Cost Transfer Workflow and Approval Processes

PeopleSoft Prime Journals
Correction/cost transfer prime journals should be used to process non-salary related cost transfers, and not standard prime journals. Timely cost transfer journals will automatically workflow to department personnel authorized to approve the journals.

For late cost transfer prime journals, the system requires completion of the online Cost Transfer Justification Form by authorized department personnel in order to route the journal to the PI and SRA for further approvals. Late cost transfers will not post to the general ledger until both the PI and SRA have approved the journals.

Labor Accounting Cost Transfers
Salary cost transfers should be processed in the Labor Accounting system whenever possible. Timely transfers will workflow to the authorized department personnel for approval. For late transfers the system requires completion of the online Cost Transfer Justification form by authorized department personnel in order to route to the PI and SRA for further approvals. Late salary cost transfers will not post to the general ledger until both the PI and SRA have approved the justification form.

SRA must manually process labor cost transfers related to uncommitted (hourly) wages managed in the Time Collection system. In these cases, the workflow approval and documentation requirements are managed offline for compliance, similar to the spreadsheet journal process.

Spreadsheet Cost Transfer Journals *(specific to non-salary cost transfers only)*
Generally, cost transfers should be initiated via the PeopleSoft prime journal process; however, when there is a large number of transactions involved (generally 25 or more single lines) use of a spreadsheet journal may be requested by Departments.

Departments should contact SRA to explain their reason for wanting to use a spreadsheet journal to process cost transfers. The following supporting documentation is required:

- A copy of FIN050 Sponsored Project Detail report, highlighting the original transaction dates for each cost being transferred
- If applicable, a completed Cost Transfer Justification form signed by the PI.

Once a spreadsheet journal is approved by SRA it is then forwarded to the Controller's Office for processing. All spreadsheet journals that include sponsored project chartstrings must be approved by SRA, or they will not be processed by the Controller's Office.