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

Entering the Reason Code

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

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.
5. Tab until you see the **Original SAP Document** 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. You now need to enter the debit amount.
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.

12. Tab until you see the **Original SAP Document** field and then enter the 19xxxxxxxxxx.

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.

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.