

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

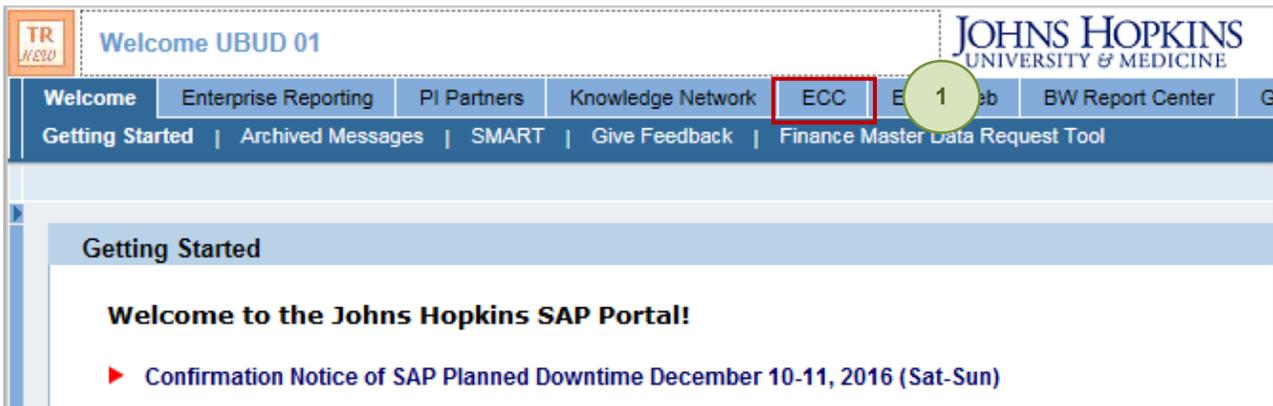
The general ledger account number begins with 9xxxxx indicating a service center and the reference document number begins with 14xxxxxxx.

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

Sponsored Rev-Exp Detail - Single Period							Grant
Sponsored Class	G/L Account	FI Doc:Doc Number	Reference Doc Number	Predecessor Doc	Posting Date	Item Text	
	921271		1400677782		02/24/2012	#	143.00
					02/29/2012	#	
691500 : Service Center	JHEN/921219 : MD HALL MACHINE SHOP	#	1400681809	#	02/29/2012	INBT12-NO # - FREEZER UNLOAD	\$ 127.50
	JHEN/921271 : CORE BIOPRODUCTS	#	1400677782	#	02/17/2012	CA841200 - CORE STORE 2/13-2/17/2012 CUST#H102102	\$ 143.00
699999 : Facilities & Admin C	JHEN/644001 : FACILITIES & ADMIN C	108989124	108989124	#	02/09/2012	IDC POSTING 15	\$ 11.14
		108994637	108994637	#	02/11/2012	IDC POSTING 15	\$ 1,443.79

The following steps outline how to process this transaction.

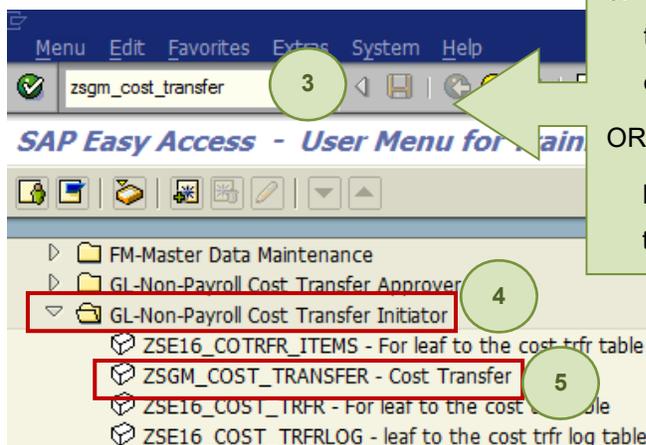
Accessing the Intra-Entity Non-Payroll Cost Transfer



1. Click the **ECC** tab.



2. Click **Open** if/when the system asks about tx.sap.

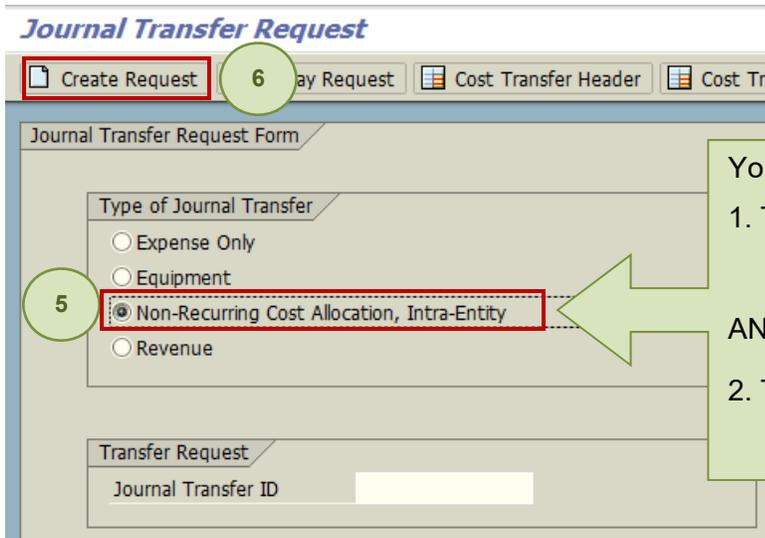


3. Type **zsgm_cost_transfer** in the transaction code box and press **Enter** on your keyboard.

OR

Follow steps 4 and 5 to open the transaction.

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



Journal Transfer Request

Create Request 6 Day Request Cost Transfer Header Cost Tr

Journal Transfer Request Form

Type of Journal Transfer

Expense Only
 Equipment
 Non-Recurring Cost Allocation, Intra-Entity 5
 Revenue

Transfer Request

Journal Transfer ID

You use the **Intra-Entity** transfer type when:

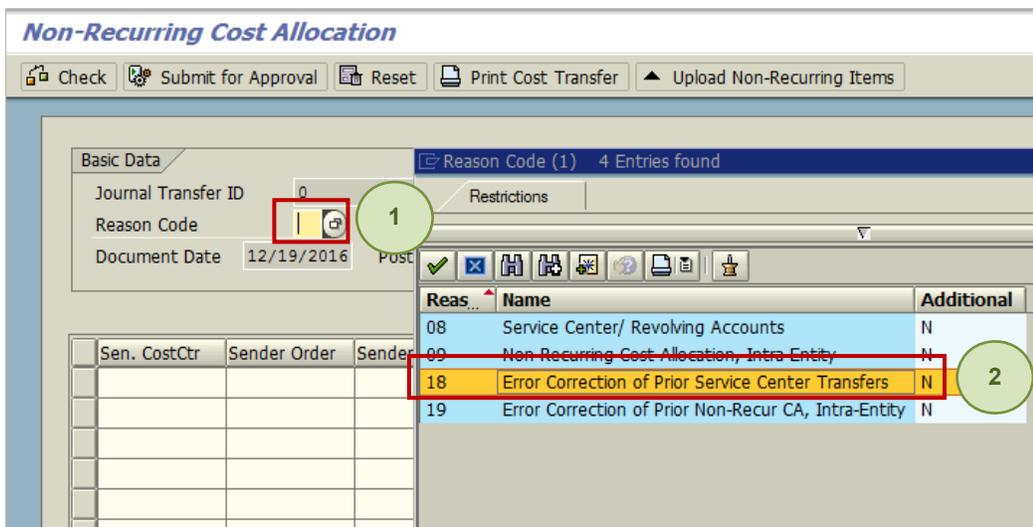
1. The G/L account number begins with 9xxxxx

AND

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



Non-Recurring Cost Allocation

Check Submit for Approval Reset Print Cost Transfer Upload Non-Recurring Items

Basic Data

Journal Transfer ID 0

Reason Code 1

Document Date 12/19/2016

Reason Code (1) 4 Entries found

Reas..	Name	Additional
08	Service Center/ Revolving Accounts	N
09	Non Recurring Cost Allocation, Intra-Entity	N
18	Error Correction of Prior Service Center Transfers	N
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

Basic Data

Journal Transfer ID: 0

Reason Code: 18 Error Correction

Document Date: 12/19/2016 Posting Date:

In ECC, **tab** between fields.

Pressing the Enter key on your keyboard will cause SAP to start checking your work before you have finished entering the data.

Sen. CostCtr	Sender Order	Sender WBS Element	Sender Fund	Sender Gra...	Sec. Cost E...	Amount	Rcvr Cost Ctr	Rcvr Order	R
	90036654				921271	143.00		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).

Basic Data

Journal Transfer ID: 0

Reason Code: 18

Document Date: 12/19/2016 Posting Date: 12/19/2016 Posting Period: 6 Doc for Current Fiscal Yr? Y/N

Original SAP D...	SAP Doc?	Desc of Orig SAP Doc	Original Docu...	Line Item Text	Agency
1400677782	<input checked="" type="checkbox"/>	Core Store	02/17/2012	Core Store CA841200	
5	6			7	

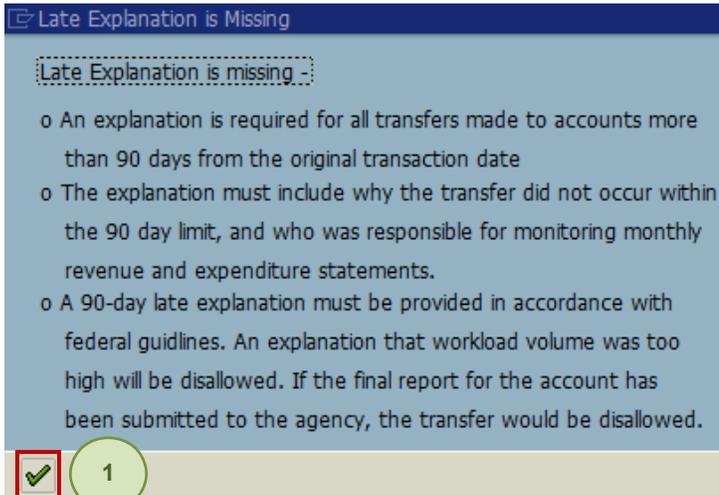
5. Tab over until you get to the **Original SAP D[ocument]** field and then enter the document number (14xxxxxxx).
6. Check the **SAP Doc?** checkbox. This will populate the Original Document Date field, the Fund field, and the Grant Number field. This will also populate the Credit Amount in the header 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

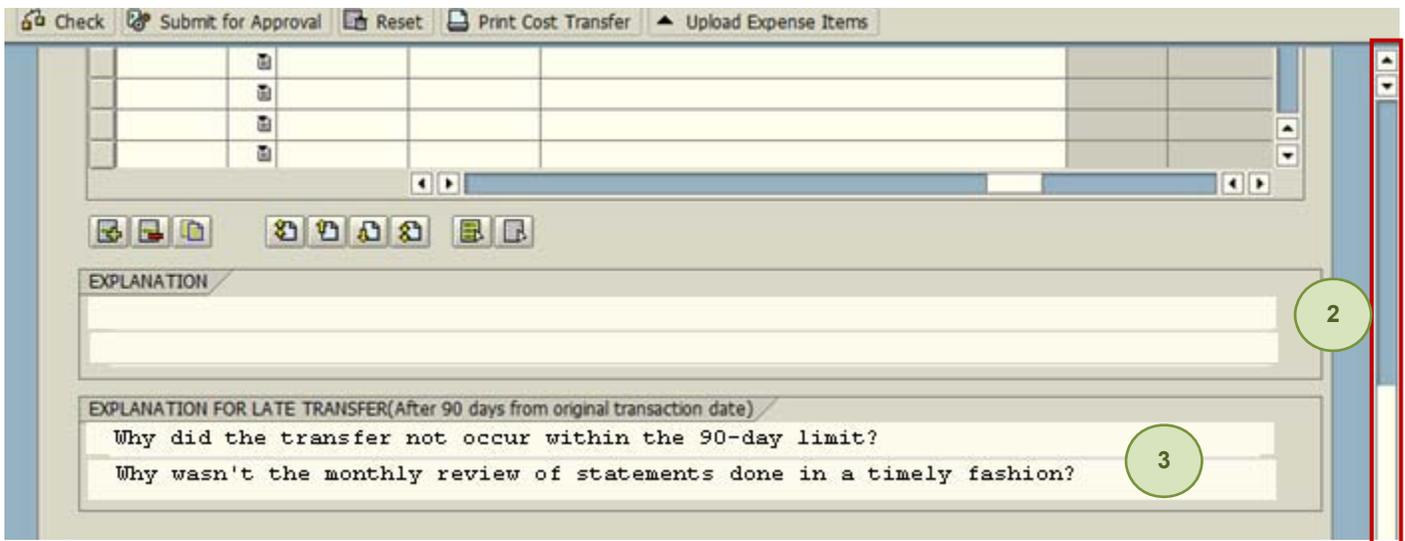
You do not need to enter information in the Explanation field for Reason Codes 08, 18, and 19. For Reason code 09 Non-Recurring Cost Allocation, Intra-Entity, an explanation will need to be provided regarding your methodology for redistributing costs.

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.

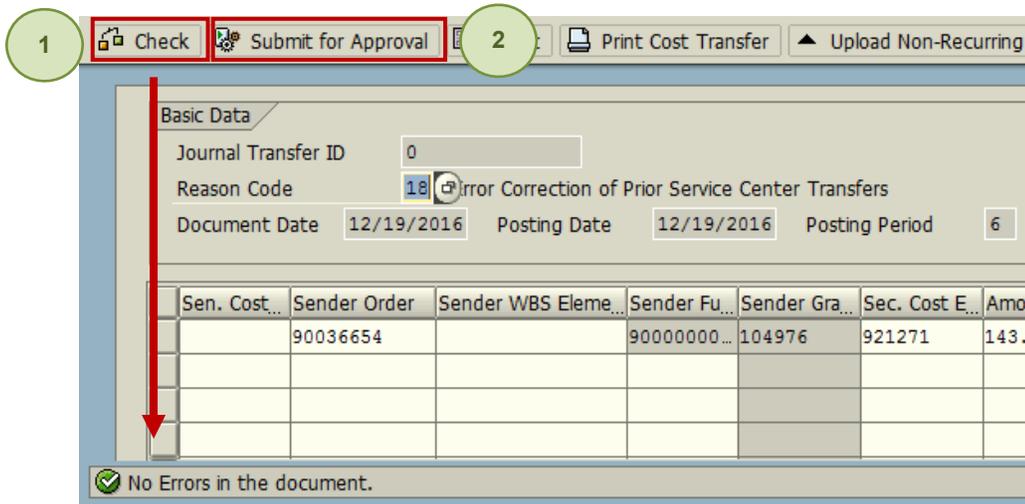


1. Click  the **checkmark** button (Enter).



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



Basic Data

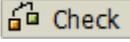
Journal Transfer ID: 0

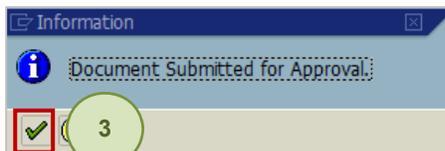
Reason Code: 18 Error Correction of Prior Service Center Transfers

Document Date: 12/19/2016 Posting Date: 12/19/2016 Posting Period: 6

Sen. Cost...	Sender Order	Sender WBS Eleme...	Sender Fu...	Sender Gra...	Sec. Cost E...	Amo
	90036654		90000000...	104976	921271	143.

✓ No Errors in the document.

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**.



Information

Document Submitted for Approval.

✓ 3

3. Click  the **checkmark** button (Enter).



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Non-Recurring Cost Allocation

Basic Data

Journal Transfer ID: 188211 ← 4 Submitted for Approval

Reason Code: 18 Error Correction of Prior Service Center Transfers

Document Date: 12/19/2016 Posting Date: 12/19/2016 Posting Period: 6 Doc

Sen. Cost...	Sender Order	Sender WBS Eleme...	Sender Fu...	Sender Gra...	Sec. Cost E...	Amount
	90036654		90000000...	104976	921271	143.00

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  **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.