

Guide for Cost Transfer Requests

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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.

<i>Move From</i>	<i>Move To</i>
Sponsored Project (-GRCT)	<ul style="list-style-type: none"> • Sponsored Project (-GRCT) • Discretionary Project (-DISC) • 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

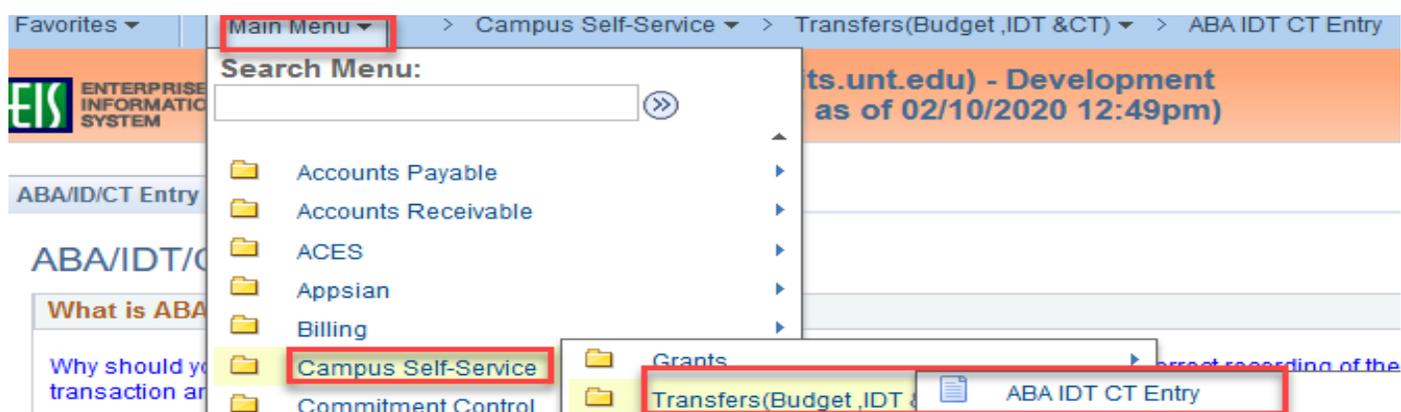
- | | |
|------------------|-----------------------|
| 1 – Assets | 5 – Expenses |
| 2 – Liabilities | 6 – Internal Income |
| 3 – Fund Balance | 7 – Transfers |
| 4 – Revenue | 8 – Internal Expenses |

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)



- From the ABA/IDT/CT Entry Landing Page, click on the **CT Form** button to access Cost Transfer Entry Form

ABA/IDT/CT ENTRY

What is ABA or IDT?

Why should you use an ABA or an Interdepartmental Transaction (IDT)? Each form allows for the correct recording of the requested transaction and ensures that all of the proper approvals are recorded.

THIS DOES NOT INCLUDE TRANSACTIONS ACROSS BUSINESS UNITS, I.E. MOVING FUNDS FROM UNT TO SYS, ETC.

An ABA is used for:

- A transfer of funds within the same chartstring but between different D-level budget accounts.
- A transfer of funds using the 7xxx series transfer codes.
- Budget revenue from a 4xxx or 6xxx series account to an A or D-level expense budget account.
- A transfer of funds using A or D-level budget accounts.

Click here to enter or edit an ABA

ABA Form

A Cost Transfer is used for:

- A correction of an expense, in whole or in part, erroneously charged to a Sponsored Project and or Department Account to be appropriately allocated to another Sponsored Project and or Department Account with sufficient justification attached.
- This cost transfer tool is specifically for use where at least one of the accounts must be a Sponsored Project, extramurally funded account.

Click here to enter or edit an CT

CT Form

An IDT is used for:

- A charge of all or part of a specific expense paid by one department and allocated to another department(s) (i.e. an event, copier charges, parking tokens, etc.)
- A charge of a good/service provided by a department for another (i.e. CPR, background checks, rentals, etc.)

Types of IDT:

IDT - INTERDEPARTMENTAL ORDER

This form is to be used for an exchange of goods and/or services between Departments within the same Business Unit within the current fiscal year.

6XXXX and 8XXXX must be a related pair of internal accounts. The pair is dictated by the 6XXXX revenue account.

IDT - ACTUALS TRANSACTION RECLASSIFICATION

This form is to request correction or reclassifications of ACTUAL transactions between Dept. chartstrings within the same Business Unit within the current fiscal year.

Payroll expense reclassifications must be processed on an ePar.

Transfers (7XXXX) must be processed on an ABA through the Budget Office.

Sponsored Grant reclassifications must be processed on a "Cost Transfer" for through the Office of Grants & Contracts.

Click here to enter or edit an IDT

IDT 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...**

Favorites ▾ Main Menu ▾ > Campus Self-Service ▾ > Transfers(Budget ,IDT &CT) ▾ > ABA IDT CT Entry

EIS ENTERPRISE INFORMATION SYSTEM
esc0002 on FSDV (ps-fsdv-app02.its.unt.edu) - Development
05/18/2020 08:09:12 (d/b refreshed as of 02/10/2020 12:49pm)

Cost Transfer Entry

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

Business Unit
Cost Transfer Id

Add

Find an Existing Value | Add a New Value

Look Up Business Unit

Business Unit
Description

[Basic Lookup](#) [Help](#)

Search Results

View 100 First 1-4 of 4 Last

Business Unit	Description
DL773	Univ. of North Texas at Dallas
HS763	UNT Health Science Center
NT752	University of North Texas
SY769	Univ. of North Texas System

7. A blank **Cost Transfer Form** will display.

Cost Transfer Entry
Errors

Project Cost Transfer Form

Business Unit: NT752

Entered By: ()

*Phone Number:

Entered on: 05/18/2020

CT ID: NEXT

Status: Open

Amount: \$0.00

*Select Dept/Proj:

Last Update User ID:

Last Updated On:

*Description:

[Print Form](#)

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

***Cost Transfer Line Justification**

Move From

- Account
- DeptID
- Fund Cat
- Fund
- Function
- Program
- Purpose
- Site
- PC BU
- Project ID
- Activity

Central Office Comments

Move To

- SpeedType Key
- *Account
- *DeptID
- *Fund Cat
- *Fund
- *Function
- Program
- Purpose
- Site
- PC BU
- Project ID
- Activity

Attachments Personalize | Find | First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
			<input type="text"/>	Add Attachment

[Save and Validate](#)

[Save & Preview Approvals](#)

CF Valid Status: Not Checked

[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.

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	<input type="text"/>	Amount	\$0.00	*Description	<input type="text"/>
Entered on	05/18/2020	*Select Dept/Proj	Department <input type="text"/>	Department	<input type="text"/>

- **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.

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	940/369-6454	Amount	\$0.00	*Description	Lab supplies
Entered on	05/18/2020	*Select Dept/Proj	Project <input type="text"/>	PC BU	NGRCT <input type="text"/>
				Project	GF30073 <input type="text"/>

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.

Journal Line List

Business Unit NT752 From Dept Journal ID Posted Date => 02/28/2020 Apply Filter

From PC BU NGRCT From Project GF40068

Journal Lines Personalize Find View All First 1-9 of 39 Last

Select	Fiscal Year	Journal Date	Jrnl Posted Date	Journal ID	Jrnl Header Descr	Jrnl Line Descr	Line Amount	Account	Dept	Fund Cat	Fund	Function	PC Bus Unit	Project	Activity	Program	Purpose	Site
<input checked="" type="checkbox"/>	2020	04/30/2020	04/24/2020	PG00135494	P-Card Journal -Grant April PC	SIGMA ALDRICH-Supplies-Che	4.730	53073	121100	400	190001	200	NGRCT	GF40068	101			

Cost Transfer Transaction Lines

Line No	Line Status	Open	*Amount	Select Jrnl Info
1	Open			<input type="text"/>

Ref Ln Amt \$14.05
CT Jrnl

Jrnl Ref 10886729
Ref Jrnl Posted Dt 03/26/2020

CT Jrnl Dt

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

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 Project PC BU NGRCT Project GF30073

Cost Transfer Transaction Lines Find View All First 1 of 1 Last

Line No	Line Status	Open	*Amount	Select Jrnl Info	Trans Reference
1	Open		5.00	<input type="text"/>	2020- Jrnl: PG00132999 Ln: 621

Ref Ln Amt \$14.05
CT Jrnl

Jrnl Ref 10886729
Ref Jrnl Posted Dt 03/26/2020

CT Jrnl Ln Descr

Ref Descr PYPAL-Lab Supplies

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 Dt	03/26/2020	Ref Descr		PAYPAL-Lab Supplies	
CT Jrnl		CT Jrnl Dt		CT Jrnl Ln Descr					
*Cost Transfer Line Justification					Central Office Comments				
Example - Supplies charged in error to the wrong ProjID. PCard holder was given incorrect funding source when placing the order.									

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.

▼ Questions

Why was the transferring expense charged to the original Project/DeptID? Answer: Select Answer for Question 1

Answers

Business Unit NT752 Question No 1

Select	ID	Answer
<input type="checkbox"/>	1	Select your Answer
<input type="checkbox"/>	3	At-Risk Funding / Pre-Award Costs were not requested timely for expense(s) to be allocated to the project which will be used.
<input type="checkbox"/>	4	Expense(s) should have been split across multiple funding sources proportionately.
<input type="checkbox"/>	5	Administrative error of not allocating the expense(s) to the correct project.
<input type="checkbox"/>	6	Expense was identified during reconciliation and is determined to be unallowable.
<input type="checkbox"/>	7	Expense was not coded to the appropriate general ledger account code and requires a reclassification of expense.
<input type="checkbox"/>	999	Other

- **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
			<input type="text"/>	<input type="button" value="Add Attachment"/>

CF Valid Status Valid

[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

Attachments

Attachment Number	Attached File	Existing Comments

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

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)

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 Transfer 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)

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	000000009	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		

Review Transaction Details

Attachments				
Attached File	Existing Comments	Add Comments	Add Attachment	
		<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="+"/>

Move to Project String



SPA Accounting Team



SPA Accounting Director



Enter Approver Comment

[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:

Cost Transfer Entry | Errors

Project Cost Transfer Form

Business Unit: NT752 CT ID: 000000020 Last Update User ID: [Print Form]

Entered By: Chester, Eric Shea (esc0002) Status: Open Last Updated On: 05/18/2020 3:04:53PM

*Phone Number: 940/369-6454 Amount: \$5.00 *Description: Proj to Proj under 90

Entered on: 05/18/2020 *Select Dept/Proj: Project PC BU: NGRCT Project: GF40128

Cost Transfer Transaction Lines Find | View 1 First 1-2 of 2 Last

Line No	1	Line Status	Open	*Amount	\$5.00	Select Jnl Info	[Search]	Trans Reference	2020- Jnl: AP00129973 Ln: 2238
Ref Ln Amt	\$2,440.00	Jrnl Ref	00720737	Ref Jrnl Posted Dt	02/19/2020	Ref Descr	Bus Rental for Retreat - Kicko	CT Jrnl Ln Descr	20-justification goes here

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.

Attachments Personalize | Find | [Print] First 1 of 1 Last

Attachment Number	Attached File	Existing Comments	Add Comments	Add Attachment
				[Add Attachment] [Print]

11. Submit for Approval

- The transaction enters into workflow. Status changes to “Pending Approval.”

Save and Validate CF Valid Status: Valid Recycle Delete

Save & Preview Approvals **Submit for Approval**

Cost Transfer Entry | Errors

Project Cost Transfer Form

Business Unit: DL773 CT ID: 000000005 Last Update User ID: Brummett, Ginny Celene (gcb0047) [Print Form]

Entered By: Brummett, Ginny Celene (gcb0047) Status: **Pending Approval** Last Updated On: 05/12/2020 4:28:19PM

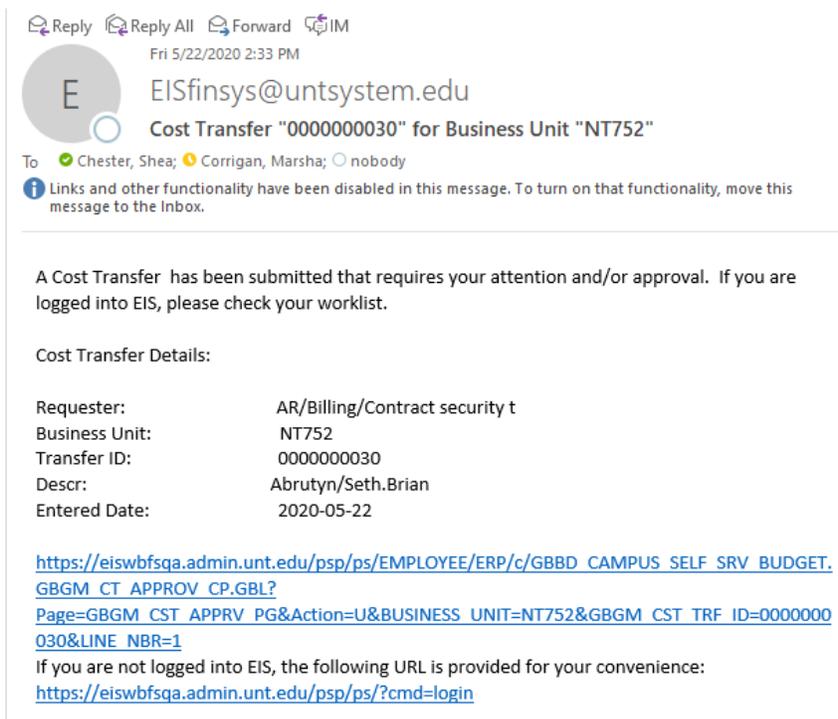
*Phone Number: 940/369-6092 Amount: \$20.50 *Description: gb test 3

Entered on: 05/12/2020 *Select Dept/Proj: Project PC BU: DGRCT Project: PP30003

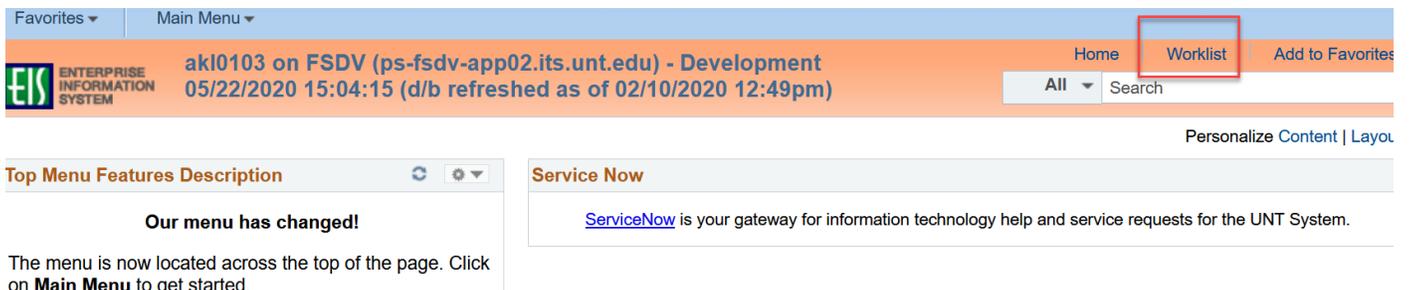
***NOTE:** Preparer can “Recycle” the cost transfer while it is in “Pending Approval” status, as long as one line has not been fully approved. Recycling takes the cost transfer out of the approval workflow and allows the preparer to edit and resubmit.

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:

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

[Print this page](#)

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

CT Line Justification Project supplies expense should be shared with GF00004. Allocated incorrectly during PCard reconciliation.	CT Comments [Empty]	Include Curr Line in Approval <input checked="" type="radio"/> Include <input type="radio"/> Exclude
--	-------------------------------	--

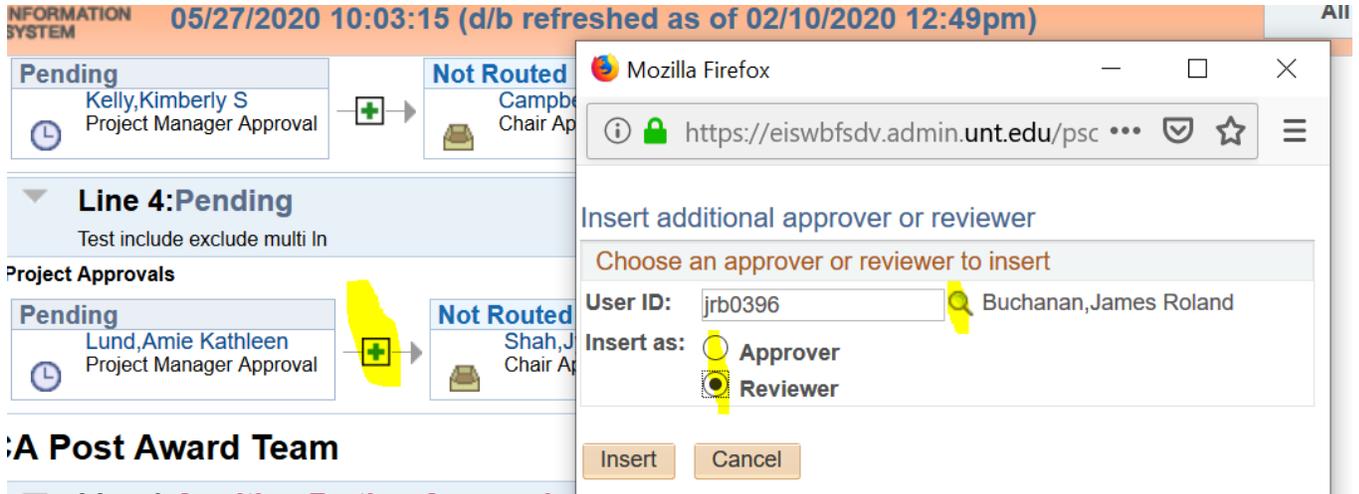
Move From Account 53003 Supplies-Instructional DeptID 110010 College at Frisco Fund Cat 200 Designated Operating-Managed Fund 830001 Designated Tuition Function 100 Instruction-General Program Purpose Site PC BU Project ID Activity	Move To Account 53003 Supplies-Instructional DeptID 121100 Biological Sciences 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 GF00008 GN16-0257 Lund Activity 101 GN16-0257 Lund	Central Office Routing Use Only Current/ Previous Month <input checked="" type="radio"/> Current <input type="radio"/> Previous Central Office Comments [Empty]
---	---	--

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

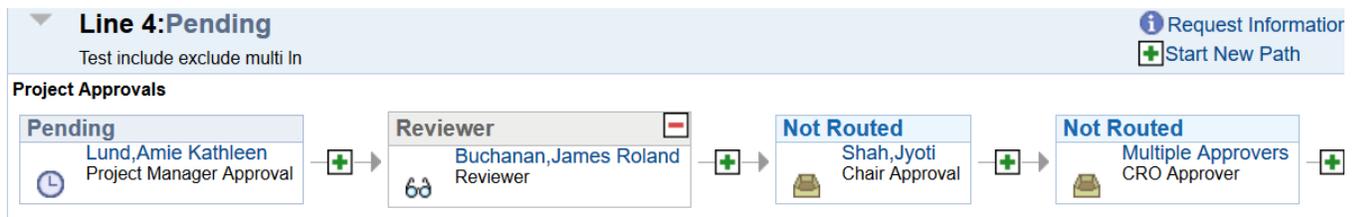
Attachments				
Attached File	Existing Comments	Add Comments	View Attachment	
Test_document.docx				

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

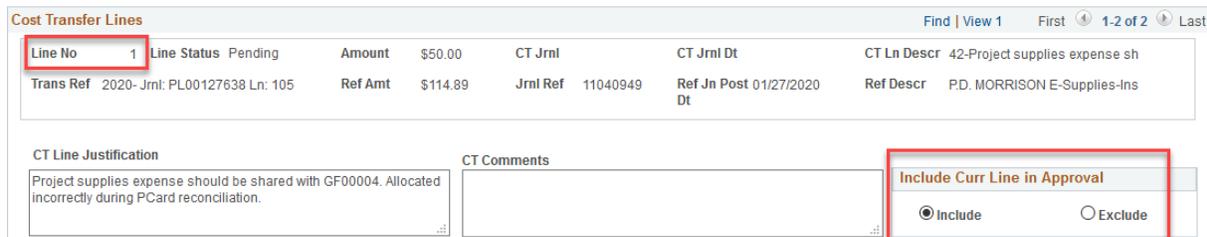


- Click “Insert” and the individual now appears in the workflow:



*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
+ Start New Path

Books for project charged inco

OGCA Post Award manager

Not Routed

Multiple Approvers
Post Award manager

Enter Approver Comment

Approve
Deny

[Return to worklist](#)

- 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
Project supplies expense shoul

View/Hide Comments
Start New Path

Project Approvals

Approved
Lund,Amie Kathleen
Project Manager Approval
05/26/20 - 11:45 AM

Pending
Shah,Jyoti
Chair Approval

Not Routed
Multiple Approvers
CRO Approver

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

Line 2: Pending
Books for project charged inco

View/Hide Comments
Start New Path

Project Approvals

Approved
Lund,Amie Kathleen
Project Manager Approval
05/26/20 - 11:45 AM

Pending
Shah,Jyoti
Chair Approval

Not Routed
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
Project supplies expense shoul

Start New Path

OGCA Post Award Team

Not Routed
Multiple Approvers
Post Award Team

Line 2: Awaiting Further Approvals
Books for project charged inco

Start New Path

OGCA Post Award Team

Not Routed
Multiple Approvers
Post Award Team

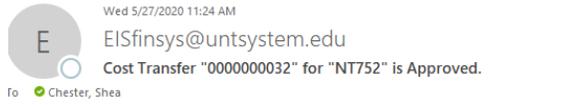
OGCA Post Award manager

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.”**



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://eiswbfsga.admin.unt.edu/psp/ps?cmd=login>

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



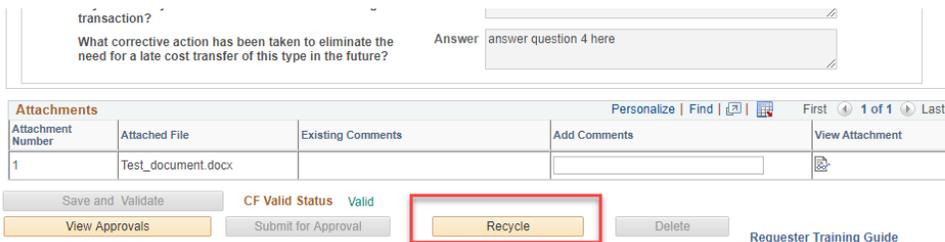
A Cost Transfer submitted or Approved by you has been denied.

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://eiswbfsga.admin.unt.edu/psp/ps?cmd=login>

- **The preparer can choose to “Recycle” the denied cost transfer to make edits and resubmit for approval**

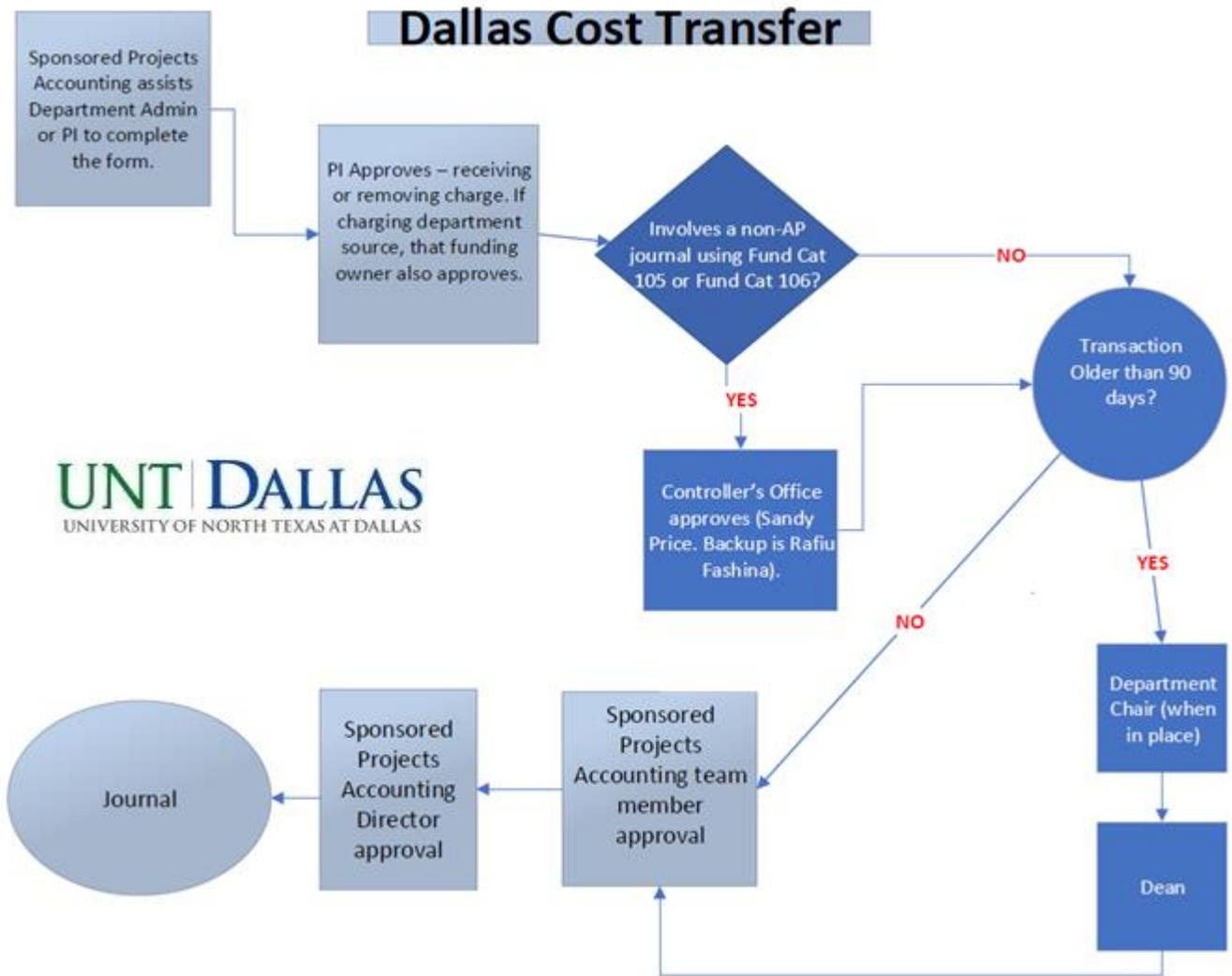


After clicking “Recycle” the cost transfer status becomes “Open” and available for editing. It can then be resubmitted for approval with changes.

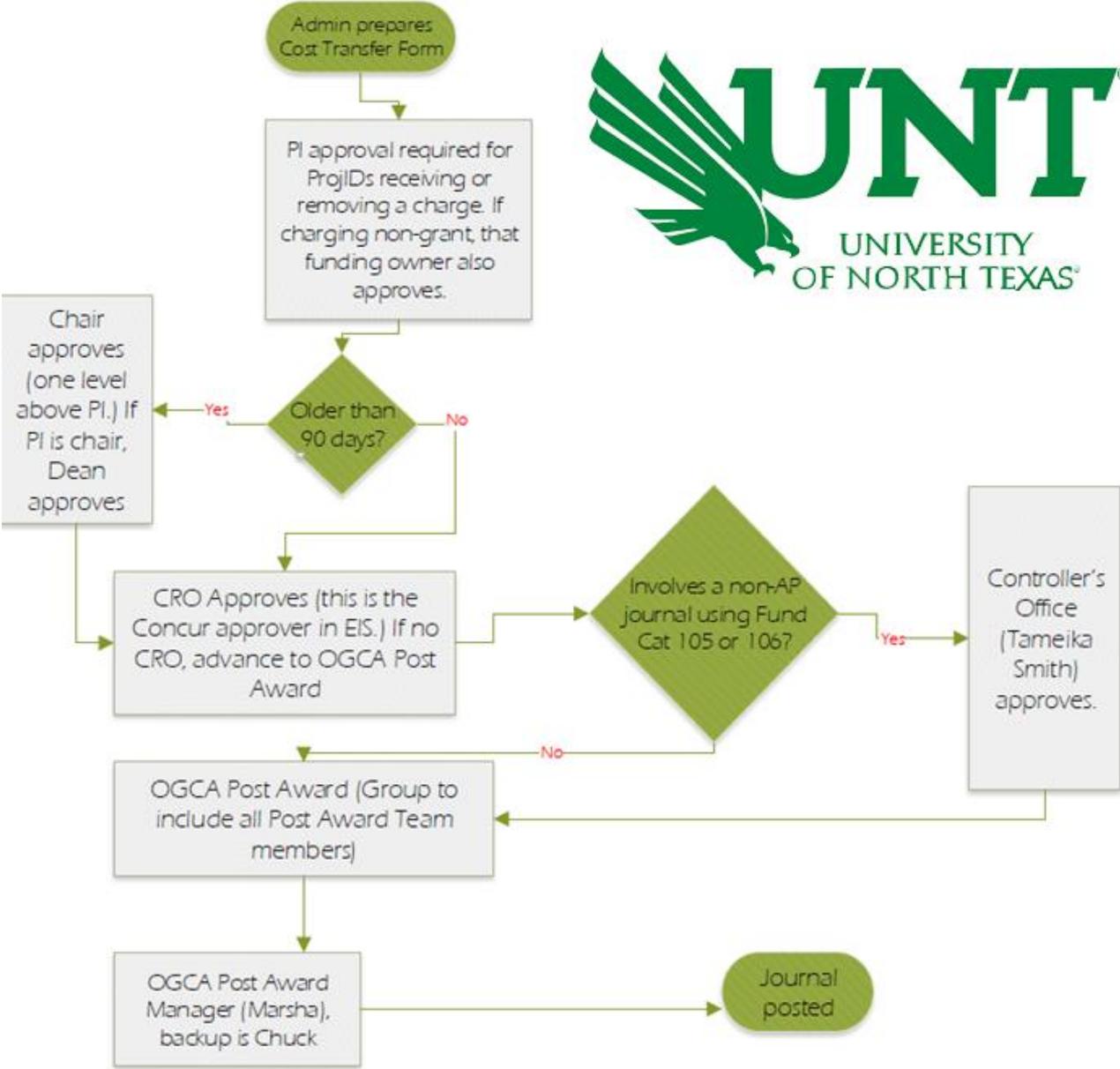
Appendix A

Cost Transfer Approval Workflow Diagrams

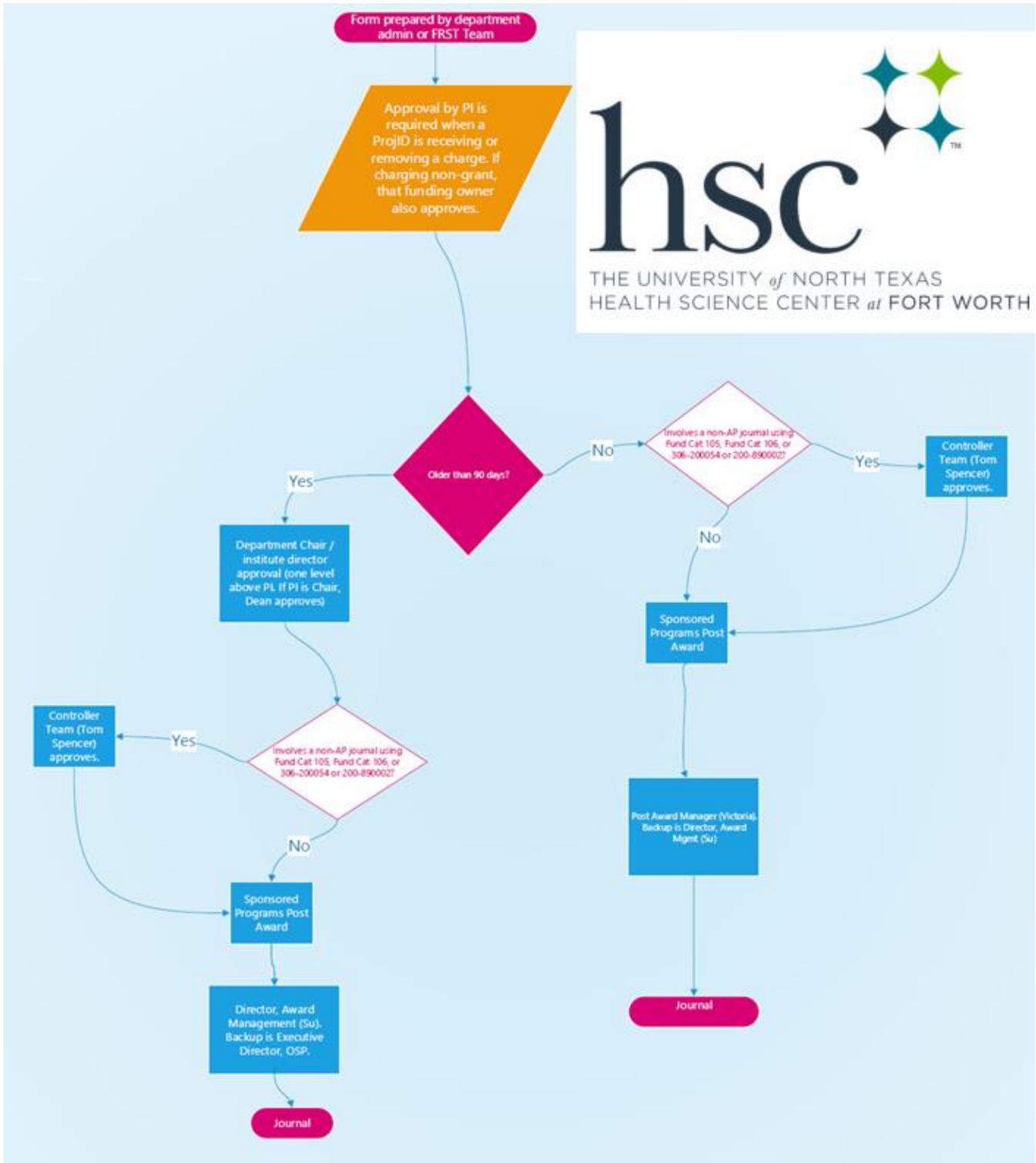
(Campus Specific)



Denton Cost Transfer



HSC Cost Transfer



Appendix B

Cost Transfer Rules

Cost Transfer Validation Rules

Business Unit DL773 Status

Transfer Rules												
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 Stimnt (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.