



Cost Transfer Workflow Tool – Non-Salary Cost Transfer via WISER

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Table of Contents

Cost Transfer Tool Overview	3
What is it?	3
Features	3
Salary Cost Transfers (SCT) vs. Non-Salary Cost Transfers (NSCT).....	3
Resources.....	3
Creating a New Non-Salary Cost Transfer Via WISER.....	4
Pulling the “From” side via WISER	4
Entering the “To” Side of the Cost Transfer Transaction.....	5
Check for Errors	6
Documentation Tab	6
90 Days after the Original Transaction - Documentation/Comments/Justification	6
NSCT Routing, Edit Rights and Ownership	7
History of the Transfer	8
Home.....	8
Dashboard View –Preparers of Non-Salary Cost Transfers	8
Searching for Transfers	9
Validations	10
Workflow After Submitted	10
Person Resolution	10
Other Aspects to Workflow and Approval.....	11

Cost Transfer Tool Overview

What is it?

- The Cost Transfer Tool is designed to make a balanced transfer of accounting from one funding source to another.

Features

- Gives the user the ability to search WISER to select transaction(s) that need to be transferred.
 - This step also eliminates tedious entry
- Validations are performed to ensure the data is clean and valid when going to the General Ledger (GL).
- Provides a custom workflow that requests signatures for approval based on the content of the transfer
- Provides search features so users can find transfers they have made in the past.
- Integrates to WISER so that when looking at a transaction in WISER, a transfer can be initiated right from the reporting system.

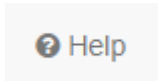
Salary Cost Transfers (SCT) vs. Non-Salary Cost Transfers (NSCT)

Cost transfers are divided into two forms – salary and non-salary. Each cost transfer has a transfer number which acts like a unique business key. Salary transfers begin with “S” and non-salary begins with “N”, followed by a unique sequence number. This document only goes over non-salary transfers.

Resources

There are several resources available to help you progress through the Cost Transfer Workflow Tool that you can use when you encounter problems, have specific questions, or desire to provide feedback:

1. **Help Icon:** for immediate assistance, click on the help icon found on most screens within the Cost Transfer Workflow Tool itself. Many of your questions may be answered right here.



2. **Cost Transfer Support:** Each institution has SFS users who are more familiar with the process and procedures for doing Cost Transfers. Find your institutional support contact on this website: <https://www.wisconsin.edu/sfs/institutional-support-contacts/>.
3. **SFS Documentation and Training Page:** The SFS group at UWSA maintains documentation on how the SFS Cost Transfer Tool functions. You can find it by following [this link](#), to the SFS web page. Cost Transfer Tool documents can be found under the “GL – General Ledger” subsection.
4. **Send a Comment/Support:** Click on this link at the bottom of your screen to provide feedback or seek assistance from SFS Problemsolvers.

Creating a New Non-Salary Cost Transfer Via WISER

A transfer can be initiated right from WISER. The transaction is loaded into Cost Transfer Tool and basic metadata is requested. This allows users to initiate a transfer when they see the need in the system where they are examining data from rather than looking in WISER and then repeating the same search in Cost Transfer Tool. This works for SCT and NSCTs.

Pulling the “From” side via WISER

1. Login to [WISER](#)
2. Click **Main Menu** on the top left corner
3. Choose **Find Detailed Transactions**
 - a. If you need your specific funding string, click **Find Departments** to view
4. Fill out enough data to find transaction (year, fund, dept, journal ID, project, etc)
5. Click **Search**
6. Find the correct transaction and then click on the **magnifier icon** to the right

Find Transactions Search Results

« 1 2 » 1 - 50 of 94 Pin to Dashboard

Monetary Amt	Enc Amount	Fund	Dept	Project	Program	Account	Acct Descr	Line Descr	PO Id	Voucher Id	Vch Invoice Id	Accounting Period	Jrnl Date	Posted Date	Jrnl ID	Ledger	Source	System Source
\$62,484.88	\$0.00	136	030500	AAD1295	1	3100	Supplies	PROCARD05192020		03149504	PROCARD05192020	11	05/18/2020	05/19/2020	AP00551881	ACTUALS	APA	GAP
\$1,046,841.02	\$0.00	136	030500	PRJ93MT	1	3100	Supplies	PROCARD05192020		03149506	PROCARD05192020	11	05/18/2020	05/19/2020	AP00551881	ACTUALS	APA	GAP
\$-42,348.03	\$0.00	136	030500	AAD1295	1	3100	Supplies	PROCUREMENT CARD				11	05/11/2020	05/11/2020	JRT0325020	ACTUALS	INT	EXT

7. Click on **Cost Transfer Tool**
 - a. This will grab this transaction and move it into your *Basket*

Results Found!

Other apps found information:

Cost Transfer Tool

This transaction has not been involved in a transfer yet; click to begin the process of transferring it to new funding.

Close

8. The *Basket* then appears on the left side of your screen, enter the **details** of the transfer, and click on **Create**
 - a. This will create a NSCT #

Create Non-Salary Transfer

Work Basket (\$438.44) Clear

DELTA AIR 0067403225501 0812 438.44

Enter **Details of Transfer** below to begin the transfer process on the transaction(s) from your Work Basket:

9. Click on **Go to this transfer**
 - a. This will open the transfer in the Cost Transfer Tool (CTT) System

Create Non-Salary Transfer

Cost Transfer NT00000180 was created successfully!

[Go to this transfer](#)

Entering the “To” Side of the Cost Transfer Transaction

1. Enter **Dept ID, Fund, Program (if required), Account** information in the *To* section
 - a. As you enter the *Transfer To* account information, you may find it useful to use the *Copy to all* function to update all the *To* lines.
2. Add the **Amount** being transferred over as well as the **Description**
 - a. Decreasing the “From” amount is considered a “partial” transfer.
 - b. The Cost Transfer Tool does not allow the “from” to be changed to an amount that is more than the original expense.

Cost Transfer Tool # Home Transfer # Help SHERRI VOIGT - UWSYS

NT00000055 Non-Salary Transfer




Preparer SHERRI VOIGT Date of Request 04/15/2020
 Routed to (Owner) SHERRI VOIGT Status 1 - Working

Details of Transfer Moving Telecom Costs

[\\$ Details](#) [Documentation](#) [Route for Assistance](#) [Approvals](#) [History](#) [Posting](#)

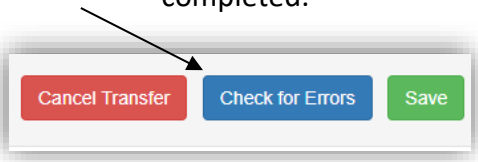
	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	JET Reference	JET Vchr No	
From	400900	136		1	2240		-8.99	TELECOM-STS-AUG				AUG2017	
To	<input type="text" value="400900"/>	<input type="text" value="136"/>	<input type="text"/>	<input type="text" value="1"/>	<input type="text" value="2240"/>	<input type="text"/>	<input type="text" value="8.99"/>	<input type="text" value="TELECOM-STS-AUG"/>				AUG2017	

Screen Icon key:

-  View more detail – additional fields from WISER are displayed
-  Copy to all – Dept ID, Fund, Project copied to all *to* lines
-  Split – add a *To* line to split the *From* transaction

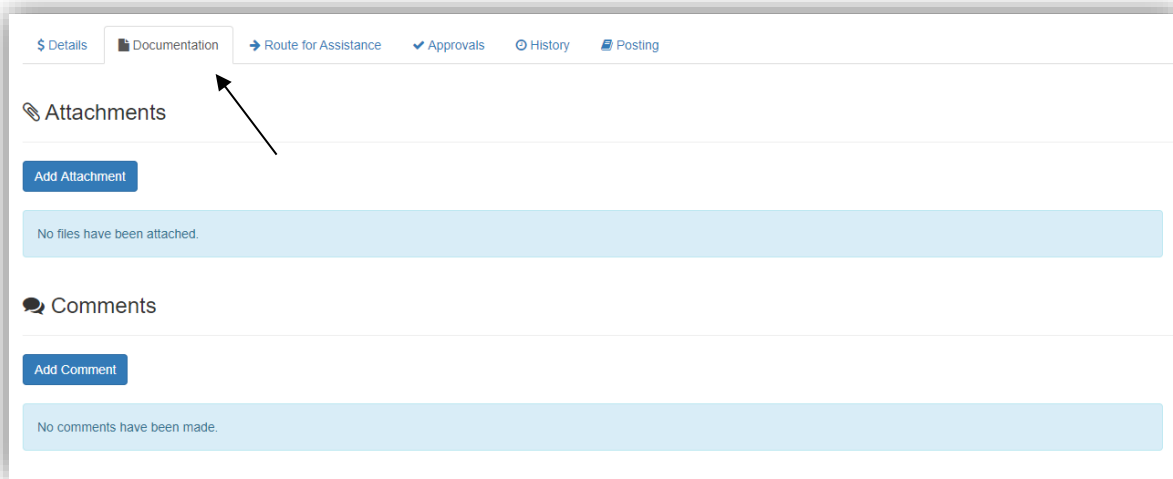
Check for Errors

3. Use the **Check for Errors** function on the bottom left
 - a. Checking for Errors validates the funding string and enforces balanced accounting.
 - b. It will also calculate the applicability of the >90-day rule (i.e., >90 days have passed from the end of the month that the original expense posted) and require that a justification be completed.



Documentation Tab

4. Click on the **Documentation Tab**
 - a. Click on **Add Attachments** and add supporting documents for the proposed transfer
 - i. Note: WISER documentation is NOT REQUIRED, as the tool validates the authenticity of the *From*.
 - b. Click **Add Comments** and add all supporting information for the proposed transfer
 - i. Note: Comments that are included with routing and rejections are stored here



90 Days after the Original Transaction - Documentation/Comments/Justification

5. If the transfer is over 90 days, the preparer will be automatically be required to fill out the justification. This can be viewed in the *Documentation Tab*.
 - a. 90 Day period is technically 90 days from the end of the month a transaction is posted.
 - b. Below is an example of a *90-day Transfer Justification*
6. Click **Save Justification** on the bottom once the fields are completed

Details Documentation Route for Assistance Approvals History Posting

90-day Transfer Justification

Please answer the following questions about the transfer (all fields required):

- Why was this expense originally charged to the coding from which it is now being transferred?**
 These expenses were originally charged to [redacted] in error due to a gap in administrative support at the center level.
- Why should the charge(s) be transferred to the proposed receiving project (i.e. how does project benefit)?**
 The charges are in direct support of the scope of work and are allocable to the continuation project PRJ [redacted].
- Why are the charges allowable and allocable based on the terms and conditions of the receiving award?**
 These charges are allowable and allocable to PF [redacted] as they were incurred within 90 days of the start date of the project and are included in the approved budget and in direct support of the scope of work.
- Why is this cost being transferred more than 90 days after the transaction occurred?**
 Due to a gap in administrative support at the center level the need for these transfers was not identified within the 90 day period after the transactions occurred.
- What corrective action has taken place to eliminate the need for cost transfers of this type in the future?**
 New procedures are being implemented at both the center and division level to more closely monitor actual spending to ensure the proper funding is being used.

Save Justification

NSCT Routing, Edit Rights and Ownership

- If additional information is needed, add **Routing person's name**
 - This is not required
 - "Routing" is intended for assistance or to accommodate a department's internal workflow. Routing a record gives permission to edit the cost transfer record. The person you route to will be notified by email of this action and the transfer record will appear in their worklist.
 - Note: Routing is not used to collect approval signatures.**
 - Note: Routing transfers ownership. The preparer no longer has edits rights when a transfer is routed to another user or submitted for approval.
- Add any **Comments** that may be needed for the person it will be routed to
- Click **Route to this Person**

Details Documentation Route for Assistance Approvals History Posting

Route to either a previous user that was attached to this record or select a person to route to. Routing to another person gives that person the ability to change the information about a cost transfer. Only one person may change a transfer record at any given time. You may include an optional comment to send to the person you are routing to. The comment is also recorded on the Documentation tab for this transfer.

Name	Action
SHERRI VOIGT 401000 - Financial Administration	Route to this Person
Route to: LISA M FRANSEE LISA M FRANSEE	Route to this Person

Comment (optional):
Please check my work for completion.

- The follow is an example of what the automatic email notifications will be:

- i. Note: a direct link to the transfer record within the Cost Transfer Workflow Tool is embedded in the email.

*** Original intended recipients: Bernie Rubble ***

A cost transfer has been routed to you.
 You may edit transfer ST00000032 by following this link: <https://www.ct.sfs.services.wisc.edu/sct/32>
 Transfer Synopsis:
 Created by: Fred Flinstone
 Created on: 3/31/2020
 Details of transfer: Test.

- 4. The owner of the record *routed to* can **Submit for Approval**
 - a. Once submitted, the status changes to *2-Waiting for Approvals*.
 - b. The tool determines the required signatures and automatically notifies the approvers.

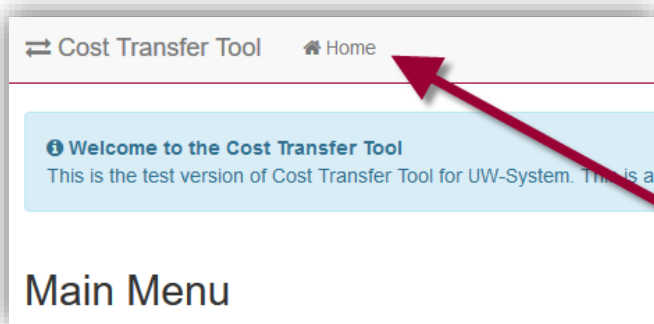
History of the Transfer

- 5. Check the **History** tab to see all major events, which are captured and retained here

Event	Additional Details	Date	User
Status Changed	Status changed to 4 - Completed.	04/15/2020 3:09:06 pm	SHERRI VOIGT
Posted	Transfer posted to Journal JRT0312131.	04/15/2020 3:09:06 pm	SHERRI VOIGT
Status Changed	Status changed to 3 - Waiting to Post.	04/15/2020 3:09:03 pm	SHERRI VOIGT
Approved	SHERRI VOIGT signed for Central Office Approver.	04/15/2020 3:09:03 pm	SHERRI VOIGT
Approved	NICOLA J BURTON signed for Division Representative.	04/15/2020 3:08:33 pm	NICOLA J BURTON
Status Changed	Status changed to 2 - Waiting for Approvals.	04/15/2020 3:06:45 pm	SHERRI VOIGT
Created	Record was created.	04/15/2020 1:40:54 pm	SHERRI VOIGT

Home

- 6. The **Home** button in the upper left corner will return you to the *Dashboard* of the Cost Transfer Tool



Dashboard View –Preparers of Non-Salary Cost Transfers

- 1. You will be taken to the Dashboard
 - a. This is the main screen or landing page from which the preparer begins – think of this as the main menu/home screen.
 - b. Work list Headers that apply to you will appear.

Work List Headers:

Transfers Routed to Me:

You are the owner of this transfer record (edit rights)

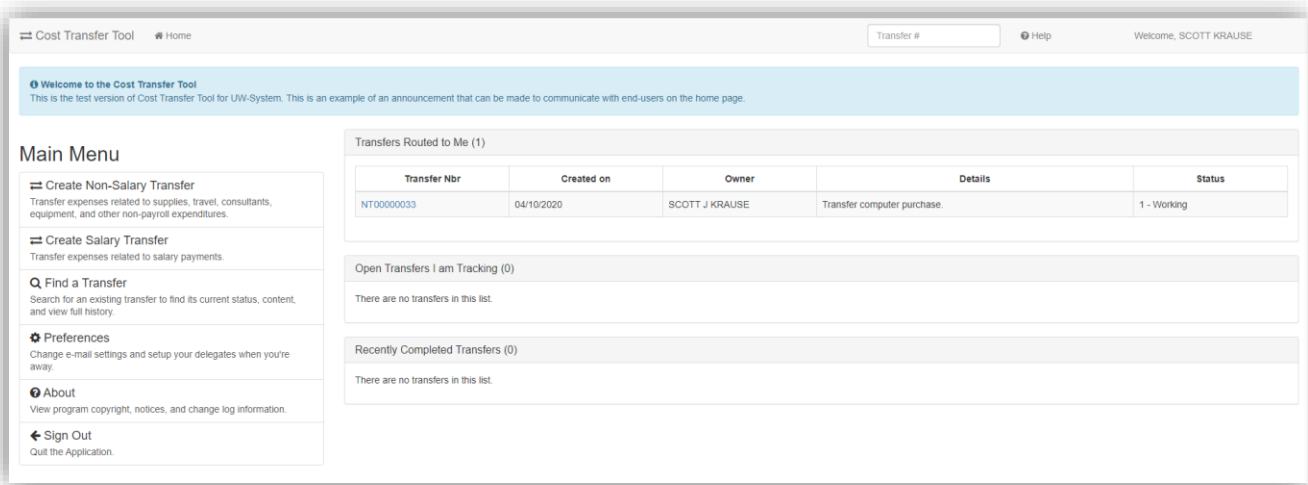
Open Transfers I am Tracking:

Unapproved transfers in process that you prepared

Recently Completed Transfers:

Posted transfers that you prepared

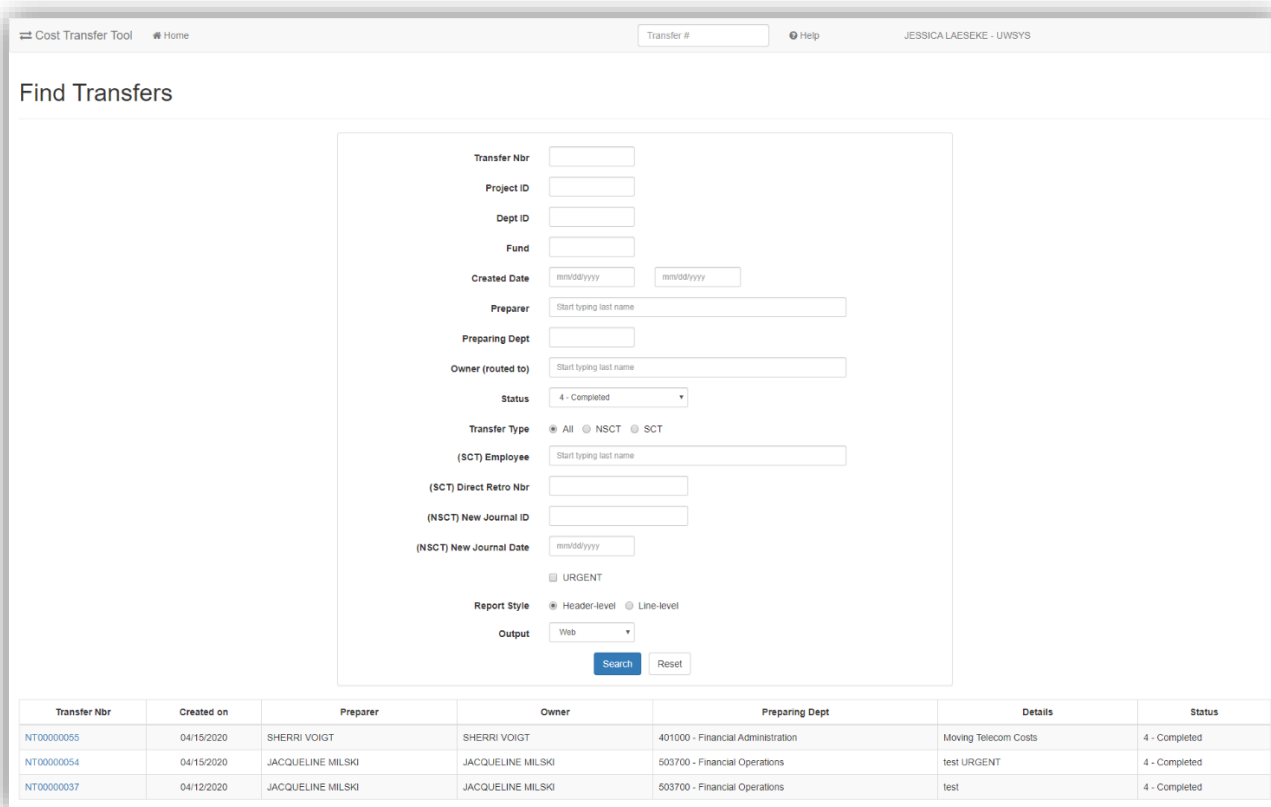
- c. Clicking on work list header expands and collapses transfer record list Click on the Find a Transfer link to view transfers based on specific criteria



Searching for Transfers

1. Click on **Find a Transfer** while in the *Dashboard*
2. On the "Find a Transfer Screen" users:
 - a. Can search for completed transfers
 - b. Can search for transfers in process
 - c. Can use multiple filtering options (e.g. Project ID)
 - d. Can search for any transfer, not just transfers prepared by you, and view comments, documents, preparer, approvers, etc....

**** Eliminates the need to print a copy for your file ****



Validations

Cost Transfers undergo a series of validations to ensure that all data is valid and clean. If any of these rules are violated, the tool informs the user and halts any further processing until the corrective actions are taken. The following high-level validations are performed:

- Debits and credits must be equal.
- Line descriptions must be filled in.
- The “from” amount cannot be greater than the original posted amount and cannot be zero.
- The transfer cannot be empty (it must have at least one set of balanced transfer items).
- Sponsored and non-sponsored projects cannot be mixed in the same transfer. A sponsored set can transfer to a non-sponsored project in the same transfer set (such as moving to a gift project).
- For sponsored programs, any transfers older than 90 days must have a standard 90-day justification form filled out.
- Transactions cannot be transferred a second time. For example, if 100% of the amount of an original transaction is transferred, the tool keeps a record of this and disallows any further transfer. Any remaining amount from a previous partial transfer is eligible to be transferred, however.
- Budget accounts, balance sheets (such as liabilities, deferred expense, Accounts Receivable, etc.), or revenues accounts are not allowed. In other words, it must be an expenditure.
- The sign of the “from” amount must be preserved in the negated form (for example, if the original posting was for \$1, the “from” amount must be -\$1.). This prevents the user from flipping the sign accidentally.
- Transfers are limited to 50 total sets. Transfers larger than this usually must be handled via a custom journal posting through JET (Journal Entry Tool) via Accounting Office.

Workflow After Submitted

- Once the transfer completes all entry and passes validations, it then moves on to the next step – review and approval by a person.
 - User Entry → Wait for Approvals → Pending Posting → Posted/Complete
- The record can be returned to the preparer any point to be revised or deleted
- The approvals process is dynamic and depends on the content of the transfer itself.
- One core concept in Cost Transfer workflow is the idea of an approval “tier”.
 - Tiers are ordered so that the first tier must be fulfilled before the second tier, and that must be fulfilled before the third and so on. This ensures that the next level tier does not see the transfer on their work lists until it is ready for them to sign.
 - Upon a rejection, the rejection usually goes to the previous tier where it must be corrected or deleted by the preparer.

Person Resolution

The final component of the workflow process is person resolution. This refers to the process that the tool uses to resolve who can sign on a given approval item. It is important to note that when each new tier opens, the resolution process runs. This means that the approval item is not tied to a specific person until they sign. The person or persons that are determined to sign is delayed until the last possible moment and is not computed at the time the transfer is submitted.

Other Aspects to Workflow and Approval

- When a record is rejected and goes back to be edited, upon submission a second time, existing signatures made prior to rejection are preserved. The system “fast-forwards” to the highest, unsigned tier at that time.
- It is possible for a division approver to make their own transfer and sign it as well. There is no conflict of interest considered.
- In some cases, PI tier becomes stuck because a PI that must sign has left the University. In this case, a new PI must be assigned in SFS and extracted to WISER. The record then must be put back in edit mode and re-submitted.
- If a person is away on vacation or leave, a back-up signer can be made (a delegate). That person can sign as in lieu of that person and this fact is recorded on the approval item. Delegates can be effective dated as well.