
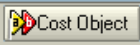

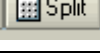
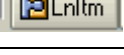






SAP Non-Salary Cost Transfer Quick Reference

Color Codes for Line Items on the Non-Salary Cost Transfer report:

Color	Lines Highlighted in this Color:
Gray	Have had no action taken so far (i.e., have NOT been transferred).
Gold	Have been selected for an action via the gray box to the left of each line item.
Green	Have had action taken to move the amount and are in the process of being transferred via the tool, but the Cost Transfer document has NOT been completed.
Blue	Have been previously transferred in a completed document via this tool and routing through the JV Workflow approval process.
Yellow	Have been processed in a Cost Transfer document that has been approved and posted.

Icons / Buttons Used in the Non-Salary Cost Transfer Report:

Button	Button Name	Function for Selected Line(s)
	Enter Header Info	To enter header information for all the selected lines to be transferred in the document being created.
	Move to Cost Object	To move the entire amount of the selected line(s) to another Cost Object.
	Move to G/L	To move the entire amount of the selected line(s) to another G/L Account.
	Split Transfer	To move a partial amount of the selected line(s) to other Cost Object(s)
	Enter Line Item Info	To enter the required documentation for the selected line(s) being transferred.
	Save	To save the information already entered for the Cost Transfer line items as a “work in progress” at any point in time.
	Clear Lines	To delete data previously entered per one of two options: <ul style="list-style-type: none"> Clear Session - to remove all data entered and not yet saved for the selected line item(s). Start Over – to remove all data, including any saved data (your data and other user’s data) for the selected line item(s).
	Details	To display vertically all the details for the selected line(s) in window.
	Complete Document	To perform the steps for completing the document per three options: <ul style="list-style-type: none"> Check Line Items = to perform error checks on the green line(s) that have been corrected in this Cost Transfer. Preview JV = to preview the Journal Entry / Journal Voucher (JV) for the Non-Salary Cost Transfer before completing the document and starting the JV Workflow approval process Complete Document = to create and complete the document, which will begin the JV Workflow approval process.

SAP Non-Salary Cost Transfer Quick Reference

Documentation Codes for Errors:

Error Discovery:	
Code	Meaning:
1	Reconciliation of code
2	Department notification
3	Vendor notification
4	Management Center Request
5	Audit Review
6	Other

Error Codes	
Code	Meaning:
1	Cost Object Error
2	G/L Account Error
3	Cost Object and G/L Account Error
4	Transfer to Continuation (new) Code
5	Transfer Between Parent and Sub-code
6	Unallowable Expense
7	Cost Sharing Entry
8	Other

Error Cause:	
Code	Meaning:
1	Accounts Payable Entry Error
2	Employee Travel Entry Error
3	Service Center Entry Error
4	PO Set-Up Error
5	Procurement Card Coding Error
6	Department Error
7	Lab Coding Error
8	Other
9	CAS Remediation Process

Documentation Location	
Code	Meaning:
1	Departmental Files
2	Chair's Office
3	Management Center
4	Central Finance
5	In SAP
6	Other
7	N/A – Paper Documentation not Applicable

Untimely Justification:	
Code	Meaning:
1	Reconciliation of Code Not Done Monthly
2	Delay or Error In Getting New Code Set Up
3	New Code Not Communicated To Department Personnel
4	Transfer Between Budget Years (i.e. yr 1 to yr 2)
5	Removal Required Per Internal/External Review
6	Delay In Project Transferring From Other Institutions
7	Administrative Oversight
8	Late Receipt of Subcontract Agreements
9	Other
10	OSP Action