



# **Cost Transfer Workflow Tool – Non-Salary Cost Transfer in CTT**

**January 2022**

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# Cost Transfer Tool Overview

## What is it?

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

## Features

- Gives the user the ability to search WISER to select transaction(s) that need to be transferred.
  - This step also eliminates tedious entry
- Validations are performed to ensure the data is clean and valid when going to the General Ledger (GL).
- Provides a custom workflow that requests signatures for approval based on the content of the transfer
- Provides search features so users can find transfers they have made in the past.
- Integrates to WISER so that when looking at a transaction in WISER, a transfer can be initiated right from the reporting system.

## Salary Cost Transfers (SCT) vs. Non-Salary Cost Transfers (NSCT)

Cost transfers are divided into two forms – salary and non-salary. Each cost transfer has a transfer number which acts like a unique business key. Salary transfers begin with “S” and non-salary begins with “N”, followed by a unique sequence number. This document only goes over non-salary transfers.

## 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. **Cost Transfer Support:** Each institution has SFS users who are more familiar with the process and procedures for doing Cost Transfers. Find your institutional support contact on this website: <https://www.wisconsin.edu/sfs/institutional-support-contacts/>.
3. **SFS Documentation and Training Page:** The SFS group at UWSA maintains documentation on how the SFS Cost Transfer Tool functions. You can find it by following [this link](#), to the SFS web page. Cost Transfer Tool documents can be found under the “GL – General Ledger” subsection.
4. **Send a Comment/Support:** Click on this link at the bottom of your screen to provide feedback or seek assistance from SFS Problemsolvers.

# Creating a New Non-Salary Cost Transfer

## Logging in

1. Login to the [Cost Transfer Tool](#)
2. Under the *main menu* in your dashboard click **Create New Non-Salary Cost Transfer**
3. Fill out the fields: **Preparer, Email, Department, Details of Transfer**
  - a. 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.
  - b. 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.

Cost Transfer Tool Home Transfer # Help SHERRI VOIGT - UWSYS

### Create New Non-Salary Transfer

Please enter the following information regarding your cost transfer and then click the Create button. You will then proceed to search the general ledger for the transactions you wish to transfer.

**Preparer** SHERRI VOIGT

**Email** SVOIGT@UWSA.EDU (You will receive notifications about this transfer at this address.)

**Department** 401000 - Financial Adm

**Details of Transfer\***

URGENT

Urgent Flag - only for emergency transfers that require

4. Once complete, click **Create**

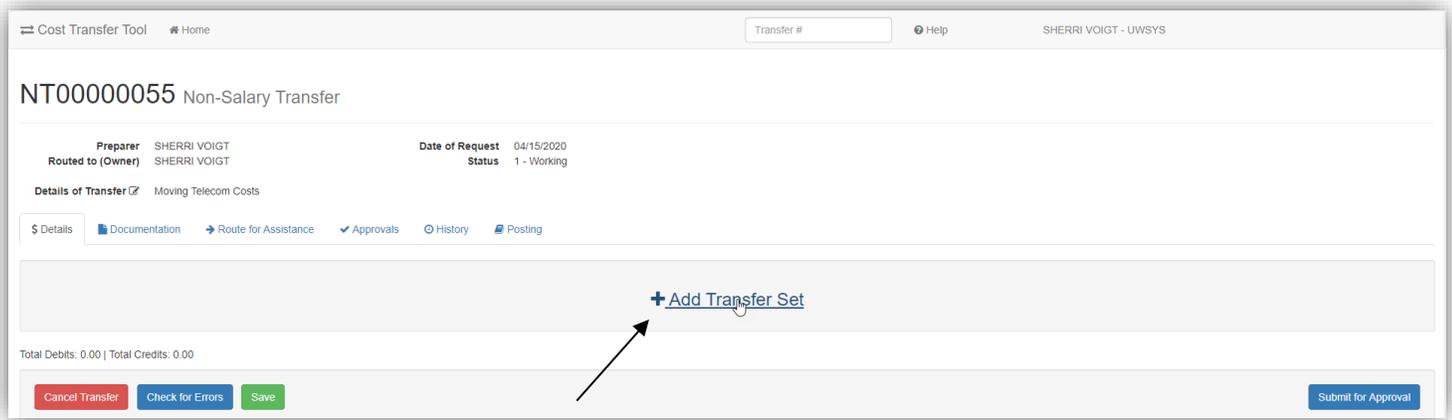
Create

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.
- For transfers that involve a fund 133/144 project, please make sure the Details of Transfer field explains why this expense was originally charged to the project from which it is now being transferred and why the charge is allowable and allocable based on the terms and conditions of the receiving award.

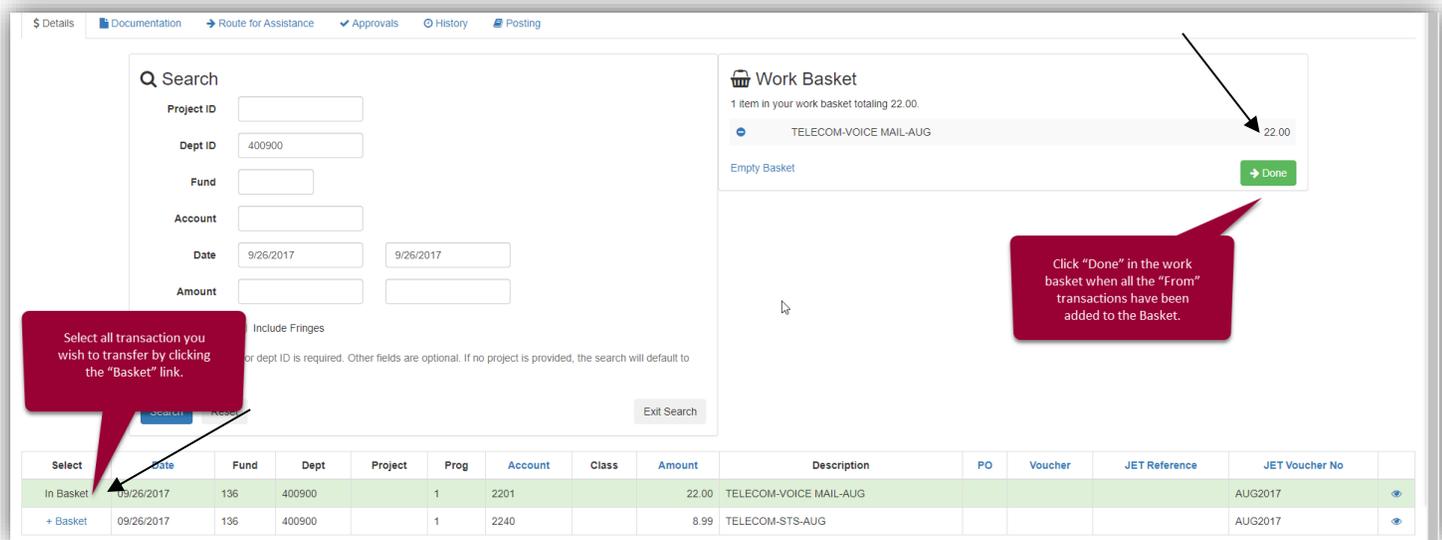
## Add a Transfer Set

5. Clicking on *Create* takes you to the *Non-Salary Cost Transfer* screen, in which new transfer sets are created
  - a. To start the transfer, you must click on **Add a Transfer Set**.
    - i. By adding a transfer set, you search for a specific transaction from WISER.
      1. Transfers cannot be created without a corresponding transaction in WISER. This guarantees that the “From” side of the transfer is correct.



## Search Screen for “From” Transactions

6. Use the **Search** option to quickly find the *From* transaction
  - a. Type in data to find the transaction
    - i. Entering more specific data (Project ID or Dept ID and Fund) will return a smaller list of possible transactions to select from
    - ii. A known date can be entered in the first date field or a date range by using both date fields
    - iii. The amount can be entered in the first *Amount* box
    - iv. The second *Amount* box should be left blank
  - b. Select all the transactions you wish to transfer by clicking the **Basket** link
  - c. Click **Done** in the *work basket* when all the *From* transactions have been added to the *Basket*



## Entering the “To” Side of the Cost Transfer Transaction

7. Enter **Dept ID, Fund, Program, Account** information in the *To* section
  - a. 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.
8. Add the **Amount** being transferred over as well as the **Description**
  - a. Decreasing the “From” amount is considered a “partial” transfer.
  - b. The Cost Transfer Tool does not allow the “from” to be changed to an amount that is more

than the original expense.

Cost Transfer Tool Home Transfer # SHERRI VOIGT - UWSYS

NT00000055 Non-Salary Transfer

Preparer SHERRI VOIGT Date of Request 04/15/2020  
Routed to (Owner) SHERRI VOIGT Status 1 - Working

Details of Transfer  Moving Telecom Costs

\$ Details Documentation Route for Assistance Approvals History Posting

	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	JET Reference	JET Vchr No	
From	400900	136		1	2240		-8.99	TELECOM-STS-AUG				AUG2017	
To	400900	136		1	2240		8.99	TELECOM-STS-AUG				AUG2017	

### Screen Icon key:



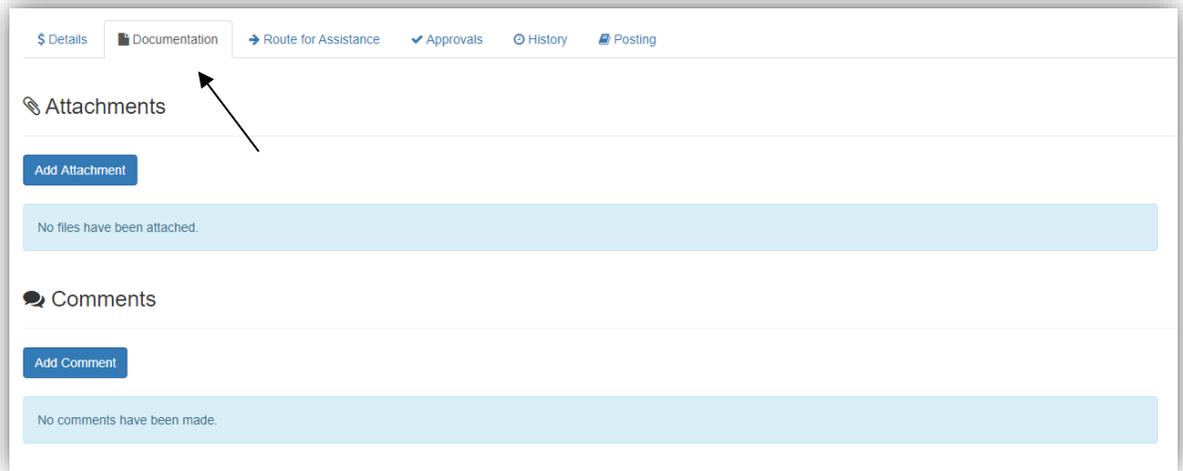
### Check for Errors

9. Use the **Check for Errors** function on the bottom left
  - a. Checking for Errors validates the funding string and enforces balanced accounting.
  - b. It 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.



### Documentation Tab

10. Click on the **Documentation Tab**
  - a. Click on **Add Attachments** and add supporting documents for the proposed transfer
    - i. Note: WISER documentation is NOT REQUIRED, as the tool validates the authenticity of the *From*.
  - b. Click **Add Comments** and add all supporting information for the proposed transfer
    - i. Note: Comments that are included with routing and rejections are stored here



## 90 Days after the Original Transaction - Documentation/Comments/Justification

11. If the transfer is over 90 days, the preparer will be automatically be required to fill out the justification. This can be viewed in the *Documentation Tab*.

- a. 90 Day period is technically 90 days from the end of the month a transaction is posted.
- b. Below is an example of a *90-day Transfer Justification*

12. Click **Save Justification** on the bottom once the fields are completed

**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 [REDACTED] 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 [REDACTED]
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 PI [REDACTED] 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 within 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**

## NSCT Routing, Edit Rights and Ownership

13. If additional information is needed, add **Routing person's name**

- a. This is not required

- b. "Routing" is intended for assistance or to accommodate a department's internal workflow. 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.
- c. Note: Routing is not used to collect signatures.
- d. Note: Routing transfers ownership. The preparer no longer has edits rights when a transfer is routed to another user or submitted for approval.

14. Add any **Comments** that may be needed for the person it will be routed to

15. Click **Route to this Person**

- a. The follow is an example of what the automatic email notifications will be:
  - i. Note: a direct link to the transfer record within the Cost Transfer Workflow Tool is embedded in the email.

\*\*\* Original intended recipients: Bernie Rubble \*\*\*

A cost transfer has been routed to you.  
 You may edit transfer ST00000032 by following this link: <https://www.ct.sfs.services.wisc.edu/sct/32>  
 Transfer Synopsis:  
 Created by: Fred Flinstone  
 Created on: 3/31/2020  
 Details of transfer: Test.

16. The owner of the record *routed to* can **Submit for Approval**

- a. Once submitted, the status changes to *2-Waiting for Approvals*.
- b. The tool determines the required signatures and automatically notifies the approvers.

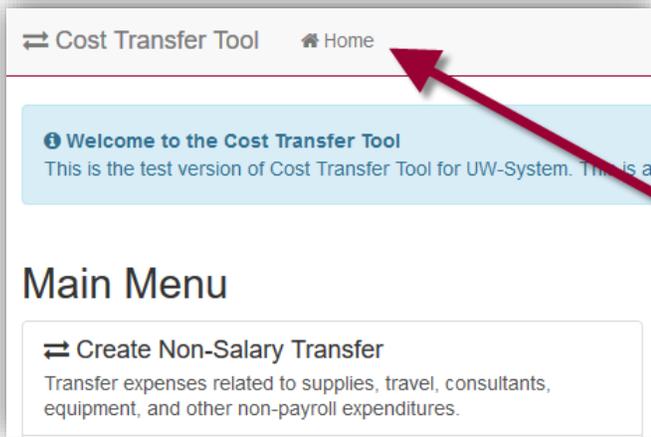
## History of the Transfer

17. Check the **History** tab to see all major events, which are captured and retained here

Event	Additional Details	Date	User
Status Changed	Status changed to 4 - Completed.	04/15/2020 3:09:06 pm	SHERRI VOIGT
Posted	Transfer posted to Journal JRT0312131.	04/15/2020 3:09:06 pm	SHERRI VOIGT
Status Changed	Status changed to 3 - Waiting to Post.	04/15/2020 3:09:03 pm	SHERRI VOIGT
Approved	SHERRI VOIGT signed for Central Office Approver.	04/15/2020 3:09:03 pm	SHERRI VOIGT
Approved	NICOLA J BURTON signed for Division Representative.	04/15/2020 3:08:33 pm	NICOLA J BURTON
Status Changed	Status changed to 2 - Waiting for Approvals.	04/15/2020 3:06:45 pm	SHERRI VOIGT
Created	Record was created.	04/15/2020 1:40:54 pm	SHERRI VOIGT

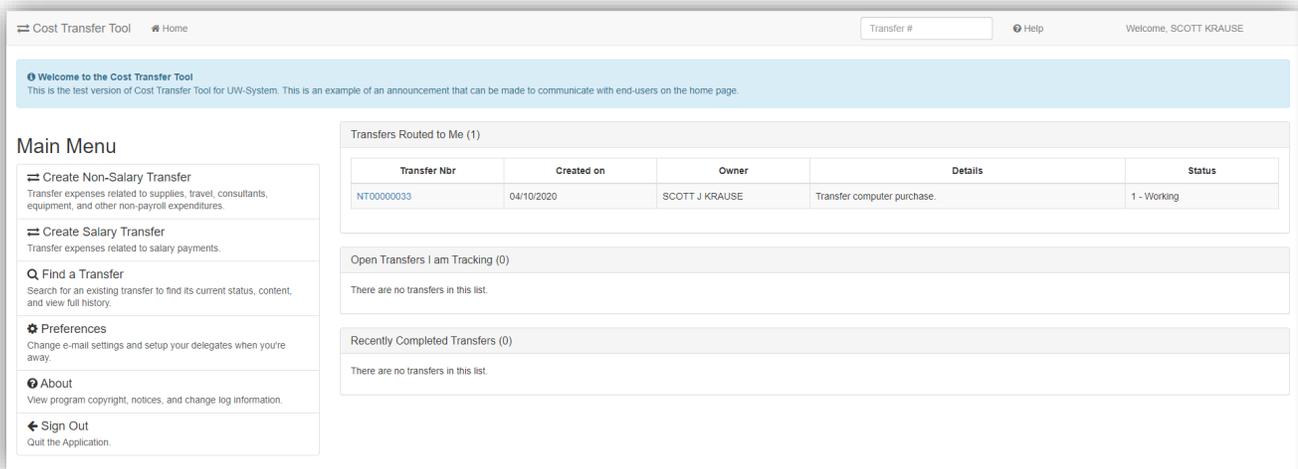
## Home

18. The **Home** button in the upper left corner will return you to the *Dashboard*



## Dashboard View –Preparers of Non-Salary Cost Transfers

1. You will be taken to the Dashboard
  - a. This is the main screen or landing page from which the preparer begins – think of this as the main menu/home screen.
  - b. Work List Headers that apply to you will appear.  
 Work List Headers:  
**Transfers Routed to Me:** You are the owner of this transfer record (edit rights)  
**Open Transfers I am Tracking:** Unapproved transfers in process that you prepared  
**Recently Completed Transfers:** Posted transfers that you prepared
  - c. Clicking on work list header expands and collapses transfer record list Click on the Find a Transfer link to view transfers based on specific criteria



## Searching for Transfers

1. Click on **Find a Transfer** while in the *Dashboard*
2. On the “Find a Transfer Screen” users:
  - a. Can search for completed transfers
  - b. Can search for transfers in process
  - c. Can use multiple filtering options (e.g. Project ID)
  - d. Can 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 \*\***

Cost Transfer Tool # Home Transfer #  Help JESSICA LAESEKE - UWSYS

## Find Transfers

Transfer Nbr

Project ID

Dept ID

Fund

Created Date

Preparer

Preparing Dept

Owner (routed to)

Status

Transfer Type  All  NSCT  SCT

(SCT) Employee

(SCT) Direct Retro Nbr

(NSCT) New Journal ID

(NSCT) New Journal Date

URGENT

Report Style  Header-level  Line-level

Output

Transfer Nbr	Created on	Preparer	Owner	Preparing Dept	Details	Status
NT00000055	04/15/2020	SHERRI VOIGT	SHERRI VOIGT	401000 - Financial Administration	Moving Telecom Costs	4 - Completed
NT00000054	04/15/2020	JACQUELINE MILSKI	JACQUELINE MILSKI	503700 - Financial Operations	test URGENT	4 - Completed
NT00000037	04/12/2020	JACQUELINE MILSKI	JACQUELINE MILSKI	503700 - Financial Operations	test	4 - Completed

## Validations

Cost Transfers undergo a series of validations to ensure that all data is valid and clean. If any of these rules are violated, the tool informs the user and halts any further processing until the corrective actions are taken. The following high-level validations are performed:

- Debits and credits must be equal.
- Line descriptions must be filled in.
- The “from” amount cannot be greater than the original posted amount and cannot be zero.
- The transfer cannot be empty (it must have at least one set of balanced transfer items).
- Sponsored and non-sponsored projects cannot be mixed in the same transfer. A sponsored set can transfer to a non-sponsored project in the same transfer set (such as moving to a gift project).
- For sponsored programs, any transfers older than 90 days must have a standard 90-day justification form filled out.
- Transactions cannot be transferred a second time. For example, if 100% of the amount of an original transaction is transferred, the tool keeps a record of this and disallows any further transfer. Any remaining amount from a previous partial transfer is eligible to be transferred, however.
- Budget accounts, balance sheets (such as liabilities, deferred expense, Accounts Receivable, etc.), or revenues accounts are not allowed. In other words, it must be an expenditure.
- The sign of the “from” amount must be preserved in the negated form (for example, if the original posting was for \$1, the “from” amount must be -\$1.). This prevents the user from flipping the sign accidentally.
- Transfers are limited to 50 total sets. Transfers larger than this usually must be handled via a custom journal posting through JET (Journal Entry Tool) via Accounting Office.

## Workflow After Submitted

- Once the transfer completes all entry and passes validations, it then moves on to the next step – review and approval by a person.
  - User Entry → Wait for Approvals → Pending Posting → Posted/Complete
- The record can be returned to the preparer any point to be revised or deleted
- The approvals process is dynamic and depends on the content of the transfer itself.
- One core concept in Cost Transfer workflow is the idea of an approval “tier”.
  - Tiers are ordered so that the first tier must be fulfilled before the second tier, and that must be fulfilled before the third and so on. This ensures that the next level tier does not see the transfer on their work lists until it is ready for them to sign.
  - Upon a rejection, the rejection usually goes to the previous tier where it must be corrected or deleted by the preparer.

## Person Resolution

The final component of the workflow process is person resolution. This refers to the process that the tool uses to resolve who can sign on a given approval item. It is important to note that when each new tier opens, the resolution process runs. This means that the approval item is not tied to a specific person until they sign. The person or persons that are determined to sign is delayed until the last possible moment and is not computed at the time the transfer is submitted.

## Other Aspects to Workflow and Approval

- When a record is rejected and goes back to be edited, upon submission a second time, existing signatures made prior to rejection are preserved. The system “fast-forwards” to the highest, unsigned tier at that time.
- It is possible for a division approver to make their own transfer and sign it as well. There is no conflict of interest considered.
- In some cases, PI tier becomes stuck because a PI that must sign has left the University. In this case, a new PI must be assigned in SFS and extracted to WISER. The record then must be put back in edit mode and re-submitted.
- If a person is away on vacation or leave, a back-up signer can be made (a delegate). That person can sign as in lieu of that person and this fact is recorded on the approval item. Delegates can be effective dated as well.