

Intra-Entity Non-Payroll Cost Transfer

While reconciling the monthly statement or the BW Sponsored Rev-Exp Detail report, you may discover an error in which a cost was charged to an incorrect internal order or cost center. In this example, a charge of \$143.00 was incorrectly charged to internal order 90036654. The cost was supposed to hit internal order 90050837.

Helpful hint

The general ledger account number begins with 9xxxxx indicating a service center and the reference document number begins with 14xxxxxxxx.

An intra-entity non-payroll cost transfer needs to be created to fix this error.

Layout ×	Sponsored Re	ev-Exp Detail - Sing	le Period						
 Columns Grant Sponsored Program Key Figures 	Sponsored G/L Account at FI Doc:Doc Class			Reference Doc Number	Predecess Doc	Posting Date	Item Text	Grant 104976 : Biological 90036654 : Biologic FEB 2012 Revenue and Expense	
		921271	ר	140067	7782	02/24/2012	#1	43.00	
Rows						02/29/2012	#		
Sponsored Class	691500 : Service Center	MD HALL	#	140068,809	#	02/29/2012	INBT12-NO # - FREEZER UNLOAD	\$ 127.50	
FI Doc:Doc Number		JHEN/921271 : CORE BIOPRODUCTS	#	1400677782	#	02/17/2012	CA841200 - CORE STORE 2/13-2/17/2012 CUST#H102102	\$ 143.00	
Predecessor Doc	699999 :	JHEN/644001 :	108989124	108989124	124 # 02/09/2012 IDC POST		IDC POSTING 15	\$ 11.14	
🌮 Posting Date	Facilities & Admin C	ADMIN C	108994637	108994637	#	02/11/2012	IDC POSTING 15	\$ 1,443.79	

The following steps outline how to process this transaction.

Accessing the Intra-Entity Non-Payroll Cost Transfer

TF	Welcome UBUD 01											
1	Welcome	Enterprise Reporting	PI Partners	Knowledge Network	ECC	E 1	eb	BW Report Center	G			
	Getting Started Archived Messages SMART Give Feedback Finance Master Data Request Tool											
	Gettin	g Started										
	Welcome to the Johns Hopkins SAP Portal! Confirmation Notice of SAP Planned Downtime December 10-11, 2016 (Sat-Sun)											

1. Click the ECC tab.

Do you want to open or save tx.sap from saptr.erp.johnshopkins.edu ? Open 2 C ancel X										
Click Open if/when the system asks about tx.sap.										
<u> Menu Edit Favorites Extras System Help 3 1 </u>	3. Type zsgm_cost _transfer in the transaction code box and press Enter									
SAP Easy Access - User Menu for ain	OR Follow stops 4 and 5 to open the									
	transaction.									
 ✓ ☐ GL-Non-Payroll Cost Transfer Initiator ✓ ZSE16_COTRFR_ITEMS - For leaf to the cost +to ✓ ZSGM_COST_TRANSFER - Cost Transfer ✓ ZSE16_COST_TRANSFER - For leaf to the cost 	r table									

- 3. Type **zsgm_cost _transfer** in the transaction code box and press **Enter** on your keyboard. **OR**
- 4. Expand the folder **GL-Non-Payroll Cost Transfer Initiator**.

SZE16_COST_TRFRLOG - leaf to the cost trfr log table

5. Double-click the transaction **ZSGM_COST_TRANSFER – Cost Transfer**.

Journal Transfer Request	
Create Request 6 ay Request Cost Transfer Header	Cost Tra
Journal Transfer Request Form	
	You use the Intra-Entity transfer type when:
Type of Journal Transfer	1. The G/L account number begins with
O Expense Only O Equipment	9ххххх
5 Non-Recurring Cost Allocation, Intra-Entity C Revenue	AND
	2. The document number begins with
Transfer Request	14xxxxxxx
Journal Transfer ID	

- 6. Ensure that Non-Recurring Cost Allocation, Intra-Entity is selected.
- 7. Click Create Request.

Entering the Reason Code

Ν	Non-Recurring Cost Allocation											
6	<mark>≟ C</mark>	hec	k 🕼 Submit	for Approval	Reset	: 📮 Prir	nt Cost Transfer					
		Ba	asic Data			🖻 Reasor	n Code (1) 4 Entries found					
			Journal Transfer	ID 0		Res	strictions					
			Reason Code		(1)							
			Reason courc									
			Document Date	12/19/2016	Post	V						
						Reas	Name	Additional				
	r	_				08	Service Center/ Revolving Accounts	N				
			Sen. CostCtr	Sender Order	Sender	09	Non Recurring Cost Allocation, Intra Entity					
						18	Error Correction of Prior Service Center Transfers	N (2)				
						19	Error Correction of Prior Non-Recur CA, Intra-Entity	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, 18 Error Correction of Prior Service Center Transfers).

Entering Information in the Grid

B	asic Data Journal Transfer I	ם מ)		In ECC, tab between fields.							
	Reason Code 18 Error Correction					Pressing the Enter key on your keyboard will cause SAP to start checking your						
Document Date 12/19/2016 Posting Dat work before you have finished entering the data.												
	lass asset					Condex Fred	Constant Cons		• • • • •	Den Cest Cha	Deve Order	
┢	Sen. CostCtr S	90036654	raer	Sender WBS E	ement	Sender Fund	Sender Gra	Sec. Cost E 921271	Amount 143.00	RCVI COST CTI	90050837	
		1						2	3		4	

- 1. Enter the **Sender Order** (for example, 90036654). This is the account that was charged in error and needs to be credited. Then tab to the next field.
- 2. Enter the Sec. Cost E... (for example, 921271).
- 3. Enter the Amount (for example, 143.00).
- 4. Enter the **Rcvr Order** (for example, 90050837). This is the account that will take the debit (be charged).

В	asic Data									
	Journal Transfer	ID ()							
	Reason Code	1	.8							
	Document Date	12/19/	2016	Posting Date	e 12	2/19/2016	Posting Period	6	Doc for Current Fiscal Yr? Y/N	Y
	Original SAP D	SAP Doc?	Desc	of Orig SAP Do	oc C	Driginal Docu	Line Item Text			Agency
	1400677782	✓	Core S	Store	0.	2/17/2012	Core Store CA8	41200		
	5	6								

- 5. Tab over until you get to the **Orginal SAP D[ocument]** field and then enter the document number (14xxxxxxxx).
- 6. Check the **SAP Doc?** checkbox. This will populate the Original Document Date field, the Fund field, and the Grant Number field. 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, Core Store CA841200). The line item text will appear in your Analysis report.

Entering Information in the Explanation Field

You do not need to enter information in the Explanation field for Reason Codes 08, 18, and 19. For Reason code 09 Non-Recurring Cost Allocation, Intra-Entity, an explanation will need to be provided regarding your methodology for redistributing costs.



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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-	4 0		
			(
strategy and a local division	IN FOR LATE TRANSFER(After 90 days from original transaction da	ite)	
EXPLANATI	d the transfer not occur within the 90	-day limit?	
Why d	a one orangers not becar wromin one po		

- 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 names of individuals in this field. Do include a timeline or dates.)



Submitting the Transfer

1	6	Cheo	ck 🛛 🕼 Subr	mit for Approv	val	2	Print	t Cost Tran	sfer 🔺 Upl	oad Non-Recu	urring		
		В	asic Data										
		Г	Journal Transfer ID 0										
		Т	Reason Code 1			Prror Correction of Prior Service Center Transfers							
		Т	Document Date 12/19/2			016 Posting Date 12/19/2016 Posting Period					6		
		H											
			Sen. Cost	Sender Orde	r Se	ender WBS Ele	emeS	Sender Fu	Sender Gra	Sec. Cost E	Amo		
				90036654			9	0000000	104976	921271	143.		
		Ļ	ļ										
	0	No Er	rrors in the d	ocument.									

- 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	formation Document Subr 3 the chee	nitted for Appro	itton (Enter).				
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	No	on-Recurring	g Cost Allo	cation				
		Basic Data		(
		lournal Trans	for ID has	2211 4 4	1 Subn	oitted for App	roval	
		Journal Hans	ser in hor			nicced for App	loval	
		Reason Code	9 18	Error Correction on	- nor Service	Center Transf	fers	
		Document D	ate 12/19/20	016 Posting Date	12/19/2	016 Postin	g Period	6 Doo
		Sen. Cost	Sender Order	Sender WBS Eleme	Sender Fu	Sender Gra	Sec. Cost E	Amount
			90036654		90000000	104976	921271	143 00
			0000004			1010/10	221271	110.00

- 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 Section and return to the SAP Easy Access menu.