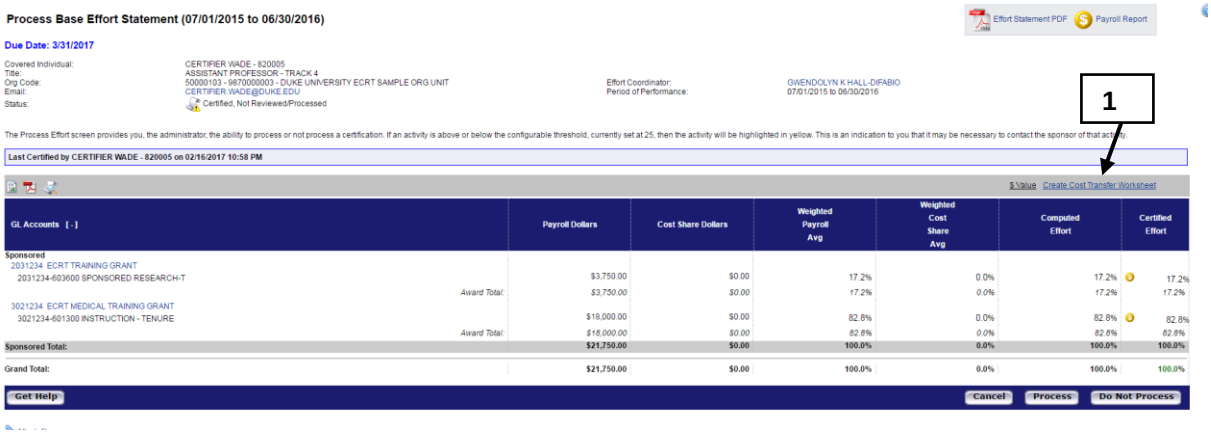
Processing Salary Cost Transfers via iForms

As part of processing the Effort Statements in the **ECRT** tool, a salary cost transfer (iForm) may be needed for a Certifier. From the Effort Statement in ECRT, use the **Create Cost Transfer Worksheet** link to process the iForm. The ECRT Worksheet is for **retroactive changes only** and cannot be used for prospective changes.

Note: *Create Cost Transfer is only available in ECRT during the annual certification period. At other times, this process can be done for either the Prior or Current Fiscal Year (but still only retroactively) via the iForms tab in the Duke@Work portal.*

Note: *This tool can only change effort distributions for an entire month (or months); if the required effort change needs to be effective starting or ending during a month, this tool cannot be used and the change needs to be submitted as a Cost Distribution Change iForm via the Duke@Work portal.*

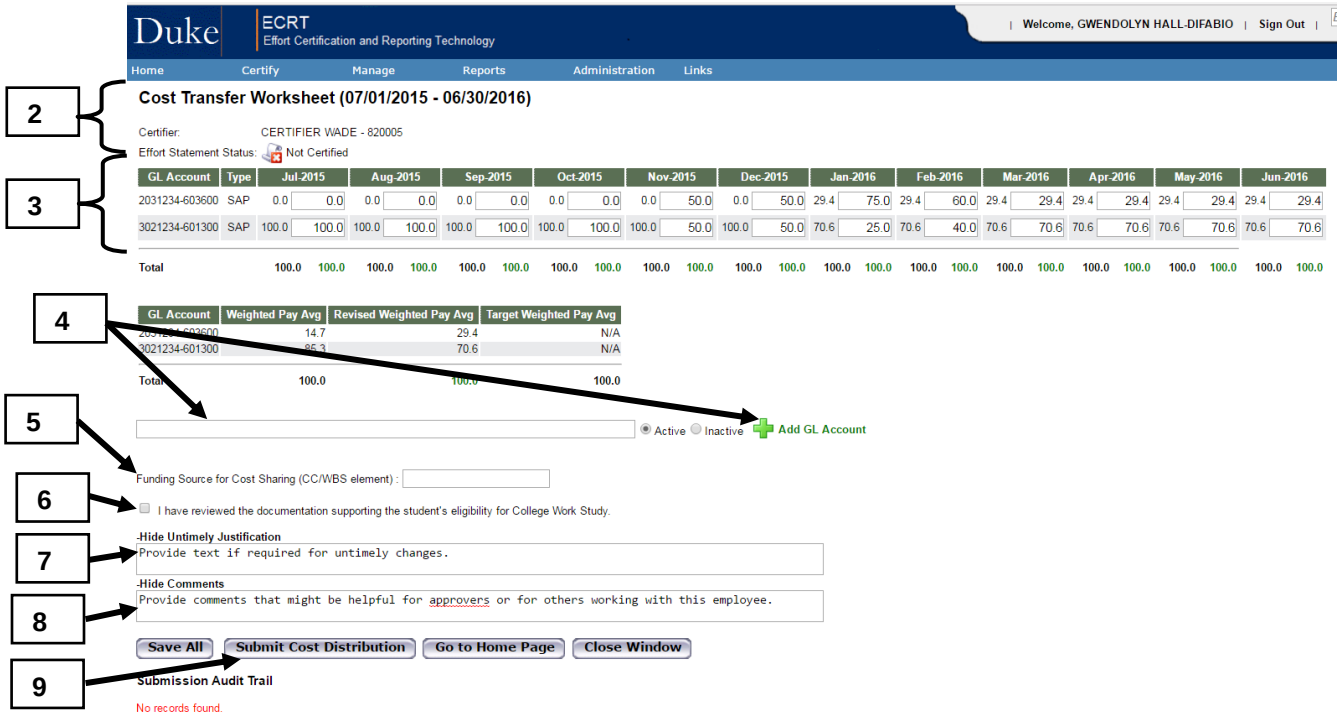
To Create a Cost Transfer Worksheet



1. From the Certifier's Effort Statement, select the **Create Cost Transfer Worksheet.**

Salary Cost Transfer via iForms (cont.)

In the resulting Cost Transfer Worksheet:



2. Verify that the appropriate Cost Transfer Worksheet **Fiscal Year** and **name of person** is displayed at the top.

3. Click in the **outlined input boxes** for the months and enter the **new percentages for the Cost Object / G/L Accounts** (***percentages entered must total to 100.0% for each month***).

   Note: The Type column contains either the value of SAP or MAN to indicate the source of the data. The SAP indicates the data populated from the SAP Payroll system. The MAN indicates the department submitted a Manual Salary Cost Transfer (MSCT) iForm. If MAN displays, changes cannot be made through the Cost Transfer Worksheet and another MSCT iForm should be submitted.

Salary Cost Transfer via iForms (cont.)

4. To add another line to the spreadsheet for a Cost Object and G/L Account combination, follow these steps:
   - Click in the input field and enter a **Cost Object** (fund).
   - Review the list of Cost Object and G/L Account combinations that have been used in the past for salaries.
   - Choose the desired item from the list.
   - Select the 

Add GL Account button.

   Note: Only Cost Object and G/L Account combinations that have already had payroll charges may be added. If a Cost Object and G/L account combination has never had Payroll charges to any Duke employee, the combination cannot be added in ECRT and must be processed through iForms.

5. If applicable, complete the **Funding Source for Cost Sharing (CC/WBS element)** field.

   *Note: This field must be completed if using the **G/L Accounts 600300, 600400, 603300, 603400, 600700, 600800, or 600900** (i.e., Cost Sharing Service Categories 03, 04, 33, 34, 07, 08, or 09).*

6. If applicable, **select the check box** to indicate that you have reviewed the documentation supporting the student's eligibility for College Work Study.

7. If the salary cost transfer is considered "untimely" follow guidance provided in GAP: 200.150 and enter the reason in the **Untimely Justification** field.

8. Provide any necessary additional comments in the **Comments** field.

9. Once all changes are done, select the **Submit Cost Distribution** button at bottom of the form.

   *Note: If preferred, use the **Save All** button to save the changes but not submit the form, or use the **Go to Home Page or Close Window** button to ignore the changes.*

Salary Cost Transfer via iForms (cont.)

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iForms Submission Summary

(11/01/2015 - 12/31/2015)

	2031234-603600	3021234-601300
% Distribution	50.0	50.0

(01/01/2016 - 01/31/2016)

	2031234-603600	3021234-601300
% Distribution	75.0	25.0

(02/01/2016 - 02/29/2016)

	2031234-603600	3021234-601300
% Distribution	60.0	40.0

10. After the changes are submitted, review the updated display of the **iForms Submission Summary** found at the top of the **Cost Transfer Worksheet** with a list of all submitted iForms.

Note: *The Cost Distribution form created from these steps will route simultaneously through the normal iForms approval process.*

If there is an error with the Cost Distribution iForm, a draft will be saved in the iForms Universal Worklist, and the Effort Coordinator will need to make necessary corrections to the iForm and submit the iForm to restart the approval process.