

## Expense Only Non-Payroll Cost Transfer

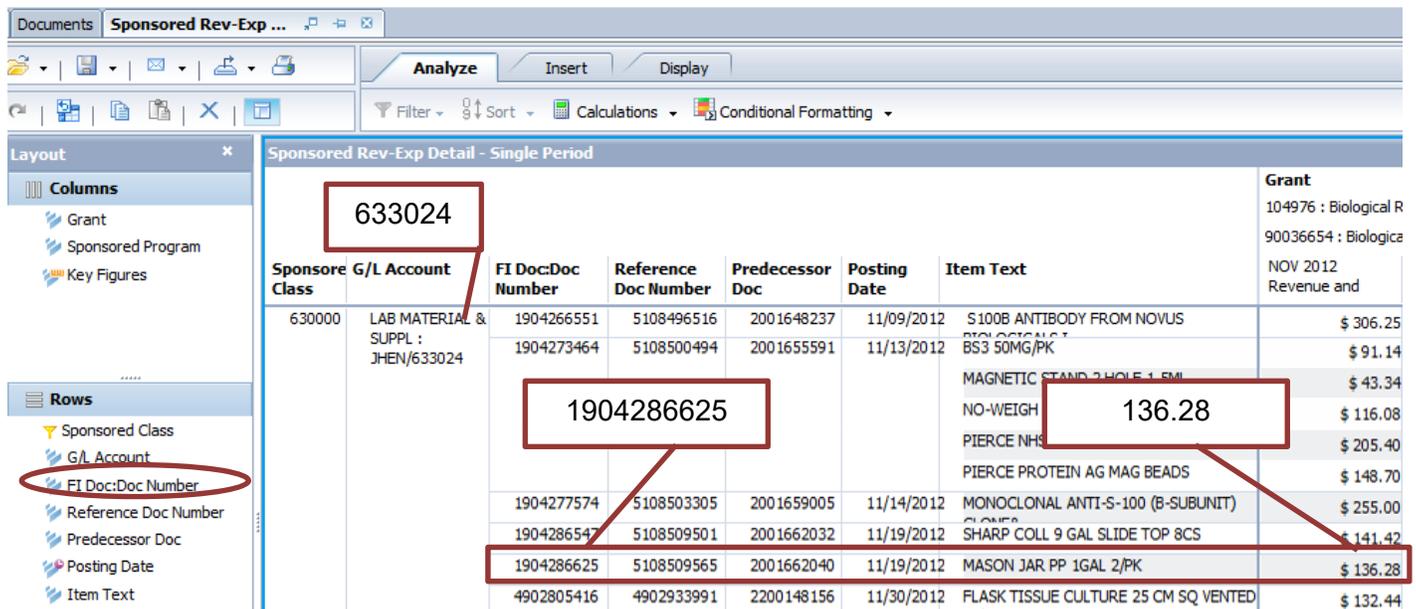
While reviewing monthly statements, you discover an error. You find that an expense was charged to the incorrect cost center or internal order.

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**

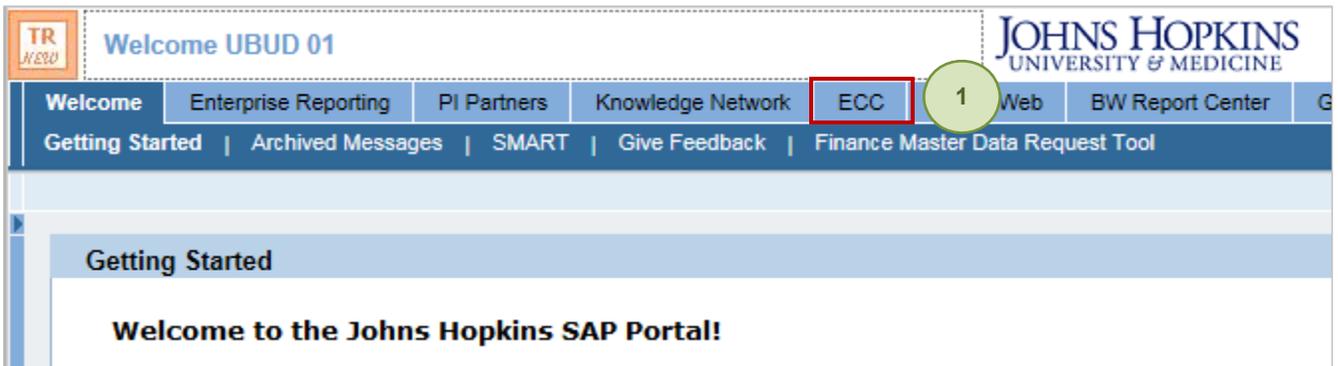
*The general ledger account number begins with 6xxxxx and the document number begins with 19xxxxxxx indicating that this is an expense.*

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.



Sponsor	G/L Account	FI Doc:Doc Number	Reference Doc Number	Predecessor Doc	Posting Date	Item Text	Grant
630000	LAB MATERIAL & SUPPL : JHEN/633024	1904266551	5108496516	2001648237	11/09/2012	S100B ANTIBODY FROM NOVUS	\$ 306.25
		1904273464	5108500494	2001655591	11/13/2012	BS3 50MG/PK	\$ 91.14
						MAGNETIC STAND 2-HOLE 1.5M	\$ 43.34
						NO-WEIGH	\$ 116.08
						PIERCE NHR	\$ 205.40
						PIERCE PROTEIN AG MAG BEADS	\$ 148.70
		1904277574	5108503305	2001659005	11/14/2012	MONOCLONAL ANTI-S-100 (B-SUBUNIT)	\$ 255.00
		1904286547	5108509501	2001662032	11/19/2012	SHARP COLL 9 GAL SLIDE TOP 8CS	\$ 141.42
		1904286625	5108509565	2001662040	11/19/2012	MASON JAR PP 1GAL 2/PK	\$ 136.28
		4902805416	4902933991	2200148156	11/30/2012	FLASK TISSUE CULTURE 25 CM SQ VENTED	\$ 132.44

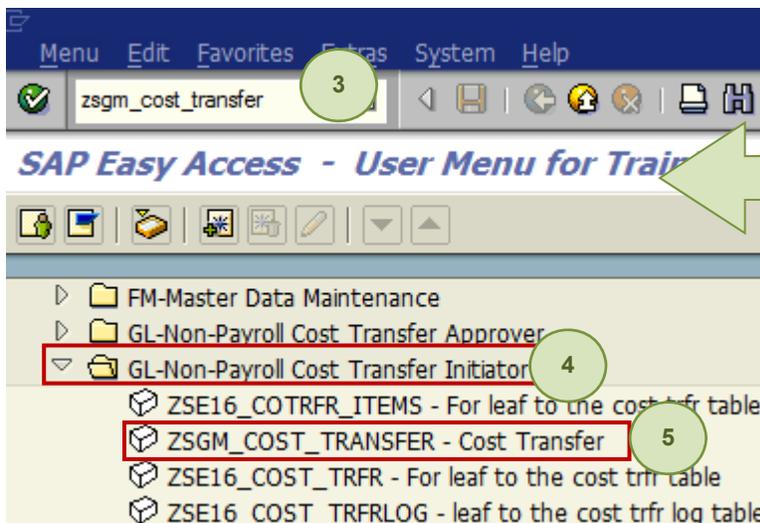
## Accessing the Expense Only Non-Payroll Cost Transfer



1. Click the **ECC** tab.



2. Click **Open** if/when the system asks about tx.sap.

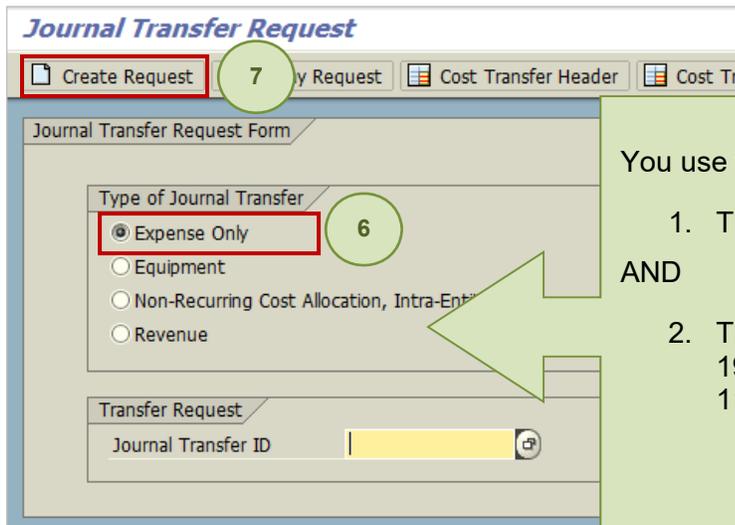


3. Type **zsgm\_cost\_transfer** in the transaction code box and press **Enter** on your keyboard.

OR

Follow steps 4 and 5 to open the transaction.

3. 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 Header Cost Tr

Journal Transfer Request Form

Type of Journal Transfer

Expense Only 6

Equipment

Non-Recurring Cost Allocation, Intra-Ent

Revenue

Transfer Request

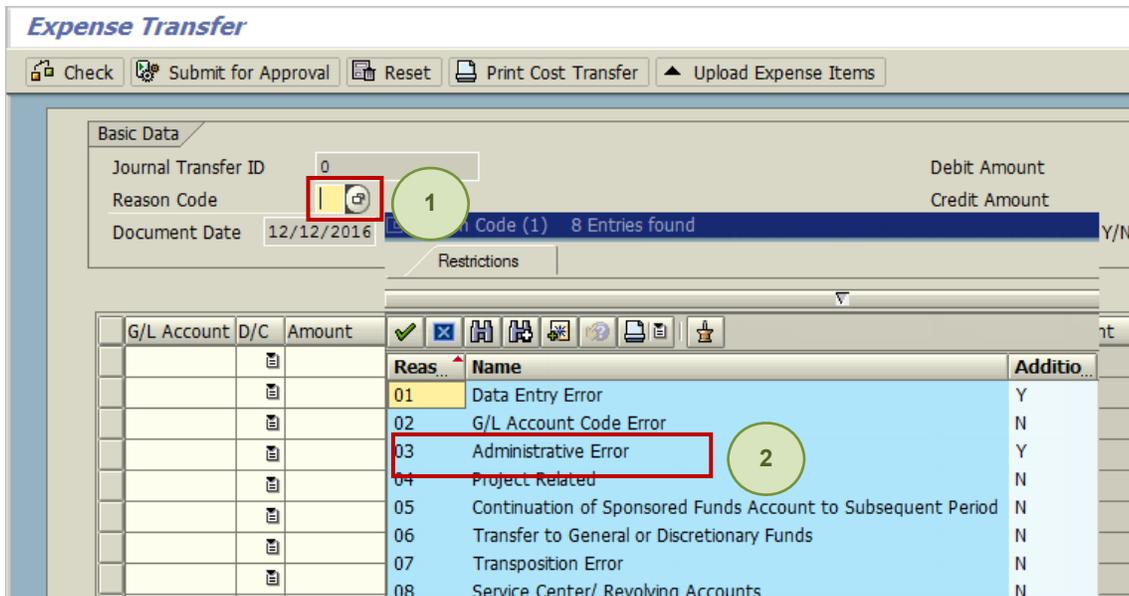
Journal Transfer ID

You use the **Expense Only** transfer type when:

1. The G/L account number begins with 6xxxxx
- AND
2. The document number begins with 19xxxxxxxx or 51xxxxxxxx, 500xxxxxxxx, or 110xxxxxxxx

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

## Entering the Reason Code



**Expense Transfer**

Check Submit for Approval Reset Print Cost Transfer Upload Expense Items

Basic Data

Journal Transfer ID 0 Debit Amount

Reason Code 1 Credit Amount

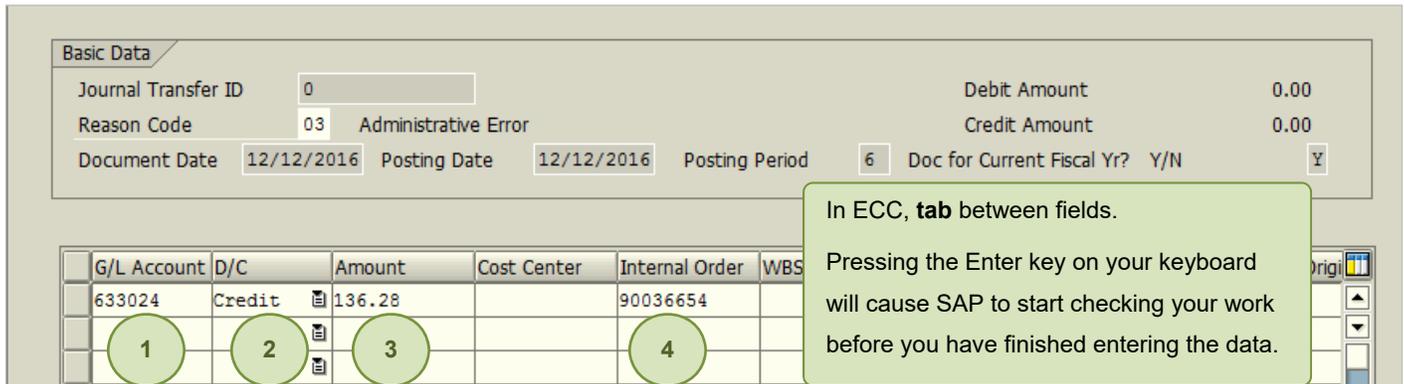
Document Date 12/12/2016 Reason Code (1) 8 Entries found Y/N

Restrictions

G/L Account	D/C	Amount	Reas...	Name	Additio...
			01	Data Entry Error	Y
			02	G/L Account Code Error	N
			03	Administrative Error 2	Y
			04	Project Related	N
			05	Continuation of Sponsored Funds Account to Subsequent Period	N
			06	Transfer to General or Discretionary Funds	N
			07	Transposition Error	N
			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](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



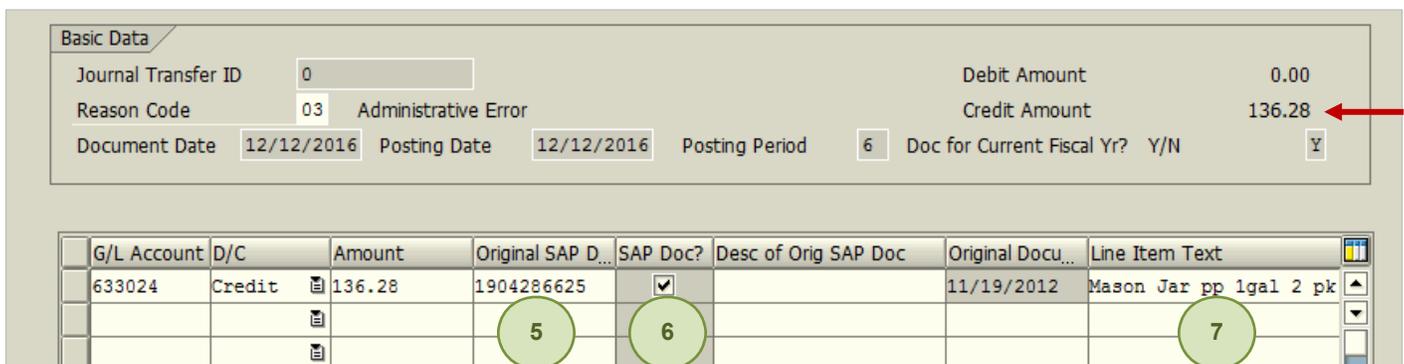
Basic Data

Journal Transfer ID: 0      Debit Amount: 0.00  
 Reason Code: 03 Administrative Error      Credit Amount: 0.00  
 Document Date: 12/12/2016    Posting Date: 12/12/2016    Posting Period: 6    Doc for Current Fiscal Yr?: Y/N

G/L Account	D/C	Amount	Cost Center	Internal Order	WBS
633024	Credit	136.28		90036654	
1	2	3		4	

In ECC, **tab** between fields.  
 Pressing the Enter key on your keyboard will cause SAP to start checking your work before you have finished entering the data.

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 ID: 0      Debit Amount: 0.00  
 Reason Code: 03 Administrative Error      Credit Amount: 136.28  
 Document Date: 12/12/2016    Posting Date: 12/12/2016    Posting Period: 6    Doc for Current Fiscal Yr?: Y/N

G/L Account	D/C	Amount	Original SAP D...	SAP Doc?	Desc of Orig SAP Doc	Original Docu...	Line Item Text
633024	Credit	136.28	1904286625	<input checked="" type="checkbox"/>		11/19/2012	Mason Jar pp 1gal 2 pk
			5	6			7

5. Tab until you see the **Original SAP D[ocument]** field and then enter the document number (19xxxxxxxxxx).
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.

You have entered the credit amount. Debit Amount: 0.00  
Credit Amount: 136.28 You now need to enter the debit amount.

# Expense Only Non-Payroll Cost Transfer

Basic Data									
Journal Transfer ID	0			Debit Amount	0.00				
Reason Code	03 Administrative Error			Credit Amount	136.28				
Document Date	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	Orig
633024	Credit	136.28		90036654		9000000000	104976	1904
633024	Debit	136.28		90050837				

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.

Basic Data									
Journal Transfer ID	0			Debit Amount	136.28				
Reason Code	03 Administrative Error			Credit Amount	136.28				
Document Date	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	Original SAP D...	SAP Doc?	Desc of Orig SAP Doc	Original Docu...	Line Item Text
633024	Credit	136.28	1904286625	<input checked="" type="checkbox"/>		11/19/2012	MASON JAR PP 1GAL 2 PK
633024	Debit	136.28	1904286625	<input checked="" type="checkbox"/>		11/19/2012	Mason Jar pp 1gal 2 pk

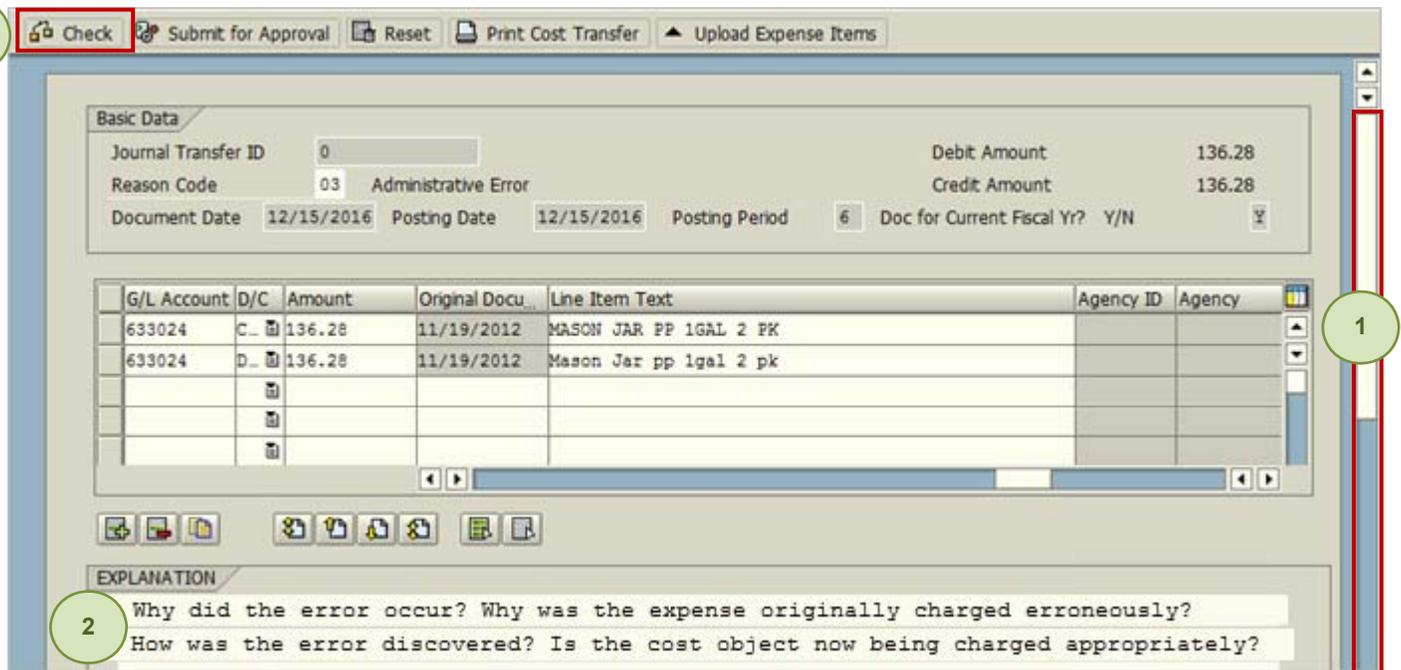
12. Tab until you see the **Original SAP D[ocument]** field and then enter the 19xxxxxxxx.
13. Check the **SAP Doc?** checkbox. This will populate the Original Document Date, Fund, and Grant fields. This will also populate the Debit Amount in the header area.
14. Tab to **Line Item Text** and enter a 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.



3

**Basic Data**

Journal Transfer ID: 0      Debit Amount: 136.28  
Reason Code: 03 Administrative Error      Credit Amount: 136.28  
Document Date: 12/15/2016      Posting Date: 12/15/2016      Posting Period: 6      Doc for Current Fiscal Yr?: Y/N

G/L Account	D/C	Amount	Original Docu.	Line Item Text	Agency ID	Agency
633024	C	136.28	11/19/2012	MASON JAR PP 1GAL 2 PK		
633024	D	136.28	11/19/2012	Mason Jar pp 1gal 2 pk		

1

**EXPLANATION**

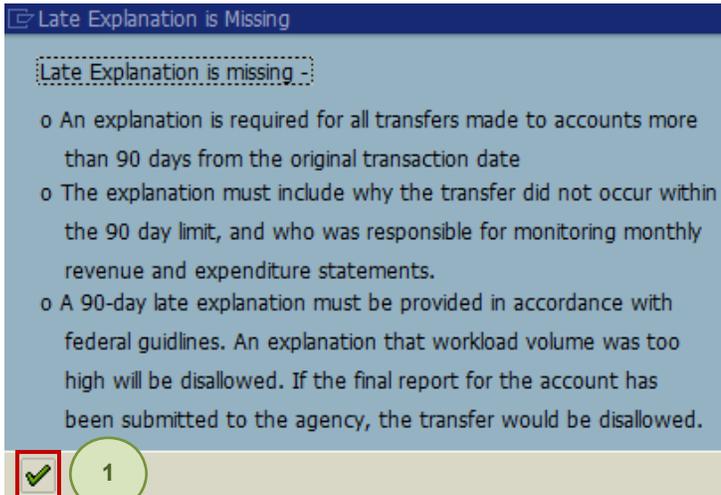
2 Why did the error occur? Why was the expense originally charged erroneously?  
How was the error discovered? Is the cost object now being charged appropriately?

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?

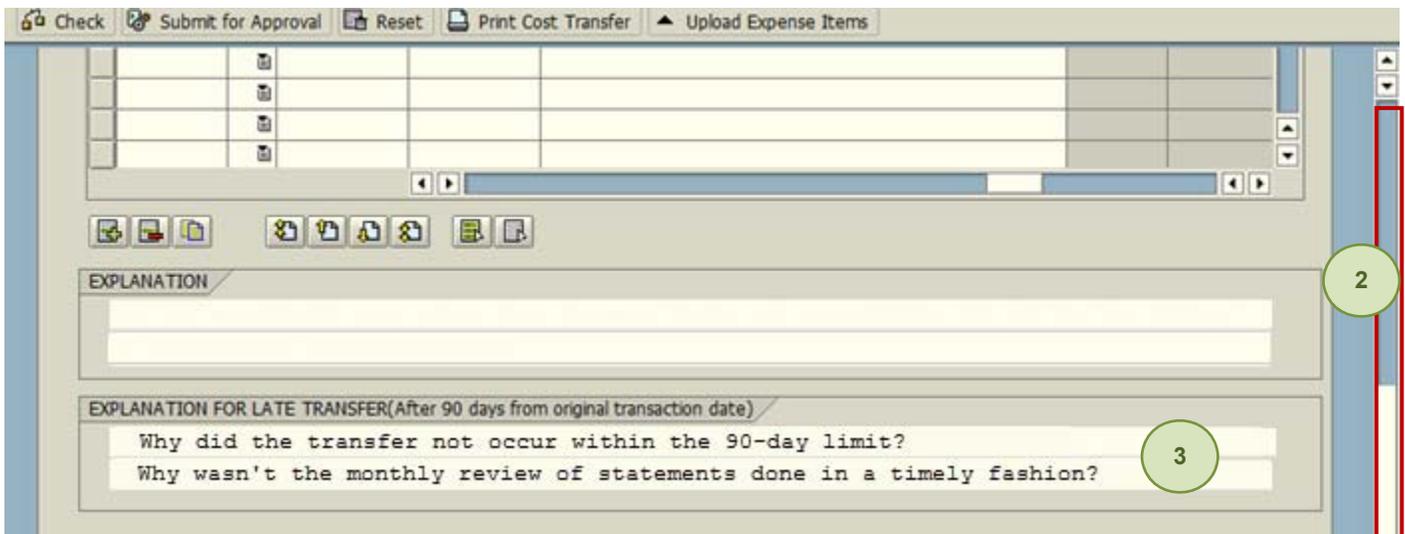
(NOTE: Auto-return does not work and you will need to manually tab from line to line.)
3. Click the  **Check** button.

## 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.

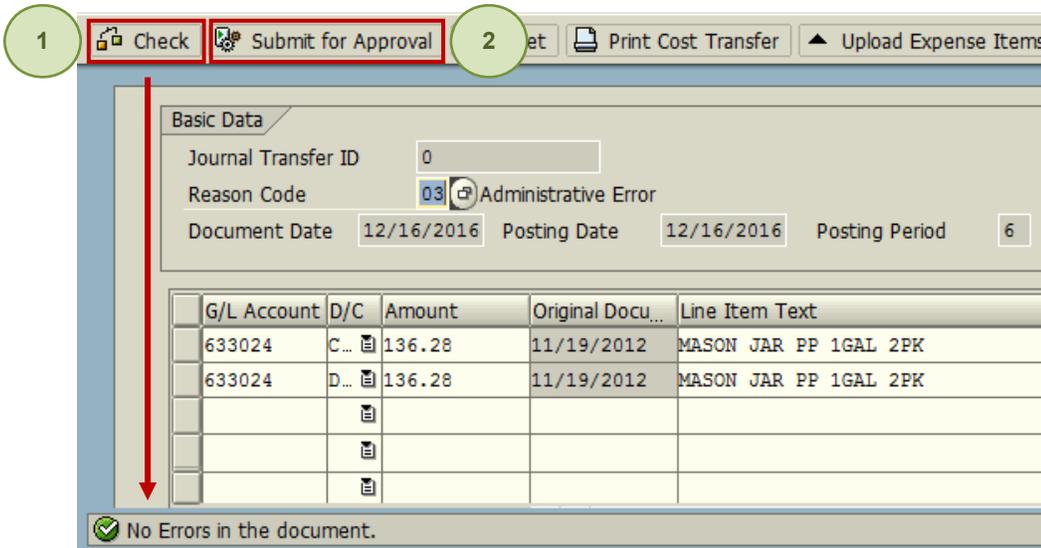


1. Click  the **checkmark** button (Enter).

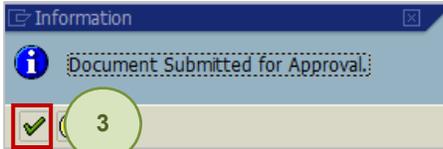


2. Scroll to the **Explanation for Late Transfer** field.
3. Type a thorough explanation that states:
  - Why did the transfer not occur within the 90-day limit?
  - Why wasn't the monthly review of statements done in a timely fashion?(NOTE: Do not include the names of individuals in this field. Do include a timeline or dates.)

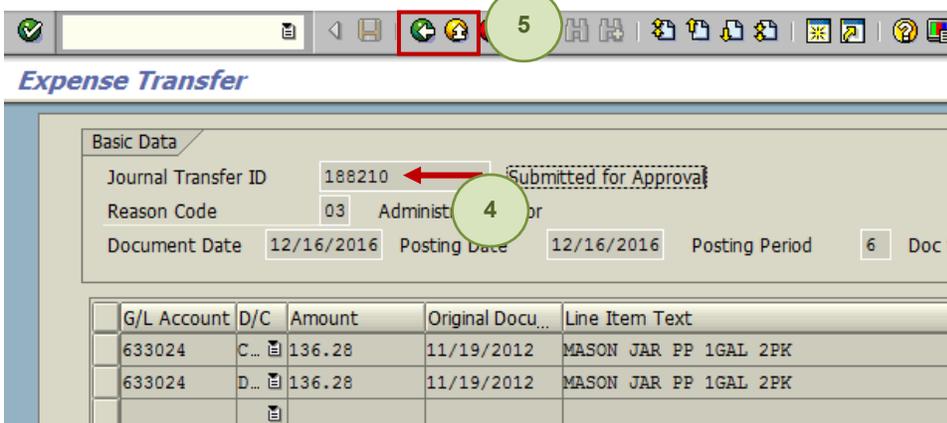
## Submitting the Transfer



1. 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**.



3. Click the **checkmark** button (Enter).



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 **Back** to 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.