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.

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.

The following steps outline how to process this transaction.
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Accessing the Intra-Entity 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.

4. Expand the folder GL-Non-Payroll Cost Transfer Initiator.

5. Double-click the transaction ZSGM_COST_TRANSFER – Cost Transfer.
You use the **Intra-Entity** transfer type when:
1. The G/L account number begins with 9xxxxx
2. The document number begins with 14xxxxxxxx

6. Ensure that **Non-Recurring Cost Allocation, Intra-Entity** 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](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

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).

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.
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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 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.