

Guidance to Late Reason Explanations for Non Payroll and Payroll Cost Transfers

If transactions are older than 90 days from the original transaction date, a late explanation must be provided on the cost transfer.

The late explanation should thoroughly detail the delay in processing the transaction and answer the questions:

- Why the transfer did not occur within the 90-day limit?
- Why wasn't the monthly review of statements done timely?

Late explanations such as "to clean up cost object", "to correct an error", "staff shortages" are inappropriate reasons which will be rejected. Thorough explanations should include the details surrounding why the transfer was late.

Examples (not limited to):

- Title of vacant position
- Timeline which is related to why the cost transfer was late
- Training
- Travel
- System access/issues
- Delayed grant/internal order set up
- Any other additional factors that may have caused the delay