Georgia Institute of Technology

Electronic Cost Transfers
for Campus Administrators

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Electronic Cost Transfer

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Section One: Overview

ELECTRONIC COST TRANSFERS

for

CAMPUS USERS

gc.ask@business.gatech.edu

Cost Transfer System—the means to correct charges to projects

- Unit Financial Officers review financial reports to find problems

- Corrections to Sponsored Projects **should be made in 30 days-**why?
  - -- >> Follow the charge to its conclusion <<--

- Cost transfers are red flags

- Auditors review cost transfers in detail, so
  - there must be a clearly documented need to move

Electronic Cost Transfers

Purpose

- to give users the ability to make timely cost transfers between projects, within certain restrictions

Benefits

- Speeds the process
- Eliminates the need for duplicate data entry
- Uses system edits to test for keying accuracy
- Uses system edits to test for available funds
- Improves timeliness of corrections—**why is this important?**
- Provides for direct input by Unit Financial Officers—not routed through the Business Office
- Provides for Two Processing Categories:
  - "A" Direct input (Current, within budget, no account changes)
  - "B" Review & Approve (Review done by G&C Accounting Managers)
- The electronic cost transfer system features can be used on <u>both sponsored and non-sponsored projects.</u>

User Authorization

For experienced employees who have these pre-requisites:

- 1. GL Reports (required)
- 2. Grants Management for Campus Administrators (required)
- 3. Salary Planning and Distribution (recommended)
- 4. **Appointment at Accountant III level and higher or equivalent**

Authorization Form

Acknowledgement of <u>User</u> Responsibilities

Acknowledgement of <u>Unit Head</u> Responsibilities

- Authorization covers your unit(s) only
- Dean's Office, Provost's Office, Grants & Contracts can process between units

OMB 2 CFR 200

- Definition of Allowable Cost—it must be:

    – <u>R</u>easonable
    – <u>A</u>llocable
    – <u>T</u>reated Consistently
    – <u>S</u>ponsor allows per the terms and conditions of the Agreement

    R   A   T   S

Allowable Cost Transfers

You should consider processing a Cost Transfer <u>only if</u>:

- 1) Institute financial procedures allow it.

- 2) Sponsored agreement allows it.

- 3) It's within beginning and ending term dates of the agreement.

- 4) Appropriate supporting documentation is provided justifying the charge on the "<u>To</u>" (receiving) sponsored project.

- 5) It has been certified by the Project Director or another authorized representative to be accurate and allowable for the "<u>To</u>" sponsored project.

System Edits

Some of the system edits are:

- a. Entry must net to zero.
- b. Original posting dates are within the current fiscal year.

- c. Projects are currently active.
- d. Accounts are currently active.

- e. No Personal Services account codes (5nnnnn).
- f. No PCard corrections (714150).

- g. No Indirect Expense account codes (9nnnnn).

- h. "To" project has available funds budgeted.
- i. The original posting date is less than 90 days IF moving to an externally-sponsored project--but you can move charges to a GTF-sponsored, a GTRC-sponsored, or a state-sponsored project after 90 days (discretionary).
- j. See our website www.grants.gatech.edu for paper Cost Transfer Requests.

Category "A" – Direct

Processed and posted to the General and Expense Ledgers with the next system processing cycle.
Must meet the following requirements:

- Total charges transferred to one project are less than $5,000

- Original posting date is less than or equal to 60 days prior to entry date (Why?)

- No change in account numbers on both the "From" panel and the "To" panel

- No change in Employee ID number on both the "From" panel and the "To" panel

- Account fields don't include 78XXXX (Tuition)

- Project is within term

Category "B" – Review & Approve

Immediately forwarded to Grants & Contracts Accounting for further review and approval.

- G&C may ask for additional information or documentation to show allowability.

- Additional supporting documentation must be provided <u>within a two week period</u>, or the entry is deleted.

Why am I doing this?…?

Selection of Reason Codes

- 1) Clerical Error
- 2) Wrong Project or Account Number

- 3) Reallocation-Time of Entry
- 4) Reallocation-Supplies Not Used

- 5) New Award (New Award Date of agreement is required)
- 6) Renewal Award (New Award Date of agreement is required)

- 7) Pre-award Costs (New Award Date of agreement is required)
- 8) Other

Justification Reports

- Two reports, "Cost Transfer Justification for Sponsored Projects" and "Transaction Data", must be printed at the conclusion of each ECT

.

  – These reports, along with the other supporting documentation, must provide complete documentation to show why the transfer is allowable.

  – <u>They must clearly explain what occurred to someone who has no knowledge of the transaction.</u>

Sample Justification / Comments

- Justification should give complete information to show that the Cost Transfer is an appropriate and accurate financial transaction, and that the charge made <u>to the receiving</u> project is correct.

- You have to convince the reader why you are making this cost transfer. Think about what you are doing!

<u>Acceptable</u> Justification Entries

- 1) To correct clerical error that occurred on the original purchase order for these supplies.

- 2) To move charges to correct project. The Project Director identified an incorrect project number when he authorized this purchase.

- 3) To transfer $510 of charges in excess of funding to the departmental overrun project (state funds).

- 4) To transfer charges from departmental funds to new award approved on December 10, 20xx. These initial charges were incurred after the project start date of December 1, 20xx.

- 5) To transfer costs to a project funded by discretionary funds (State, GTF, GTRC, FFP, other) to cover cost overrun.

Unacceptable Justifications– Samples

- The following justification statements don't adequately describe a situation that would be acceptable:

  - Bad account code
  - Lack of State Funds

  - Change due to reorganization
  - Distribution of charges to reflect charges for newly awarded project

  - Adjust expenses to reflect findings of meeting on 11/29 to review expense distribution with employee
  - Miscommunication between PI and accountant

  - Employee was given incorrect project number by accountant
  - Redistribution did not occur in a timely manner due to staff turnover

  - --what do these justifications say about the "to" project?

Unacceptable Justifications– Samples

Temporarily charged these expenses to this *NASA project* while waiting for the *University of Illinois contract* to be set-up.

- This justification indicates that the unit had knowingly charged a non-benefiting externally-sponsored project for costs.
  – -- >> Follow the charge to its conclusion <<--

- There is <u>NO ACCEPTABLE</u> justification for charging costs to non-benefiting projects. It is **fraud** to knowingly charge a sponsored project for costs that belong to another project.

Better actions for "pre-award" costs would be:

- 1) Request an advance project number through the Office of Sponsored Programs (OSP).

- 2) Charge to departmental or discretionary funds. Then the justification is: "Charges were allocated to discretionary Project xxxx until the sponsored agreement for University of Illinois was signed."

Unacceptable Justifications– Samples

"Transfer cost overrun to a project that has funds."

or

"Project X was overdrawn. Cost transfer to this sponsored project done to close the project."

- Imply that the only reason for the transfers is to clear the deficit on the from projects.

- The justification must indicate why the charge is appropriate for the recipient project.

- Unless the "to" project is a discretionary project with no restrictions (State, GTF, GTRC, FFP), charges must relate to the specific scope of work being funded.

- If the recipient project has no restrictions then it may be an allowable transfer, but the statement should indicate that it is allowable and/or allocable; e.g., Firm Fixed Price.

Cost Transfers Requiring Special Documentation

- There are some cost transfers that look questionable based on their timing, the net effect on the project budget, or the type of expense being moved.

- Accordingly, a <u>valid and complete explanation is required that clearly indicates that the cost being moved *to* a project is directly related to that project's scope</u>, is allowable by the project budget, and is required to complete the terms of the sponsored agreement.

- Supporting documentation should be attached that will be available for subsequent audit review, and answers questions *before* they are asked.

- Following are 6 common scenarios that may raise questions:

Cost Transfer to Relieve Over-Expended Budgets

Scenarios 1, 2, 3:

- 1. Moving charges from an over-expended project to a project with a free balance.
- 2. Moving charges posted after term date to an active project.
- 3. Moving substantial charges from one project to another project that's about to end and still has funds that will be lost if not spent.

Documentation required:

- copies of original documentation must be attached to prove that <u>an honest error did occur or specific conditions have changed</u> to demonstrate that the Institute has not fraudulently billed and collected funds from a sponsoring agency.

Cost Transfer of an Equipment Purchase

Scenario 4:   Moving equipment or software charges within 90 days of termination to a project with a free balance.

Documentation required:

- A copy of the "to" project budget that includes a description of equipment to be purchased, and

- A copy of an invoice for the purchase of the equipment that matches the equipment description in the budget.

- A statement saying, "…the Project Director told me that the equipment should have been charged to this other project", without copies of supporting documentation as described, would not be considered adequate supporting documentation.

Cost Transfer of Travel Expenses

Scenario 5: Moving travel charges.

Documentation required:

- A copy of the original TES

- A copy of the "to" project budget that includes provisions for such travel,

- A copy of the travel authorization indicating the itinerary and purpose of the trip,

- A statement from the project agreement or proposal,

- A written statement from the Project Director or Conference program indicating that the trip and conference benefited the project being charged.

Cost Transfer 60 or more days after original expense posting

Scenario 6: Moving charges over 60 days old.

- Cost transfers are considered <u>unacceptable</u> if made over 60 days from the original posting date of charges being moved…

- …except for a few specific instances where your documentation can clearly show that the need for the transfer <u>could not have been known</u> within the 60 day time frame, e.g.:

  - a. The sponsor rejects a charge and notification is received more than 60 days from the charge date
  - b. A new contract permits expenses incurred during completion of the final negotiation of contract terms (usually 90 days prior).
  - c. To reduce expenditures while preparing final project reports in order to comply with all terms and conditions of the sponsored agreement

ECT Cost Transfer Files Are To Include:

- 1. Cost Transfer Justification Form (A) or (B).
- 2. Cost Transfer Data Report (A) or (B)
- 3. Expense Ledger printout showing the original charge <u>before </u>the transfer, i.e., the wrong charge
- 4. Expense Ledger printout showing the charge <u>after</u> the transfer.
  OR: You check the posting, then initial and date the entry on
  Justification Form
- 5. Other documents and/or correspondence. Examples include:
  - Original Purchase Order with incorrect information
  - Letter from Project Director requesting the correction
  - Letter or instructions from sponsor or Institute officer.

Files To be Maintained:

- **1. Pending ECT File – Current Year**

  This file contains the files of all Electronic Cost Transfers from initial preparation until: 1) the entry has been posted to the General Ledger and confirmed as posted correctly, or 2) the entry rejected and/or cancelled. It should be in ECT number order.

- **2. Completed ECT File- Current Year**

  This file contains the files of all completed Electronic Cost Transfers for the fiscal year. It should be in ECT number order.

- **Completed ECT Files – Prior Years**

  Each completed prior year contains the files of all completed Electronic Cost Transfers for the designated fiscal year, kept in ECT number order. This file would be maintained for a period of <u>five fiscal years</u>.

Section Two: Hands-On Tutorial

Electronic Cost Transfer

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Getting Started

Log onto TechWorks, using your GT Account and Password.

(Forgot your password? Send an email to admin.accounts@oit.gatech.edu requesting that your password be reset. The security administrator will notify you by email when your password has been reset.)

Using the TechWorks Menu along left side of screen, navigate down and click on "GT Grants System", "Journals", and then "GT Campus Cost Transfer".

To start a new cost transfer, click on "Add a New Value" tab.
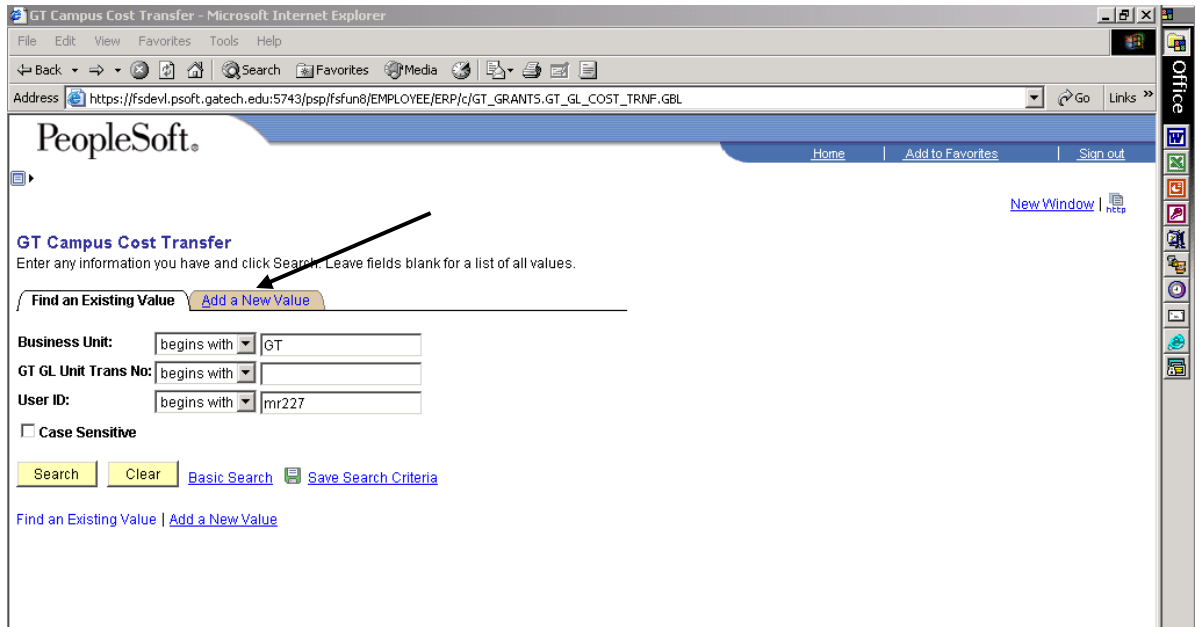
"GT GL Unit Trans No." defaults to "NEXT".
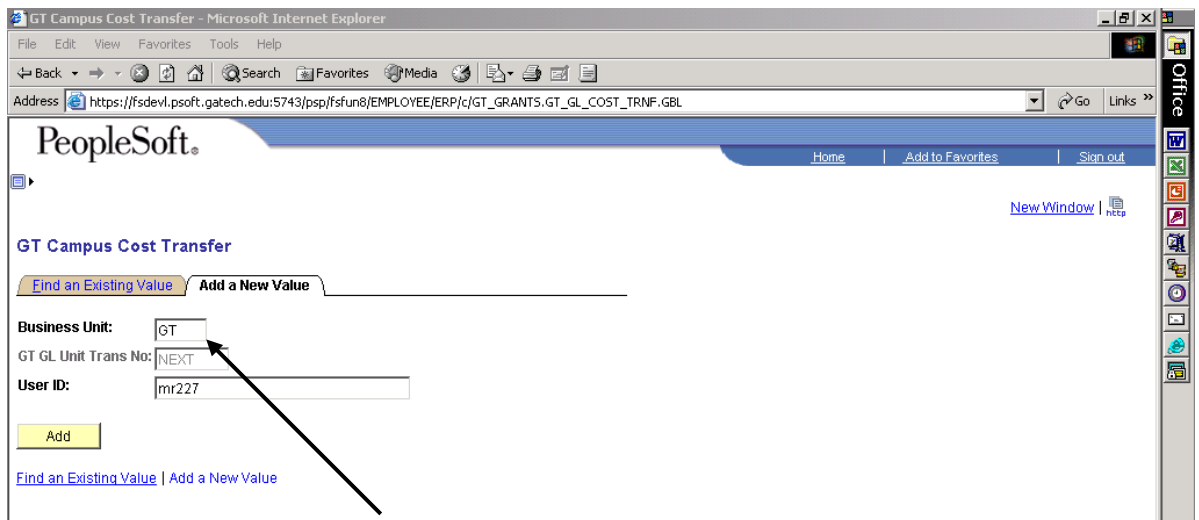
NOTE:

Business Unit MUST be "GT"; if this field has anything besides "GT", change it to "GT". Then click "Add" button to start a new Electronic Cost Transfer.

To navigate through the ECT panels, you use either the "Tab" key or point and click with the mouse. DO NOT USE THE "ENTER" KEY.

If you know which Reason Code applies to this entry, enter 1 – 8 and tab.
Otherwise, click on the magnifying glass next to ***Reason Code** to access the drop
down box of allowable reasons for the cost transfer. Click on the correct value to
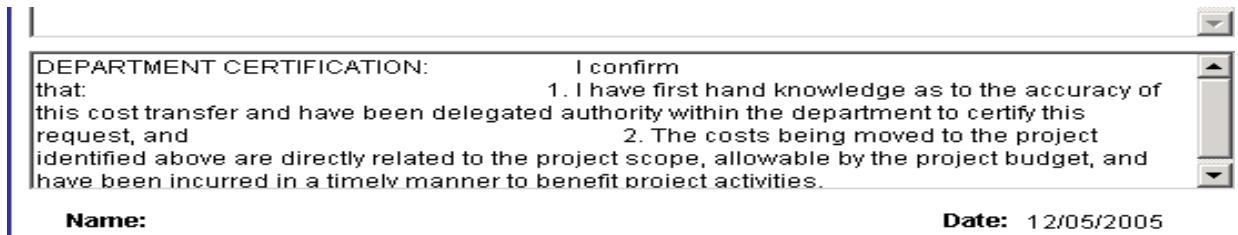select.
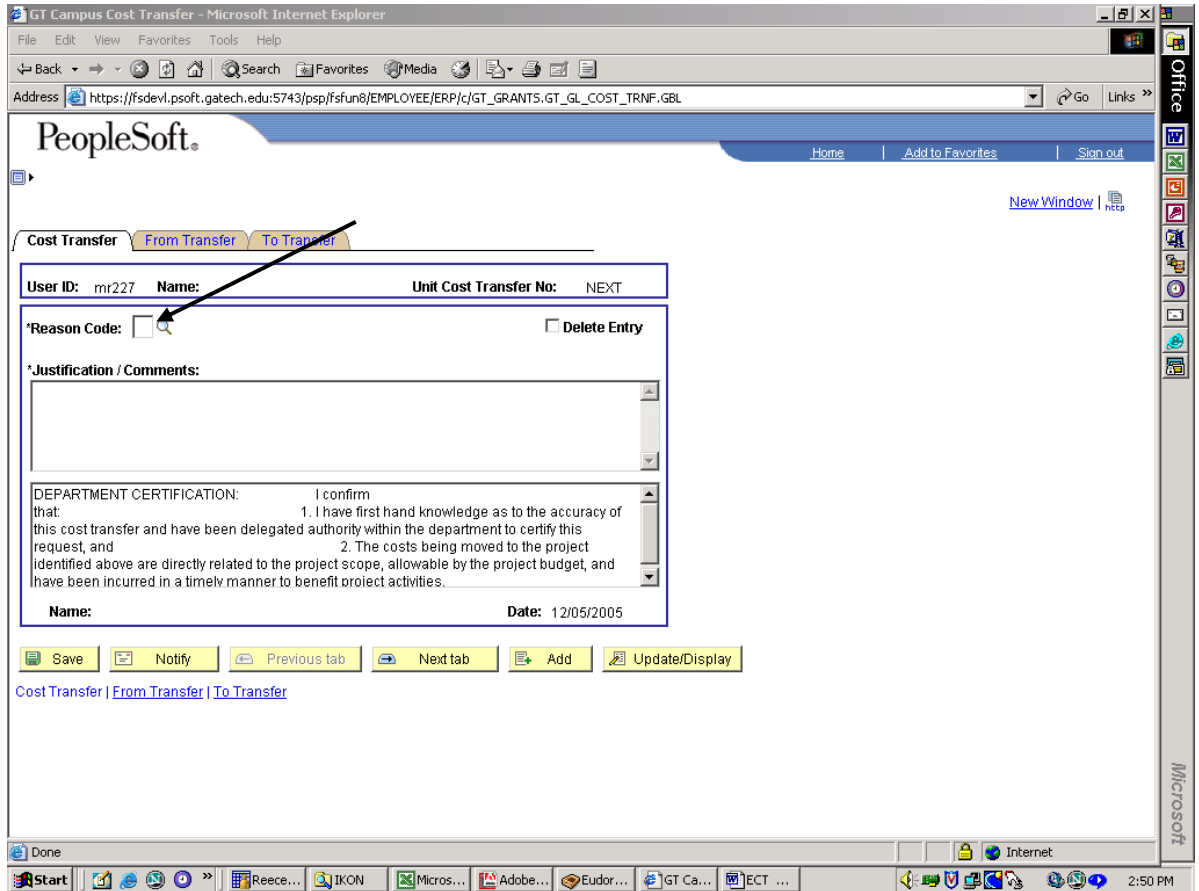
Drop down box:
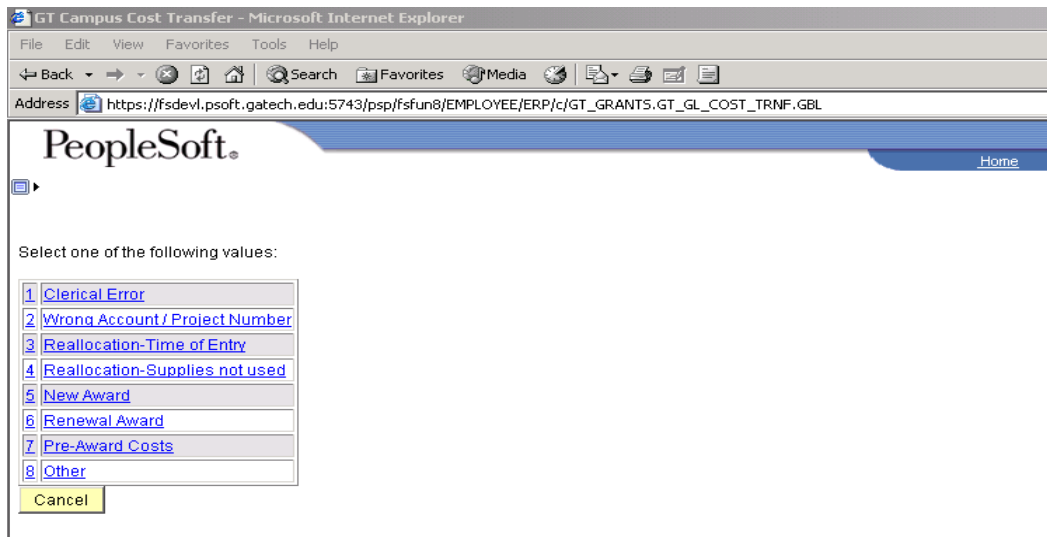
If you select the **New Award,** or **Renewal Award** options, you will be required to enter the new or renewal award date. You may enter the award date or use the calendar feature by clicking on the small calendar icon and navigating to the appropriate date.

Scroll to the correct month and year and click on the date.
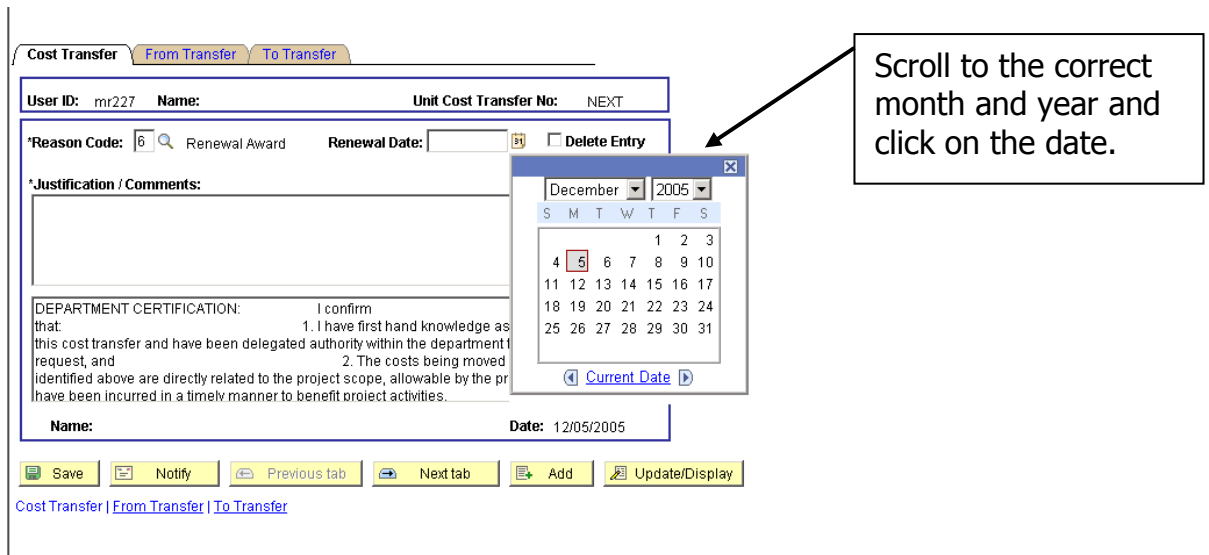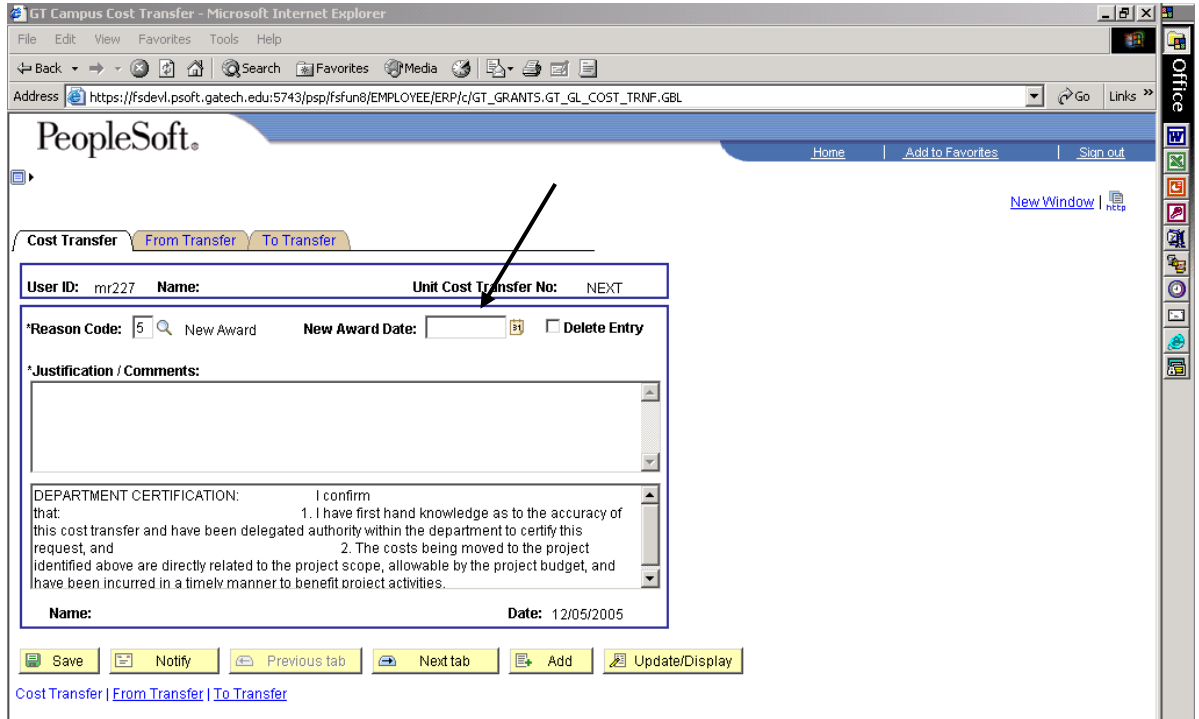
Enter the **Justification / Comments** field for the cost transfer making sure to clearly state <u>why this charge is allowable on the "to" project</u>.
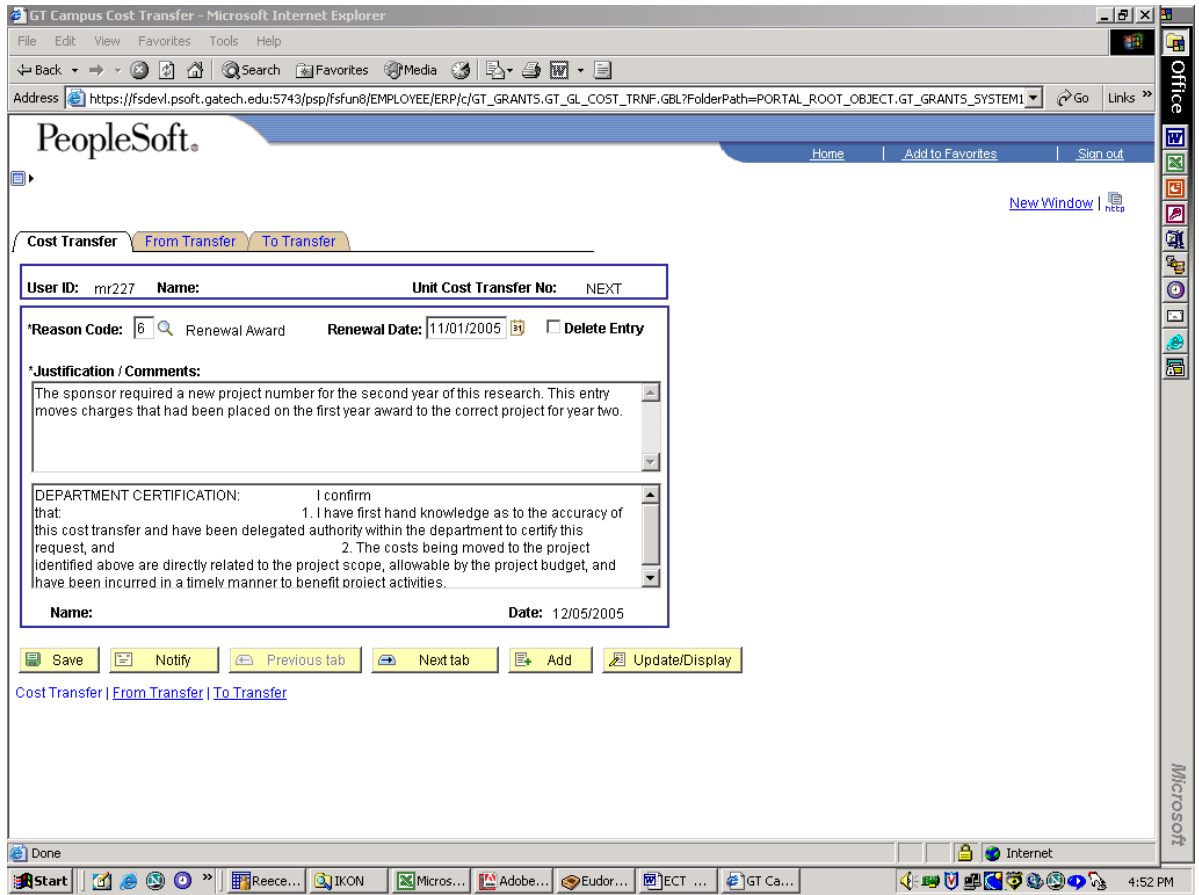
When you enter a cost transfer, you are agreeing to the following stipulations: you are accepting responsibility for the accuracy and appropriateness of the data entered.

Entering the "FROM TRANSFER" Data

> You can only transfer charges "FROM" <u>one</u> Project ID at a time using the Electronic Cost Transfer panels.

Click the "From Transfer" tab to continue the data entry.

Enter the **Project ID** you are moving the charges FROM. You may type in the project number or click on the magnifying glass to use the Project ID search feature.

Enter at least the first 3 digits of the Project ID to narrow the search. The more digits you enter, the easier it is to locate the specific project you're looking for.

Click on the appropriate project number and it will fill into the Project ID field on the "From Transfer" tab, as follows:

Tab over to the "Account" field. Enter the **Account Code** from the original posting.

Tab over to the "Original Posting Date" field and enter the **Original Posting Date** using the MM/DD/YY or MM/DD/YYYY format.

Enter the **Original Reference** information.

If a travel or per diem account code is used, you must fill in the **Employee ID** number. When using certain materials and supplies account codes, you must fill in the **Vendor ID**. When you enter any of these account codes, the Employee ID and Vendor ID field panel opens for data entry. If you do not know the Employee ID, click on the magnifying glass, and enter an "E" in the first row. When performing an Employee ID search, an "E" must be placed in the "Vendor ID" field; the "E" should be omitted when searching for a Vendor ID. A portion of the employee or vendor's name can be entered in the "Short Vendor Name" field to quicken the search. Click "Look Up", scroll to the correct Employee and click on the required ID. The number will be loaded into the correct field on the ECT "From Account" tab.

To make the search faster, you can enter a portion of the employee's name in the "Short Vendor Name" row to reduce the number of results returned.
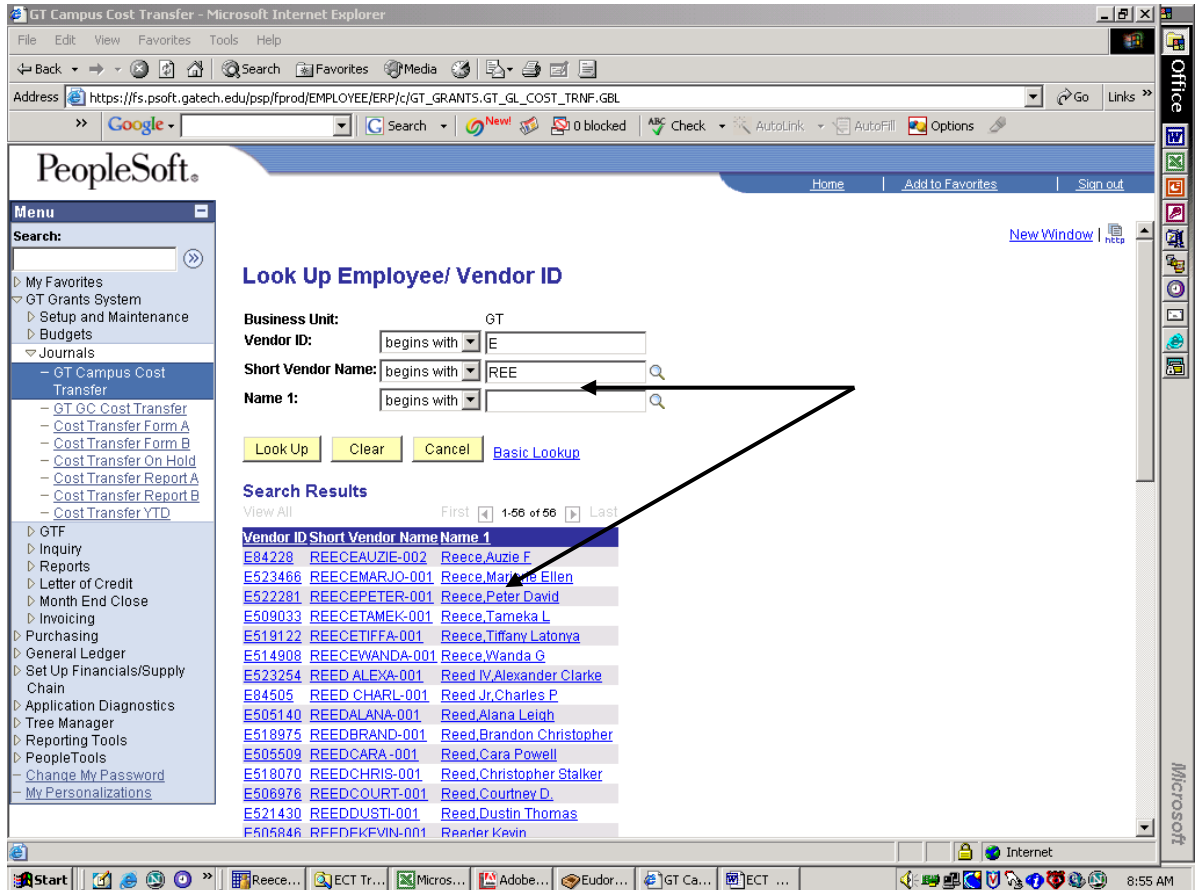
You can click on any of the column headers to re-sort the listing.
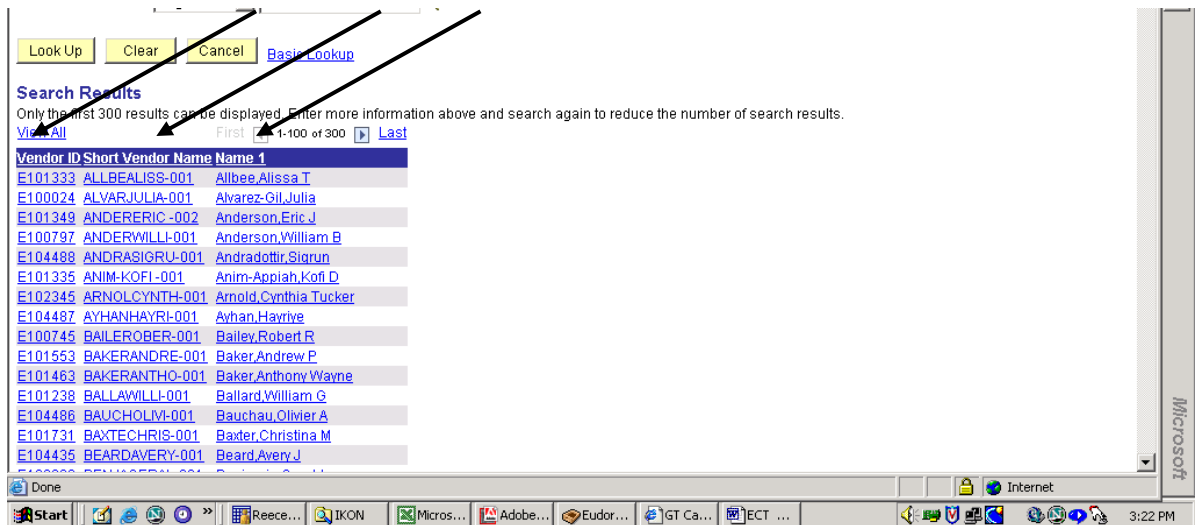
PeopleSoft only displays the first 300 items in the listing, so the more digits you enter, the smaller the number of results that will be returned.

Again, a portion of the employee or vendor's name can be entered in the "Short Vendor Name" row to quicken the search.

When using an equipment account code, the **Equipment Tag** field will be available for data entry. This tag number is validated by the Asset Management system within PeopleSoft.
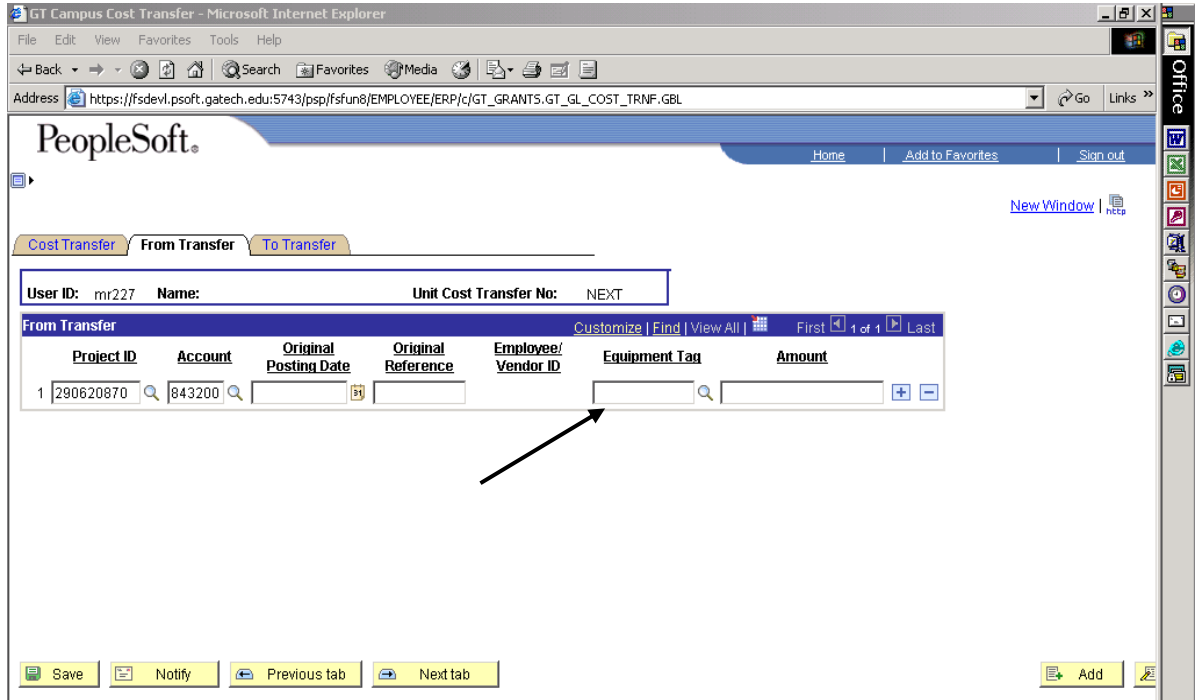
Clicking on the magnifying glass gives you a search option within the Equipment Tag database.
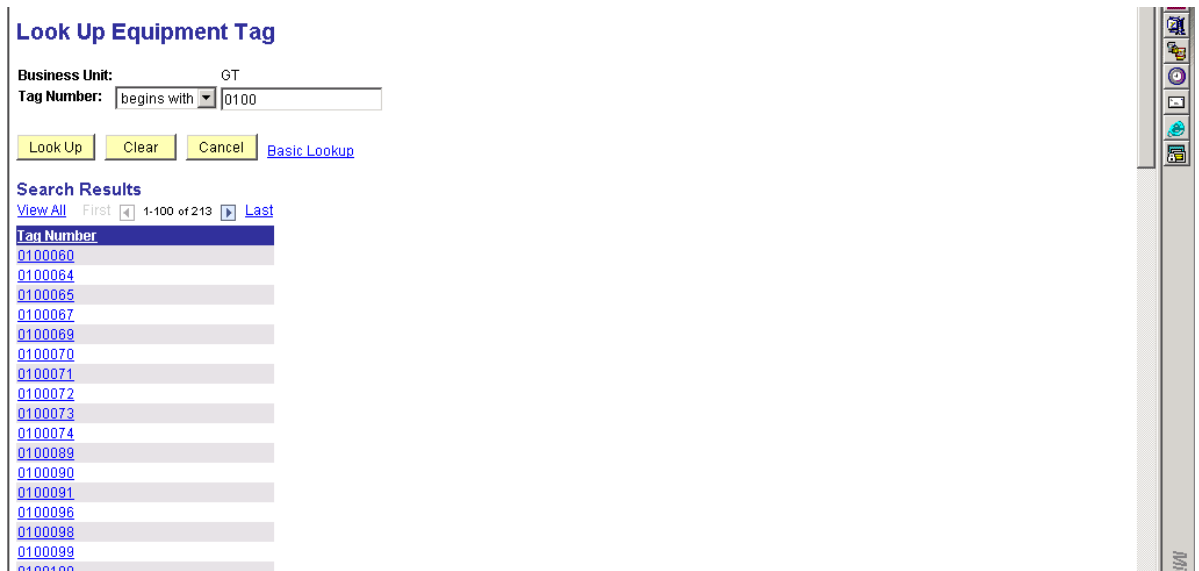
The amount entered on the "FROM" panel is usually a (-) negative number. **Be sure to enter the "FROM" amount with the correct sign because PeopleSoft automatically enters the amount on the "TO" panel with the <u>opposite</u> sign.**
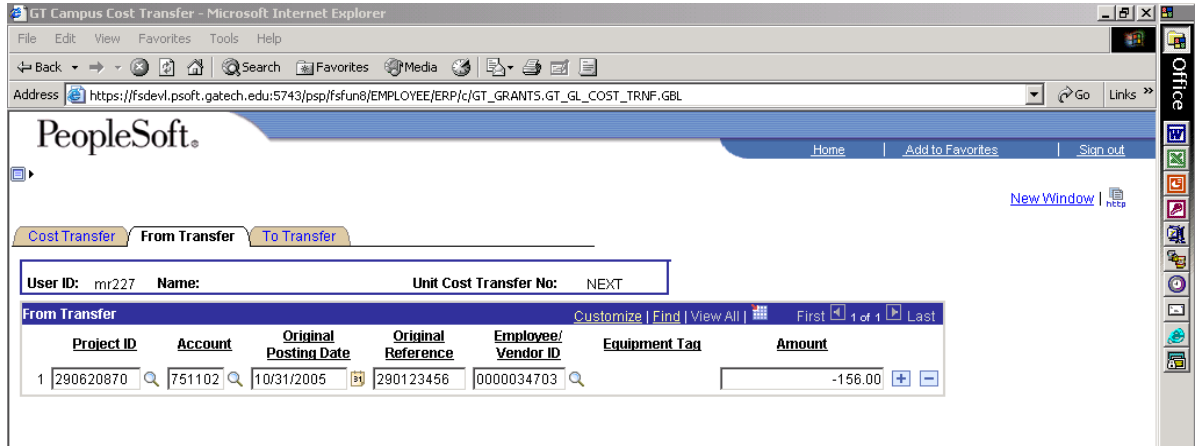
PeopleSoft amounts always carry three decimal places, with a trailing zero.
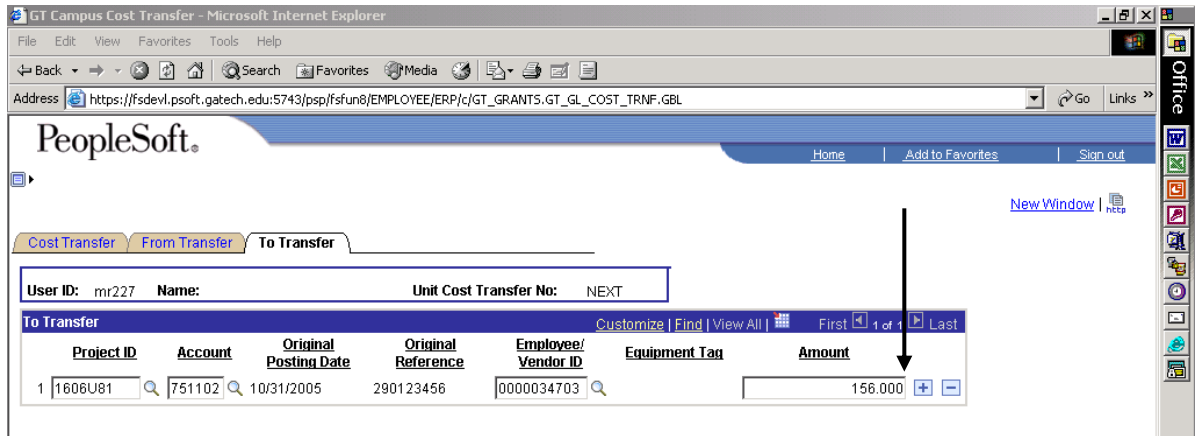
Cost Transfers "FROM" a <u>Single</u> Project ID for <u>Multiple</u> Account Codes

You may only transfer charges "From" <u>one Project ID</u> per cost transfer; but, you may transfer "From" <u>many Account Codes</u> within the <u>same</u> Project ID.

Use the Plus Key to add additional lines.
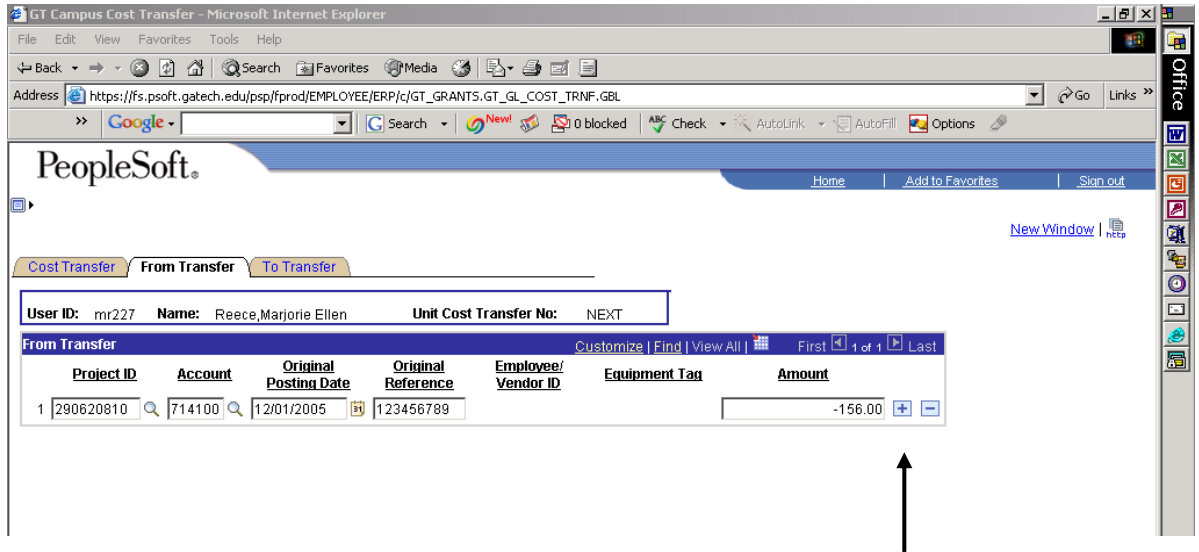
PeopleSoft inserts a row with the project ID grayed out indicating that the project ID cannot be changed.
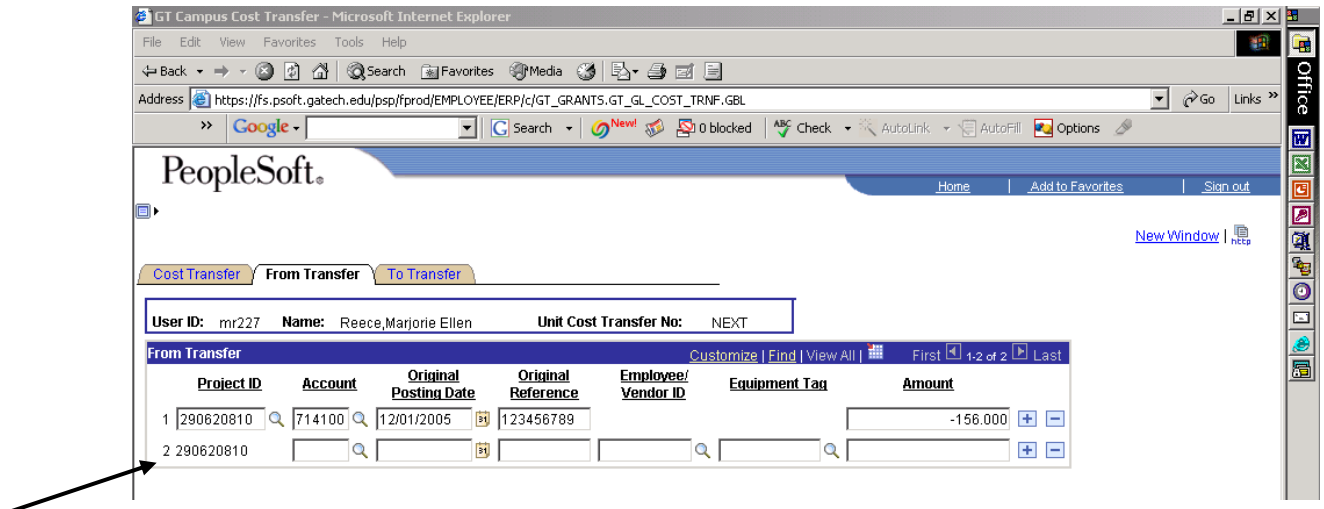
Insert as many rows as needed to transfer costs from the same project but different account codes.

Entering the "TO TRANSFER" Data

PeopleSoft automatically carries certain data from the "FROM" panel to the "TO" panel and fills in the appropriate field for you. Some of this data may be changed and some is fixed.
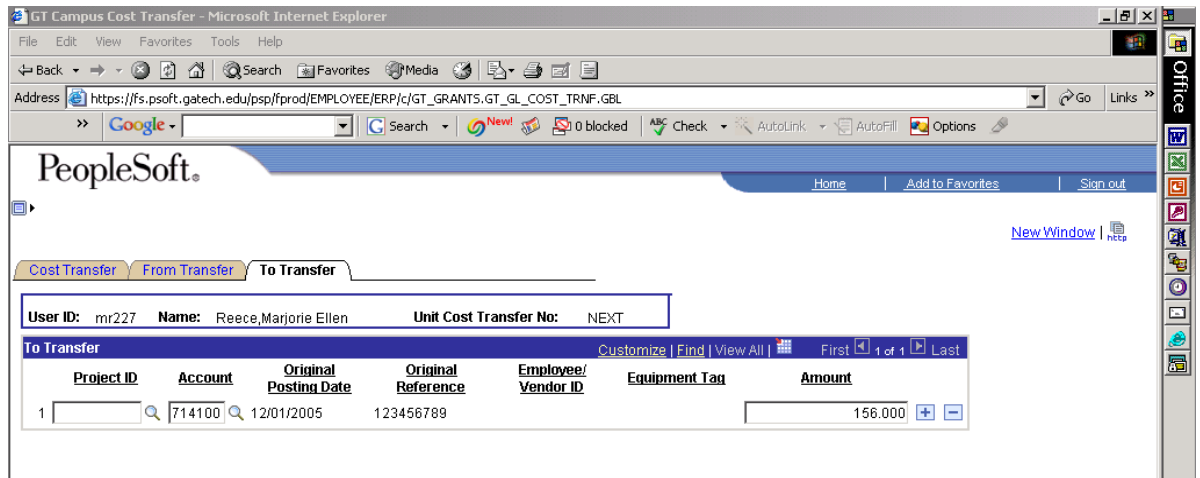
Enter the **Project ID** you are moving the charges TO. You may type in the project number or click on the magnifying glass to use the Project ID search feature. Enter at least the first 3 digits of the Project ID to narrow the search. The more digits you enter, the easier it is to locate the specific project you're looking for.
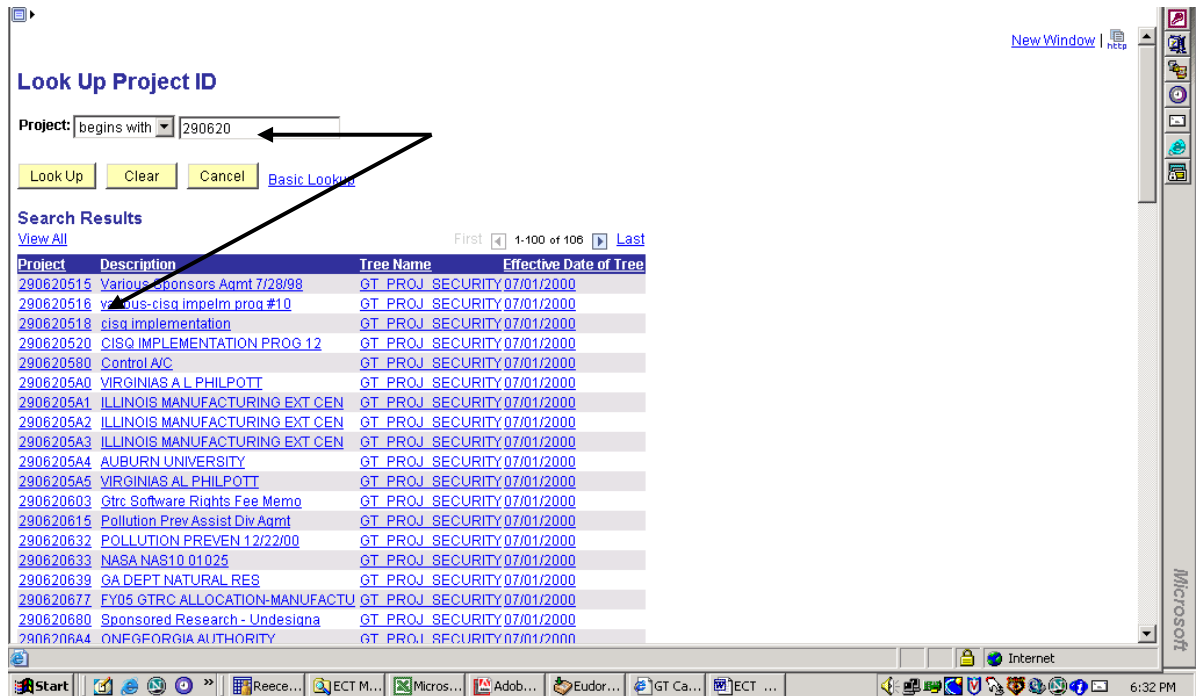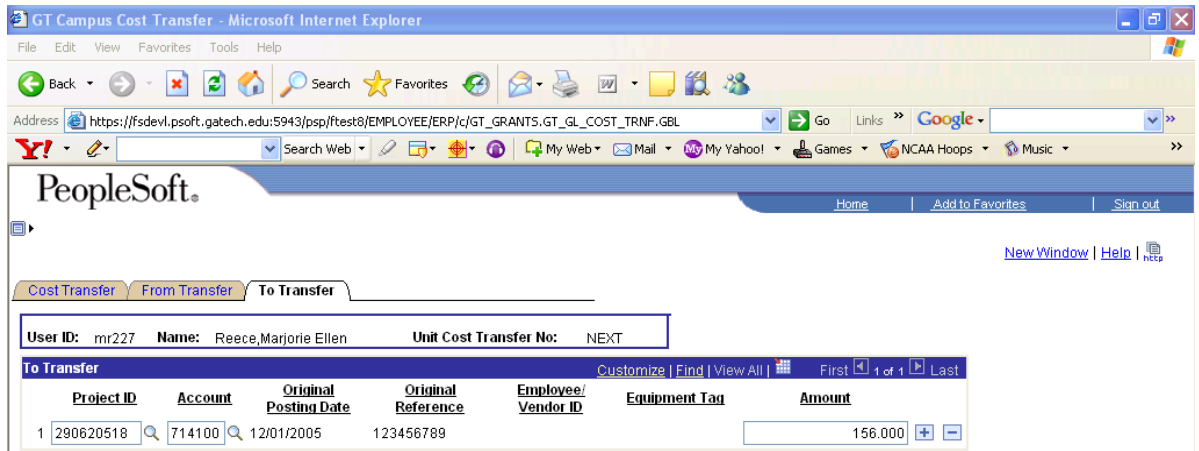
Tab over to the "Account" field. Enter the appropriate **Account Code.** You can use the magnifying glass search feature if you want.
Original Posting Date defaults from "From" panel and cannot be changed here.
Original Reference defaults from "From" panel and cannot be changed here.
The **Employee/Vendor ID** defaults from the "From" panel if entered originally.
The **Equipment Tag** defaults from the "From" panel if entered originally.
The **Amount** field defaults with the opposite sign from that of the "From" field.

Cost Transfers from Once Project to Multiple Projects / Accounts

Insert as many rows as needed on the "TO" panel when you are transferring costs from a single project to multiple projects/accounts. Data repeats from previous line.
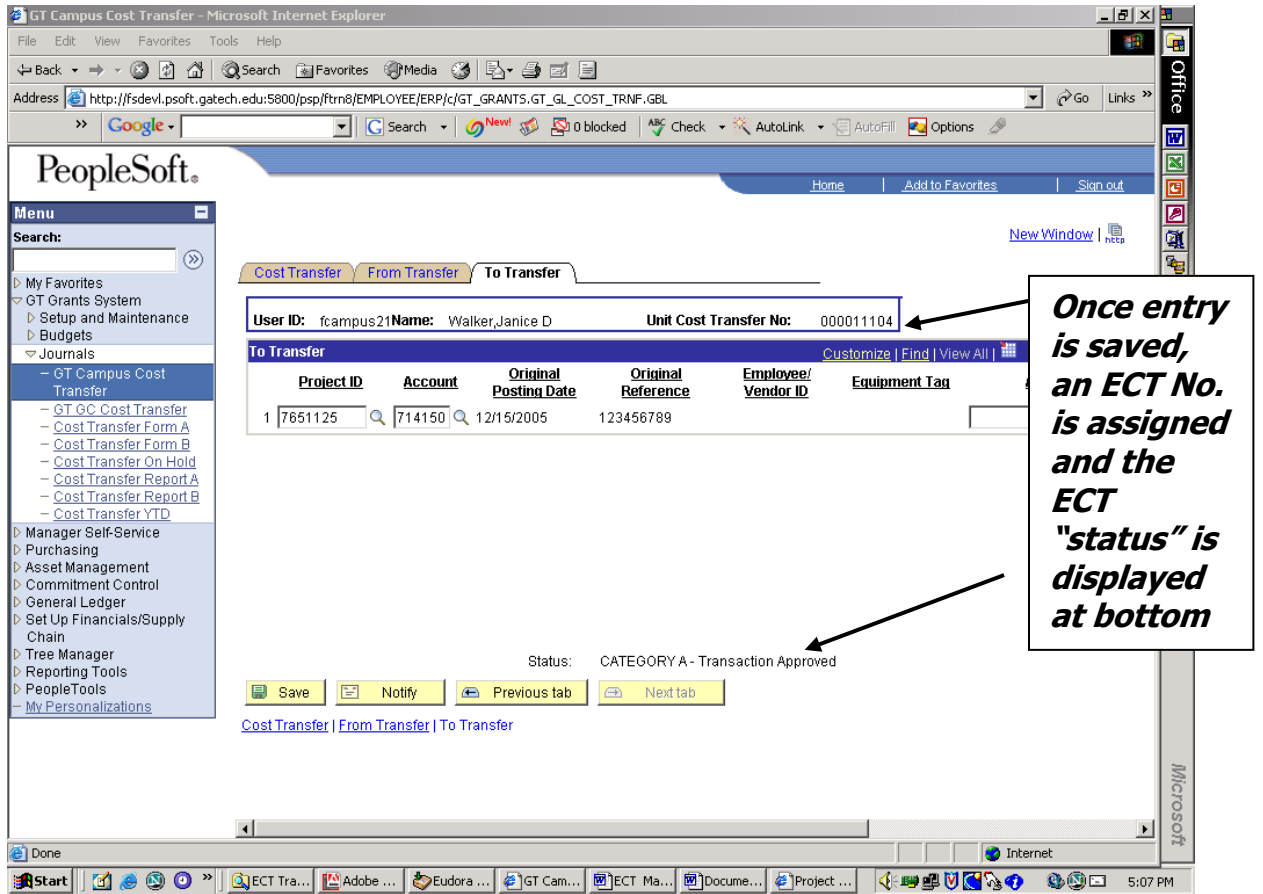
Add rows as needed by clicking on the Plus Key.

Make changes to **Project ID, Account, Employee / Vendor ID, Equipment Tag** and **Amount** fields as required.
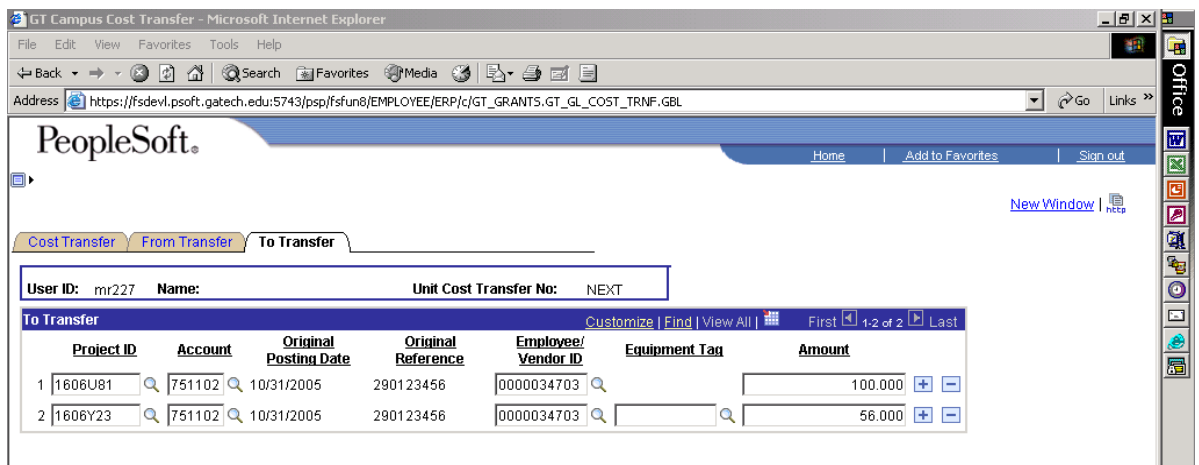
Save your entry; record your ECT number and its status!

Click on the [🖫 Save] button to save.

NOTE: Remember to record your ECT number and its status; you will need this data to run the reports.

Printing Electronic Cost Transfer Forms and Reports

Look at the left-hand menu to select the report you wish to print.
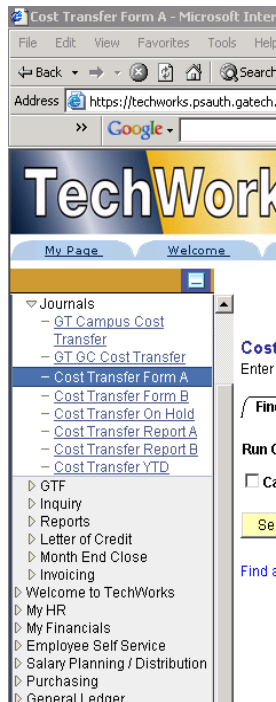
Your report options are:

Cost Transfer Form – A(428): Category "A" transfer
Cost Transfer Report – A(424): Category "A" transfer

Cost Transfer Form – B(429): Category "B" transfer
Cost Transfer Report – B(425): Category "B" transfer

Cost Transfer On Hold (426): Cost transfers pending G&C approval

Cost Transfer YTD Report (510): Cost transfers based on specified date criteria

Remember that a complete ECT file package includes both a Form and Report (either "A" or "B" as appropriate). You <u>must</u> print both Form and Report the same day you make the entry. It is <u>strongly suggested</u> that you print both Form and Report at the end of <u>each</u> ECT entry to ensure you can access them.

Printing an "A" Form and Report

To print the "A" Form and Report, select either Cost Transfer Form A or Cost Transfer Report A from the left-hand menu.
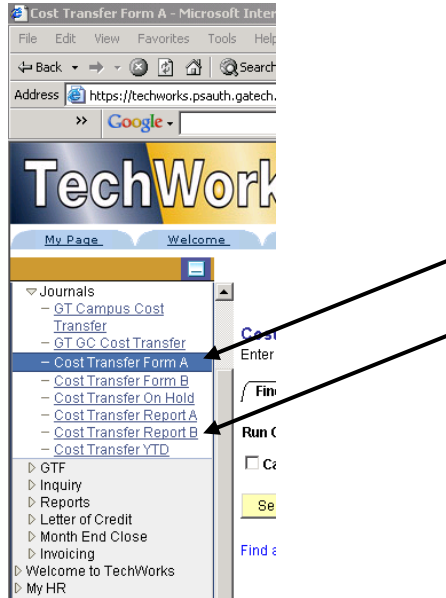
Enter the Cost Transfer No. that was given to you when the ECT was accepted and saved by the system. You do not have to enter "OPRID". Click on "Run". Just enter the 4 or 5 digit ECT number—the system adds the leading zeroes when you hit "Run".
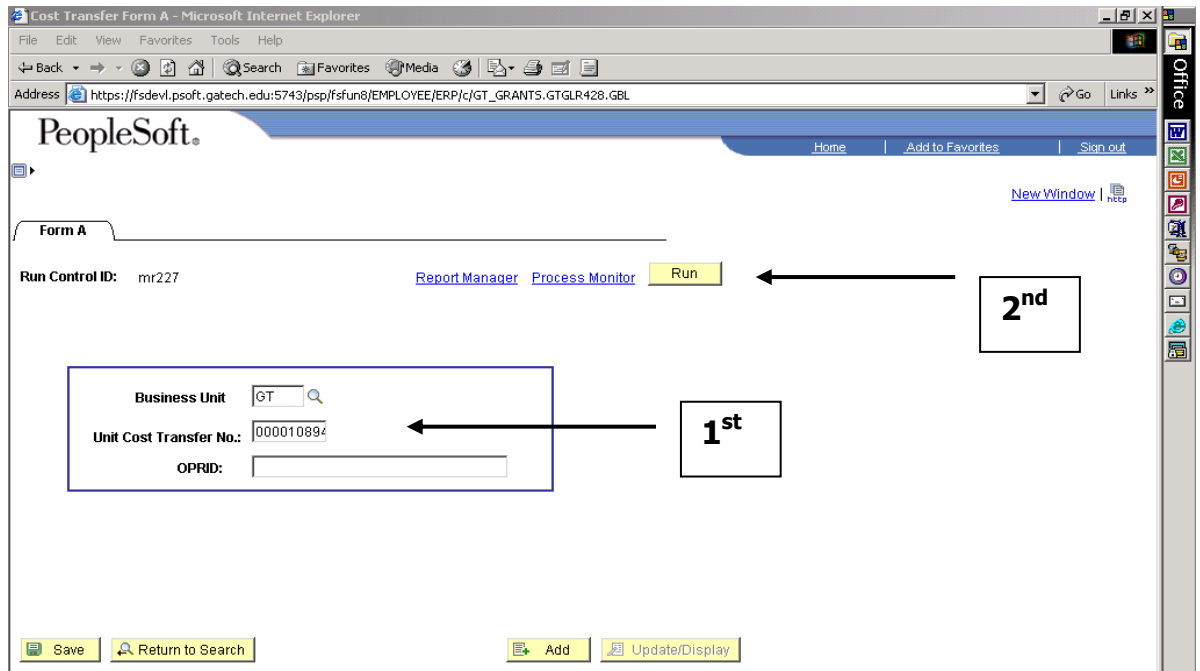
This brings you to the "Process List" screen. Look for the report name, then click "OK".
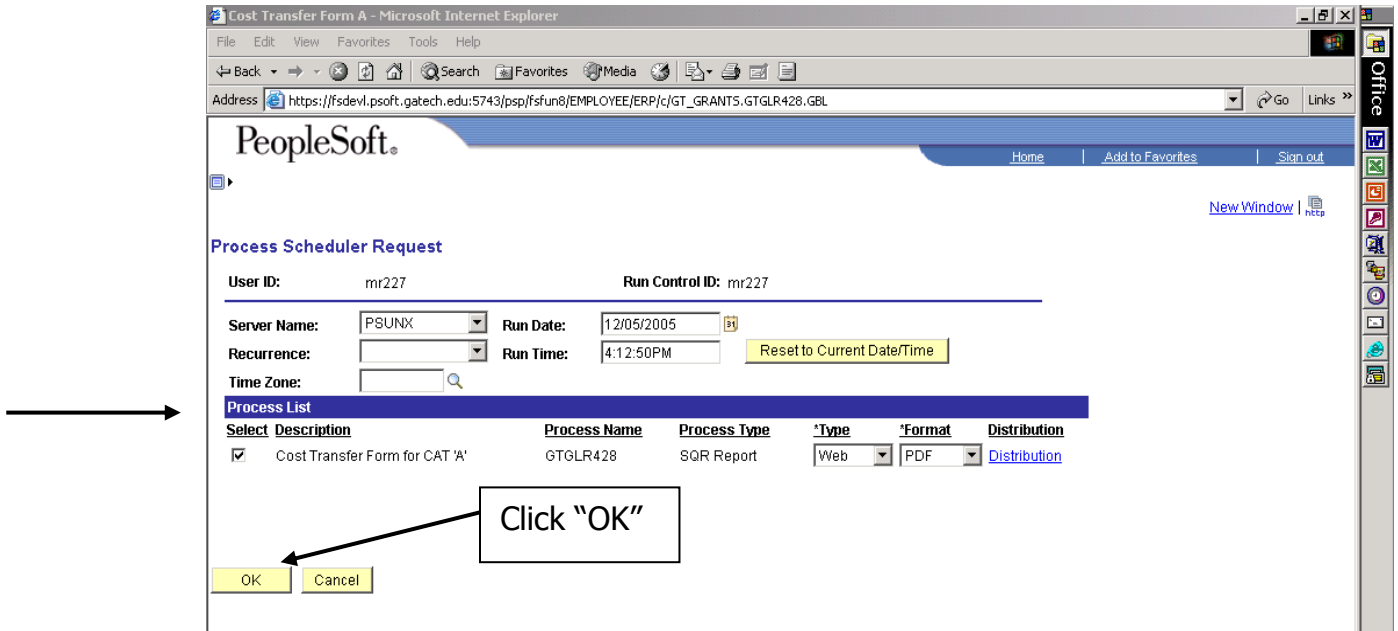
Next you see the "Report List" screen. Look at the tabs across the top. You should be in the "Administration" tab. This screen is static. In other words, to see new information you must push the "Refresh" button. Press "Refresh" until the report name becomes blue in color and is underlined. Now the report has finished running and is ready to be viewed.
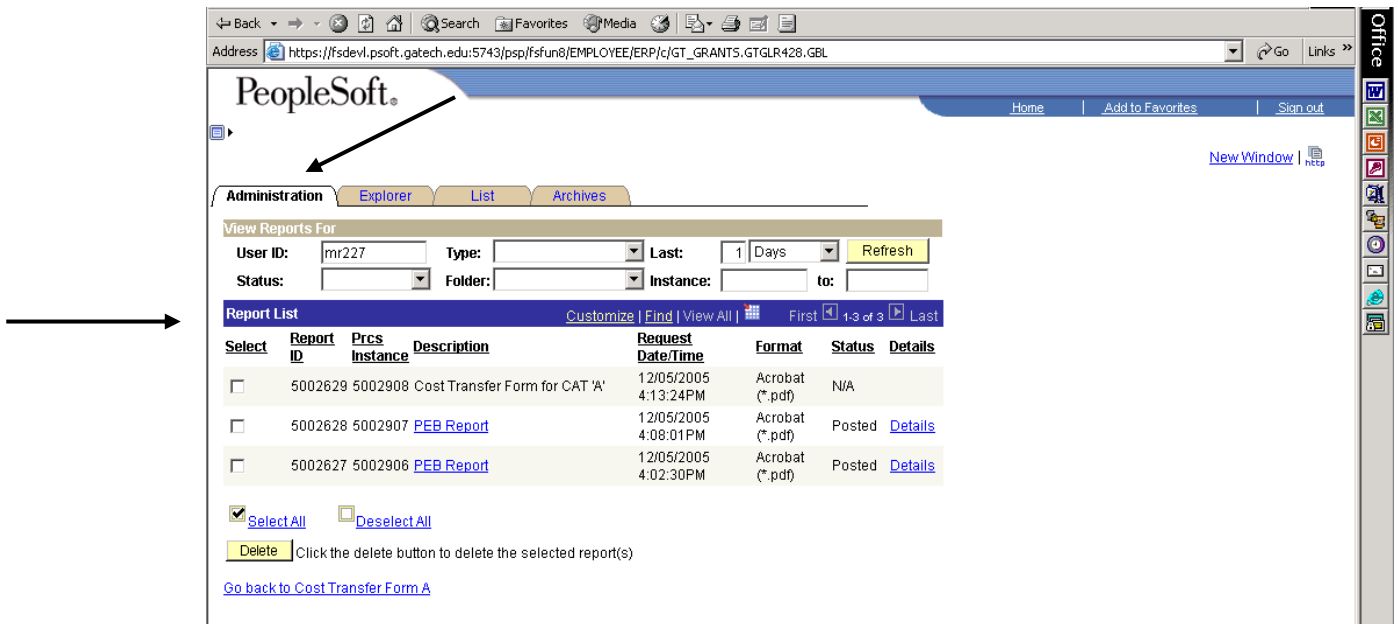
Click on the highlighted report name link to see the report.
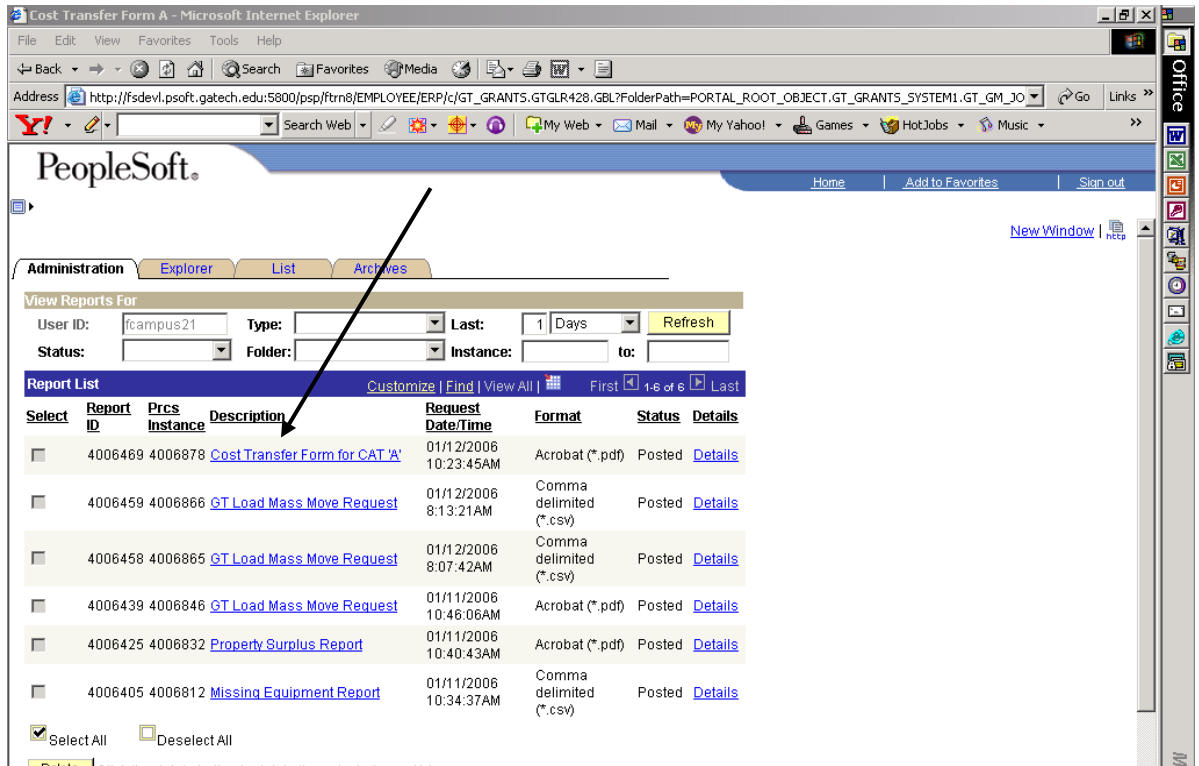
If you click on the Details link, the following screen will be displayed. Then click again on the name of the report you are running to see the report.
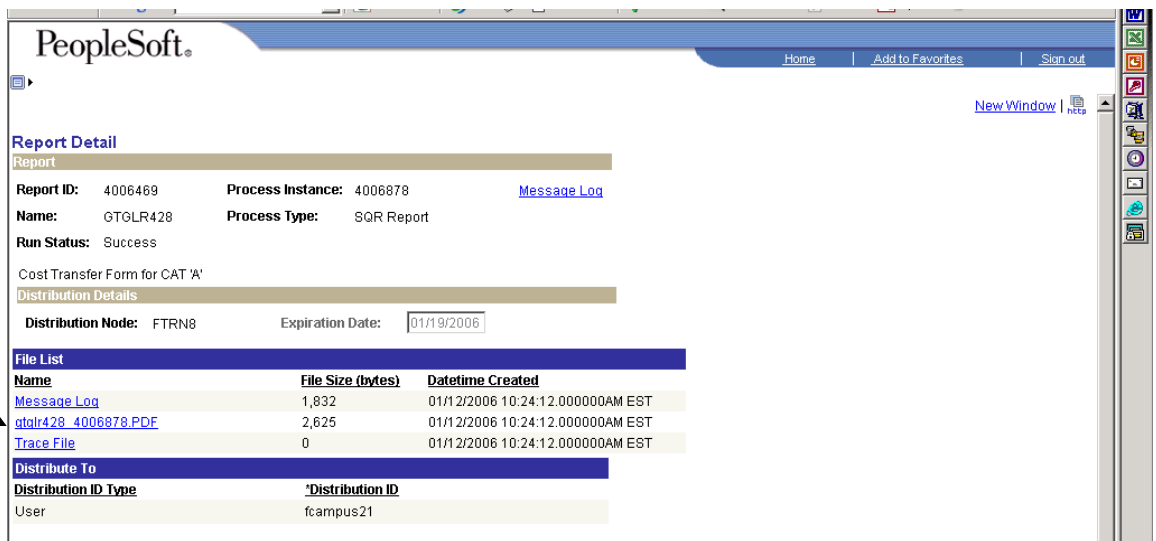
Results for **Form** "A":
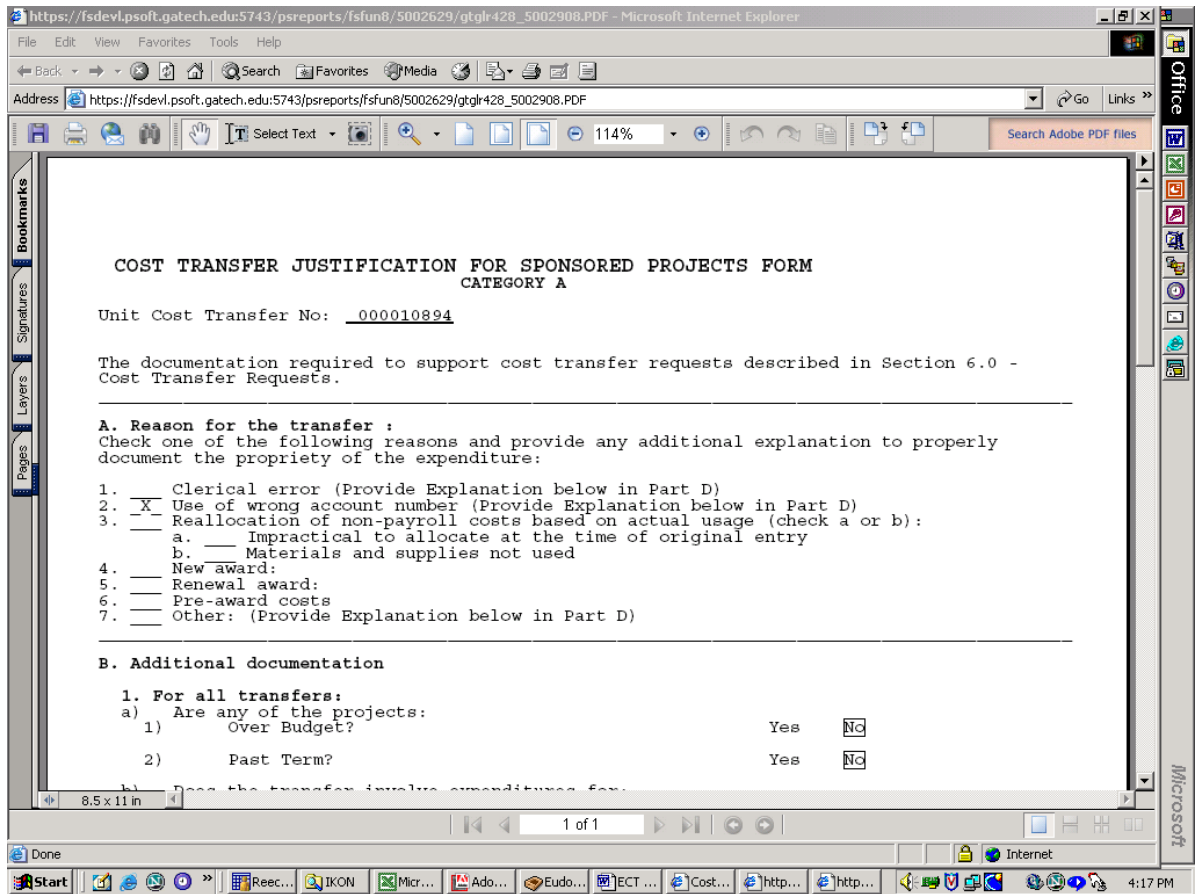
After printing the form, go back to the left-most menu and click on the next report you wish to generate. A good system might be to print first the Form then the Report for each ECT you've created.
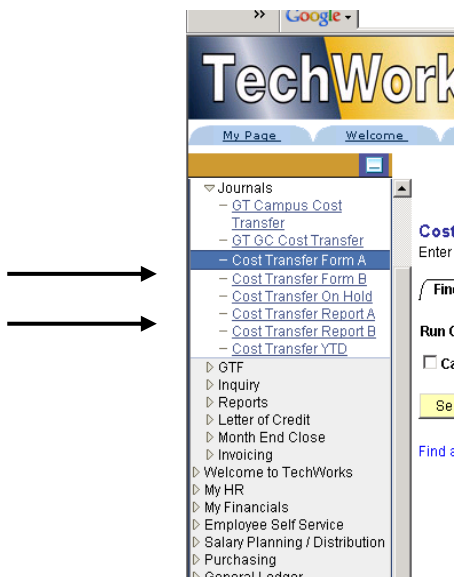
Results for **Report** "A".
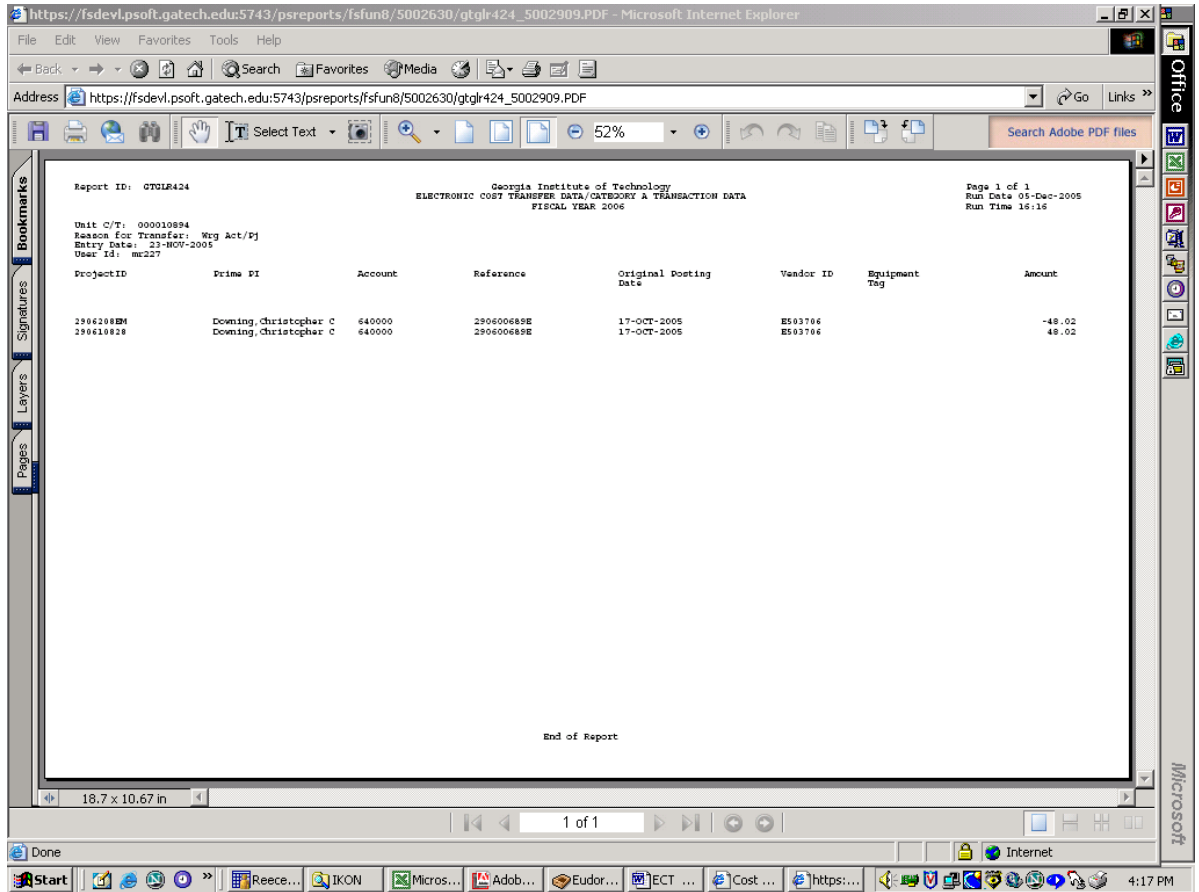
PeopleSoft 8.8 allows you to select and run multiple reports at the same time, so your Report List may look something like this:
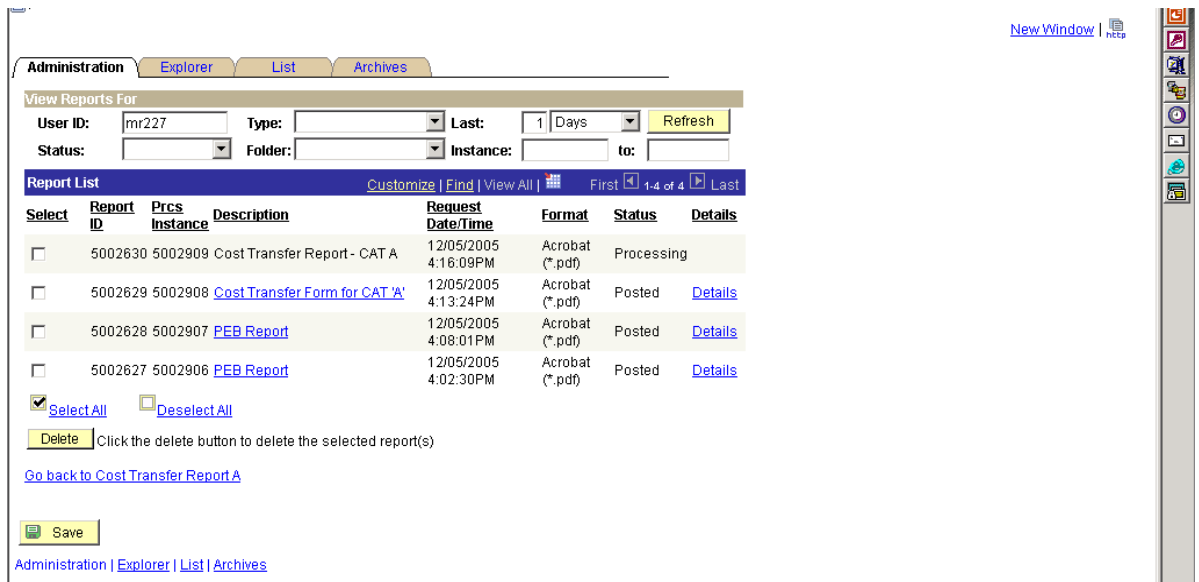
Printing a "B" Form and Report

The "B" print selection also includes an optional date range. Here you can either enter the Unit Cost Transfer No., or you can use the date range option to print all within a particular range, or you can use both. If you use the Unit Cost Transfer No. and the two date fields, please be sure the dates include the entry date for that particular cost transfer. If the date range does not include the date of the individual cost transfer number, no data will be found and no report will print. You do not have to fill in the OPRID field.

The date range is optional. If you know the Unit Cost Transfer No., enter it and clear the remaining fields on the form.

Click "Run" and then follow the instructions beginning on page 22 to print.

Results for **Form** "B":

Results for **Report** "B".

Cost Transfer YTD Options

You can print both "A" and "B" Reports but not Forms long after the day of data entry by using the Cost Transfer YTD option from the left-hand menu.
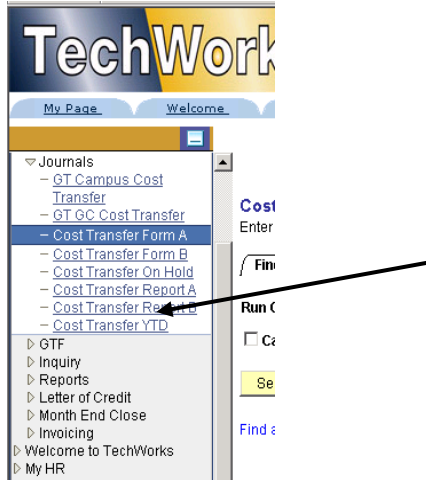
If you know the Unit Cost Transfer No. (ECT number), enter it in the 2nd field and clear all data in the remaining fields.

If you want to print out all ECT Reports within a period (month, quarter, year, etc.), clear the Unit Cost Transfer No. out, then enter From Date and To Date, or use the calendar option.

Forward through the "Process List" screen, click "OK", and follow prior printing instructions.

System Edits and Error Messages
System Edits

The Electronic Cost Transfer system performs predefined edits on all entries to:
- Verify you have entered all the required data
- Validate data entered
- Verify that the Original Posting Date is within the current fiscal year.
- Verify that the Project is active
- Verify that the Account Code is valid in the current fiscal year
- Verify that the Account Code is not a personal services, indirect cost, or PCard account code
- Ensure that available funds are greater than the "To Transfer" amount

If the entry meets the above edits, the system determines how to process the entry:
- As either a Category "A" or "B" transaction
- Posts Category "A" transactions the same day as entered
- Forwards Category "B" transactions to Grants & Contracts for review. They will be held a maximum of two weeks, and then are deleted if not approved. Category "B" transactions post the day they are approved

Category "A" entries post the same day as entered. In addition to the above, if the entry meets these criteria, it will be processed as an "A" entry:

- Within 60 days of original posting date
- Total charges less than $5,000
- Account code(s) remains the same
- Account code is not 78XXXX (Tuition/Scholarship)
- Project has not reached term date
- Equipment Tag Number remains the same

Category "B" entries post when approved by G&C. If an entry is valid but does not meet the Category "A" criteria, it will be processed as a "B":
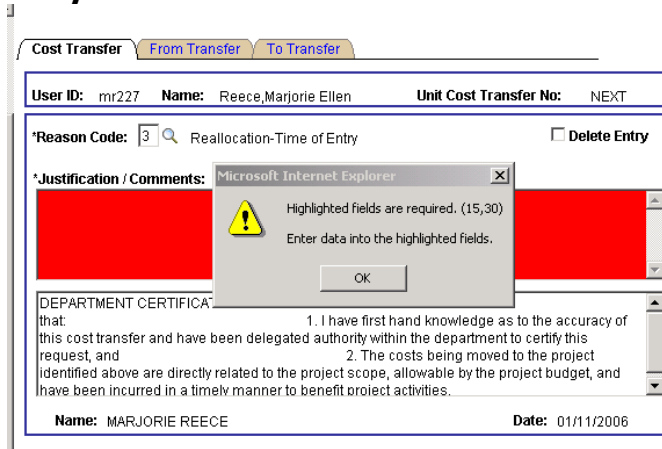
- Between 61 and 90 days of original entry date (Entries over 90 days from original entry date will not be processed.)
- Total charges equal to or greater than $5,000
- Account code(s) has changed from the original posting
- Employee ID number has changed from "FROM" to "TO" pages
- Account code of 78xxxx (Tuition/Scholarship) is used
- Project is beyond term date
- Equipment Tag number has been changed

Error Messages

Errors that require correction to continue data entry:
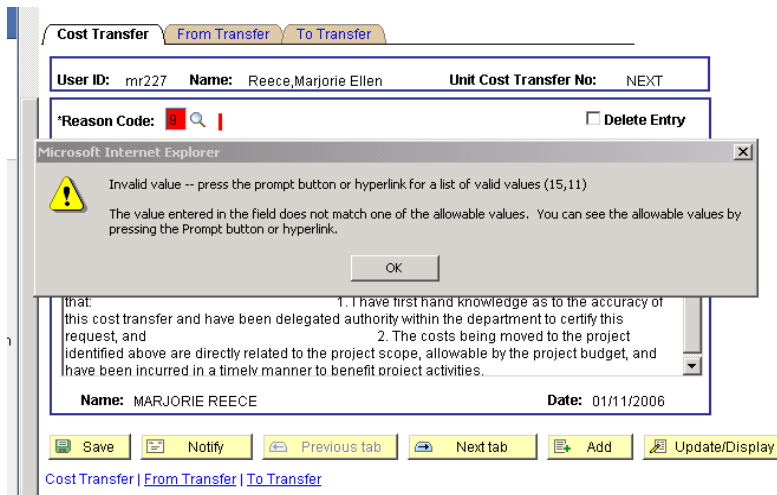
When the error message appears, click [OK]. correct the error and tab out of the field.

Field is required

Invalid value

Expenditure is Over 90 Days

New Window | Help | http

| Cost Transfer | From Transfer | To Transfer |

User ID: mr227   Name: Reece,Marjorie Ellen   Unit Cost Transfer No: NEXT

From Transfer   Customize | Find | View All | ⊞   First ◄ 1 of 1 ► Last

	Project ID	Account	Original Posting Date	Original Reference	Employee/ Vendor ID	Equipment Tag	Amount	
1	21066C5 🔍	714150 🔍	8/1/2006 📅					➕ ➖

Microsoft Internet Explorer ✖

⚠ Error - The Original Posting Date Is Greater than 150 Days Old. Approval Required by G&C. (30000,63)

The Original Posting Date must be less than 150 days old. Please process this transaction manually using the Cost Transfer Form, as this transaction cannot be entered electronically.

OK
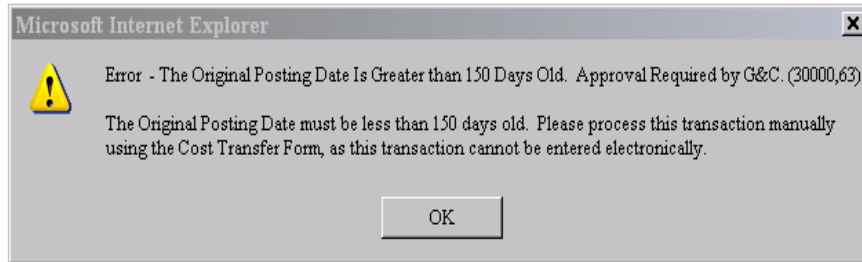
| 💾 Save | 📧 Notify | ⬅ Previous tab | ➡ Next tab |

In this case, you must use the manual Cost Transfer Form to process this change.

Budgeted Funds balance is too low for transfer

Microsoft Internet Explorer ✖

⚠ Budgeted Funds Not Available For 1606Y23. Please Choose Another Project ID. (30000,67)

Within the current accounting period, the available budgeted funds for a project must be greater than the total transfer amount for a project.

OK
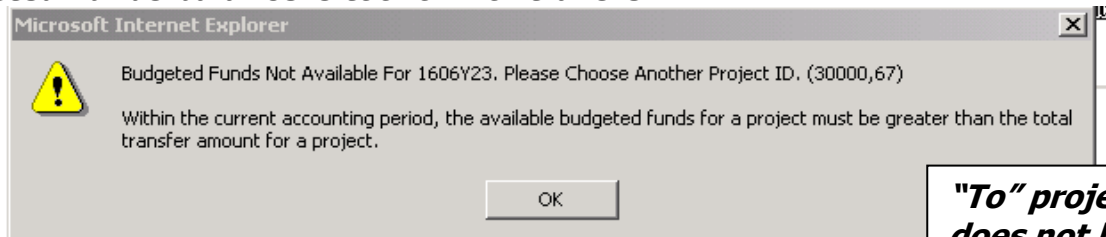
> **"To" project does not have sufficient funds. Must use another**

Warnings:

Employee / Vendor ID is required

Microsoft Internet Explorer

⚠ Please Enter The Employee/Vendor ID For Travel/Per Diem Accounts. (30000,57)

The Employee Vendor ID have to be entered for travel/per diem accounts (accounts like 6% or accounts like 751%).

Please Note: All employee ids begin with an 'E'.

OK
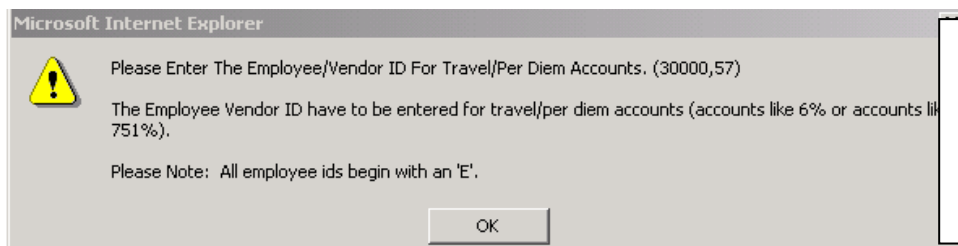
> **Travel/Per Diem transfer – Employee or Vendor ID required**

Equipment Tag number is required

Microsoft Internet Explorer

⚠ Please Enter The Equipment Tag Number. (30000,58)

The equipment tag number must be entered for specific equipment expense acco

OK

> *Equipment transfer – tag number ~~required~~*

Entry does not balance

Microsoft Internet Explorer ✕

⚠ Unbalanced Entry Amounts. FROM=$-1501 TO=$3000 DIFF=$1499 (30000,65)

The transferred amounts must be balanced. Please check all entered amounts.

OK

> *Debits and credits do not equal – Correct before ~~proceeding~~*
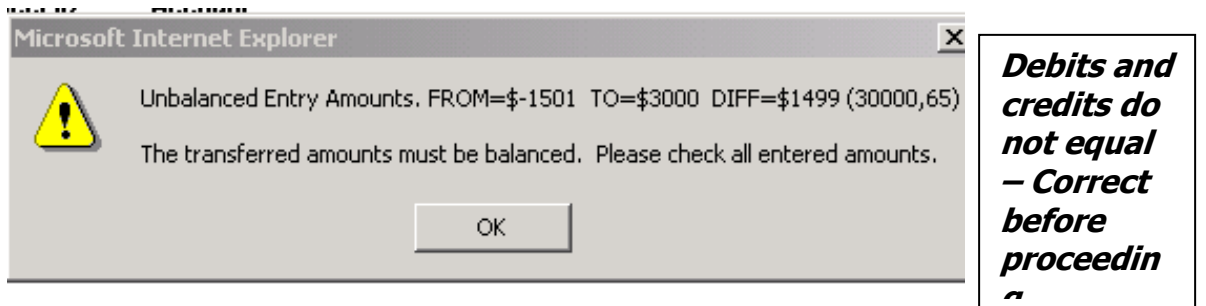
System does not understand the data entered

Microsoft Internet Explorer

⚠ The system does not understand the date you entered.

Type the date using format specified in your personalization settings. Or use the calendar button to pick date.

OK

> Warning message – Correct before proceeding
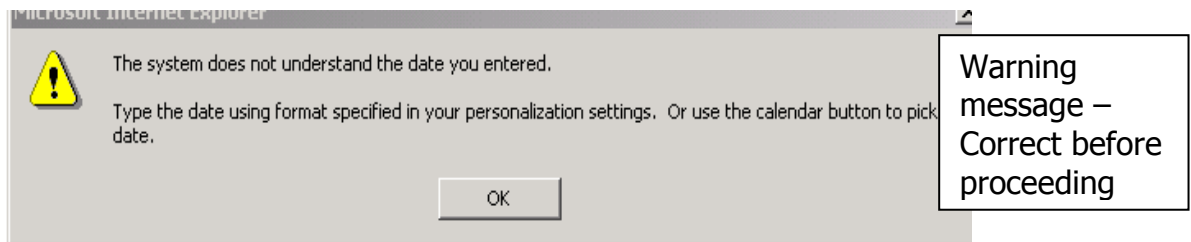
Errors that indicate a "B" entry:

There are other edits or validations that occur during data entry or when the transaction is saved. Specific error messages are displayed indicating the source of the problem.

Following are examples of the different types of error messages. When an error box is displayed, click ⬚OK⬚ *.* correct the error and tab out of the field.

Original Posting Date is Greater than 60 days

Microsoft Internet Explorer

⚠ Warning -- The Original Posting Date Is Greater Than 60 Days Old. Approval Required by G&C. (30000,63)

The Original Posting Date must be less than 60 days old. This transaction will require further approval by Grants and Contracts.

[OK]
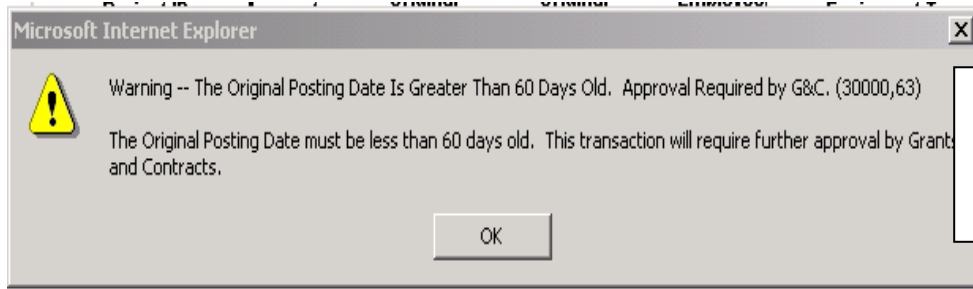
Notificatio n message – G&C review

Project is beyond term date

Microsoft Internet Explorer

⚠ Warning -- Project Is Beyond It's Termination Date. Approval Required By G&C. (30000,66)

The Project ID's termination date must be greater than the current date. Please re-enter the Projec further approval is required by Grants and Contracts.

[OK]

Notificatio n message – G&C review

Entry amount is greater than $4,999

Back ← → · ⊗ ⟳ ⌂ | Search ⟲Favorites Media ⟳ | ⟳· ⟳ ⟳ ⟳

Address http://fsdevl.psoft.gatech.edu:5800/psp/ftrn8/EMPLOYEE/ERP/c/GT_GRANTS.GT_GL_COST_TRNF.GBL

» | Google · | ▼ | G Search · | ⊙ New! ⟳ 0 blocked | ABC Check · | AutoLink · | AutoFill | Options

PeopleSoft.

Home | Add to Favorites

Menu
Search:
[   ] »
▷ My Favorites
▽ GT Grants System
　▷ Setup and Maintenance
　▷ Budgets
　▽ Journals
　　– GT Campus Cost Transfer
　　– GT GC Cost Transfer
　　– Cost Transfer Form A
　　– Cost Transfer Form B

Warning -- Total Charges Are Greater Than The $4,999 Limit By $501. Approval Required By G&C. (30000,64)

If total charges transferred are greater than the $4,999 limit, further approval by Grants and Contracts is required

[OK] [Cancel]

Notificatio n message – G&C review required

Equipment Tag Number has changed

Microsoft Internet Explorer

⚠ Warning -- The Equipment Tag Number Has Been Changed. Approval By G&C Is Required. (30000,88)

When the equipment tag number is changed during a cost transfer, further approval is required by Grants an Contracts.

[OK]
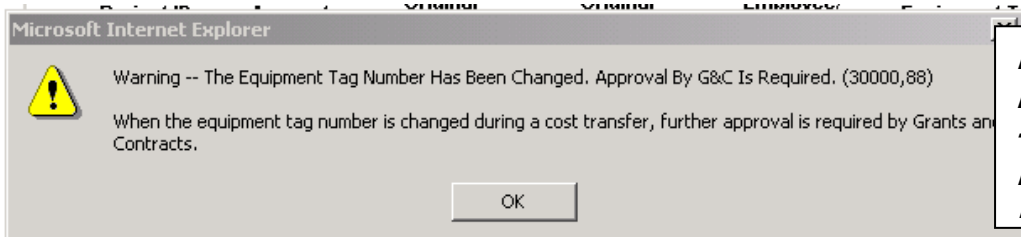
Notificatio n message – G&C Review required

Notes:

During each month-end close, no ECT processing is allowed. During these few days, all fields will be "grayed" to prevent data entry. You will need to hold data entry until the Controller's Office and Grants and Contracts opens the following month for business.

Grants & Contracts Accounting performs periodic compliance reviews of the Electronic Cost Transfer files maintained by each authorized user in their respective departments. ECT files must be complete and made available for review by Grants & Contracts Accounting personnel, the Georgia Tech Internal Audit Department, State of Georgia and DCAA auditors, and external auditors. Failure the meet audit standards may result in suspension of privileges to enter Electronic Cost Transfers.

Report ID: GTGLRP38

Georgia Institute of Technology
EXPENSE LEDGER
FISCAL YEAR 2007
07/01/2006 To 06/30/2007

Business Unit GT
PROJECT ID   6001101   Oars-Cetl/General
FUND   10010   Cur Unrestricted - Resident In   14600   Academic Administration
DEPARTMENT   600   Provost-VP Academic Affairs   11000   General Operations - General

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	PROGRAM CLASS	EXPENSE	BALANCE
08/28/2006	OFFICE DEPOT #1214	PCD		XN00270937	714150			0.00	73.92	
08/31/2006	SPRINTFCS AUTOPYMT RC1	PCD		XN00272825	714150			0.00	58.98	
09/20/2006	OFFICE DEPOT #1214	PCD		XN00281319	714150			0.00	107.97	
09/20/2006	OFFICE DEPOT #1214	PCD		XN00281764	714150			0.00	743.64	
09/25/2006	OFFICE DEPOT #1214	PCD		XN00284413	714150			0.00	77.09	
09/25/2006	OFFICE DEPOT #1214	PCD		XN00283953	714150			0.00	179.99	
08/21/2006	STAPLES #1210	PCD	000132753	XN00267378	714150			0.00	59.98	
08/16/2006	AMZ SUPERSTORE	PCD	002-492012	XN00265582	714150			0.00	202.85	
09/11/2006	THE COLLABORATION	PCD	08145925	XN00278123	714150			0.00	128.75	
09/05/2006	T-MOBILE LOCKBOX CINCINNA	PCD	1	XN00273937	714150			0.00	82.60	
07/31/2006	AMZ SUPERSTORE	PCD	102-190766	XN00258386	714150			0.00	14.77	
08/07/2006	AMZ SUPERSTORE	PCD	104-317134	XN00261795	714150			0.00	38.00	
07/31/2006	AMZ SUPERSTORE	PCD	104-399633	XN00258598	714150			0.00	53.69	
08/15/2006	AMZ SUPERSTORE	PCD	104-833068	XN00265381	714150			0.00	25.17	
08/25/2006	ADVERTISING NOVELTIES	PCD	2	XN00270218	714150			0.00	1,633.11	
08/25/2006	ADVERTISING NOVELTIES	PCD	3	XN00270165	714150			0.00	867.71	
07/26/2006	T-MOBILE LOCKBOX CINCINNA	PCD	7110718140	XN00256213	714150			0.00	124.81	
09/21/2006	AECT	PCD	CC	XN00282173	714150			0.00	535.00	
08/31/2006	CDW GOVERNMENT	PCD	CETL CAT-5	XN00272740	714150			0.00	53.64	
08/21/2006	CDW GOVERNMENT	PCD	CSP3480	XN00267625	714150			0.00	106.32	
09/07/2006	THE OVID BELL PRESS	PCD	I22026	XN00275944	714150			0.00	2,947.00	
08/08/2006	CDW GOVERNMENT	PCD	M942353	XN00262169	714150			0.00	106.32	
08/15/2006	C/T 000014238 TO 6006547	CST	PCD		714150			0.00	-3,875.00	
07/10/2006	CDW GOVERNMENT	PCD	PCI VIDEO	XN00247949	714150			0.00	66.60	
09/11/2006	THE CHRONICLE SUBCRIPT	PCD	R186147794	XN00277173	714150			0.00	203.00	
08/22/2006	CDW GOVERNMENT	PCD	RMA 004469	XN00268468	714150			0.00	-106.32	
08/10/2006	THE CHRONICLE	PCD	TI79708116	XN00262964	714150			0.00	250.00	
08/30/2006	SURVEYMONKEY COM	PCD	VPEE0AFBCB	XN00271990	714150			0.00	19.95	
07/31/2006	SURVEYMONKEY COM	PCD	VRCE0A70B2	XN00258552	714150			0.00	19.95	
08/23/2006	LEARNING TECHNOLOGY INST	PCD	VXJE0ADA24	XN00268953	714150			0.00	20.00	
	Total For Supplies & Mat - Pcard Purch							0.00	13,770.76	
07/05/2006	Facilities Charges	FAC	6006101090		714800			0.00	9.00	
	Total For Supplies & Materials (Fclts)							0.00	9.00	
08/04/2006	GA Tech Hotel & Conference Cen	AP	6007101009	00487989	719400			0.00	372.00	
09/14/2006	GA Tech Hotel & Conference Cen	AP	6007101030	00496607	719400			0.00	124.00	
09/22/2006	GA Tech Hotel & Conference Cen	AP	6007101032	00498640	719400			0.00	138.96	
	Total For Rental-Meeting and Hotel Rooms							0.00	634.96	

Report ID: GTGLRP38

Georgia Institute of Technology
EXPENSE LEDGER
FISCAL YEAR 2007
07/01/2006 To 06/30/2007

Business Unit GT

PROJECT ID	6001101	Oars-Cetl/General
FUND	10010	Cur Unrestricted - Resident In
DEPARTMENT	600	Provost-VP Academic Affairs

| PROGRAM | 14600 | Academic Administration |
| CLASS | 11000 | General Operations - General |

(handwritten: ORIGINAL ERROR)

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
08/21/2006	Work Relationships	OOD	6006101086	AUG01	727100		0.00	120.00	
08/21/2006	Presentation Skills	OOD	6006101086	AUG10	727100		0.00	240.00	
09/18/2006	Respectful Workplace	OOD	6006101086	SEP14.1	727100		0.00	120.00	
07/27/2006	Powerpoint 2003	OOD	6006101089	JUL25.1	727100		0.00	75.00	
07/28/2006	Excel Level 2	OOD	6006101089	JUL26.1	727100		0.00	75.00	
07/25/2006	Llewellyn,Donna Crystal	AP	6007101001	00485871	727100		0.00	492.49	
09/22/2006	Excel Level I	OOD	6007101021	SEP20	727100		0.00	115.00	
	Total For Registration Fees (IRS)						0.00	1,237.49	
07/20/2006	Reiner,Michael	AP	6007101002	00485284	727110		0.00	114.32	
08/11/2006	Smith,James E	AP	6007101011	00489631	727110		0.00	237.09	
08/14/2006	Utschig,Tristan T	AP	6007101012	00490060	727110		0.00	1,205.24	
08/16/2006	Utschig,Tristan T	AP	6007101016	00490599	727110		0.00	256.70	
09/13/2006	Travel Inc	AP	6007101022	00496220	727110		0.00	472.60	
09/20/2006	Travel Inc	AP	6007101023	00497791	727110		0.00	413.10	
09/20/2006	Travel Inc	AP	6007101025	00497821	727110		0.00	324.60	
09/26/2006	Hillstock,Laurie G	AP	6007101029	00499331	727110		0.00	250.86	
09/12/2006	CETL FEES Fall 1 & 11 Vm07-017	DLP	FALL 1 & 2	VM07-017	727110		0.00	24,691.00	
	Total For Guest, Visitor, Non-Emp Travel						0.00	27,965.51	
09/28/2006	Llewellyn,Donna Crystal	AP	6007101018	00493187	727130		0.00	119.98	
08/28/2006	Girardot,Steven P	AP	6007101019	00493181	727130		0.00	110.00	
	Total For Reimb Expense (Non-travel)						0.00	229.98	
08/15/2006	ICPA Charges 08/14/2006	ICP	6006101071	1968	727880		0.00	575.00	
	Total For Svc Charges By Resident Inst						0.00	575.00	
08/04/2006	rSmart Group Inc	PO	6000014072		733000		10,000.00	0.00	
08/17/2006	rSmart Group Inc	PO	6000014072		733000		-10,000.00	0.00	
	Total For Software						0.00	0.00	
07/18/2006	McSwain,John	AP	6007101008	00484219	751110		0.00	300.00	
	Total For Services-Misc.Temp Agency(IRS)						0.00	300.00	
07/01/2006	Telecomm Encumbrance FY 2007	TEN			773500		163.40	0.00	

COST TRANSFER JUSTIFICATION FOR SPONSORED PROJECTS FORM
CATEGORY B

Unit Cost Transfer No: __000014576__

The documentation required to support cost transfer requests described in Section 6.0 - Cost Transfer Requests.

A. Reason for the transfer :
Check one of the following reasons and provide any additional explanation to properly document the propriety of the expenditure:

1. ___ Clerical error (Provide Explanation below in Part D)
2. _X_ Use of wrong account number (Provide Explanation below in Part D)
3. ___ Reallocation of non-payroll costs based on actual usage (check a or b):
    a. ___ Impractical to allocate at the time of original entry
    b. ___ Materials and supplies not used
4. ___ New award:
5. ___ Renewal award:
6. ___ Pre-award costs
7. ___ Other: (Provide Explanation below in Part D)

B. Additional documentation

  1. For all transfers:
  a) Are any of the projects:
    1) Over Budget?   Yes   [No]

    2) Past Term?   [Yes]   No

  b) Does the transfer involve expenditures for:
    1) Subcontracts?   Yes   [No]

    2) Equipment?   Yes   [No]

C. Timing of cost transfers
Is this a tranfer of charges recorded in GIT General Ledger more than 60 days before the current month?   Yes   [No]

D. Remarks/explanations/justifications:
These charges were billed to the wrong department.

E. Certification that the charges are correct and appropriate
Principal Investigator:

—   Date: __05-OCT-2006__

or

Responsible official (with suitable means of verification that the charge is allowable and proper)

SHEREE POSEY   Date: __05-OCT-2006__

Approval

Grants and Contracts Office: _Barber_   Date: __10/5/06__

Report ID: GTGLR425

Georgia Institute of Technology
ELECTRONIC COST TRANSFER DATA/CATEGORY B TRANSACTION DATA
FISCAL YEAR 2007
By User Id -- "spl63"
FROM DATE: 05-OCT-2006 TO DATE: 05-OCT-2006

Unit C/T: 000014576
Reason for Transfer: Wrg Act/Pj
Entry Date: 05-OCT-2006
User Id: spl63

ProjectID	Prime PI	Account	Reference	Original Posting Date	Vendor ID	Equipment Tag	Amount
6001101		719400	6007101032	22-SEP-2006			-138.96
6001101		727110	6007101022	13-SEP-2006			-472.60
3906665		719400	6007101032	22-SEP-2006			138.96
3906665		727110	6007101022	13-SEP-2006			472.60

End of Report

Report ID: GTGLRP38

Georgia Institute of Technology
EXPENSE LEDGER
FISCAL YEAR 2007
07/01/2006 To 10/31/2006

5

FROM

Business Unit GT
PROJECT ID   6001101   Oars-Cetl/General
FUND   10010   Cur Unrestricted - Resident In
DEPARTMENT   600   Provost-VP Academic Affairs

14600   Academic Administration
11000   General Operations - General

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	PROGRAM CLASS	BALANCE
10/05/2006	INFORMS	PCD	1205582498	XN00289080	714150		0.00	340.00	0.00	
10/11/2006	OFFICE DEPOT #1214	PCD		XN00291926	714150		0.00	118.90	0.00	
10/13/2006	Amazon.com	PCD	104-565016	XN00293126	714150		0.00	50.36	0.00	
10/16/2006	OFFICE DEPOT #1214	PCD		XN00293848	714150		0.00	15.29	0.00	
10/19/2006	AMZ Amazon Payments	PCD	058-055291	XN00295299	714150		0.00	66.07	0.00	
10/23/2006	OFFICE DEPOT #1214	PCD		XN00297631	714150		0.00	55.56	0.00	
10/23/2006	Amazon.com	PCD	104-777435	XN00296902	714150		0.00	46.20	0.00	
10/27/2006	OFFICE DEPOT #1214	PCD		XN00299441	714150		0.00	15.29	0.00	
10/30/2006	SURVEYMONKEY COM	PCD	VXJE0BFFB4	XN00300510	714150		0.00	19.95	0.00	
10/31/2006	NATIONAL ACADEMY SCIENCES	PCD	1111	XN00300961	714150		0.00	27.00	0.00	
	Total For Supplies & Mat - Pcard Purch						0.00	15,079.31	0.00	
07/06/2006	Facilities Charges	FAC	6006101090		714800		0.00	9.00	0.00	
	Total For Supplies & Materials (Fclts)						0.00	9.00	0.00	
08/04/2006	GA Tech Hotel & Conference Cen	AP	6007101009	00487989	719400		0.00	372.00	0.00	
09/14/2006	GA Tech Hotel & Conference Cen	AP	6007101030	00496607	719400		0.00	124.00	0.00	
09/22/2006	GA Tech Hotel & Conference Cen	AP	6007101032	00498640	719400		0.00	138.96	0.00	
10/05/2006	C/T 000014576 TO 3906665	CST	6007101032		719400		0.00	-138.96	0.00	
10/12/2006	GA Tech Hotel & Conference Cen	AP	6007101038	00502778	719400		0.00	124.00	0.00	
	Total For Rental-Meeting and Hotel Rooms						0.00	620.00	0.00	
07/25/2006	Llewellyn,Donna Crystal	AP	6007101001	00485871	727100		0.00	492.49	0.00	
07/27/2006	Powerpoint 2003	OOD	6006101089	JUL25.1	727100		0.00	75.00	0.00	
07/28/2006	Excel Level 2	OOD	6006101089	JUL26.1	727100		0.00	75.00	0.00	
08/21/2006	Work Relationships	OOD	6006101086	AUG01	727100		0.00	120.00	0.00	
08/21/2006	Presentation Skills	OOD	6006101086	AUG10	727100		0.00	240.00	0.00	
09/18/2006	Respectful Workplace	OOD	6006101086	SEP14.1	727100		0.00	120.00	0.00	
09/22/2006	Excel Level I	OOD	6007101021	SEP20	727100		0.00	115.00	0.00	
09/29/2006	Excel 2003 Level 2	OOD	6007101021	SEP21	727100		0.00	115.00	0.00	
10/19/2006	C/T 000014734 FROM 6001101	CST	VM07-017	VM07-017	727100		0.00	24,691.00	0.00	
	Total For Registration Fees (IRS)						0.00	26,043.49	0.00	
07/20/2006	Reiner,Michael	AP	6007101002	00485284	727110		0.00	114.32	0.00	
08/11/2006	Smith,James E	AP	6007101011	00489631	727110		0.00	237.09	0.00	
08/14/2006	Utschig,Tristan T	AP	6007101012	00490060	727110		0.00	1,205.24	0.00	
08/16/2006	Utschig,Tristan T	AP	6007101016	00490599	727110		0.00	256.70	0.00	
09/12/2006	CETL FEES Fall 1 & 11 Vm07-017	DLP	FALL L & 2	VM07-017	727110		0.00	24,691.00	0.00	

Georgia Institute of Technology
EXPENSE LEDGER
FISCAL YEAR 2007
07/01/2006 To 10/31/2006

Business Unit GT

PROJECT ID	6001101	Oars-Cetl/General
FUND	10010	Cur Unrestricted - Resident In
DEPARTMENT	600	Provost-VP Academic Affairs
PROGRAM	14600	Academic Administration
CLASS	11000	General Operations - General

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
09/13/2006	Travel Inc	AP	6007101022	00496220	727110		0.00	472.60	_fRoM_
09/20/2006	Travel Inc	AP	6007101023	00497791	727110		0.00	413.10	
09/20/2006	Travel Inc	AP	6007101025	00497821	727110		0.00	324.60	
09/26/2006	Hillstock,Laurie G	AP	6007101029	00499331	727110		0.00	250.86	
10/04/2006	Yuzhu,Teng	AP	6007101036	00500998	727110		0.00	41.64	
10/04/2006	Ebert-May,Diane	AP	6007101037	00500996	727110		0.00	99.80	
10/05/2006	C/T 000014576 TO 3906665	CST	6007101022		727110		0.00	-472.60	_fRoM_
10/19/2006	C/T 000014734 TO 6001101	CST	VM07-017		727110		0.00	-24,691.00	
	Total For Guest, Visitor, Non-Emp Travel						0.00	2,943.35	
08/28/2006	Llewellyn,Donna Crystal	AP	6007101018	00493187	727130		0.00	119.98	
08/28/2006	Girardot,Steven P	AP	6007101019	00493181	727130		0.00	110.00	
	Total For Reimb Expense (Non-travel)						0.00	229.98	
08/15/2006	ICPA Charges 08/14/2006	ICP	6006101071	1968	727880		0.00	575.00	
	Total For Svc Charges By Resident Inst						0.00	575.00	
08/04/2006	rSmart Group Inc	PO	6000014072		733000		10,000.00	0.00	
08/17/2006	rSmart Group Inc	PO	6000014072		733000		-10,000.00	0.00	
	Total For Software						0.00	0.00	
07/18/2006	McSwain,John	AP	6007101008	00484219	751110		0.00	575.00	
	Total For Services-Misc,Temp Agency(IRS)						0.00	300.00	
	Total For Materials and Supplies					0.00	0.00	45,800.13	-45,800.13
	Balance For Non Personal Services					0.00	0.00	45,800.13	-45,800.13
	Balance Oars-Cetl/General					0.00	0.00	45,800.13	-45,800.13

Georgia Institute of Technology
EXPENSE LEDGER
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Business Unit GT

PROJECT ID	3906665	GTRC MATCHING ACCOUNT	12100	Individual or Project Research
FUND	Q9262	GTRC MATCHING ACCOUNT	64057	GTRC Matching Funds
DEPARTMENT	390	CEISMC		

DATE	DESCRIPTION	SRC	CAMPUS REF	OTHER REF	ACCOUNT	BUDGET	PROGRAM CLASS ENCUMBRANCE	EXPENSE	BALANCE
****** Total Prior To: 10/01/2006					714150		0.00	78.74	
10/04/2006	OFFICE DEPOT #2375	PCD	3900700446	XN00288505	714150		0.00	359.98	
10/05/2006	OFFICE DEPOT #2375	PCD	3900700449	XN00288788	714150		0.00	180.00	
10/05/2006	OFFICE DEPOT #2375	PCD	3900700449	XN00289206	714150		0.00	422.99	
10/09/2006	DYNAMEX 120 ATLANTA	PCD	3900700459	XN00290866	714150		0.00	22.90	
10/24/2006	Procure Card Post Correction	CEX	3900700430	3900700430	714150		0.00	3,729.91	
10/24/2006	Procure Card Post Correction	CEX	3900700442	3900700442	714150		0.00	2,427.42	
10/26/2006	C/T 000014763 FROM 390990524	CST	3900700460		714150		0.00	20.50	
10/26/2006	C/T 000014763 FROM 390990524	CST	3900700460		714150		0.00	20.50	
	Total For Supplies & Mat - Pcard Purch						0.00	7,262.94	
****** Total Prior To: 10/01/2006					719400		0.00	0.00	
10/05/2006	C/T 000014576 FROM 6001101	CST	6007101032		719400		0.00	138.96	
	Total For Rental-Meeting and Hotel Rooms						0.00	138.96	
****** Total Prior To: 10/01/2006					727110		0.00	0.00	
10/05/2006	C/T 000014576 FROM 6001101	CST	6007101022		727110		0.00	472.60	
	Total For Guest, Visitor, Non-Emp Travel						0.00	472.60	
****** Total Prior To: 10/01/2006					751106		0.00	7,500.00	
	Total For Services - Catering (IRS)						0.00	7,500.00	
****** Total Prior To: 10/01/2006					751350		0.00	1,360.00	
10/06/2006	Ervin,Leroy	AP	3900700440	00501481	751350		0.00	1,000.00	
	Total For Services-Participant Pmt (IRS)						0.00	2,360.00	
	Total For Materials and Supplies					0.00	0.00	17,734.50	-17,734.50
	Balance For Non Personal Services					0.00	0.00	17,734.50	-17,734.50
	Balance GTRC MATCHING ACCOUNT					0.00	0.00	17,734.50	-17,734.50