	
Route to: ?	
Begin typing last name: <input type="text"/>	Route to this Person
Comment (optional): <input type="text"/>	

Route for Assistance allows you to send the transfer to anyone for additional information. This transfers ownership of the transfer. You would not “Route” when you need approval.

Cost Transfer Workflow Tool - Approvals

 **Cost Transfer Tool** [Impersonate](#) | Logged in as TIMOTHY B LABONNE | [Home](#) [Sign Out](#)

Quick Search:

Non-Salary Cost Transfer

Transfer Nbr:	N000000003	Date of Request:	10/4/2010
Preparer:	TIMOTHY B LABONNE	Status:	2 - Waiting for Approvals
Routed to:	TIMOTHY B LABONNE		
Details of Transfer:	Transfer of Visa application fees which are an unallowable expense on federal grant QD30. to capex 150-G988.		

[\\$ Details](#) | [Documentation](#) | [Route](#) | **[Approvals](#)** | [History](#) | [Posting](#)

Required Approvals

3 total signatures required. 2 signatures remaining. You can sign for at least one item on this transfer.

Signature Role	For	Signed by	Signed on	
Principal Investigator	Project PRJ32GL	TIMOTHY B LABONNE	10/28/2010 2:03:49 PM	
Division Representative	Division 48			Approve/Reject
RSP Accountant	Project PRJ32GL			

Approve for Division Representative

| | | |

Comment: [Auto-responses...](#)

Send Notification to:

Options at Approvals tab: Approve – Send Back to Preparer – Send Back to PI – Correct – Cancel.

Cost Transfer Workflow Tool - History



Non-Salary Cost Transfer

Transfer Nbr:	N000000026	Date of Request:	03/30/2011
Preparer:		Status:	4 - Completed
Routed to:			
Details of Transfer:	133 & 114 funds: These two charges were entered incorrectly during a P-card edit. Projects were switched.		

[Details](#) [Documentation](#) [Route for Assistance](#) [Approvals](#) [History](#) [Posting](#)

History


Event	Additional Details	Date	User
Posted	Transfer posted to Journal JRT0016131.	3/31/2011 1:51:30 PM (22d 0h 36m ago.)	MARY C KOSCIELNIAK
Status Changed	Status changed to 4 - Completed.	3/31/2011 1:51:30 PM (22d 0h 36m ago.)	
Status Changed	Status changed to 3 - Waiting to Post.	3/31/2011 1:51:29 PM (22d 0h 36m ago.)	
Approved	MARY C KOSCIELNIAK signed for RSP Accountant.	3/31/2011 1:51:29 PM (22d 0h 36m ago.)	MARY C KOSCIELNIAK
Approved	signed for Division Representative.	3/31/2011 1:48:28 PM (22d 0h 39m ago.)	
Approved	signed for Principal Investigator.	3/31/2011 12:43:02 PM (22d 1h 44m ago.)	
Routed	Record routed to	3/31/2011 8:36:59 AM (22d 5h 50m ago.)	
Status Changed	Status changed to 2 - Waiting for Approvals.	3/30/2011 4:21:09 PM (22d 22h 6m ago.)	
Created	Record was created.	3/30/2011 4:09:31 PM (22d 22h 18m ago.)	

History shows event associated with the transfer.

Note – Transfer prepared at 4:21PM and all approvals done by 1:51 the next day!



Cost Transfer Workflow Tool - Posting


 **Cost Transfer Tool** [Impersonate](#) | Logged in as KATHLEEN A SMITH | [Home](#) [Sign Out](#)

Quick Search: [Help](#)

Non-Salary Cost Transfer

Transfer Nbr:	N000000148	Date of Request:	04/11/2011
Preparer:	JANET M LARSON	Status:	4 - Completed
Routed to:	JANET M LARSON		
Details of Transfer:	Test transfer supplies to Purchasing		

[Details](#) | [Documentation](#) | [Route for Assistance](#) | [Approvals](#) | [History](#) | **[Posting](#)**

 **Transfer has been submitted to SFS.**

Journal ID: JRT0014098 dated 4/11/2011

Posting Status: In staging - waiting for SFS batch posting.

Cost Transfer Workflow Tool – Account Preferences



Cost Transfer Tool

Main Menu

- [Create a new Non-Salary Cost Transfer...](#)
Transfer expenses related to supplies, travel, consultants, equipment, and other non-payroll expenditures.
- [Find a Transfer...](#)
Search for an existing transfer record to find its current status, content, and view full auditable history.
- [Manage Divisions...](#)
View and assign staff members that are division representatives.
- [Change my account preferences...](#)
Change your user account settings such as email options.
- [About...](#)
View program copyright, version, and change log information.
- [Sign Out](#)
Quit the application.

Transfers Routed to Me (0)

No transfers were found.

Open Transfers I am Tracking (0)

Recently Completed Transfers (0)

Not finding the transfer you're looking for? [Search for it...](#)

Use Change my account preferences to delegate, set e-mail, etc.

Cost Transfer Workflow Tool – Account Preferences



Preferences for

Adjust options pertaining to your user account.

Notifications


E-mail Address on record:

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.

Cost Transfer Workflow Tool - Demo

Demo

- Non Salary Cost Transfer
- Salary Cost Transfer

Cost Transfer Workflow Tool - Certification

If you are not currently a JET JRT certified user and are required to be an approver you will need to attend this training. You can become an approver by having your Dean's office submit the delegation form to Accounting Services.

JET access will be cut off by end of May except where certain cases apply.

QUESTIONS?