

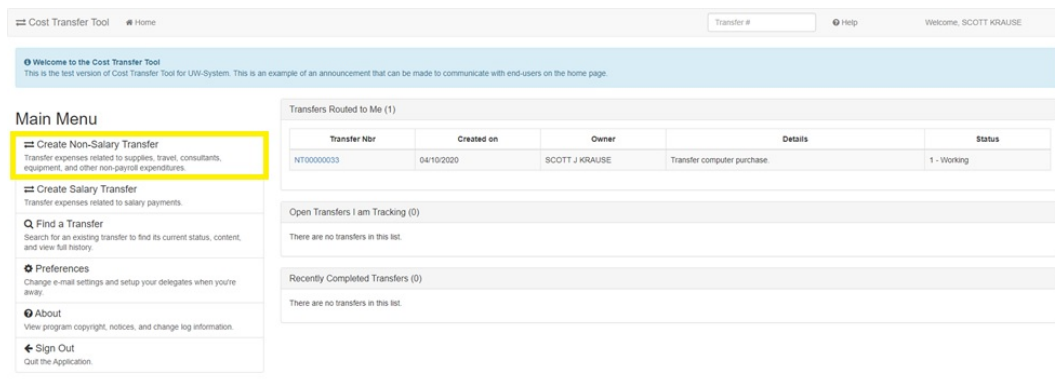
COST TRANSFER TOOL - CREATING NON-SALARY COST TRANSFERS

This article outlines the process for submitting non-salary cost transfers in the Cost Transfer Tool.

The following steps will walk you through creating a non-salary cost Transfer in the Cost Transfer Tool:

Non-Salary Cost Transfers

1. Log into the Cost Transfer Tool here: <https://ct.sfs.services.wisc.edu/>.
2. Click on the "Create Non-Salary Transfer" button on the left navigation bar:



The screenshot shows the Cost Transfer Tool interface. At the top, there is a navigation bar with "Cost Transfer Tool" and "Home" on the left, a search box for "Transfer #" in the center, and "Help" and "Welcome, SCOTT KRAUSE" on the right. Below the navigation bar is a blue banner with a welcome message. The main content area is divided into two sections. On the left is the "Main Menu" with several options: "Create Non-Salary Transfer" (highlighted with a yellow box), "Create Salary Transfer", "Find a Transfer", "Preferences", "About", and "Sign Out". On the right is the "Transfers Routed to Me (1)" section, which contains a table with one row of data. Below the table are two sections: "Open Transfers I am Tracking (0)" and "Recently Completed Transfers (0)", both indicating there are no transfers in these lists.

Transfer Nbr	Created on	Owner	Details	Status
NT00000033	04/10/2020	SCOTT J KRAUSE	Transfer computer purchase.	1 - Working

3. Enter some notes about the transfer on the "Details of Transfer" field and click "Create":

Cost Transfer Tool - Creating Non-Salary Cost Transfers

Cost Transfer Tool Home Transfer # Help SHERRI VOIGT - UWSYS

Create New Non-Salary Transfer

Please enter the following information regarding your cost transfer and then click the Create button. You will then proceed to search the general ledger for the transactions you wish to transfer.

Preparer: SHERRI VOIGT

Email: SVOIGT@UWISA.EDU (You will receive notifications about this transfer at this address.)

Department: 401000 - Financial Admin

Details of Transfer:

URGENT

Urgent Flag - only for emergency transfers that require

Create

Helpful Tips

- When completing the Details of Transfer, please describe what your cost transfer is doing and the justification for doing it. Your cost transfer may be rejected by a reviewer if the details of transfer is not accurate with respect to the accounting you have entered.
- Use the URGENT flag with discretion. Examples of urgent would include cost transfers that need to occur quickly due to award closeout or some other important deadline in the near future.
- For transfers that involve a fund 133/144 project, please make sure the Details of Transfer field explains why this expense was originally charged to the project from which it is now being transferred and why the charge is allowable and allocable based on the terms and conditions of the receiving award.

4. On the next page, click "Add Transfer Set" in order to start adding expenses to transfer to your request:

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

[+ Add Transfer Set](#)

Total Debits: 0.00 | Total Credits: 0.00

Cancel Transfer Check for Errors Save Submit for Approval

5. Use the search functions to find expenses to transfer. When the expenses are found, click "+ Basket" to add them to your transfer:

Details Documentation Route for Assistance Approvals History Posting

Search

Project ID:
Dept ID: 400900
Fund:
Account:
Date: 9/25/2017 9/25/2017
Amount:
Include Fringes:
or dept ID is required. Other fields are optional. If no project is provided, the search will default to [blank].

[+ Basket](#) [Exit Search](#)

Work Basket

1 item in your work basket totaling 22.00.

TELECOM-VOICE MAIL-AUG 22.00

Empty Basket [+ Done](#)

Select all transaction you wish to transfer by clicking the "Basket" link.

Click "Done" in the work basket when all the "From" transactions have been added to the Basket.

Select	Date	Fund	Dept	Project	Prog	Account	Class	Amount	Description	PO	Voucher	JET Reference	JET Voucher No
In Basket	09/25/2017	136	400900		1	2201		22.00	TELECOM-VOICE MAIL-AUG				AUG2017
+ Basket	09/25/2017	136	400900		1	2240		8.99	TELECOM-STS-AUG				AUG2017

Viewing records 1 - 2 of 2

6. The eye icon will display additional details from WISER:

Journal ID	IUJ0240894	Fund	136
Journal Date	09/26/2017	Dept ID	400900
Posted Date	09/26/2017	Project ID	
Journal Line	13	Program	1
Source	IUJ	Account	2240
System Source	EXT	Class Fid	
Ledger		Monetary Amount	8.99
Fiscal Year	2018	Line Description	TELECOM-STS-AUG
Accounting Period	3	Journal Line Ref	
PO ID		PO Vendor Name	
Voucher ID		Voucher Vendor Name	
JET Reference		Invoice Nbr	
JET Voucher No	AUG2017		

[Close](#)

7. Once all the expenses to be transferred have been added to your basket, click "Done" in the upper right.

8. On the next screen, enter the funding strings for where the expenses should go:

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	400900	136		1	2240		8.99	TELECOM-STS-AUG				AUG2017	

[+ Add Transfer Set](#)

Total Debits: 8.99 | Total Credits: 8.99

[Cancel Transfer](#) | [Check for Errors](#) | [Save](#) | [Submit for Approval](#)

9. Once complete, click "Save" and "Check for Errors".

10. If there are errors, the system will notify you as follows:

Cost Transfer Tool - Creating Non-Salary Cost Transfers

NT00000055 Non-Salary Transfer

Preparer: SHERRI VOIGT
Routed to (Owner): SHERRI VOIGT
Date of Request: 04/19/2020
Status: 1 - Working

Details of Transfer: Moving Telecom Costs

Please correct the following errors.
* Transfer must be balanced.

From	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	JET Reference	JET Vchr No
	400900	136		1	2240		-8.99	TELECOM-STS-AUG				AUG2017
To	400900	136		1	2240		8.99	TELECOM-STS-AUG				AUG2017

Total Debits: 8.99 | Total Credits: 8.99

Buttons: Cancel Transfer, Check for Errors, Save, Submit for Approval

11. Attachments should be included to document the transfer for the reviewers and approvers. This can be done by clicking on the "Attachments" tab and adding attachments or comments:

Details | Documentation | Route for Assistance | Approvals | History | Posting

Attachments

Add Attachment

No files have been attached.

Comments

Add Comment

No comments have been made.

12. Once this has been done, navigate back to the "Details" tab and click "Submit for Approval".

NT00000055 Non-Salary Transfer

Preparer: SHERRI VOIGT
Routed to (Owner): SHERRI VOIGT
Date of Request: 04/19/2020
Status: 1 - Working

Details of Transfer: Moving Telecom Costs

Details | Documentation | Route for Assistance | Approvals | History | Posting

From	Dept ID	Fund	Project	Prog	Account	Class	Amount	Description	PO ID	Vchr ID	JET Reference	JET Vchr No
	400900	136		1	2240		-8.99	TELECOM-STS-AUG				AUG2017
To	400900	136		1	2240		8.99	TELECOM-STS-AUG				AUG2017

Total Debits: 8.99 | Total Credits: 8.99

Buttons: Cancel Transfer, Check for Errors, Save, Submit for Approval

13. The expense transfer will then be routed to WISER Managers and their delegates. The status of the transfer can be tracked using the "Approvals" tab:

NT00001053 Non-Salary Transfer (UWLAC)

Preparer BOBBETTE MARIE WEBSTER
Routed to (Owner) BOBBETTE MARIE WEBSTER
Date of Request 04/08/2021
Status 2 - Waiting for Approvals

Details of Transfer Purchase was approved for Cares Act funding; equipment needed for online demonstrations due to Covid-19 online instruction mode.

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

4 total signatures required. 2 signatures remaining.

	Signature Role	For	Signed by	Signed on	
✍	Division Representative	Division 28	BRADLEY J NICHOLS	4/08/2021 12:33:17 pm	
✍	Division Representative	Division 07	KRISTIN M STANLEY	4/08/2021 10:53:05 am	
✍	Sponsored Programs Accountant	Project AAH7699			Who can sign?
✍	Central Office Approver				Who can sign?

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