



New SAP Non-Salary Cost Transfer Tool Now Available

Overview:

A new tool is available in SAP to help you create and process the non-salary cost transfers (journal entries) for a federally sponsored project in a more efficient and accurate manner. This tool replaces the processing of non-salary cost transfers via the journal entry transaction (the Park Document transaction in SAP), facilitates the creation of the transfer, and makes entering the required documentation much easier.

In the past, non-salary cost transfers for federally sponsored projects have been done through a journal entry, which must include specific documentation and be designated with the Document Type ZJ. In recent federal audits, the excessive number of cost transfers being processed during and at the end of a federally sponsored project has demonstrated a lack of both internal controls and a review process. Ideally, expenses should be charged to the correct sponsored project and the correct G/L account. When an error does occur regarding the costs on a federally sponsored project, the correction must be done in a timely manner and provide sufficient documentation with a clear audit trail back to the initially recorded expense. This new tool provides better support to creating the non-salary cost transfers with the proper documentation.

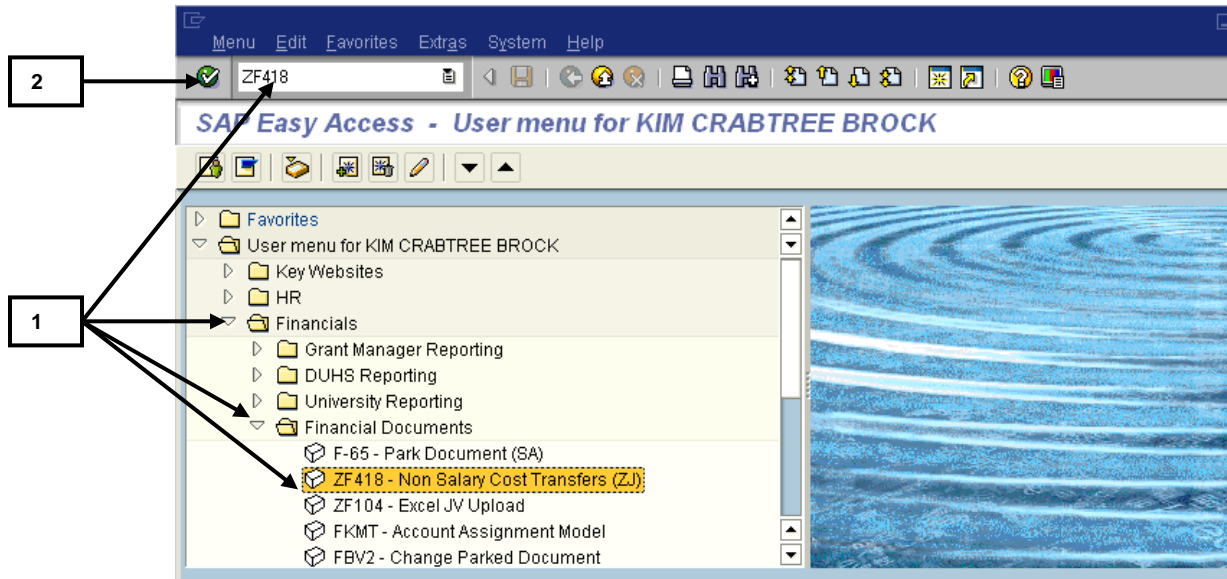
The steps outlined in this guide cover how to access and use the new Non-Salary Cost Transfer (Transaction Code ZF418) tool to locate the original document that contains the initially recorded expense to be transferred and create a new document to complete that process.

The benefits of this new process are as follows:

- The original document with line items that need to be transferred can be located by using the tool to run a report by cost object(s) or for an individual document.
- From the report, the user can easily create a cost transfer journal entry document and complete all the necessary documentation requirements in one area.
- Custom fields have been created to quickly complete the documentation that is required for cost transfers.
- The transaction also allows a user to save their in process work until they are ready to create a document.
- Once the cost transfer document is complete, the document will be routed for approval in the JV Workflow process as well.


To Process Non-Salary Cost Transfers

From the **SAP Easy Access for User (your Net ID)** screen:



1. Enter the transaction code **ZF418** in the **Command** field at the top of the screen or also available via menu path: **Financials** → **Financial Documents** → **Non-Salary Cost Transfers (ZJ)**.




Note: If desired, you may **add the transaction code to your Favorites folder** on the SAP BW Easy Access screen, and just double click on the transaction code to open Non-Salary Cost Transfer tool. To add the transaction to your Favorites folder, either **click and drag the transaction** from the menu path to your Favorites folder or follow the menu path: **Favorites** → **Insert transaction**; enter **ZF418** in the field, and click the **Continue** button.

2. Click on the  **Enter** button to move to the *Non-Salary Cost Transfers* screen.

Non-Salary Cost Transfers (cont.)

On the *Non-Salary Cost Transfers* screen:


The screenshot shows the SAP 'Non-Salary Cost Transfers' screen. It is divided into three main sections: 'Main Selections', 'Additional Selections', and 'Display Options'. Callout 3 points to the 'Org Unit Selection' field. Callout 4 points to the '(or) Cost Object Selection' field. Callout 5 points to the 'Fund Group' field. Callout 6 points to the 'Fund Class' field. Callout 7 points to the 'Fiscal Year' field, which contains the value '2009'. Callout 8 points to the 'Posting Period' field. Callout 9 points to the 'ALV Layout' field in the 'Display Options' section, which contains the value '/DUKE'. Other fields include 'Cost Element Group', 'Cost Element', 'Company Code' (0010), and 'Document Number'.

3. Enter a value(s) in one of the two fields as outlined below:
 - Enter the desired **top or lower level BFR code (10 digits)** in the first **Org Unit Selection** field to select all documents associated with that BFR code.
OR
 - Enter one or more **Cost Objects (WBS Elements / Cost Centers)** in the **(or) Cost Object Selection** field (use  **Multiple Selection** button if needed).
4. **If a BFR code was entered above, an entry in one of the following fields is required:**
 - Use the **Fund Category** field to narrow the report to certain **categories** of Cost Objects if needed (use  **Drop down** and choose value from list – for federally funded sponsored projects, select **R – Current Restricted Funds**).
 - Use the **Fund Class** field to narrow the report to certain **classifications** of Cost Objects if needed (use  **Drop down** and choose value from list – for WBS Elements, select values beginning with **R**).
5. Enter the **Fiscal Year** associated with the document(s) where costs need to be transferred (use the range fields or multiple selection if needed).
6. Enter the **Posting Period** associated with the document(s) where costs need to be transferred (use the range fields or multiple selection if needed).

Non-Salary Cost Transfers (cont.)

7. *Optional:* To further restrict the report to documents containing certain six-digit G/L account(s), enter a value in either the **Cost Element** fields (single value or range) or the **Cost Element Group** field.

The recommended value for the Cost Element Group is:

- **SPQUESTGL** – A group containing cost elements (G/L Accounts) that are normally considered “questionable” or unallowable on a sponsored project.
8. *Optional:* To further restrict the report to a specific document, enter the following required fields to locate that specific document:
- The **Company Code** for the document.
 - The **SAP Document Number** for the document (use the range fields or the  **Multiple Selection** button if more than one document number is needed).
 - The **Fiscal Year** (see step 6 above) for the document.
9. *Optional:* **Leave the standard default value of /DUKE** or enter your own customized layout of the report if you have created one.

Note: Once in the report, to create your own layout, please refer to the steps for Layouts in the Advanced Reporting Guide, which can be found and viewed or downloaded at:
<http://www.r3.duke.edu/stepbystep/index.html#AdvReporting>

Non-Salary Cost Transfers (cont.)

On the resulting *Select Transfer Items to Process* report screen:

First columns displayed in the standard layout.

OC...	ODocNo	NDocNo	OY...	Ol...	O Cost Object	N Cost Object	O G/L Acc	Amount in LC	Text	Orig Reference
0...	100000748		2009	1	2 3030149		645000	366.77	CAT JTF780-2.QTY 1.UOM EA.CLELAND'S...	34987714
0010	100002193		2009	1	2 3030149		645000	115.00	CAT 80057-150.QTY 1.UOM EAP-NITROP...	35034009
0010	100002524		2009	1	2 3030149		645000	51.72	CAT DKPL3516.QTY 1.UOM CA.PLATE 6W...	35045475
0010	100002525		2009	1	2 3030149		645000	12.38	CAT BD309604.QTY 1.UOM PK.SYRINGE ...	35045392
0010	100002597		2009	1	1 3030146		751000	175.00	Lab Service, Behera, 8/3/07	JV011677
0010	100002606		2009	1	1 3030146		751000	1,400.00	Lab Service, Walmer, 12/10/07-2/18/08	JV011677
0010	100003735		2009	1	2 3030149		645000	31.15	CAT 89000-204.QTY 1.UOM PK.WWR BEA...	35076511
0010	100003735		2009	1	3 3030149		645000	36.62	CAT 89000-206.QTY 1.UOM PK.WWR BEA...	35076511
0010	100003735		2009	1	4 3030149		645000	32.89	CAT 16651-187.QTY 1.UOM PK.WWR BOT...	35076511
0010	100003737		2009	1	2 3030149		645000	34.43	CAT 37001-150.QTY 1.UOM PK.WWR TIP ...	35076510
0010	100003737		2009	1	3 3030149		645000	9.32	CAT 58948-171.QTY 2.UOM EA.WWR STIR...	35076510
0010	100003737		2009	1	4 3030149		645000	26.18	CAT BDH0280-500G.QTY 1.UOM EA.BDH ...	35076510
0010	100003737		2009	1	5 3030149		645000	93.53	CAT 82003-820.QTY 1.UOM CA.WWR WIP ...	35076510
0010	100004087		2009	1	2 3030149		645000	31.30	CAT TCP0773-005G.QTY 1.UOM EAL-O-P...	35075430
0010	100004140		2009	1	2 3030146		681400	16.50	07 2006, 100151588, Code 03, to 1511034	JV011677
0010	100004193		2009	1	2 3030146		646000	9.69	01 2007, 100003633, Code 3, to 3914263	JV011677

Last columns displayed in the standard layout.

Orig Reference	Orig Doc. Header Text	PO Line Item Description	Err Disc	Err Co...	Err Ca...	Locati...	Untim...	UT Co...	Correc...	Saved	Compl...	User Name
34987714	REQ 36777756											
35034009	REQ 37526742											
35045475	REQ 37551796											
35045392	REQ 37551577											
JV011677	Services Payment											
JV011677	Services Payment											
35076511	REQ 37582782											
35076511	REQ 37582782											
35076511	REQ 37582782											
35076510	REQ 37582782											
35076510	REQ 37582782											
35076510	REQ 37582782											
35076510	REQ 37582782											
35076510	REQ 37582782											

Note: The examples shown above are **based on the standard /DUKE layout** for this report. The columns outlined on the next page will vary if you have chosen your own customized layout. In addition, depending on the size of your window, the **column headings may be abbreviated**.

- As a Cost Transfer is entered via this tool, note the following about the highlighted color for line items:
 - Lines that have not been transferred are displayed in gray.
 - Lines previously transferred via this tool are highlighted in bright blue.
 - Lines that are in the process of being transferred (where action has been taken to move the amount while currently in the tool) are highlighted in green.
 - Lines that have been posted are highlighted in yellow.

Non-Salary Cost Transfers (cont.)

11. Use the **horizontal scroll bar** to **review all the columns of data** for each line of the document(s) chosen, as follows (see previous page for screen examples):
- **Originating Company Code** = four digit company code where the document was originated (i.e., posted) for the line.
 - **Originating Document Number** = the original SAP document number for the line.
 - **New Document Number** = the new SAP document number which is inserted in this column **after** the line item is transferred in a completed document via this tool (use the link in this field to display the parked document).
 - **Originating Fiscal Year** = fiscal year for the original document for the line.
 - **Originating Posting Period** = fiscal period for the original document for the line.
 - **Originating Line Item** = posting line item number for the line in the original document.
 - **Originating Cost Object** = cost object (WBS Element, Cost Center, etc.) charged on the original document for that line item.
 - **New Cost Object** = cost object (WBS Element, Cost Center, etc.) entered on the new Cost Transfer document for that line (blank if not yet corrected).
 - **Originating GL Account** = six digit General Ledger Account charged on the original document for that line (identifies the type of expense).
 - **Amount in LC** = the dollar amount (in local currency) charged on the original document for that line (positive = debit; negative = credit).
 - **Text** = text entered on the original document for that line to provide a brief description and display in the Name column on the line item reports.
 - **Originating Reference** = reference number on the original document for that line (serves as a point of reference for that line such as the Assigned JV Number, Vendor's Invoice number, etc.).
 - **Originating Document Header Text** = text entered in the Document Header field on the original document and pertains to the entire document, not just the line.
 - **PO Line Item Description** = description of the line item from the Purchase Order, if the original document is a referencing Invoice (versus a journal entry).

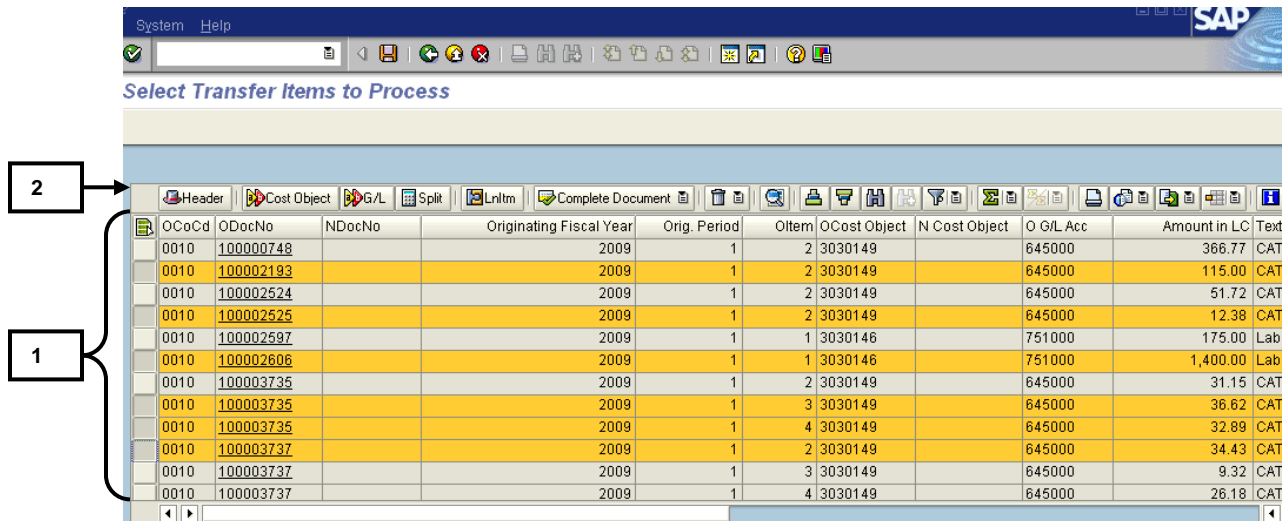
Column descriptions continued on next page.


Non-Salary Cost Transfers (cont.)

- **Error Discovery** = a code that is entered when processing the Cost Transfer to identify how the error was discovered (see column's drop-down list in the tool).
- **Error Code** = a code that is entered when processing the Cost Transfer to identify the type of error (see column's drop-down list in the tool).
- **Error Cause** = a code that is entered when processing the Cost Transfer to identify the cause of the error (see column drop-down list in the tool).
- **Location** = a code that is entered when processing the Cost Transfer to indicate where the supporting documentation is located (see column drop-down list in the tool).
- **Untimely** = a calculation of the number of months if a Cost Transfer is done on the line item (a blank field means the item is being corrected in a timely manner).
- **Untimely Code** = a code that is entered when processing the Cost Transfer if the Cost Transfer is not done in a timely manner (displays in red if needed).
- **Corrected** = contains an "X" mark to indicate that the line item has been corrected via one of the Non-Salary Cost Transfer options (a blank field means the item has not been corrected yet)
- **Saved** = contains an "X" mark to indicate that the Non-Salary Cost Transfer to correct this line item been saved, but not yet completed (a blank field means the item has not been saved yet).
- **Completed** = contains one of the following:
 - 1) **Blank field** = the transfer is **open** and has not been completed;
 - 2) **C** = the new Non-Salary Cost Transfer document for this line item has been **completed** and is in the JV Workflow process
 - 3) **P** = the new document for the Non-Salary Cost Transfer has **posted**.
- **User Name** = if applicable, contains the SAP User ID for the person who currently has the line locked, which prevents you from entering a Cost Transfer for this line.

Non-Salary Cost Transfers (cont.)

To select line items for the Non-Salary Cost Transfer from this report:

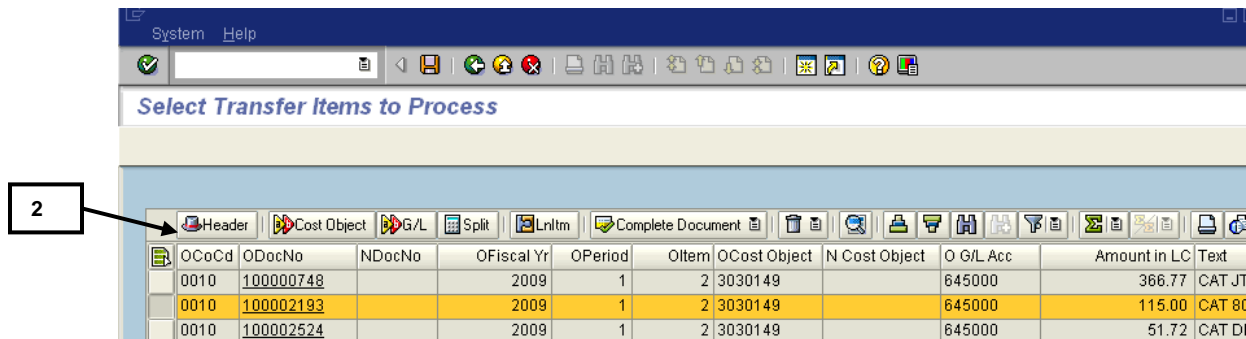


1. To **select a line item or many line items** to be transferred in the Non-Salary Cost Transfer new document, **choose one** of the following options:
 - For one line item, simply click in the **gray box** beside the desired line item to select and highlight the row in gold.
 - For multiple line items, click on the **Ctrl key while also clicking on the gray box** beside each line item to select and highlight the desired rows in gold.
 - For a block of line items, click on the **Shift key while also clicking on the gray boxes for the beginning and ending lines** of the block to select and highlight a block of lines in gold.
 - To choose all the line items, click on the  **Select All** button to select and highlight all rows in gold (useful if the report is for one cost object and the entire selection is to be transferred).
 - All lines selected will be highlighted in gold and remain highlighted to indicate that those lines are still selected.
2. Once the line items are selected, **choose a button to help you create the Non-salary Cost Transfer as described in the next pages** of this guide.

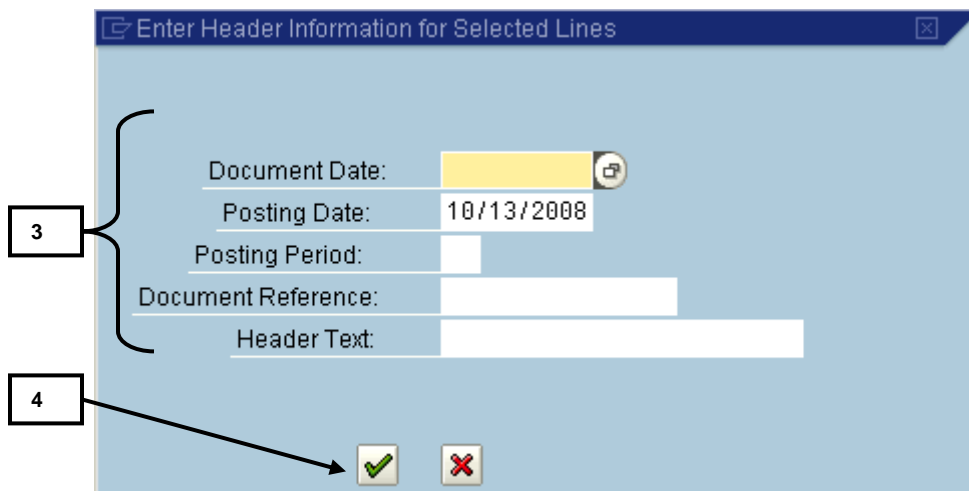
Non-Salary Cost Transfers (cont.)

To enter the Header information for the entire Non-Salary Cost Transfer document:


1. Select the line or lines that are being transferred per steps previously outlined (lines previously selected and shown in gold don't need to be selected again).



2. Click on the  **Header** button.



3. In the resulting *Enter Header Information for Selected Lines* box, enter values in the fields as outlined below:


- **Document Date:** enter **today's date** in the **Document date** field (use the  **Drop-down** button to select if desired).
- **Posting Date:** leave the default **OR** ensure the date in the **Posting date** field falls within the fiscal period in which you are trying to post (**only change if posting to a prior period during fiscal period or year end closings**).

Note: The Posting Date defaults and determines the fiscal period in which the Cost Transfer document posts per Duke's Fiscal Calendar. The Posting Period field defaults per the Posting date, so the Posting Date overrides anything manually entered in the Posting Period field).

Non-Salary Cost Transfers (cont.)

- **Posting Period:** this field is only required for Periods 13 and 14 at fiscal year end; otherwise if left blank, then the posting period will default based on the Posting Date entered.

Note: The Posting Period field defaults per the date entered in the Posting Date field. The Posting Date field overrides anything manually entered in the Posting Period field.

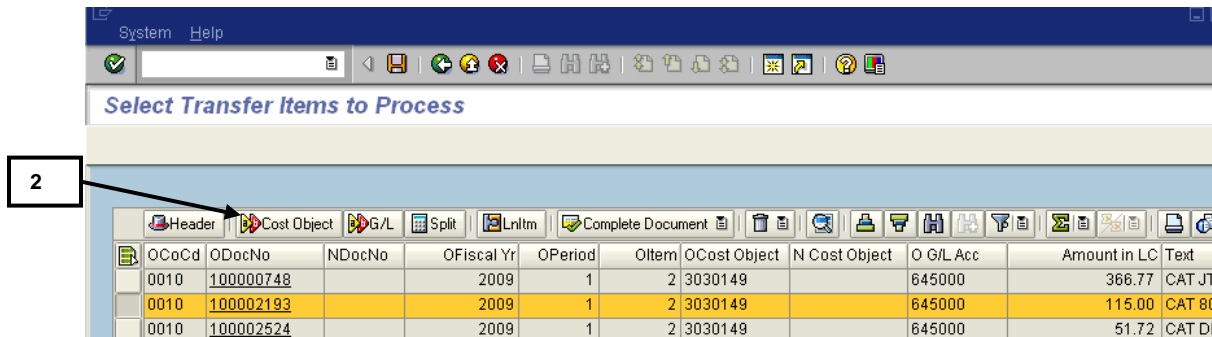
- **Document Reference:** enter the **Assigned JV (journal voucher) number** assigned by Accounting Services in this field (***must be entered in the eight digit format JVMMxxxx, where MM=fiscal month, xxxx=assigned number***).
 - **Header Text:** enter generic **text** that pertains to all lines selected for the Cost Transfer (free text field to describe the transfer).
4. Once the fields are entered, click on the  **OK, Continue, Choose** button to validate and save the updated fields and return to the report.
 5. Review the values that are now displayed in the corresponding columns on the report.

Note: If the documentation has been entered per the above steps, but the transfer information from previous pages has not been entered, the row will not be highlighted in green. As a reminder, the green highlight for the row indicates that the item has been transferred or corrected.

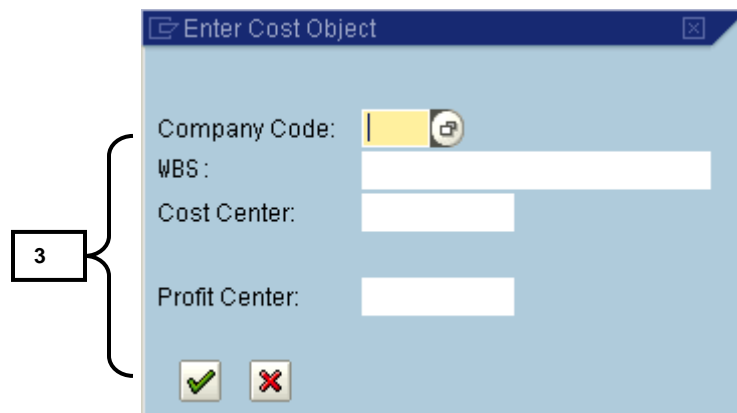
Non-Salary Cost Transfers (cont.)

To move the entire amount of the line item to another Cost Object:

1. Select the line or lines that are being transferred per steps previously outlined (lines previously selected and shown in gold don't need to be selected again).




2. Click on the  **Move to Cost Object** button.



3. In the resulting *Enter Cost Object* box, input the following:
 - Enter a four digit value in the **Company Code** field.
 - Enter the **Cost Object** (where the amount is to be moved) in the appropriate field (**WBS for projects, Cost Center, Fund, or Profit Center**).

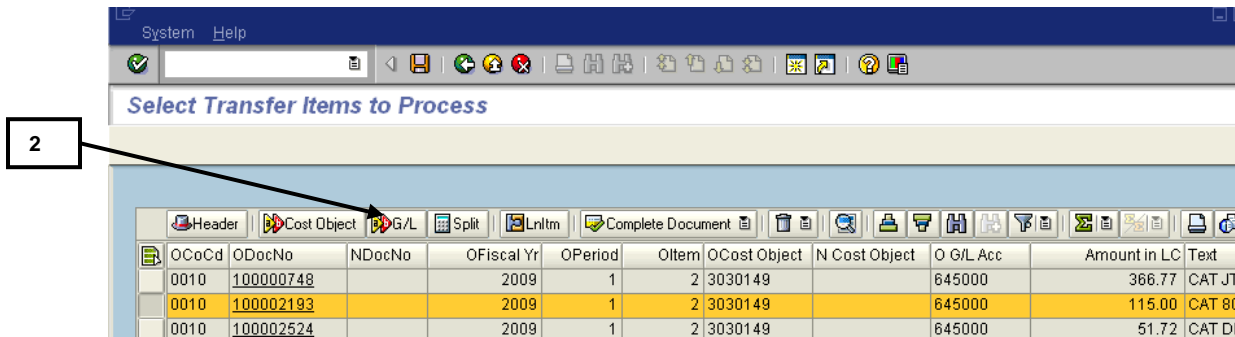
Note: The *Fund* field displays only if the transfer is for a line that contains a *Balance Sheet G/L Account* (1xxxxx or 2xxxxx).

- Click on the  **OK, Continue, Choose** button to validate and save the updated fields and return to the report.
4. Review the "X" mark that now appears in the **Corrected** column to indicate that you have made a change to this line item.

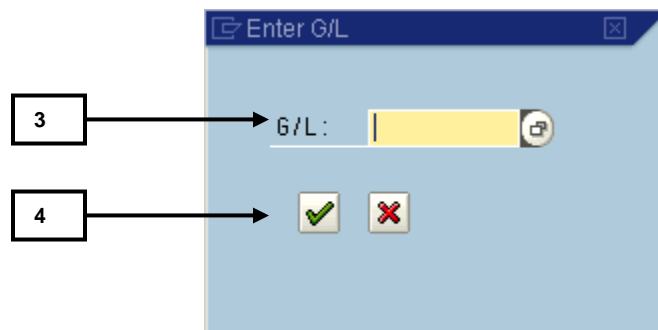
Non-Salary Cost Transfers (cont.)


To move the entire amount of the line item to another G/L Account:

1. Select the line or lines that are being transferred per steps previously outlined (lines previously selected and shown in gold don't need to be selected again).



2. Click on the  **Move to G/L** button.

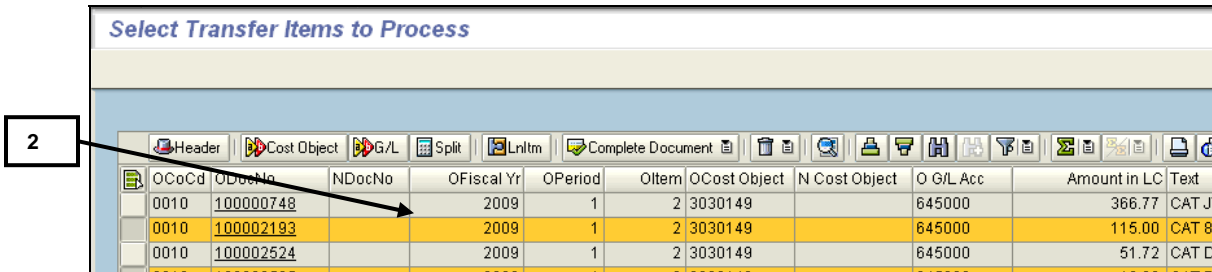


3. In the resulting *Enter G/L* box, input the six-digit G/L account (where the amount is to be moved) in the **G/L** field.
4. Click on the  **OK, Continue, Choose** button to validate and save the updated fields and return to the report.
5. Review the "X" mark that now appears in the **Corrected** column to indicate that you have made a change to this line item.

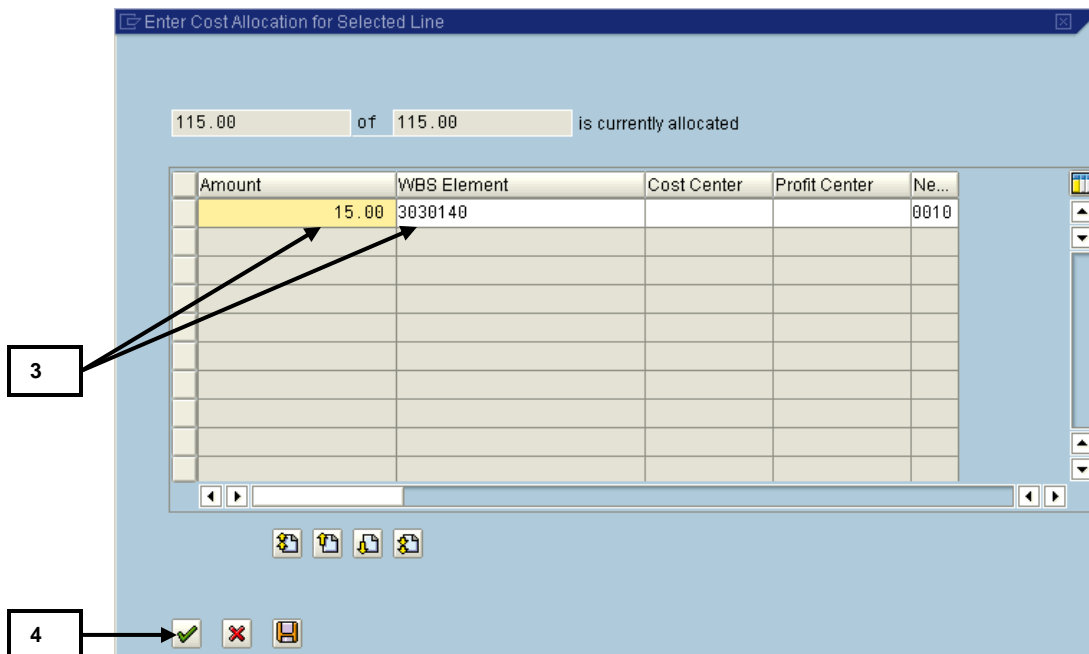
Non-Salary Cost Transfers (cont.)

To move a partial amount of the line item to other Cost Object(s):

1. Select the line or lines that are being transferred per steps previously outlined (lines previously selected and shown in gold don't need to be selected again).




2. Click on the  **Split Transfer** button.



3. In the resulting *Enter Cost Allocation for Selected Line* box, change the following as desired:
 - Change the Cost Object (either WBS Element, Cost Center, Profit Center, or Fund – example: change the 3030149 WBS Element to 3030140)

AND

 - Change the amount (if splitting the amount, enter the partial amount on the cost object changed per this step – example change \$115.00 to \$15.00).
4. Click on the  **OK, Continue, Choose** button to update the screen and generate the balancing line (see screen example on next page).

Non-Salary Cost Transfers (cont.)

115.00 of 115.00 is currently allocated

Amount	WBS Element	Cost Center	Profit Center	Ne...
15.00	3030140			0010
100.00	3030149			0010

5

- Review the updated the screen which displays a second entry for the original WBS Element with the balancing amount (example: a \$100.00 entry to the WBS Element 3030149 so that the two entries balance to the original \$115.00 charge).

Enter Cost Allocation for Selected Line


115.00 of 115.00 is currently allocated

Amount	WBS Element	Cost Center	Profit Center	Ne...
15.00	3030140			0010
50.00	3030146			0010
50.00	3030149			0010






6

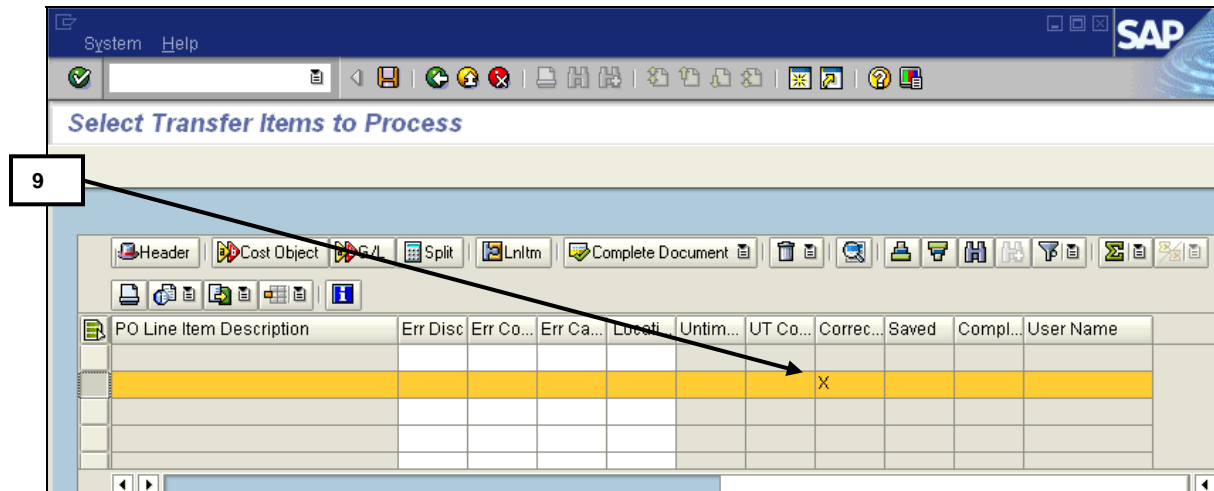
7

8

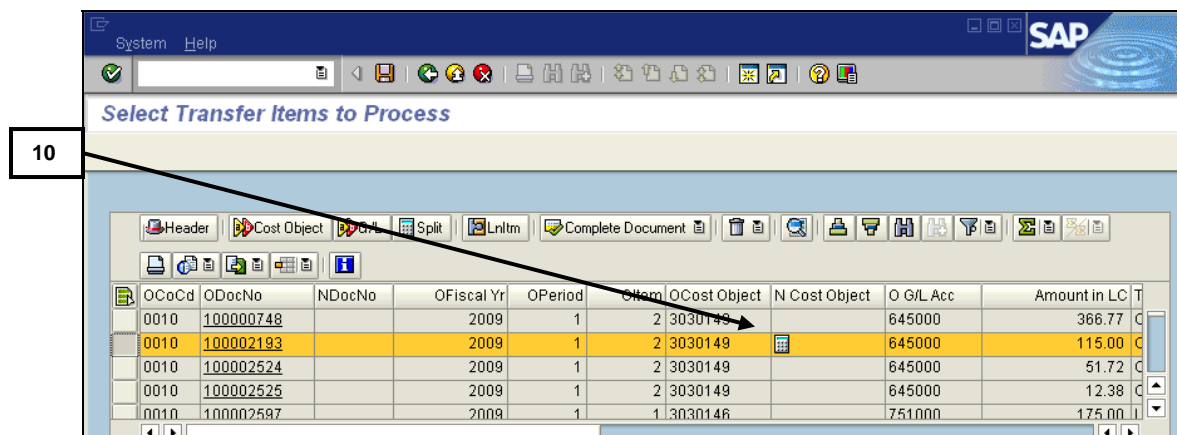
- To further split the entry (see example above):
 - Change the cost object and amount for the second line item now displayed.
 - Click on the  **OK, Continue, Choose** button.
 - Note that the system will continue to add a new line item with the balancing amount to the original WBS Element, if the entry is not already balanced.

Non-Salary Cost Transfers (cont.)

7. As needed, use the buttons to move up and down the pages of the screen (
  **First page**,
  **Previous Page**,
  **Next Page**, and
  **Last Page**).
8. When all the lines for the split transfer have been entered, click on the
  **Save** button to update and return to the report.



9. Review the “X” mark that now appears in the **Corrected** column to indicate that you have made a change to this line item.



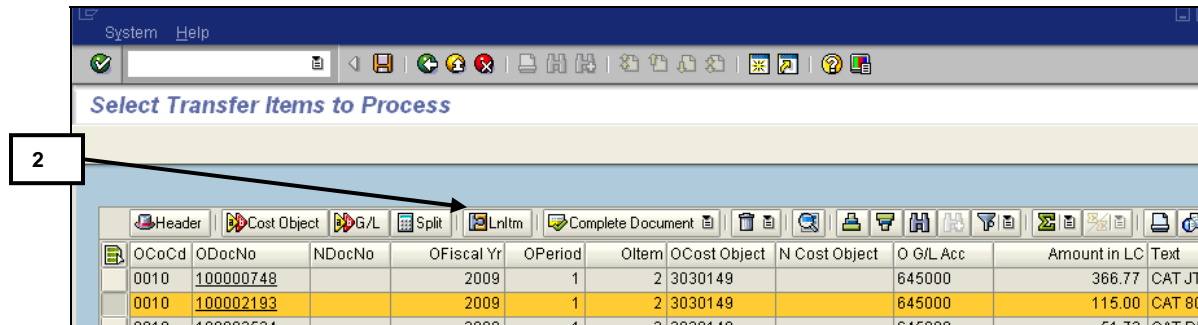
10. Note the
  List icon that now displays in the **New Cost Object** column.

Non-Salary Cost Transfers (cont.)

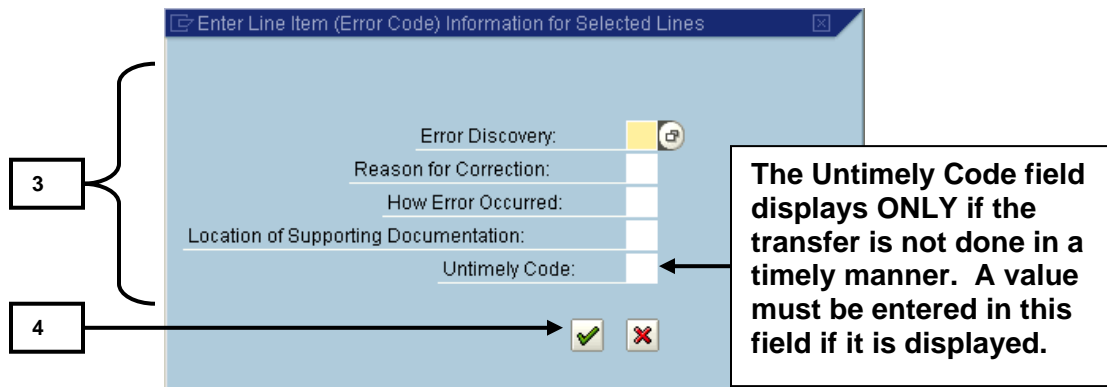
To enter the required documentation for each line item transferred:


Note: For each Non-Salary Cost Transfer line item, the proper documentation must be completed. These steps help you to enter that documentation in a standard format.

1. Select the line or lines that are being transferred per steps previously outlined (lines previously selected and shown in gold don't need to be selected again).




2. Click on the  **Enter Line Item Info** button (see example on next page).



3. In the resulting *Enter Line Item (Error Code) Information for Selected Lines* box, enter the numerical values directly in the field if known, **OR** click in the field and use the  **Drop-down** button to choose a value from a list, as follows:


- **Error Discovery:** – to indicate how the error was discovered.
- **Reason for Correction:** – to indicate the reason the line item needs to be corrected or transferred.
- **How Error Occurred:** - to indicate how the error occurred initially.

Note: As an alternative to using a separate screen, if preferred, enter the values right into the columns on the report for that line item. Use the  Drop-down buttons in each field as needed. Otherwise, use the steps outlined below to enter the values on a separate screen.

Non-Salary Cost Transfers (cont.)

- **Location of Supporting Documentation:** - to indicate where the supporting documentation is located for this Cost Transfer.
- **(As Required) Untimely Code:** - this field must be completed if displayed and will display **ONLY** if the Cost Transfer was not done in a timely manner (not done within 3 fiscal periods from the fiscal period when the original entry was posted – see note below).

*Note: **Important:** An Untimely Calculation is automatically done when the report is generated and computes what the number of months between the line item transfer and the original document would be if the transfer is performed in the current posting period. The calculation is computed for the number of fiscal periods between the current fiscal period and the posting period of the original line item. If a line item is selected and a transfer processed, additional documentation will be required for all transfers greater than 3 accounting periods.*

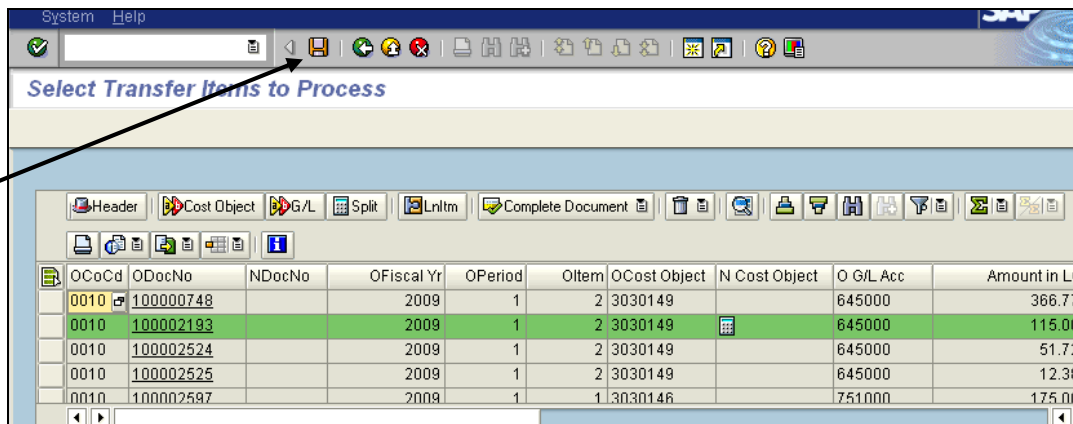
4. Click on the  **OK, Continue, Choose** button to validate and save the updated fields and return to the report.
5. Review the values that are now displayed in the corresponding columns on the report for the documentation.


Note: If the documentation has been entered per the above steps, but the transfer information from previous pages has not been entered, the row will not be highlighted in green. As a reminder, the green highlight for the row indicates that the item has been transferred or corrected.

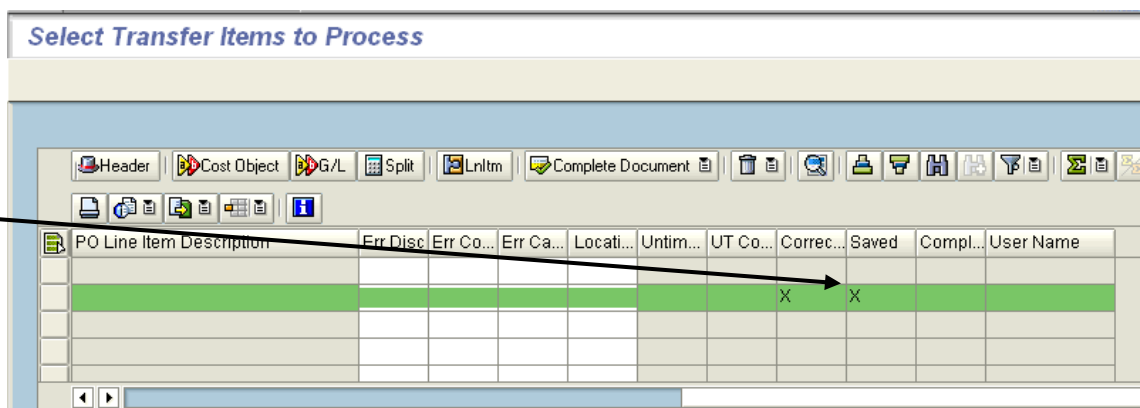
Non-Salary Cost Transfers (cont.)

To save a Cost Transfer at any point in time as a work in process:

Note: At any point in time, you may save the information already entered for the Cost Transfer that is in process and not yet completed. **This action will highlight the saved items in green and update the report with an “X” mark in the Saved column and you may exit the report in SAP without losing the data already entered. When you execute the report again for the same criteria**



1. To save the data already entered, click on the  **Save** button on the toolbar at the top of the screen.



2. Review the “X” mark that now appears in the **Saved** column to indicate that you have saved the changes for all the line items transferred so far on this report.
3. If needed, exit the report and/or SAP without losing the data already entered.
4. When you are ready to work on the Cost Transfer again, re-execute the report to finish at a later point in time and note that all saved data for the transfer will be displayed (including any data transferred by other users, if applicable).

Non-Salary Cost Transfers (cont.)

To delete any data previously entered or saved:


Note: **IMPORTANT: Use caution when performing this function.**

This function applies to lines where corrections have been entered or saved (this function does NOT apply to lines that have been previously corrected in a completed and / or posted Cost Transfer document)

This function allows for two types of data deletions for work that has been entered or saved:

- To **clear a session** which deletes only what has been entered and not yet saved.
 - To **start over with the Cost Transfer and delete all data that has been entered and saved**, even if done by other users.
1. Select the line item or line items to be “deleted” per steps previously outlined (lines previously selected and shown in gold don’t need to be selected again).

OCoCd	ODocNo	NDocNo	OFiscal Yr	OPeriod	Oltem	OCost	G/L Acc	
0010	100000748		2009	1	2	303014	5000	
0010	100002193		2009	1	2	303014	5000	
0010	100002524		2009	1	2	3030149	645000	
0010	100002525		2009	1	2	3030149	645000	

2. Click on the  **Clear Lines** button and choose one of the two options as outlined below:
 - **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).
3. Review the results once the function has been performed and note that all the fields have been cleared, including the “X” marks in the various columns.

Non-Salary Cost Transfers (cont.)

To display the details for a selected line item:

1. Select the line or lines that are being transferred per steps previously outlined (lines previously selected and shown in gold don't need to be selected again).

Select Transfer Items to Process

OCocCd	ODocNo	NDocNo	OFiscal Yr	OPeriod	OLtem	OCost Object	N Cost Object	O G/L Acc
0010	100000748		2009	1	2	3030149		645000
0010	100002193		2009	1	2	3030149		645000

2. Click on the  **Details** button.




Details

Group description	Cell Content
Originating Company Code	0010
Originating Document Number	100000748
Originating Posting Date	07/02/2008
Originating Document Date	07/01/2008
Originating Fiscal Year	2009
Originating Cost Object Name	2R01-AI-055588-05-A1
Originating Posting Period	1
Originating GL Short Text	LABORATORY & RESEA...
Originating Line Item	2
Originating Cost Object	3030149
Originating G/L Account	645000
Amount in LC	366.77
Text	CAT JTF780-2.QTY 1.U...
	WB
Originating Reference	34987714
Originating Document Header Text	REQ 36777756
Document Type	YD
Currency	USD

3

4

5

3. In the resulting *Details* box, review all the fields of information for the originating document and the cost transfer data, if applicable, for the selected item (use the scroll bar to view all fields).
4. If more than one item was selected, use the  **Previous Entry** and  **Next Entry** buttons to navigate through the items selected (these buttons only display if multiple line items were selected).
5. Click on the  **Close** button to return to the report.

Non-Salary Cost Transfers (cont.)

To enter additional information for **Untimely Transfers (required)** or for timely entries if desired (**optional**):

Note: When the Non-Salary Cost Transfer report is run, the tool computes the number of periods that have passed between the posting period of the original document and the posting period for the transfer line item(s), if the transfer of the line item(s) is performed in the current posting period. In other words, the calculation computes the number of fiscal periods between the current fiscal period and the original posting period of the line item(s). **If a line item is selected and a cost transfer is processed via this report/ tool, then additional documentation is required for all transfers greater than 3 accounting periods.**

This feature may also be used just to add documentation for any line items transferred on a timely basis as well.

1. Select the line item or line items that need the Untimely documentation or the timely line items where documentation is desired (use the steps for selecting line items previously outlined in the guide if needed).

select Transfer Items to Process

Amount in LC	Text	Orig Reference	Orig Document Header Text	Err Disc	Err Co...	Err Ca...	Locati...	Untim...	UT Co...	Co
1,000.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
2,000.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		X
3,000.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		X
4,000.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
5,000.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		X
100.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
200.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
300.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1	1	3	3	1	27	03	X
400.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
500.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		X
10.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
20.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		X
30.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
40.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		
50.00	ZF106 Org Unit Test 1.	JV091111	zf1 06 test 1					27		X
33,300.00	Spans Pkms Revenue Accrual 343	IV051781	IV051781					19		

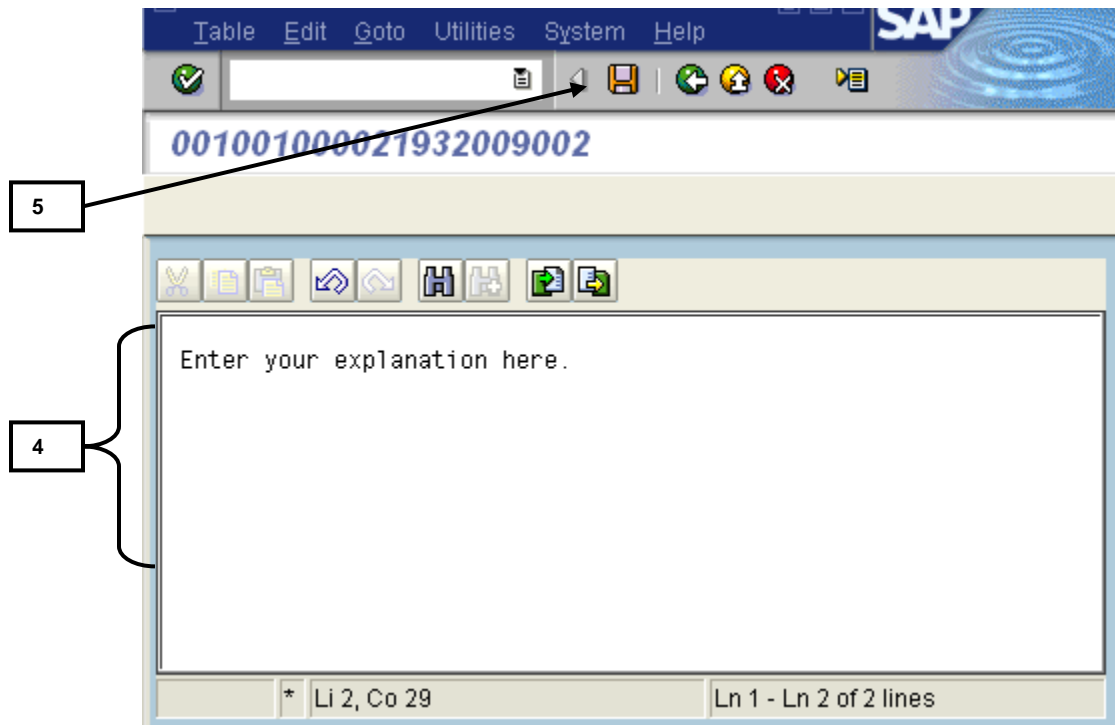
2 and 3

2. Ensure that a value has been entered in the **Untimely Code** column to indicate the reason that the Cost Transfer is being done after more than 3 accounting periods have passed (see steps for entering codes covered earlier in the Guide).

Non-Salary Cost Transfers (cont.)


3. Double click into the Untimely Code field for the line item to access a free text window (see next page) for entering the required additional documentation.

*Note: If any line item has been transferred, i.e., corrected, the **Untimely Code field highlights in red** if the Cost Transfer for the line item is being done after 3 accounting periods have passed **AND the appropriate documentation is not entered and present.***



4. In the resulting free text window, enter a detailed untimely justification for why the Cost Transfer is being done after 3 accounting periods have passed.

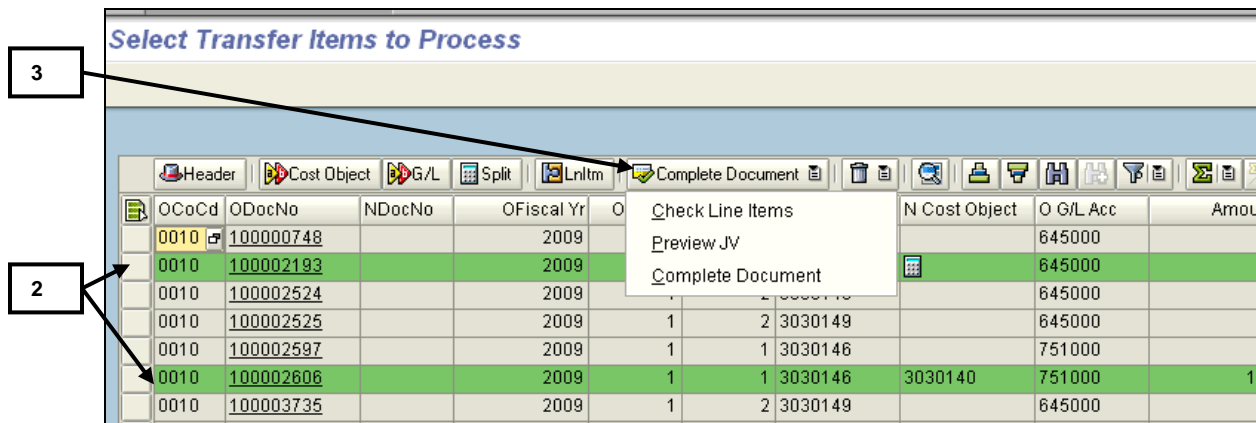
*Note: Text must be entered for each individual line item in the Cost Transfer. Use the **Ctrl + C (Copy)** and **Ctrl + V (Paste)** functions to copy and paste the text for each line item if desired.*

5. When done, click on the  **Save** button to save the text and exit the window.

Non-Salary Cost Transfers (cont.)

To understand the general steps for completing the Non-Salary Cost Transfer document:

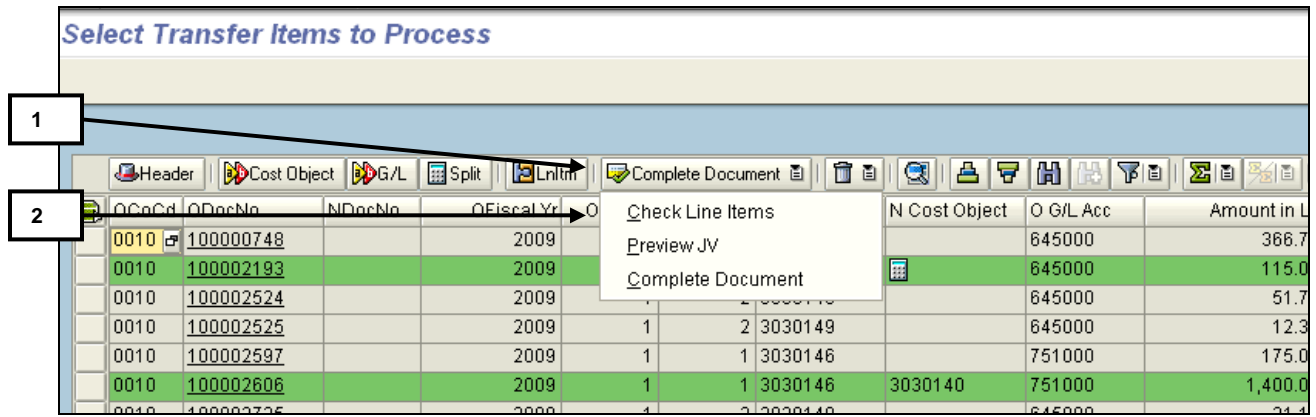
1. **Note the following** about completing the document:
 - The act of completing the document per the steps below will generate the Non-Salary Cost Transfer document (basically a journal entry / journal voucher document).
 - SAP automatically processes all the green highlighted items (indicating a transfer has been entered) as part of the Cost Transfer document.
 - The Cost Transfer document will contain the debits and credits to correct or transfer the items that were selected.
 - The Cost Transfer document could have error or warning messages just like any journal entry and routes through the JV Workflow process as well.
 - Refer to the Journal Entry Guide for more details on the JV Workflow process, attaching files (Word, Excel, etc.) to the journal entry, and completing documents if needed




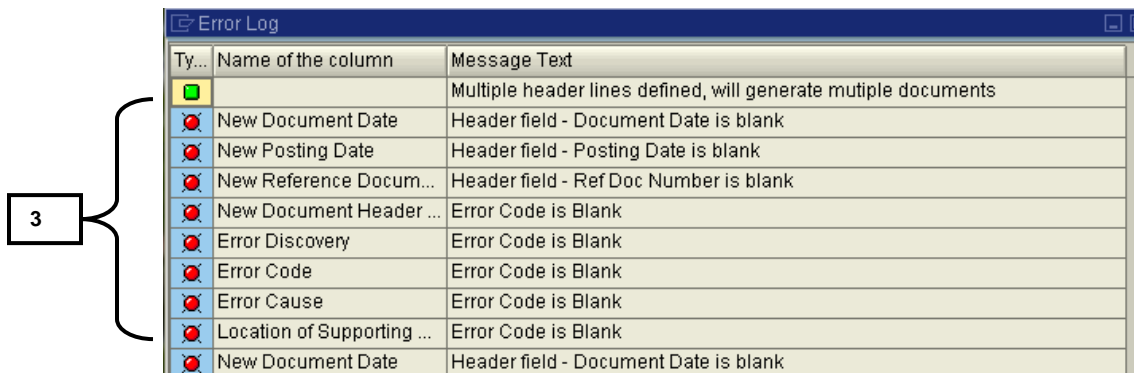
2. **Note that the line items do NOT need to be selected**, since SAP automatically processes all line items highlighted in green as part of the Cost Transfer document (the green highlighted lines indicate a transfer has been entered).
3. Click on the  **Complete Document** button and choose one of the options per below (and outlined in detail in the next sections of this Guide):
 - **Check Line Items** = to perform error checks on the green line(s) that have been corrected in this Cost Transfer via a pop-up window (see next steps).
 - **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 the parked document and complete the document, which will begin the JV Workflow approval process.

Non-Salary Cost Transfers (cont.)

To check line items for errors before completing the Non-Salary Cost Transfer document:



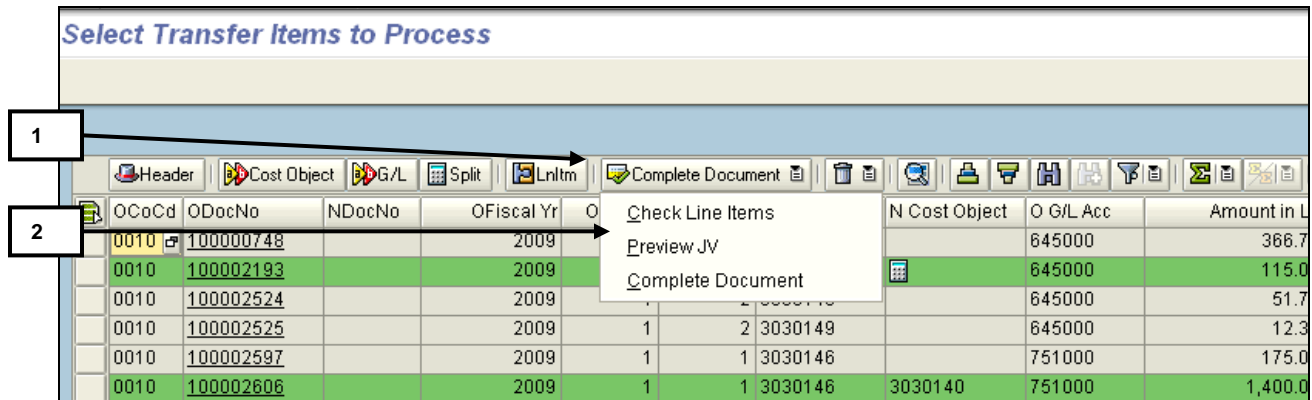
1. Click on the  **Complete Document** button.
2. Click on the **Check Line Items** option to perform error checks on the green shaded line(s) that have been corrected in the Cost Transfer.



3. In the resulting *Error Log* pop-up box:
 - Review the details provided for the error.
 - Note that the errors are indicated with a red circle icon in the Message Type (first) column.
 - Double click on the row for an error to go to the line item with the error in the Cost Transfer report.
 - Correct each error as needed.
4. After all errors are reviewed, click on the “X” button in the upper right corner to close the pop-up box.

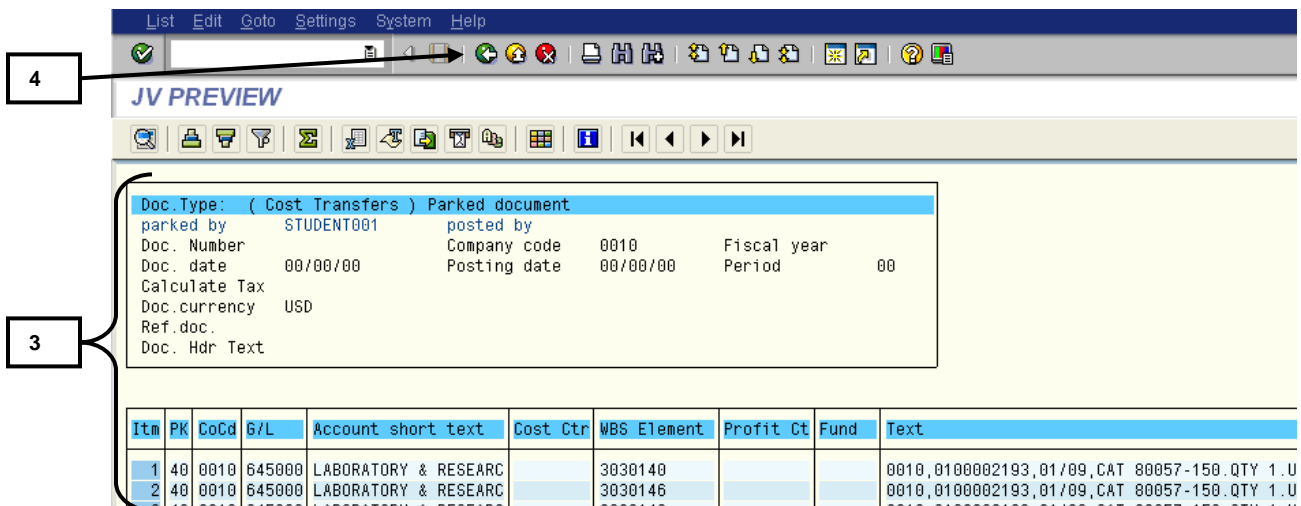
Non-Salary Cost Transfers (cont.)

To preview the Journal Voucher before completing the Non-Salary Cost Transfer document:



1. Click on the **Complete Document** button.
2. Click on the **Preview JV** option to display the Journal Entry / Journal Voucher (JV) for the Non-Salary Cost Transfer (includes all lines shaded in green) before completing the document and starting the JV Workflow approval process.

Note: The Preview JV function will display all documents that will be created / posted from the Non-Salary Cost Transfer report.

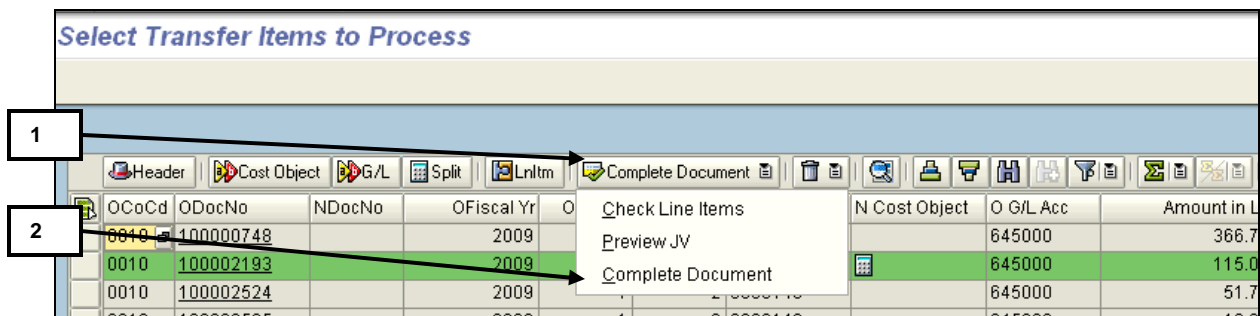



3. In the resulting *JV Preview* window, review the header information and detailed line items with the debits, credits, and documentation for this Cost Transfer.
4. Click on the **Back** button to **view the next document if applicable or to return to the Non-Salary Cost Transfer report** if there are no other documents.

Non-Salary Cost Transfers (cont.)

To complete the Non-Salary Cost Transfer document:

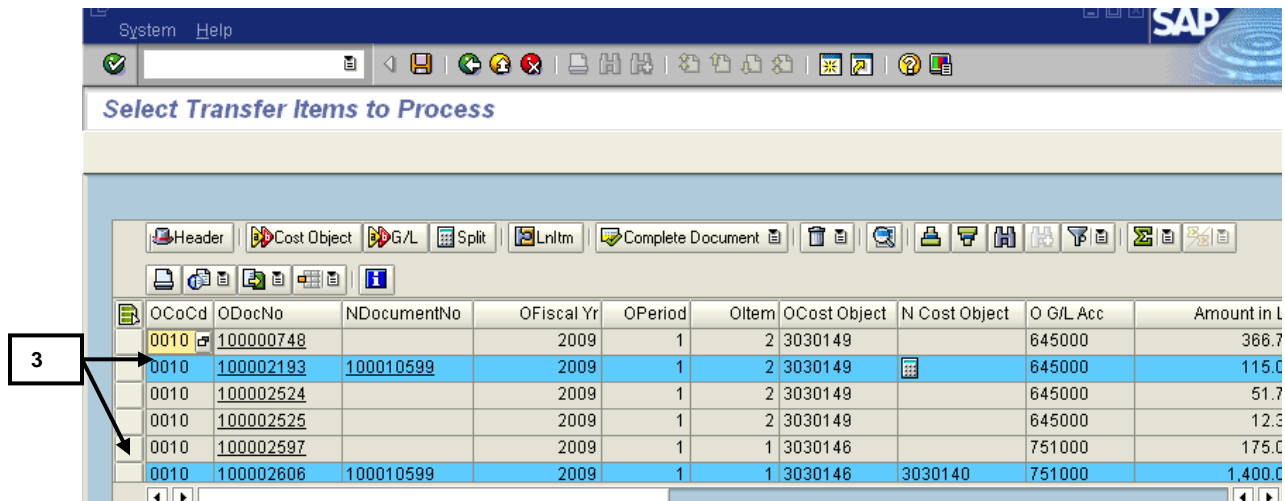
Note: Once the document is completed per the steps below, the system will generate the Non-Salary Cost Transfer document (a journal entry / journal voucher document). This system generated document will contain the debits and credits to correct or transfer the lines where data was entered or edited via the Non-Salary Cost Transfer tool. Once completed, the document will route through the JV Workflow process as well. Refer to the Journal Entry Guide for more details on the JV Workflow process and completing documents if needed.



1. Click on the  **Complete Document** button.
2. Click on the **Complete Document** option to **complete** the parked document for **lines shaded in green and to start the JV Workflow approval process.**

Note: Review any messages displayed for system tax calculations and to verify that a document(s) are created and close the window when ready.

Non-Salary Cost Transfers (cont.)



The screenshot shows the SAP 'Select Transfer Items to Process' window. The table below is a representation of the data shown in the screenshot. The second row is highlighted in blue, and a box with the number '3' and an arrow points to it.

OCocCd	ODocNo	NDocumentNo	OFiscal Yr	OPeriod	Oltem	OCost Object	N Cost Object	O G/L Acc	Amount in L
0010	100000748		2009	1	2	3030149		645000	366.7
0010	100002193	100010599	2009	1	2	3030149		645000	115.0
0010	100002524		2009	1	2	3030149		645000	51.7
0010	100002525		2009	1	2	3030149		645000	12.3
0010	100002597		2009	1	1	3030146		751000	175.0
0010	100002606	100010599	2009	1	1	3030146	3030140	751000	1,400.0

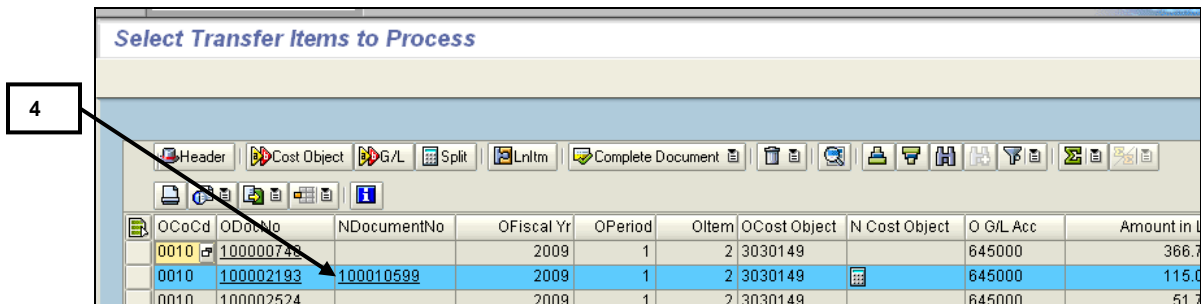
- Review the updated Non-Salary Cost Transfer report and note the following for the line item(s) that were part of the completed Cost Transfer document(s):
 - The line(s) transferred in a completed Cost Transfer document are now **highlighted in blue and are routing through the JV Workflow approval process.**
 - The **New Document Number** for the Cost Transfer is inserted into a new column
 - A **"C"** is now displayed in the **Completed** column of the report.

Note: After the JV Workflow approval process is completed and document is posted, a "P" will display in the Completed column to indicate that the line was posted. Please note that the column will not be updated to reflect the "P" until the next time that the ZF418 Non-Salary Cost Transfer tool is executed.

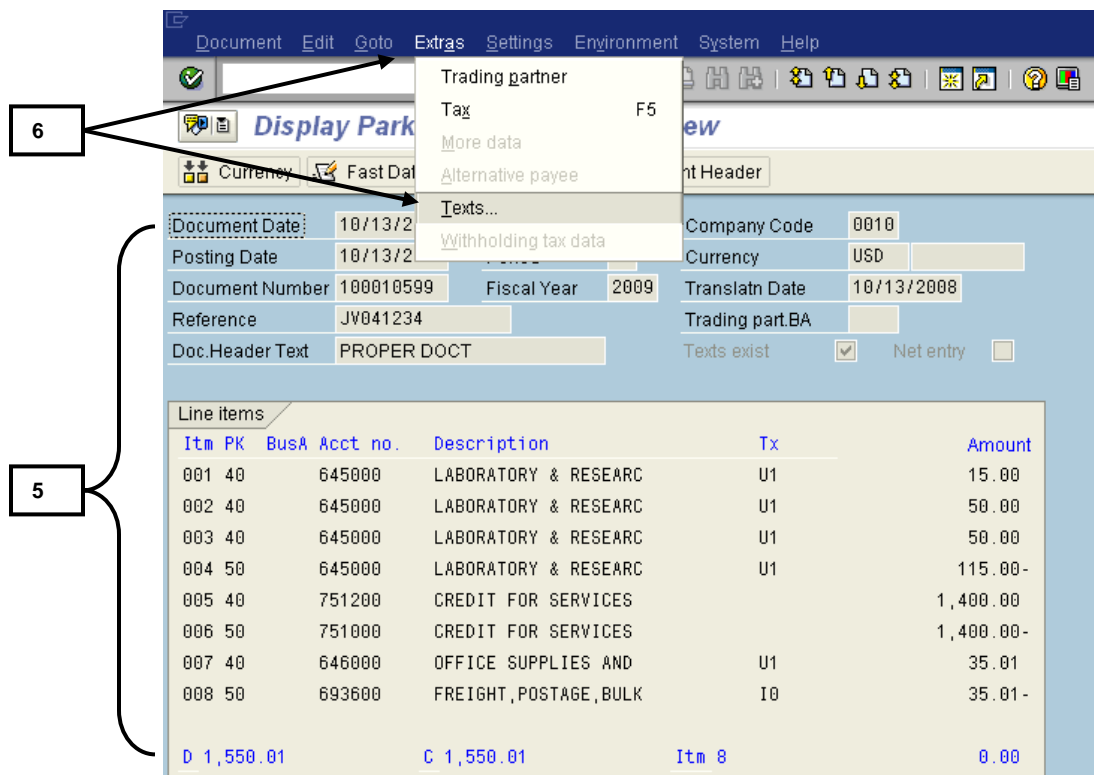
Non-Salary Cost Transfers (cont.)

To display the completed Non-Salary Cost Transfer document and view the system generated text:

*Note: The completed (parked) document can be displayed from the Non-Salary Cost Transfer tool/report, including the extra text that is populated by the system from the codes that were entered as part of the proper documentation for each line. Refer to the **Journal Entry Guide** for all other display options for parked documents.*



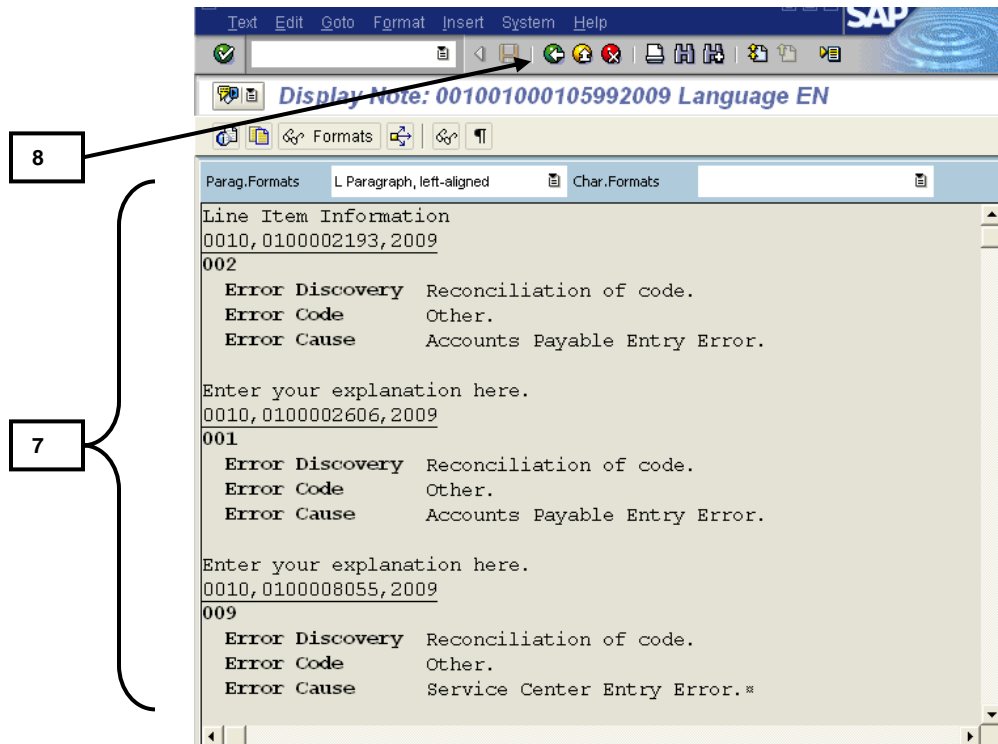
4. **Double click** on the document number that was inserted in the **New Document Number** column.




5. Review the *Display Parked Document* screen.

Non-Salary Cost Transfers (cont.)


- To view the system generated text from the codes that were entered in the documentation fields (error codes, etc.), follow the menu path: **Extras → Texts**.




- On the *Display Note...* screen, review the system generated text from the documentation codes entered, as well as any additional text that was added for Untimely Justification or as additional information on timely entries.

- Use the  **Back** button to exit the *Display Notes...* window.


Note: Use other display functions for the parked document per the *Journal Entry Guide*, such as **Goto → Display as list** to view the document in a better layout (as it will appear once posted).

- Use the  **Back** button again to exit the *Display Parked Document* screen and return to the *Non-Salary Cost Transfer report* screen.

To view the help information provided:

- Click on the  **Information (Help)** button to view instructions for how to use the Non-Salary Cost Transfer report tool.

To exit the Non-Salary Cost Transfer report tool:

- Click on the  **Back** button (remember to **save** your work in progress if needed before exiting the tool).