

# Expenditure Transfers

## 1.0 Purpose

To provide a procedure to request the transfer of expenditures from one chart field combination to another chart field combination.

## 2.0 Policy

Transfers are necessary for many reasons, i.e., wrong chart field combination was charged, chart field combination's budget is over expended, late awards, etc. All requests to transfer expenditures from one chart field combination to another should be submitted on the appropriate cost transfer form. NOTE: If expenses need to be moved after they have been processed, a cost transfer will be approved by Financial Accounting or Sponsored Accounting. If deemed appropriate by Financial Accounting or Sponsored Accounting, a journal entry will be processed to move the expense(s).

## 3.0 Procedure: Processing Cost Transfers

3.1 Responsibility: Department

3.1.1 Decides a cost transfer is necessary.

3.1.2 Completes the appropriate cost transfer form.

3.1.2.1 See Exhibit I to transfer payroll expenditures. All account codes that begin with 5 and 723.

3.1.2.2 See Exhibit II to transfer accounts payable expenditures. All transaction types AP VCHR.

3.1.2.3 See Exhibit III for all transfers.

3.1.3 Ensures that justification for cost transfer is explained on the form and a copy of the budget transaction detail report or other PeopleSoft report with the cost highlighted, is attached.

3.1.4 Obtains proper departmental approvals.

3.1.5 If fund is 20000 or 21021 or payroll cost transfer, form with backup must be sent to Sponsored Accounting for approval. All other forms should be sent directly to Financial Accounting.

## 3.2 Responsibility: Sponsored Accounting

3.2.1 Receives ALL Payroll cost transfers and those associated with funds 20000 or 21021.

3.2.2 Reviews for appropriateness.

3.2.2.1 If appropriate, approves cost transfer.

3.2.2.2 If not approved, is returned to the department with an explanation of why it was not approved.

### **3.3 Responsibility: Financial Accounting**

3.3.1 Receives cost transfer form.

3.3.2 Reviews for appropriateness.

3.3.2.1 If appropriate, approves cost transfer.

3.3.2.2 If not approved, is returned to the department with an explanation of why it was not approved.

3.3.3 Enters journal entry into PeopleSoft to complete cost transfer.

3.3.3.1 Payroll cost transfers are entered via MCG Utilities – Use – Cost Transfer.

3.3.3.2 Accounts payable cost transfers are entered via a journal upload process.

3.3.3.3 Other journal entries are processed directly through the journal entry panel, Process Journals – Use – Journal Entry.

3.3.4 Files documentation in applicable file.