

Expense Only Non-Payroll Cost Transfer

While reviewing monthly statements, you discover an error. You find that an expense was charged to the incorrect cost center or internal order.

The amount of \$136.28 was charged to sponsored internal order 90036654 and should have been charged to 90050837. The charge appears on the Sponsored Financial Detail report below.

Helpful hint

The general ledger account number begins with 6xxxxx and the document number begins with 19xxxxxxx indicating that this is an expense.

These costs need to be transferred from internal order 90036654 to the correct internal order 90050837 using the non-payroll cost transfer transaction. Let's look at how to process this transaction.

Documents Sponsored Rev-Ex	p "¤ +=	8						
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🦢 Grant		633024						104976 : Biological R
Sponsored Program								90036654 : Biologica
💯 Key Figures	Sponsore Class	G/L Account	FI Doc:Doc Number	Reference Doc Number	Predecessor Doc	Posting Date	Item Text	NOV 2012 Revenue and
	630000	LAB MATERIAL &	1904266551	5108496516	2001648237	11/09/2012	S 100B ANTIBODY FROM NOVUS	\$ 306.25
		SUPPL : 1HEN/633024	1904273464	5108500494	2001655591	11/13/2012	BS3 50MG/PK	\$ 91.14
							MAGNETIC STAND 2 HOLE 1 SML	\$ 43.34
Rows			190)4286625	;		NO-WEIGH 136.28	\$ 116.08
Y Sponsored Class							PIERCE NHS	\$ 205.40
G/L Account							PIERCE PROTEIN AG MAG BEADS	\$ 148.70
FI Doc:Doc Number			1904277574	5108503305	2001659005	11/14/2012	MONOCLONAL ANTI-S-100 (B-SUBUNIT)	\$ 255.00
Reference Doc Number	1		1904286547	5108509501	2001662032	11/19/2012	SHARP COLL 9 GAL SLIDE TOP 8CS	\$ 255.00
Predecessor Doc			1904286625	5108509565	2001662040	11/19/2012	MASON JAP PP 1GAL 2/PK	191.92
Fosting Date			190-9280625	3100309303	2001002040	11/19/2012		\$ 136.28
V Item lext			4902805416	4902933991	2200148156	11/30/2012	PLASK TISSUE CULTURE 25 CM SQ VENTED	\$ 132.44



Accessing the Expense Only Non-Payroll Cost Transfer

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Welcome	Enterprise Reporting	PI Partners	Knowledge Network	ECC	(1)w	eb BW Report Cente	r G
Getting Sta	rted Archived Messa	ges SMART	Give Feedback	Finance Ma	aster Data	Request Tool	
b							
Gettin	g Started						
Wel	come to the John	s Hopkins (SAP Portal!				

1. Click the ECC tab.

						-
Do you want to open or save tx.sap from saptr.erp.johnshopkins.edu ?	Open	2	e	-	Cancel	×
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2. Click **Open** if/when the system asks about tx.sap.



- Type zsgm_cost_transfer in the transaction box and press Enter on your keyboard.
 OR
- 4. Expand the folder GL-Non-Payroll Cost Transfer Initiator.
- 5. Double-click the transaction **ZSGM_COST_TRANSFER Cost Transfer**.



Journal Transfer Request	
Create Request 7 y Request Cost Transfer Head	ler 🛛 🔲 Cost Tr
Journal Transfer Request Form Type of Journal Transfer Expense Only Equipment Non-Recurring Cost Allocation, Intra-Ept	You use the Expense Only transfer type when: 1. The G/L account number begins with 6xxxxx AND
C Revenue Transfer Request Journal Transfer ID	2. The document number begins with 19xxxxxxx or 51xxxxxxx, 500xxxxxx, or 110xxxxx

- 6. Ensure that **Expense Only** is selected.
- 7. Click Create Request.

Entering the Reason Code

Ex	<i>kpel</i>	ns	e Transfe	r					
6	Che	ck	🐶 Submit	for Ap	proval 📑	Reset	🕒 Print Cost Transfer 🔺 Upload Expense Items		
Г		_							
	-	Bas	sic Data						
		J	ournal Transfe	r ID	0	\frown	Debit Am	nount	
		R	eason Code			(1	Credit Ar	nount	
		D	ocument Dat	e 13	2/12/2016		Code (1) 8 Entries found	Y	γ/N
						Re	strictions		· · · ·
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		L	G/L Account	D/C	Amount	🖌 🖂		<u>nt</u>	t
			ļ	Ľ		Reas	Name	Additio	
				Ē		01	Data Entry Error	Y	
				Ē		02	G/L Account Code Error	Ν	
				Ē		03	Administrative Error 2	Y	
				ē		04	Project Related	N	_
				ā		05	Continuation of Sponsored Funds Account to Subsequent Period	N	_
		┢		 		06	Transfer to General or Discretionary Funds	N –	_
				2		07	Transposition Error	N –	
			ļ			08	Service Center/ Revolving Accounts	N –	

1. Click the 🙆 **Reason Code** drop-down button.

NOTE: A list of reason codes can be found at

http://ssc.jhu.edu/sponsoredprojects/DataFiles/NonPayroll_Cost_Transfer_ReasonCodes.pdf.

2. Double-click the reason code (for example, Administrative Error).



Entering Information in the Grid

Journal Transfer ID	0						Debit Amount	0.00
Reason Code	03	Administrativ	e Error				Credit Amount	0.00
Document Date 12/1	2/201	L6 Posting Da	te 12/12/	2016 Posting I	Period	6	Doc for Current Fiscal Yr? Y/N	Y
						In EC	C, tab between fields.	
G/L Account D/C	A	Amount	Cost Center	Internal Order	WBS	In EC Pressi	C, tab between fields. ng the Enter key on your keyboard	d pri
G/L Account D/C 633024 Credit	A	Amount	Cost Center	Internal Order 90036654	WBS	In EC Pressi will ca	C, tab between fields. ng the Enter key on your keyboard use SAP to start checking your wo	d pri

- 1. Enter the G/L Account (for example, 633024) and then tab to the next field.
- 2. From the drop-down menu in the D/C column, select Credit.
- 3. Enter the Amount (for example, 136.28). NOTE: Do not use dollar signs, negatives, or commas.
- 4. Enter the **Internal Order** that was charged in error (for example, 90036654). You are crediting the IO that was charged in error.

Basic Data								
Journal Transfer	r ID 0						Debit Amount	. 0.00
Reason Code	0	3 Administrativ	e Error				Credit Amoun	t 136.28 ┥
Document Date	12/12/	2016 Posting Da	ate 12/12/2	2016 Pos	sting Period	6 Doc	for Current Fisca	al Yr? Y/N Y
G/L Account	D/C	Amount	Original SAP D	SAP Doc?	Desc of Orig SA	P Doc	Original Docu	Line Item Text
633024	Credit	136.28	1904286625				11/19/2012	Mason Jar pp 1gal 2 pk 🔺
		8	5	6				
		8		Ů				

- 5. Tab until you see the **Orginal SAP D[ocument]** field and then enter the document number (19xxxxxxxxx).
- 6. Check the **SAP Doc?** checkbox. This will populate the Original Document Date, Fund, and Grant Number fields. This will also populate the Credit Amount in the header area.
- 7. Tab to **Line Item Text** and enter a description of the item being transferred (for example, Mason Jar pp 1gal 2pk). The line item text will appear on your Analysis report.

Debit Amount 0.00

You have entered the credit amount. Credit Amount 136.28 You now need to enter the debit amount.

Expense Only Non-Payroll Cost Transfer



ournal Transfe	r ID 0					Debit Am	nount	(0.00
eason Code	0	3 Administrat	tive Error			Credit An	nount	136	5.28
ocument Date	e 12/12/	2016 Posting	Date 12/12/	2016 Posting	Period 6	Doc for Current	Fiscal Yr? Y/	N	Y
G/L Account	D/C	Amount	Cost Center	Internal Order	WBS Element		Fund	Grant	Ori
G/L Account	D/C	Amount	Cost Center	Internal Order	WBS Element		Fund	Grant	Ori
G/L Account 633024	D/C Credit	Amount	Cost Center	Internal Order 90036654	WBS Element	 	Fund 9000000000	Grant 104976	Ori 19
G/L Account 633024 633024	D/C Credit Debit	Amount 136.28	Cost Center	Internal Order 90036654 90050837	WBS Element	1	Fund 9000000000	Grant 104976	Ori 19
G/L Account 633024 633024	D/C Credit Debit	Amount 136.28 136.28	Cost Center	Internal Order 90036654 90050837	WBS Element	9	Fund 9000000000	Grant 104976	Ori 19

- 8. Enter the **G/L Account** (for example, 633024) and then tab to the next field.
- 9. From the drop-down menu in the D/C column, select **Debit**.
- 10. Enter the **Amount** (for example, 136.28). NOTE: Do not use dollar signs, negatives, or commas.
- 11. Enter the **Internal Order** that should have been charged (for example, 90050837). You are debiting the IO that should have been charged in the first place.

Journal Transfe	er ID	0									Debit Amoun	t		136.	28
Reason Code		03	Administrat	ive Error							Credit Amoun	it		136.	28
Document Date	e 12/12	/2016	Posting I	Date	12/12/2	2016	Post	ting Period	6	Doc	for Current Fisc	al Yr? N	(/N		Y
	1											1			
G/L Account	D/C	An	nount	Origina	al SAP D	SAP DO	oc?	Desc of Orig S	SAP Do	c	Original Docu	Line Ite	m Text		
G/L Account 633024	D/C Credit	An 🖹 13	nount 6.28	Origina 19042	al SAP D 86625	SAP Do	oc?	Desc of Orig S	SAP Do	c	Original Docu 11/19/2012	Line Ite MASON	m Text JAR PP	1GAL	2 P
G/L Account 633024 633024	D/C Credit Debit	An 13 13	nount 6.28 6.28	Origina 19042 19042	al SAP D 86625 86625	SAP Do	oc?	Desc of Orig S	SAP Do	C	Original Docu 11/19/2012 11/19/2012	Line Ite MASON Mason	m Text JAR PP Jar pp	1GAL 1gal	2 P 2 p
G/L Account 633024 633024	D/C Credit Debit	An 13 13 13 13	nount 6.28 6.28	Origina 19042 19042	al SAP D 86625 86625	SAP DO	oc?	Desc of Orig S	SAP Do	C	Original Docu 11/19/2012 11/19/2012	Line Ite MASON Mason	m Text JAR PP Jar pp	1GAL 1gal	2 P 2 p

- 12. Tab until you see the Orginal SAP D[ocument] field and then enter the 19xxxxxxxxx.
- 13. Check the **SAP Doc?** checkbox. This will populate the Original Document Date, Fund, and Grant fields. This will also populate the Debit Amount in the header area.
- 14. Tab to **Line Item Text** and enter a description of the item being transferred (for example, Mason Jar pp 1gal 2pk).

You will note that entering the debit-line data is very similar to entering the credit-line data. As you work, there are only two things that you need to do differently:

- In the D/C column, select **Debit**.
- Under Internal Order, enter the internal order number that *should* have been charged in the first place (for example, 90050837).

Entering Information in the Explanation Field

You must enter information in the Explanation field when you use Reason Code 01 Data Entry Error or Reason Code 03 Administrative Error. The system will prompt you to do so.

Rea	mai Transfe son Code	er ID	0 03 A	dministrative Error			Debit Amount Credit Amount		136.28 136.28
Doc	ument Date	e 1	2/15/2016	Posting Date	12/15/2016	Posting Period 6	Doc for Current Fiscal 1	(r? Y/N	Y
	1) Barrist	love.	Iterent	lossing Dates	line them To			lanes 10	Terrer.
61	Account	C D	Amount 136.28	11/19/2012	MASON JAR	NT PP 1GAL 2 PK		Agency ID	Agency
61	33024	D_ 0	136.28	11/19/2012	Mason Jar	pp 1gal 2 pk			
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- 1. Scroll to the **Explanation** section.
- 2. Enter information in the Explanation field. Your explanation should be one or two sentences long and include answers to the following questions:
 - Why did the error occur?
 - Why was the expense erroneously charged originally?
 - How was the error discovered?
 - Is the cost object now being charged appropriately?

(NOTE: Auto-return does not work and you will need to manually tab from line to line.)

3. Click the ^{Check} Check button.



Entering the Late Reason

If the original transaction date of any of the transactions in the grid area is over 90 days from the day you are attempting the transfer, the system will prompt you for a late reason.

🗁 Late Explanation is Missing
Late Explanation is missing -
o An explanation is required for all transfers made to accounts more
than 90 days from the original transaction date
o The explanation must include why the transfer did not occur within
the 90 day limit, and who was responsible for monitoring monthly
revenue and expenditure statements.
o A 90-day late explanation must be provided in accordance with
federal guidlines. An explanation that workload volume was too
high will be disallowed. If the final report for the account has
been submitted to the agency, the transfer would be disallowed.

1. Click 🗹 the **checkmark** button (Enter).

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EXPLANATION							
	FOR LATE TRANSP	ER(After 90 day	s from original trans	action date)			
EXPLANATION	and the second se		occur within	the 90-day	limit2		

- 2. Scroll to the Explanantion for Late Transfer field.
- 3. Type a thorough explanation that states:
 - Why did the transfer not occur within the 90-day limit?
 - Why wasn't the monthly review of statements done in a timely fashion?

(NOTE: Do not include the names of individuals in this field. Do include a timeline or dates.)



Submitting the Transfer

1	6 Cł	nec	k	😺 Submit f	for A	pproval	2	et 📙 Print (Cost Transfer	 Upload Exper 	ise Items			
		Basic Data												
			Jo	ournal Transfe	r ID	0								
		Reason Code 03 Administrative Error												
			D	ocument Date	e 1	12/16/2016	16 Posting Date 12/16/2016			Posting Period	6			
				G/L Account	D/C	Amount		Original Docu	Line Item T	ext				
				633024	C	136.28		11/19/2012	MASON JAR	PP 1GAL 2PK				
				633024	D	136.28		11/19/2012	MASON JAR	PP 1GAL 2PK				
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	🕑 No	Er	rors	s in the docur	ment									

- 1. Click the Check button. You should see a "No Errors in the document" message at the bottom of the screen.
- 2. Click Submit for Approval.

Click	ution ument Submitt 3 the chec	ed for	Approval. Ark button	(Enter).								
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Expense Transfer												
Basic Data Journal Transfer ID 188210 Reason Code 03 Administ 4 Document Date 12/16/2016 Posting Dace 12/16/2016												
	G/L Account	D/C	Amount	Original Docu	Line Item Text							
	633024	C 🗎	136.28	11/19/2012	MASON JAR PP 1GAL 2PK							
	633024	D 🖹	136.28	11/19/2012	MASON JAR PP 1GAL 2PK							
		1										

- 4. [Optional] Note the Journal Transfer ID number. This step is optional because there are inquiries available to search through the Non-Payroll Cost Transfers that are created.
- 5. Click Section and return to the initial Journal Transfer screen or click Exit to exit the non-payroll cost transaction and return to the SAP Easy Access menu.

3.