Georgia Institute of Technology

Electronic Cost Transfers for Campus Administrators

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Electronic Cost Transfer

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Section One: Overview

ELECTRONIC COST TRANSFERS for CAMPUS USERS

gc.ask@business.gatech.edu

Cost Transfer System—the means to correct charges to projects

- Unit Financial Officers review financial reports to find problems
- Corrections to Sponsored Projects **should be made in 30 days-**why?
 - -- >> Follow the charge to its conclusion <<--
- Cost transfers are red flags
- Auditors review cost transfers in detail, so
 - there must be a clearly documented need to move

Electronic Cost Transfers

Purpose

 to give users the ability to make timely cost transfers between projects, within certain restrictions

Benefits

- Speeds the process
- Eliminates the need for duplicate data entry
- Uses system edits to test for keying accuracy
- Uses system edits to test for available funds
- Improves timeliness of corrections—why is this important?
- Provides for direct input by Unit Financial Officers—not routed through the Business Office
- Provides for Two Processing Categories:
 - "A" Direct input (Current, within budget, no account changes)
 - "B" Review & Approve (Review done by G&C Accounting Managers)
- The electronic cost transfer system features can be used on <u>both sponsored</u> and non-sponsored projects.

User Authorization

For experienced employees who have these pre-requisites:

- 1. GL Reports (required)
- 2. Grants Management for Campus Administrators (required)
- 3. Salary Planning and Distribution (recommended)
- 4. Appointment at Accountant III level and higher or equivalent

Authorization Form

Acknowledgement of <u>User</u> Responsibilities

Acknowledgement of <u>Unit Head</u> Responsibilities

- Authorization covers your unit(s) only
- Dean's Office, Provost's Office, Grants & Contracts can process between units

OMB 2 CFR 200

- Definition of Allowable Cost—it must be:
 - <u>R</u>easonable
 - <u>A</u>llocable
 - Treated Consistently
 - <u>Sponsor allows per the terms and conditions of the Agreement</u>

R A T S

Allowable Cost Transfers

You should consider processing a Cost Transfer <u>only if</u>:

- 1) Institute financial procedures allow it.
- 2) Sponsored agreement allows it.
- 3) It's within beginning and ending term dates of the agreement.
- 4) Appropriate supporting documentation is provided justifying the charge on the "<u>To</u>" (receiving) sponsored project.
- 5) It has been certified by the Project Director or another authorized representative to be accurate and allowable for the "<u>To</u>" sponsored project.

System Edits

Some of the system edits are:

- a. Entry must net to zero.
- b. Original posting dates are within the current fiscal year.
- c. Projects are currently active.
- d. Accounts are currently active.
- e. No Personal Services account codes (5nnnn).
- f. No PCard corrections (714150).
- g. No Indirect Expense account codes (9nnnn).
- h. "To" project has available funds budgeted.
- i. The original posting date is less than 90 days IF moving to an externally-sponsored project--but you can move charges to a GTFsponsored, a GTRC-sponsored, or a state-sponsored project after 90 days (discretionary).
- j. See our website <u>www.grants.gatech.edu</u> for paper Cost Transfer Requests.

Category "A" – Direct

Processed and posted to the General and Expense Ledgers with the next system processing cycle. Must meet the following requirements:

- Total charges transferred to one project are less than \$5,000
- Original posting date is less than or equal to 60 days prior to entry date (Why?)
- No change in account numbers on both the "From" panel and the "To" panel
- No change in Employee ID number on both the "From" panel and the "To" panel
- Account fields don't include 78XXXX (Tuition)
- Project is within term

Category "B" – Review & Approve

Immediately forwarded to Grants & Contracts Accounting for further review and approval.

- G&C may ask for additional information or documentation to show allowability.
- Additional supporting documentation must be provided <u>within a two week</u> <u>period</u>, or the entry is deleted.

Why am I doing this?...?

Selection of Reason Codes

- 1) Clerical Error
- 2) Wrong Project or Account Number
- 3) Reallocation-Time of Entry
- 4) Reallocation-Supplies Not Used
- 5) New Award (New Award Date of agreement is required)
- 6) Renewal Award (New Award Date of agreement is required)
- 7) Pre-award Costs (New Award Date of agreement is required)
- 8) Other

Justification Reports

- Two reports, "Cost Transfer Justification for Sponsored Projects" and "Transaction Data", must be printed at the conclusion of each ECT
 - These reports, along with the other supporting documentation, must provide complete documentation to show why the transfer is allowable.
 - <u>They must clearly explain what occurred to someone who has no knowledge of the transaction.</u>

Sample Justification / Comments

- Justification should give complete information to show that the Cost Transfer is an appropriate and accurate financial transaction, and that the charge made to the receiving project is correct.
- You have to convince the reader why you are making this cost transfer. Think about what you are doing!

Acceptable Justification Entries

- 1) To correct clerical error that occurred on the original purchase order for these supplies.
- 2) To move charges to correct project. The Project Director identified an incorrect project number when he authorized this purchase.
- 3) To transfer \$510 of charges in excess of funding to the departmental overrun project (state funds).
- 4) To transfer charges from departmental funds to new award approved on December 10, 20xx. These initial charges were incurred after the project start date of December 1, 20xx.
- 5) To transfer costs to a project funded by discretionary funds (State, GTF, GTRC, FFP, other) to cover cost overrun.

Unacceptable Justifications– Samples

- The following justification statements don't adequately describe a situation that would be acceptable:
 - Bad account code
 - Lack of State Funds
 - Change due to reorganization
 - Distribution of charges to reflect charges for newly awarded project
 - Adjust expenses to reflect findings of meeting on 11/29 to review expense distribution with employee
 - Miscommunication between PI and accountant
 - Employee was given incorrect project number by accountant
 - Redistribution did not occur in a timely manner due to staff turnover
 - --what do these justifications say about the "to" project?

<u>Unacceptable</u> Justifications– Samples

Temporarily charged these expenses to this NASA project while waiting for the University of Illinois contract to be set-up.

- This justification indicates that the unit had knowingly charged a non-benefiting externally-sponsored project for costs.
- -- >> Follow the charge to its conclusion <<--
- There is <u>NO ACCEPTABLE</u> justification for charging costs to non-benefiting projects. It is <u>fraud</u> to knowingly charge a sponsored project for costs that belong to another project.

Better actions for "pre-award" costs would be:

- 1) Request an advance project number through the Office of Sponsored Programs (OSP).
- 2) Charge to departmental or discretionary funds. Then the justification is: "Charges were allocated to discretionary Project xxxx until the sponsored agreement for University of Illinois was signed."

<u>Unacceptable</u> Justifications– Samples

"Transfer cost overrun to a project that has funds."

"Project X was overdrawn. Cost transfer to this sponsored project done to close the project."

- Imply that the only reason for the transfers is to clear the deficit on the <u>from</u> projects.
- The justification must indicate why the charge is appropriate for the <u>recipient</u> project.
- Unless the "to" project is a discretionary project with no restrictions (State, GTF, GTRC, FFP), charges must relate to the specific scope of work being funded.
- If the recipient project has no restrictions then it may be an allowable transfer, but the statement should indicate that it is allowable and/or allocable; e.g., Firm Fixed Price.

Cost Transfers Requiring Special Documentation

- There are some cost transfers that look questionable based on their timing, the net effect on the project budget, or the type of expense being moved.
- Accordingly, a <u>valid and complete explanation is required that clearly</u> <u>indicates that the cost being moved</u> *to* a project is directly related to that <u>project's scope</u>, is allowable by the project budget, and is required to complete the terms of the sponsored agreement.
- Supporting documentation should be attached that will be available for subsequent audit review, and answers questions *before* they are asked.
- Following are 6 common scenarios that may raise questions:

Cost Transfer to Relieve Over-Expended Budgets Scenarios 1, 2, 3:

- 1. Moving charges from an over-expended project to a project with a free balance.
- 2. Moving charges posted after term date to an active project.
- 3. Moving substantial charges from one project to another project that's about to end and still has funds that will be lost if not spent.

Documentation required:

 copies of original documentation must be attached to prove that <u>an</u> <u>honest error did occur or specific conditions have changed</u> to demonstrate that the Institute has not fraudulently billed and collected funds from a sponsoring agency.

Cost Transfer of an Equipment Purchase

Scenario 4: Moving equipment or software charges within 90 days of termination to a project with a free balance.

Documentation required:

- A copy of the "to" project budget that includes a description of equipment to be purchased, and
- A copy of an invoice for the purchase of the equipment that matches the equipment description in the budget.
- A statement saying, "...the Project Director told me that the equipment should have been charged to this other project", without copies of supporting documentation as described, would not be considered adequate supporting documentation.

Cost Transfer of Travel Expenses Scenario 5: Moving travel charges. Documentation required:

- A copy of the original TES
- A copy of the <u>"to</u>" project budget that includes provisions for such travel,
- A copy of the travel authorization indicating the itinerary and purpose of the trip,
- A statement from the project agreement or proposal,
- A written statement from the Project Director or Conference program indicating that the trip and conference <u>benefited the project being</u> <u>charged</u>.

Cost Transfer 60 or more days after original expense posting

Scenario 6: Moving charges over 60 days old.

- Cost transfers are considered <u>unacceptable</u> if made over 60 days from the original posting date of charges being moved...
- …except for a few specific instances where your documentation can clearly show that the need for the transfer <u>could not have been known</u> within the 60 day time frame, e.g.:
 - a. The sponsor rejects a charge and notification is received more than 60 days from the charge date
 - b. A new contract permits expenses incurred during completion of the final negotiation of contract terms (usually 90 days prior).
 - c. To reduce expenditures while preparing final project reports in order to comply with all terms and conditions of the sponsored agreement

ECT Cost Transfer Files Are To Include:

- 1. Cost Transfer Justification Form (A) or (B).
- 2. Cost Transfer Data Report (A) or (B)
- 3. Expense Ledger printout showing the original charge <u>before</u> the transfer, i.e., the wrong charge
- 4. Expense Ledger printout showing the charge <u>after</u> the transfer.
 OR: You check the posting, then initial and date the entry on Justification Form
- 5. Other documents and/or correspondence. Examples include:
 - Original Purchase Order with incorrect information
 - Letter from Project Director requesting the correction
 - Letter or instructions from sponsor or Institute officer.

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Files To be Maintained:

• 1. Pending ECT File – Current Year

This file contains the files of all Electronic Cost Transfers from initial preparation until: 1) the entry has been posted to the General Ledger and confirmed as posted correctly, or 2) the entry rejected and/or cancelled. It should be in ECT number order.

• 2. Completed ECT File- Current Year

This file contains the files of all completed Electronic Cost Transfers for the fiscal year. It should be in ECT number order.

• Completed ECT Files – Prior Years

Each completed prior year contains the files of all completed Electronic Cost Transfers for the designated fiscal year, kept in ECT number order. This file would be maintained for a period of <u>five fiscal years</u>.

Section Two: Hands-On Tutorial

Electronic Cost Transfer

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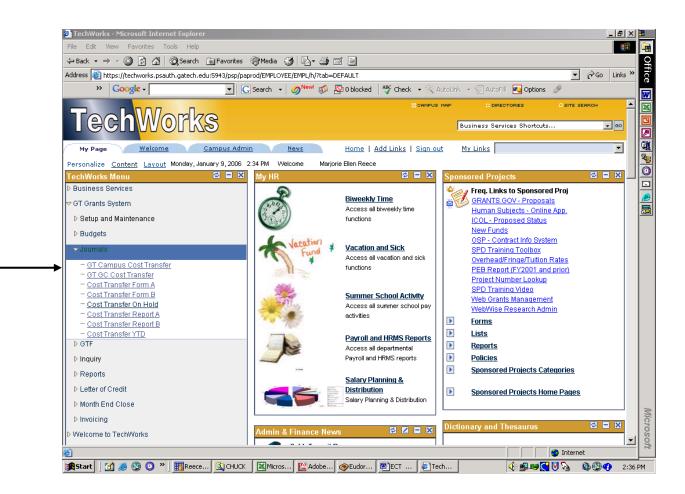
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Getting Started

Log onto TechWorks, using your GT Account and Password.

(Forgot your password? Send an email to <u>admin.accounts@oit.gatech.edu</u> requesting that your password be reset. The security administrator will notify you by email when your password has been reset.)

Using the TechWorks Menu along left side of screen, navigate down and click on "GT Grants System", "Journals", and then "GT Campus Cost Transfer".



To start a new cost transfer, click on "Add a New Value" tab.

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GT GL Unit Trans No: begins with 🔽				5
User ID: begins with 💌 mr227				
Case Sensitive				
Search Clear Basic Search 🗐 Save Search Criteria				
Find an Existing Value Add a New Value				

"GT GL Unit Trans No." defaults to "NEXT".

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NOTE:

Business Unit MUST be "GT"; if this field has anything besides "GT", change it to "GT". Then click "Add" button to start a new Electronic Cost Transfer.

To navigate through the ECT panels, you use either the "Tab" key or point and click with the mouse. DO NOT USE THE "ENTER" KEY.

If you know which Reason Code applies to this entry, enter 1 - 8 and tab. Otherwise, click on the magnifying glass next to ***Reason Code** to access the drop down box of allowable reasons for the cost transfer. Click on the correct value to select.

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this cost transfer and have been delegated authority within the department to certify this			
request, and 2. The costs being moved to the project identified above are directly related to the project scope, allowable by the project budget, and			
have been incurred in a timely manner to benefit project activities.			
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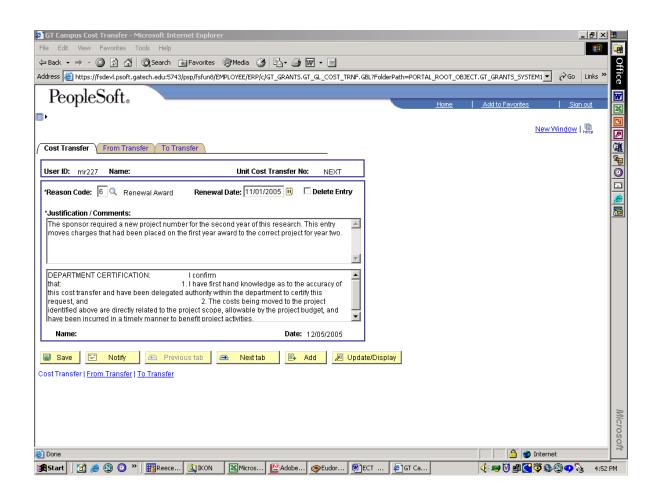
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Select one of the following values:		
1 Clerical Error		
2 Wrong Account / Project Number		
3 Reallocation-Time of Entry		
4 Reallocation-Supplies not used		
5 New Award		
6 Renewal Award		
7 Pre-Award Costs		
8 Other		
Cancel		

If you select the **New Award,** or **Renewal Award** options, you will be required to enter the new or renewal award date. You may enter the award date or use the calendar feature by clicking on the small calendar icon and navigating to the appropriate date.

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this cost transfer and have been delegated authority within the department to certify this request, and 2. The costs being moved to the project	
identified above are directly related to the project scope, allowable by the project budget, and	
have been incurred in a timely manner to benefit project activities.	
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identified above are directly related to the project scope, allowable by the pr 🕢 Current Date 🕟	
have been incurred in a timely manner to benefit project activities. Name: Date: 12/05/2005	
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Cost Transfer From Transfer To Transfer	

Enter the **Justification / Comments** field for the cost transfer making sure to clearly state why this charge is allowable on the "to" project.



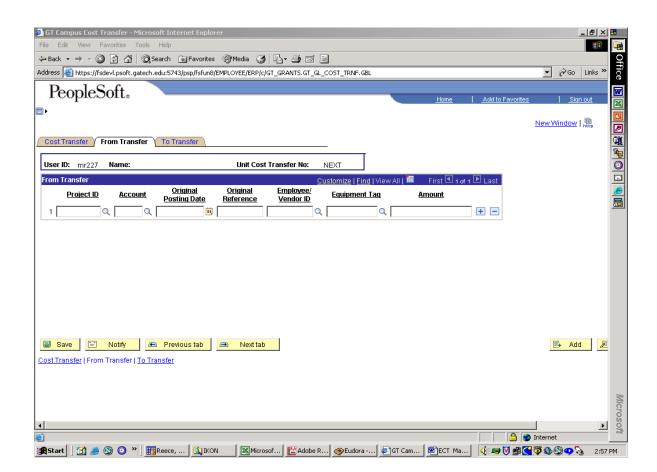
When you enter a cost transfer, you are agreeing to the following stipulations: you are accepting responsibility for the accuracy and appropriateness of the data entered.

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this	cost transfer and have been delegated authori	ty within the department to certify this
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lhav	e been incurred in a timelv manner to benefit pr	oiect activities.
N	lame:	Date: 12/05/2005

Entering the "FROM TRANSFER" Data

You can only transfer charges "FROM" <u>one</u> Project ID at a time using the Electronic Cost Transfer panels.

Click the "From Transfer" tab to continue the data entry.



Enter the **Project ID** you are moving the charges FROM. You may type in the project number or click on the magnifying glass to use the Project ID search feature.

Enter at least the first 3 digits of the Project ID to narrow the search. The more digits you enter, the easier it is to locate the specific project you're looking for.

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Click on the appropriate project number and it will fill into the Project ID field on the "From Transfer" tab, as follows:

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Tab over to the "Account" field. Enter the **Account Code** from the original posting.

Tab over to the "Original Posting Date" field and enter the **Original Posting Date** using the MM/DD/YY or MM/DD/YYYY format.

Enter the **Original Reference** information.

If a travel or per diem account code is used, you must fill in the **Employee ID** number. When using certain materials and supplies account codes, you must fill in the **Vendor ID**. When you enter any of these account codes, the Employee ID and Vendor ID field panel opens for data entry. If you do not know the Employee ID, click on the magnifying glass, and enter an "E" in the first row. <u>When performing an Employee ID search, an "E" must be placed in the "Vendor ID" field; the "E" should be omitted when searching for a Vendor ID.</u> A portion of the employee or vendor's name can be entered in the "Short Vendor Name" field to quicken the search. Click "Look Up", scroll to the correct Employee and click on the required ID. The number will be loaded into the correct field on the ECT "From Account" tab.

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E100020 MARTIGREGO-002 Martin,Gregory A E100023 MURPHSHELD-001 Murphy,Sheldon A	
E10022 Motor InforceColl Margary Giljulia	
E100040 MILLERYAN-001 Miller.Ryan K	
E100052 HIRSCADAM-001 Hirschel.Adam H	
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To make the search faster, you can enter a portion of the employee's name in the "Short Vendor Name" row to reduce the number of results returned.

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▷ Purchasing	E519122 REECETIFFA-001 Reece,Tiffany Latonya	
▷ General Ledger	E514908 REECEWANDA-001 Reece,Wanda G	
▷ Set Up Financials/Supply	E523254 REED ALEXA-001 Reed IV Alexander Clarke	
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Application Diagnostics	E505140 REEDALANA-001 Reed Alana Leigh	
Tree Manager	E518975 REEDBRAND-001 Reed Brandon Christopher	
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- Change My Password	E518070 REEDCHRIS-001 Reed Christopher Stalker	
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You can click on any of the column headers to re-sort the listing.

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E101349	ANDERERIC -002	Anderson,Eric J							
E100797	ANDERWILLI-001	Anderson,William B							
E104488	ANDRASIGRU-001	Andradottir,Sigrun							
E101335	ANIM-KOFI-001	Anim-Appiah,Kofi D							
E102345	ARNOLCYNTH-001	Arnold,Cynthia Tucker							
E104487	AYHANHAYRI-001	Ayhan, Hayriye							
E100745	BAILEROBER-001	Bailey,Robert R							
E101553	BAKERANDRE-001	Baker,Andrew P							
E101463	BAKERANTHO-001	Baker, Anthony Wayne							
E101238	BALLAWILLI-001	Ballard,William G							
E104486	BAUCHOLIVI-001	Bauchau, Olivier A							
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PeopleSoft only displays the first 300 items in the listing, so the more digits you enter, the smaller the number of results that will be returned.

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E523006 OZAKIAR	RKAD-002 Ozakii	n,Arkadas I											
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E523008 KOHYUN	<u>↓001 Ko,Hy</u>	un-Jun											
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Again, a portion of the employee or vendor's name can be entered in the "Short Vendor Name" row to quicken the search.

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When using an equipment account code, the **Equipment Tag** field will be available for data entry. This tag number is validated by the Asset Management system within PeopleSoft.

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Clicking on the magnifying glass gives you a search option within the Equipment Tag database.

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The amount entered on the "FROM" panel is usually a (-) negative number. **Be sure** to enter the "FROM" amount with the correct sign because PeopleSoft automatically enters the amount on the "TO" panel with the <u>opposite</u> sign.

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PeopleSoft amounts always carry three decimal places, with a trailing zero.

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Cost Transfers "FROM" a <u>Single</u> Project ID for <u>Multiple</u> Account Codes

You may only transfer charges "From" <u>one Project ID</u> per cost transfer; but, you may transfer "From" <u>many Account Codes</u> within the <u>same</u> Project ID.

Use the Plus Key to add additional lines.

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PeopleSoft inserts a row with the project ID grayed out indicating that the project ID cannot be changed.

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Insert as many rows as needed to transfer costs from the same project but different account codes.

Entering the "TO TRANSFER" Data

PeopleSoft automatically carries certain data from the "FROM" panel to the "TO" panel and fills in the appropriate field for you. Some of this data may be changed and some is fixed.

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Enter the **Project ID** you are moving the charges TO. You may type in the project number or click on the magnifying glass to use the Project ID search feature. Enter at least the first 3 digits of the Project ID to narrow the search. The more digits you enter, the easier it is to locate the specific project you're looking for.

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Tab over to the "Account" field. Enter the appropriate **Account Code.** You can use the magnifying glass search feature if you want.

Original Posting Date defaults from "From" panel and cannot be changed here. **Original Reference** defaults from "From" panel and cannot be changed here. The **Employee/Vendor ID** defaults from the "From" panel if entered originally. The **Equipment Tag** defaults from the "From" panel if entered originally. The **Amount** field defaults with the opposite sign from that of the "From" field.

Cost Transfers from <u>One</u> Project to <u>Multiple</u> Projects / Accounts

Insert as many rows as needed on the "TO" panel when you are transferring costs from a single project to multiple projects/accounts. Data repeats from previous line.

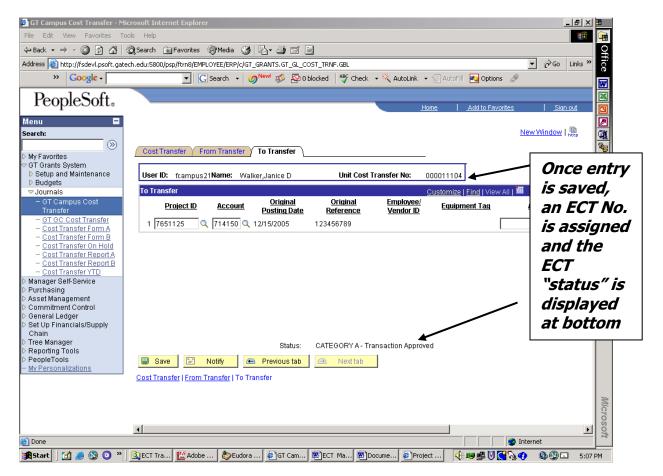
Add rows as needed by clicking on the Plus Key.

Make changes to **Project ID, Account, Employee / Vendor ID, Equipment Tag** and **Amount** fields as required.

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Save your entry; record your ECT number and its status!

Click on the button to save.



NOTE: Remember to record your ECT number and its status; you will need this data to run the reports.

Printing Electronic Cost Transfer Forms and Reports

Look at the left-hand menu to select the report you wish to print.



Your report options are:

Cost Transfer Form – A(428): Category "A" transfer **Cost Transfer Report – A(424):** Category "A" transfer

Cost Transfer Form – B(429): Category "B" transfer **Cost Transfer Report – B(425):** Category "B" transfer

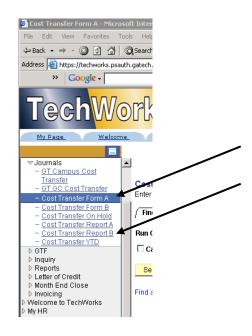
Cost Transfer On Hold (426): Cost transfers pending G&C approval

Cost Transfer YTD Report (510): Cost transfers based on specified date criteria

Remember that a complete ECT file package includes both a Form and Report (either "A" or "B" as appropriate). You <u>must</u> print both Form and Report the same day you make the entry. It is <u>strongly suggested</u> that you print both Form and Report at the end of <u>each</u> ECT entry to ensure you can access them.

Printing an "A" Form and Report

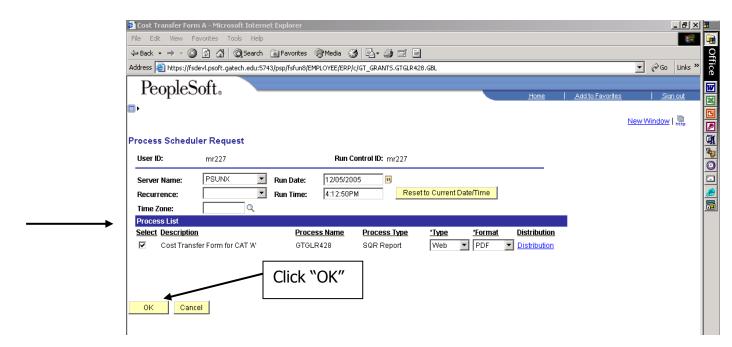
To print the "A" Form and Report, select either Cost Transfer Form A or Cost Transfer Report A from the left-hand menu.



Enter the Cost Transfer No. that was given to you when the ECT was accepted and saved by the system. You do not have to enter "OPRID". Click on "Run". Just enter the 4 or 5 digit ECT number—the system adds the leading zeroes when you hit "Run".

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This brings you to the "Process List" screen. Look for the report name, then click "OK".



Next you see the "Report List" screen. Look at the tabs across the top. You should be in the "Administration" tab. This screen is static. In other words, to see new information you must push the "Refresh" button. Press "Refresh" until the report name becomes blue in color and is underlined. Now the report has finished running and is ready to be viewed.

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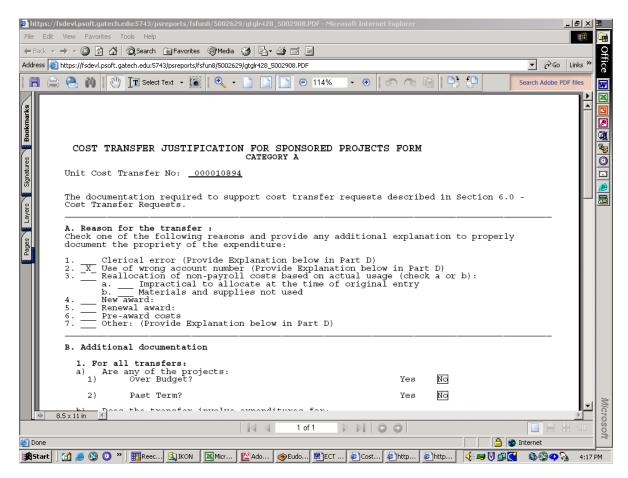
Click on the highlighted report name link to see the report.

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	4006439 400684	6 GT Load Mass Move	Request 01/11/2006 10:46:06AM	Acrobat (*.pdf)	Posted	<u>Details</u>					
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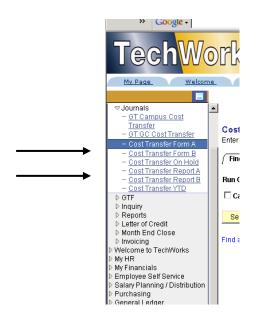
If you click on the Details link, the following screen will be displayed. Then click again on the name of the report you are running to see the report.

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Results for Form "A":



After printing the form, go back to the left-most menu and click on the next report you wish to generate. A good system might be to print first the Form then the Report for each ECT you've created.



Results for **Report** "A".

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PeopleSoft 8.8 allows you to select and run multiple reports at the same time, so your Report List may look something like this:

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		5002627	5002906	PEB Report		12/05/2005 4:02:30PM	Acrobat (*.pdf)	Posted	<u>Details</u>		
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Adr		ition <u>Explo</u>	orer List /	<u>Archives</u>							-

Printing a "B" Form and Report

The "B" print selection also includes an optional date range. Here you can either enter the Unit Cost Transfer No., or you can use the date range option to print all within a particular range, or you can use both. If you use the Unit Cost Transfer No. <u>and</u> the two date fields, please be sure the dates include the entry date for that particular cost transfer. If the date range does not include the date of the individual cost transfer number, no data will be found and no report will print. You do not have to fill in the OPRID field.

Form B						New Window Help 📑
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	To Date:	06/30/2006 🛐				
🗐 Save 🗸	Return to Searc	Notify	E+ Ad	d 🖉 Updi	ate/Display	

The date range is <u>optional</u>. If you know the Unit Cost Transfer No., enter it and clear the remaining fields on the form.

Form B						<u>New Window</u> <u>Help</u> 贖
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Click "Run" and then follow the instructions beginning on page 22 to print.

Results for **Form** "B":

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	COST TRANSFER JUSTIFICATION FOR SPONSORED PROJECTS FORM CATEGORY B
	Unit Cost Transfer No: <u>000011414</u>
	The documentation required to support cost transfer requests described in Section 6.0 - Cost Transfer Requests.
	A. Reason for the transfer : Check one of the following reasons and provide any additional explanation to properly document the propriety of the expenditure:
12	 Clerical error (Provide Explanation below in Part D) X Use of wrong account number (Provide Explanation below in Part D) Reallocation of non-payroll costs based on actual usage (check a or b): a Impractical to allocate at the time of original entry
Attachments	bMaterials and supplies not used 4New award: 5Renewal award: 6. Pre-award costs
	7 Other: (Provide Explanation below in Part D)
Comments	B. Additional documentation
8	1. For all transfers: a) Are any of the projects:
	1) Over Budget? Yes No

Results for **Report** "B".

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		Unit C/T: 000011414 Reason for Transfer: Entry Date: 06-MAR-20 User Id: mr227	Wrg Act/Fj 06							
		ProjectID	Prime PI	Account	Reference	Original Fosting Date	Vendor ID	Equipment Tag	Anount	
		1136800 1131290 7651125	Kettlewell-Henry,Janet Kettlewell-Henry,Janet Kettlewell-Henry,Janet	714150 714150 714150	123456789 123456789 123456789	01-0CT-2005 01-0CT-2005 01-0CT-2005			-1,250.00 1,000.00 250.00	=

Cost Transfer YTD Options

You can print both "A" and "B" Reports <u>but not Forms</u> long after the day of data entry by using the Cost Transfer YTD option from the left-hand menu.



If you know the Unit Cost Transfer No. (ECT number), enter it in the 2nd field and <u>clear all data in the remaining fields</u>.

∫ Cost Transfe	TYTD \		
Run Control ID:	: mr227	Report Manager Process Monitor	Run
	Business Unit Unit Cost Transfer No.: Dept: Oprid: From Date: To Date:	GT 000015141 0000015141 00000000000000000000000000000000000	

If you want to print out all ECT Reports within a period (month, quarter, year, etc.), clear the Unit Cost Transfer No. out, then enter From Date and To Date, or use the calendar option.

Cost Transfer	YTD			
Run Control ID:	mr227	Report Manager	Process Monitor	Run
	Business Unit Unit Cost Transfer No.: Dept: Oprid: From Date: To Date:	GT Q 11/01/2006		

Forward through the "Process List" screen, click "OK", and follow prior printing instructions.

System Edits and Error Messages System Edits

The Electronic Cost Transfer system performs predefined edits on all entries to:

- Verify you have entered all the required data
- Validate data entered
- Verify that the Original Posting Date is within the current fiscal year.
- Verify that the Project is active
- Verify that the Account Code is valid in the current fiscal year
- Verify that the Account Code is not a personal services, indirect cost, or PCard account code
- Ensure that available funds are greater than the "To Transfer" amount

If the entry meets the above edits, the system determines how to process the entry:

- As either a Category "A" or "B" transaction
- Posts Category "A" transactions the same day as entered
- Forwards Category "B" transactions to Grants & Contracts for review. They will be held a maximum of two weeks, and then are deleted if not approved. Category "B" transactions post the day they are approved

Category "**A**" entries post the same day as entered. In addition to the above, if the entry meets these criteria, it will be processed as an "A" entry:

- Within 60 days of original posting date
- Total charges less than \$5,000
- Account code(s) remains the same
- Account code is not 78XXXX (Tuition/Scholarship)
- Project has not reached term date
- Equipment Tag Number remains the same

Category "B" entries post when approved by G&C. If an entry is valid but does not meet the Category "A" criteria, it will be processed as a "B":

- Between 61 and 90 days of original entry date (Entries over 90 days from original entry date will not be processed.)
- Total charges equal to or greater than \$5,000
- Account code(s) has changed from the original posting
- Employee ID number has changed from "FROM" to "TO" pages
- Account code of 78xxxx (Tuition/Scholarship) is used
- Project is beyond term date
- Equipment Tag number has been changed

Error Messages

Errors that require correction to continue data entry:

When the error message appears, click *correct* the error and tab out of the field.

Field is required

Cost Transfer From Transfer To Transfer	
User ID: mr227 Name: Reece,Marjorie Ellen Unit Cost T	ransfer No: NEXT
*Reason Code: 3 Q Reallocation-Time of Entry	🗆 Delete Entry
*Justification / Comments: Microsoft Internet Explorer Highlighted fields are required. (15,5 Enter data into the highlighted fields OK DEPARTMENT CERTIFICAT	
that: that: 1. I have first hand knowledg this cost transfer and have been delegated authority within the departm request, and identified above are directly related to the project scope, allowable by th have been incurred in a timely manner to benefit project activities.	ent to certify this wed to the project
Name: MARJORIE REECE	Date: 01/11/2006

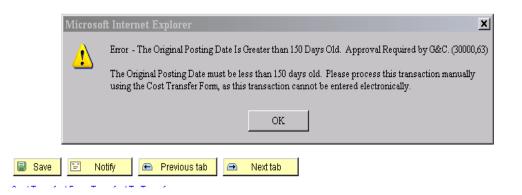
Invalid value

Jser ID: mr227 Name: Reece,Marjorie Ellen Unit C	ost Transfer No: NEXT
Reason Code: 🧧 🔍 📘	Delete Entry
rosoft Internet Explorer	
Invalid value press the prompt button or hyperlink for a list of val	lid values (15,11)
· · · · · · · · · · · · · · · · · · ·	
The value entered in the field does not match one of the allowable	values. You can see the allowable values by
The value entered in the field does not match one of the allowable pressing the Prompt button or hyperlink.	values. You can see the allowable values by
pressing the Prompt button or hyperlink.	values. You can see the allowable values by
pressing the Prompt button or hyperlink.	·
pressing the Prompt button or hyperlink.	Nedge as to the accuracy of
pressing the Prompt button or hyperlink. OK Inat: I. I have first hand know this cost transfer and have been delegated authority within the dep request, and 2. The costs bein	Addge as to the accuracy of partment to certify this g moved to the project
pressing the Prompt button or hyperlink. OK that: 1. I have first hand know this cost transfer and have been delegated authority within the dep request, and 2. The costs being identified above are directly related to the project scope, allowable	Addge as to the accuracy of partment to certify this g moved to the project
pressing the Prompt button or hyperlink.	Addge as to the accuracy of partment to certify this g moved to the project

Expenditure is Over 90 Days

New Window | Help | 🖷

Cost Tra	insfer / Fi	rom Transfer	To Transfer				_		
User ID:	mr227	Name: Reed	e,Marjorie Ellen	Unit Cost	Transfer No:	NEXT			
From Tra	insfer					Customize Fil	nd View All 🛄	First 🛃	l of 1 🕑 Last
P	roject ID	<u>Account</u>	<u>Original</u> Posting Date	<u>Original</u> <u>Reference</u>	<u>Employee/</u> <u>Vendor ID</u>	<u>Equipmen</u>		<u>Amount</u>	
1 210	66C5 C	2 714150 2	8/1/2006 🛛 谢						+ -



In this case, you must use the manual Cost Transfer Form to process this change.

Budgeted Funds balance is too low for transfer

Varnir	ngs:	OK	"To" project does not have sufficient funds. Must use another
		Budgeted Funds Not Available For 1606Y23. Please Choose Another Project ID. (30000,67) Within the current accounting period, the available budgeted funds for a project must be grea transfer amount for a project.	_
	Microsof	: Internet Explorer	×

Employee / Vendor ID is required

Microsol	it Internet Explorer	
	Please Enter The Employee/Vendor ID For Travel/Per Diem Accounts. (30000,57) The Employee Vendor ID have to be entered for travel/per diem accounts (accounts like 6% or accounts lik 751%). Please Note: All employee ids begin with an 'E'. OK	<i>Travel/Per Diem transfer – Employee or Vendor ID required</i>

Equipment Tag number is required

Microsoft	Internet Explorer	and the set
	Please Enter The Equipment Tag Number. (30000,58)	Equipment transfer —
<u>•</u>	The equipment tag number must be entered for specific equipment expense acco	tag
		number
	OK	

Entry does not balance

Microsoft Internet Explorer	×
	Debits and
Unbalanced Entry Amounts. FROM=\$-1501 TO=\$3000 DIFF=\$1499 (30000	,65) credits do
The transferred amounts must be balanced. Please check all entered amoun	ts. not equal
	- Correct
ОК	before
	proceedin

System does not understand the data entered

MILTUSU	nt Internet Explorer	L
	The system does not understand the date you entered. Type the date using format specified in your personalization settings. Or use the calendar button to pick date.	Warning message – Correct before
	ОК	proceeding

Errors that indicate a "B" entry:

There are other edits or validations that occur during data entry or when the transaction is saved. Specific error messages are displayed indicating the source of the problem.

Following are examples of the different types of error messages. When an error box is displayed, click _____, correct the error and tab out of the field.

Original Posting Date is Greater than 60 days



Project is beyond term date



Entry amount is greater than \$4,999

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>> Google -	💽 💽 Search 👻 🧭 Newel 🛷 💁 O blocked 🛛 🎸 Check 🔹 🗮 AutoLink 🔹 🗐 AutoFill 💽 Options	5
PeopleSoft.	Home Add to Favorit	<u>e:</u>
Menu Search: My Favorites My Favorites My Favorites GT Grants System Setup and Maintenance Budgets Journals GT Campus Cost Transfer GT GC Cost Transfer Cost Transfer Form A Cost Transfer Form B Cost Transfer	Warning Total Charges Are Greater Than The \$4,999 Limit By \$501. Approval Required By G&C. (30000,64) If total charges transferred are greater than the \$4,999 limit, further approval by Grants and Contracts is required	Notificatio n message - G&C review required

Equipment Tag Number has changed

Microso	t Internet Explorer	т <u>и</u>
	Warning The Equipment Tag Number Has Been Changed. Approval By G&C Is Required. (30000,88) When the equipment tag number is changed during a cost transfer, further approval is required by Grants an Contracts.	<i>Notificatio n message – G&C</i>
	ОК	Review required

Notes:

During each month-end close, no ECT processing is allowed. During these few days, all fields will be "grayed" to prevent data entry. You will need to hold data entry until the Controller's Office and Grants and Contracts opens the following month for business.

Grants & Contracts Accounting performs periodic compliance reviews of the Electronic Cost Transfer files maintained by each authorized user in their respective departments. ECT files must be complete and made available for review by Grants & Contracts Accounting personnel, the Georgia Tech Internal Audit Department, State of Georgia and DCAA auditors, and external auditors. Failure the meet audit standards may result in suspension of privileges to enter Electronic Cost Transfers.

Report ID: GTGLRP38

Georgia Institute of Technology EXPENSE LEDGER FISCAL YEAR 2007 07/01/2006 TO 06/30/2007

Page 4 of 6 Run Date 29-SEP-2006 Run Time 09:06:29

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Report ID: GIGLRP38

Georgia Institute of Technology FISCAL YEAR 2007 07/01/2006 To 06/30/2007 EXPENSE LEDGER

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08/21/2006 Work Relationships 08/21/2006 Presentation Skills 09/18/2006 Respectful Workplace 07/27/2006 Powerpoint 2003

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Oars-Cetl/General Cur Unrestricted - Resident In Provost-VP Academic Affairs

6001101

Business Unit GT PROJECT ID DEPARTMENT

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Total For Registration Fees (IRS)

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09/13/2006 Travel Inc

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07/20/2006 Reiner, Michael

08/11/2006 Smith, James E

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Total For Guest, Visitor, Non-Emp Travel

09/28/2006 Llewellyn,Donna Crystal

09/12/2006 CETL FEES FALL 1 & 11 Vm07-017

09/26/2006 Hillstock, Laurie G

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Run Date 29-SEF-2006 Run Time 09:06:29 Page 5 of 6

COST TRANSFER JUSTIFICATION FOR SPONSORED PROJECTS FORM CATEGORY B

Unit Cost Transfer No: 000014576

The documentation required to support cost transfer requests described in Section 6.0 -Cost Transfer Requests.

A. Reason for the transfer :

Check one of the following reasons and provide any additional explanation to properly document the propriety of the expenditure:

Clerical error (Provide Explanation below in Part D) 1. X Use of wrong account number (Provide Explanation below in Part D)
 Reallocation of non-payroll costs based on actual usage (check a or b):

 a. ______Impractical to allocate at the time of original entry
 Materials and supplies not used

 4. New award: 5. Renewal award: Pre-award costs 6. 7. Other: (Provide Explanation below in Part D)

B. Additional documentation

	1 transfers: any of the projects: Over Budget?	Yes	No
	5	169	
2)	Past Term?	Yes	No
b) Does 1)	the transfer involve expenditures for: Subcontracts?	Yes	No
2)	Equipment?	Yes	NO

C. Timing of cost transfers Is this a tranfer of charges recorded in GIT General Ledger more than 60 days before the Yes No

D. Remarks/explanations/justifications: These charges were billed to the wrong department.

E. Certification that the charges are correct and appropriate Principal Investigator:

Date: 05-0CT-2006

or

Responsible official (with suitable means of verification that the charge is allowable and proper)

SHEREE POSEY

Date: 05-0CT-2006

Approval

Grants and Contracts Office:

8 Mourter

Date: $10/\zeta$ 06

Report ID: GTGER425

Unit C/T: 000014576 Reason for Transfer: Wrg Act/Pj Entry Date: 05-0CT-2006 User Id: sp163

Prime PI ProjectID

22-SEP-2006 13-SEP-2006 22-SEP-2006 13-SEP-2006

Original Posting Date

Equipment Tag Vendor ID

Page 3 of 3 Run Date 05-Oct-2006 Run Time 08:44

Georgia Institute of Technology ELECTRONIC COST TRANSFER DATA/CATEGORY B TRANSACTION DATA FISCAL YEAR 2007 BY USEY Id -- "spi63" FROM DATE: 05-OCT-2006 TO DATE: 05-OCT-2006

-138.96 -472.60 138.96 472.60 Amount

End of Report

GTGLRP38
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Report

Georgia Institute of Technology EXPENSE LEDGER FISCAL YEAR 2007 07/01/2006 To 10/31/2006

Page 2 of 3 Run Date 14-DEC-2006 Run Time 13:42:45

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	PROGRAM CLASS	ENCUMBRANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0	00.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00.0	0.00	0.00	0.00	0,00	00*00	0.00	0.00	0.00
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Business Unit GT PROJECT ID 6001101 Oars-Cetl/General	·			EXPE FISCA 07/01/200	EXPENSE LEDGER FISCAL YEAR 2007 07/01/2006 To 10/31/2006	PROGRAM	14600	Run Date 1 Run Date 1 Run Time 1 Academic Administration	Run Date 14-DBC-2006 Run Time 13:42:45 Mistration
10010 Cur Unrestricted - Resident 600 Provost-VP Academic Affairs DESCRIPTION SRC CAMP	- Resident In nic Affairs SRC CAMPUS REF		OTHER REF 1	ACCOUNT	BUDGET	CLASS ENCUMBRANCE	EXPENSE	General Operations - (BALANCE	- General
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Girardot, Steven P		0045		727130	·	0.00	110.00		
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07/18/2006 McSwain,John	6007101008	008 00484219		751110		0.00	300,00		
Total For Services-Misc, Temp Agency(IRS)	IRS)					0.00	300.00		
Total For Materials and Supplies					0.00	0.00	45,800.13 -	-45,800.13	
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Fage 1 of 1 Run Date 14-DEC-2006 Run Time 13:47:26	PROGRAM 12100 Individual or Project Research CLASS 64057 GTRC Matching Funds	ANCE EXPENSE BALANCE	0.00 78.74		0.00 422.99 0.00 22.90	e, e	0.00 2,427.42 0.00 20.50		0.00 7,262.94	0.00 0.00	13	0.00 138.96	1.000 million - 20.000 million - 20	0.00 472.60	0,00 7,500,00	0.00 7,500.00	0.00 1,360.00 0.00 1,000.00	0.00 2,360.00	0.00 17,734.50 -17,734.50	0.00 17,734.50 -17,734.50	0.00 17,734.50 -17,734.50	
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Report ID: GTGLRP38	Business Unit GT PROJECT ID 39066G5 GTRC MATCHING ACCOUNT FUND Q9262 GTRC MATCHING ACCOUNT DEPARTMENT 390 CEISMC	DATE DESCRIPTION SRC CAMPUS REF O	***** Total Prior To: 10/01/2006 10/04/2006 OFFICE DEPOT #2375 PCD 3900700446 X	PCD 3900700449	LU/U5/2005 DFFLUE DEFUT #23/5 PCD 3900700449 X 10/09/2006 DYNAMEX 120 ATLANTA PCD 3900700459 X	orrection CEX 3900700430	<pre>LU/24/2006 Procure Card Post Correction CEX 3900700442 3 10/26/2006 C/T 000014763 FROM 390990524 CST 3900700460</pre>	C/T 000014763 FROM 390990524 CST	Total For Supplies & Mat - Pcard Purch		10/05/2006 C/T 000014576 FROM 6001101 CST 6007101032	Total For Rental-Meeting and Hotel Rooms	****** Total Prior To: 10/01/2006. 10/05/2006 C/T 000014576 FROM 6001101 CST 6007101022	Total For Guest, Visitor, Non-Emp Travel	***** Total Frior To: 10/01/2006	Total For Services - Catering (IRS)	***** Total Frior To: 10/01/2006 10/06/2006 Ervin,Leroy AP 3900700440 00	Total For Services-Participant Pmt (IRS)	Total For Materials and Supplies	Balance For Non Personal Services	Balance GTRC MATCHING ACCOUNT	

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