

DIVISION OF BUSINESS AFFAIRS

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University of Wisconsin
Stevens Point

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Before We Get Started...

- This training session will be recorded for future access
 - Will be posted at:
<https://www.uwsp.edu/FO/Pages/Training-Opportunities.aspx>
- Please remember to mute your microphone
- Please raise your hand or use the 'chat' feature if you have any questions throughout the presentation
- There will also be time after the presentation for questions

Cost Transfer Tool (CTT)

Presented by: General Ledger

Date: January 2022

U W S P



Division of Business Affairs
University of Wisconsin - Stevens Point

Core Service Team (CST)

Accounting Support Contacts

- **Robyn Bolton, Assistant Controller**

- Contact Information: (715) 346-4691 or rbolton@uwsp.edu
- CST Divisions > Executive, University Wide, and Business Affairs

- **Nick Brandenburg, Accountant II**

- Contact Information: (715) 346-2034 or nbranden@uwsp.edu
- CST Divisions > Advancement, Marketing & Enrollment, Academic Affairs, IT, COLS, CPS, and COFAC

- **Adam Swanson, Accountant II**

- Contact Information: (715) 346-3080 or aswanson@uwsp.edu
- CST Divisions > Student Affairs, Wausau Branch, Marshfield Branch, University College, and CNR



Post-Award Support Contacts

- **Kimber Goodwin, Grants Financial Manager**
 - Contact Information: (715) 346-4003 or kgoodwin@uwsp.edu
- **Heather Reichoff, Financial Specialist II**
 - Contact Information: (715) 346-4004 or hreichof@uwsp.edu



Agenda

- Overview
- Features
- Non-Salary Cost Transfer via WISER
- Non-Salary Cost Transfer in CTT
- Salary Cost Transfer
- Approving Cost Transfers
- Q&A



Overview



Overview

The Cost Transfer Tool (CTT) is designed to make a balanced transfer of accounting from one funding source to another.

CTT will replace email requests to General Ledger for all salary and non-salary expense transfers effective **February 1, 2022**. Not in scope for this implementation are budget and revenue transfers.

Features



Features

- Captures necessary metadata about the transfer
- Ability to select transactions directly from WISER
- Validation of the data
- Custom workflow system
- Non-salary cost transfers (NSCTs) are automatically interfaced to the General Ledger via the Journal Entry Tool (JET) upon approval
- Reporting features
- Integration to WISER



Non-Salary Cost Transfer



Non-Salary Cost Transfer Examples

- Pro-Travel Card Expenses
- P-Card expenses
- Accounts Payable expenses
- Expense Module expenses
- GL journal entries
- IT expenses
- IUJ expenses
- Mail charges
- Printing and Design charges
- Facilities charges
- Telephone charges
- Transportation charges



Non-Salary Cost Transfer – Not Included

- Revenue Transfer – Account Code Starts with 9XXX
 - Most BURSAR journal entries
- New Chargebacks – Not recorded in WISER yet
- GPR Budget Transfers

Non-Salary Cost Transfer via WISER



Non-Salary Cost Transfer via WISER

- Can initiate via a link in WISER

Amount	Line Descr	PO Id	Voucher Id	Posted Date	Jrnl Ln Ref	Jrnl Date	Jrnl ID	Vch Invoice Id	Vch Vendor Id	Vch Vendor Name	Employee	Empl ID	Empl Rec Nbr	Pay Run
\$725.71	7/1/21-6/30/22 Point Card Offi	STP0001703	V0113514	08/30/2021	V0113514	08/30/2021	AP00590654	135286	0001073886	CBORD GROUP INC			0	

\$0.00 \$0.00 \$57.48

Results Found!

Other apps found information:

System Cost Transfer Tool

This transaction has not been involved in a transfer yet; click to begin the process of transferring it to new funding.

Close



Non-Salary Cost Transfer in CTT



Non-Salary Cost Transfer – Demo

- Single Expense – 1 department to 1 department
- Single Expense – 1 department to multiple departments
- Multiple Expenses
- From WISER



Salary Cost Transfer



Salary Cost Transfer

1. Locate payment in WISER
2. Select magnifying glass to access CTT
3. Home > Create Salary Transfer
4. Enter details/justification for transfer and employee
5. Create
6. Select pay-runs that need to be transferred and add any additional documents
7. Enter new account you want the salary expense transferred to
8. Submit for approval



Approving Cost Transfers



Approving Cost Transfers

1. CTT Homepage “Transfers I need to sign”
2. Select transfer request then navigate to “Approvals” tab
3. Enter any approval comments and select who should be notified
4. Select “Approve” button



Resources

Training sessions will be recorded for those that aren't able to make it to either of the live sessions and a link to the recordings as well as the following resources below will be available from the Department Account Manager Resources page (Journals/Transfers tab) on the Financial Operations website shortly thereafter.

[Link to Cost Transfer Tool](#) (Not available until February 1st)

[Cost Transfer Tool – Overview](#)

[Non-Salary Cost Transfer in CTT](#)

[Non-Salary Cost Transfers via WISER](#)

[Approving Non-Salary Transfers](#)



Questions?



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