COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

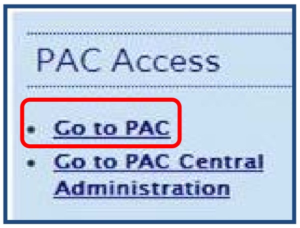
Cost Transfer Transactions – Job Aid

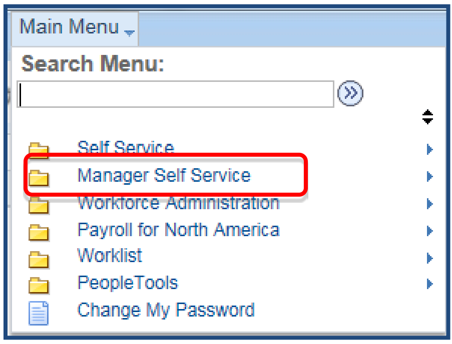
To access PAC information, visit the HR website at http://hr.columbia.edu

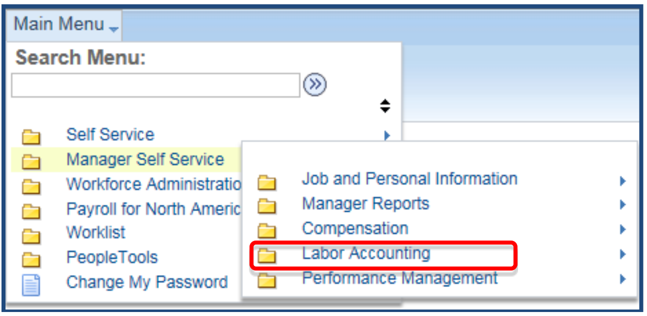
Purpose: The purpose of this job aid is to provide you with the steps to complete a cost transfer in the PAC system. A cost transfer is completed to clear suspense, reallocate percentages or combo codes charged for an employee's earnings retroactively. Cost transfers can be initiated once payroll runs for a pay period (use the "View on Web Date" on the payroll calendar as a guide). Cost transfers are completed once data is posted to ARC and updated payroll data can be viewed on reports the following day.

STEP . . .	ACTION . . .	RESULT . . .
Access PAC Labor Accounting	1. Navigate to myColumbia portal @ https://my.columbia.edu 2. Log in with your UNI and Password 3. Click on the "HR Manager Resources" tab 4. Under the PAC Access section: • Click the 'Go to PAC' link 5. Click on the "Manager Self Service" link and then the "Labor Accounting" link.	You accessed the Labor Accounting portion of PAC.
	Note: Prior to initiating a cost transfer, review payroll reports to confirm dates, earnings codes and amounts of payroll charges to move. You need to have this information available prior to processing the cost transfer.	

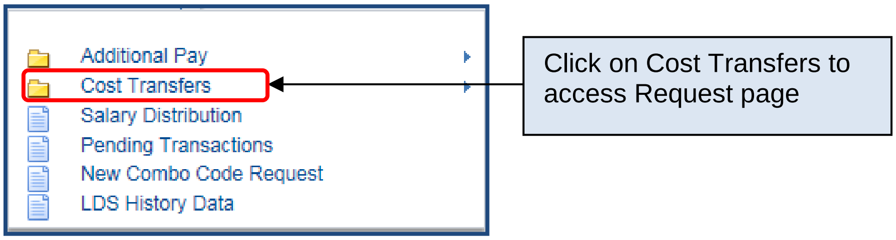
myColumbia Portal PAC Links



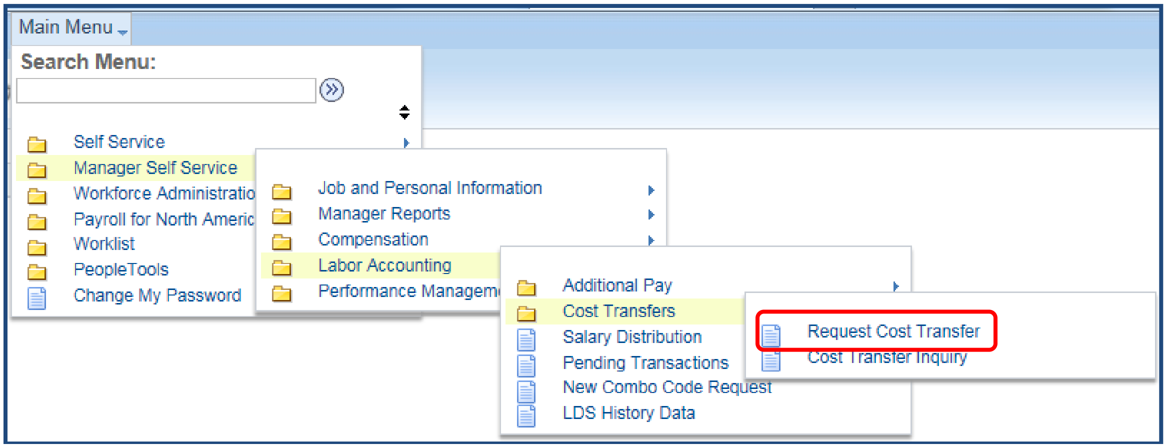




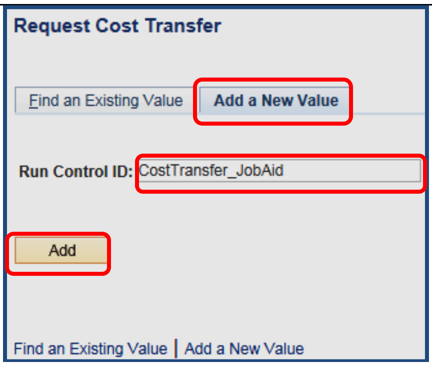
STEP . . .	ACTION . . .	RESULT . . .
Navigate to the Cost Transfer Page	1. Click on the Cost Transfers Link 2. Select "Request Cost Transfer".	You are at the selection page to request a Cost Transfer.



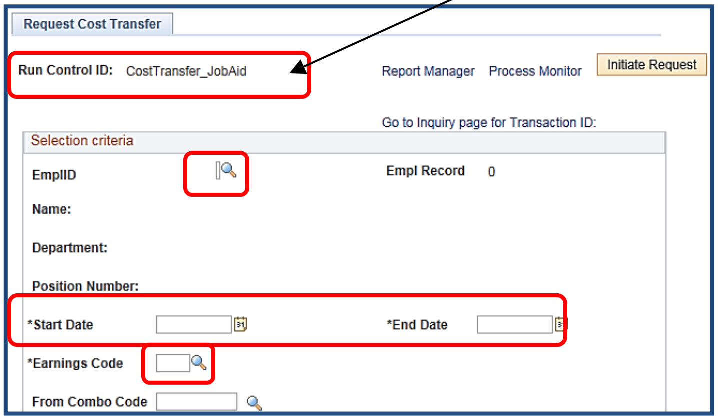
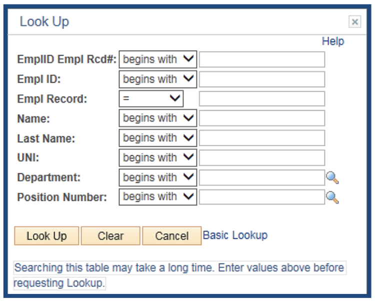
Click on Cost Transfers to access Request page

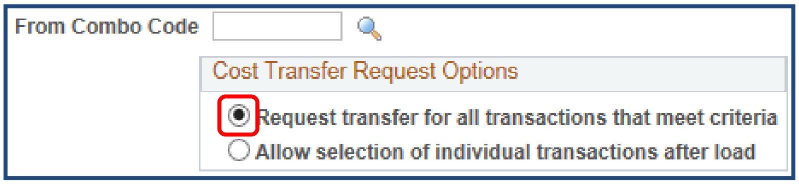
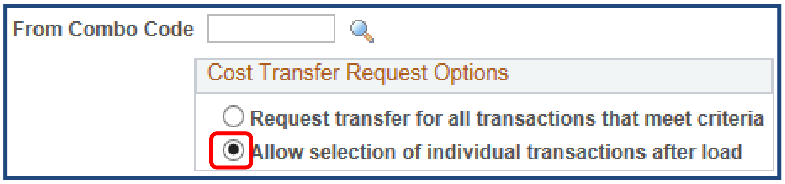
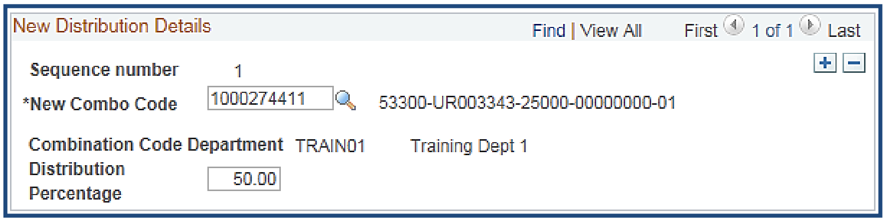


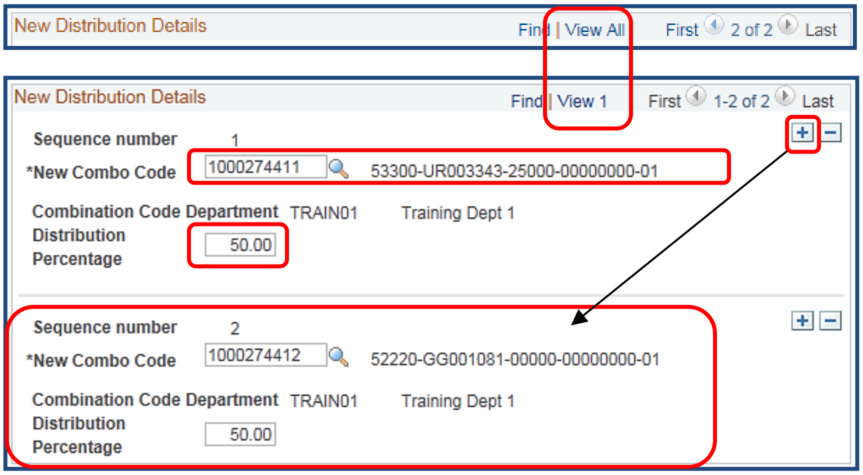
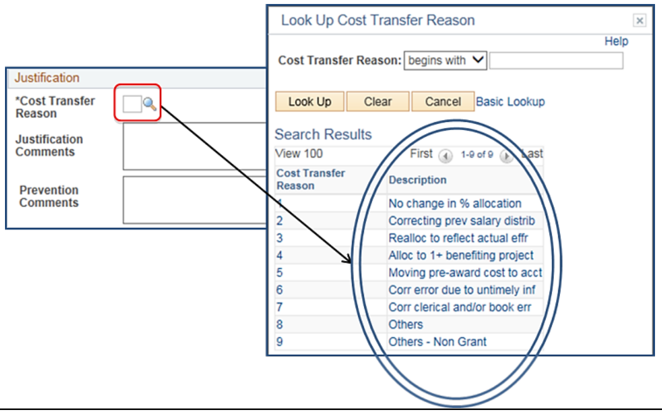
STEP . . .	ACTION . . .	RESULT . . .
Create the Run Control ID for this process request (Add an New Value)	1. Click the "Add a New Value" tab 2. Enter a name for the Cost Transfer process you are about to run. This can be anything you choose (without spaces) that defines the request. For example, a. JohnSmithSuspense0820YY or b. JohnSmith_Suspense_0820YY 3. Click the "Add" button **Note**: Only use underscores "_", if desired, in your run-control ID. ▪ ***Do not use a "\" or other special character. An error message will appear when an incorrect character is used***.	You defined the name for the Cost Transfer process and arrived at the page to enter the values for the request.



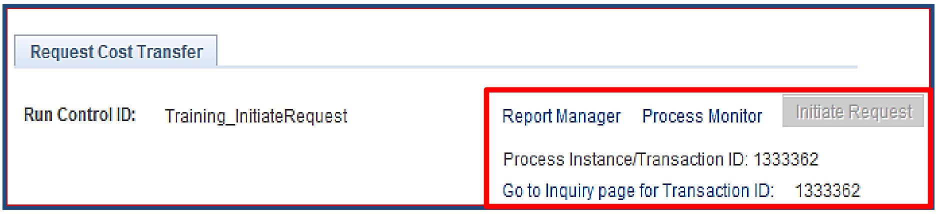
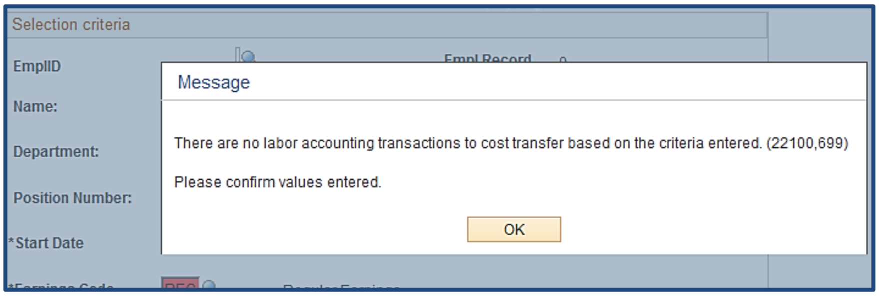
Run Control ID: CostTransfer_JobAid

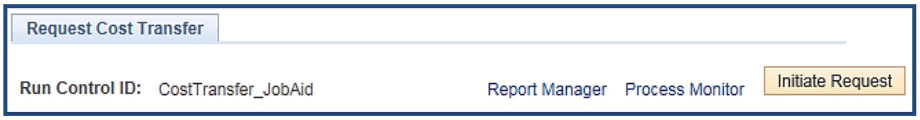
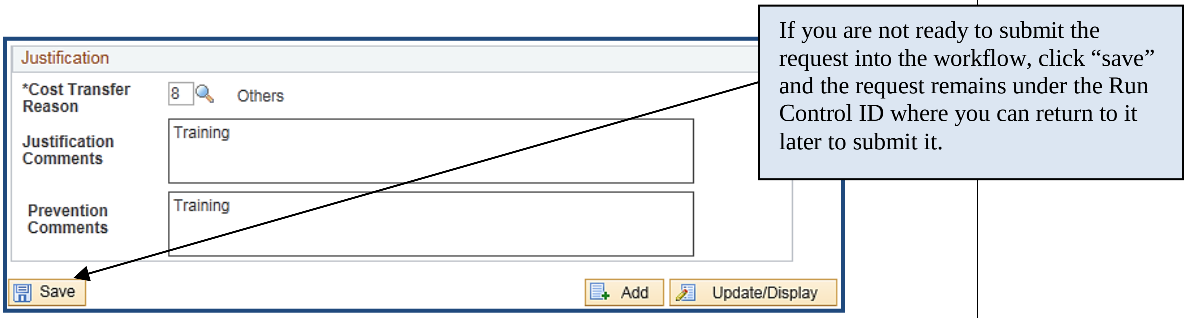
STEP . . .	ACTION . . .	RESULT . . .
Define the values of the Cost Transfer request – Employee Information Selection Criteria	1. Click the magnifying glass next to the *Employee ID (EMPL ID)* field. 2. Enter search criteria to locate the employee on whom you are completing a cost transfer. Click "Look Up" to search for the employee. 3. From the list that appears, select the correct job record for the employee you are performing the cost transfer for. Cost transfers are completed for a specific employee record. 4. Enter the *Start Date* and *End Date* of the time period for which you are requesting to see payroll transactions for that employee record. 5. Enter the *Earnings Code* for the payroll charges that are to be moved. **Note**: if you need to move charges to a different earn code, submit a paper Labor Accounting Form to the HRPC. Remember: The Cost Transfer process moves payroll charges to a different percentage or combo code for the *same* earn code. **Note:** To find the earn code an employee was paid on, access a Payroll Actuals Report from the Labor Accounting Reports site, an Employee Earnings History report via the MSS function or reports in the Financial Data Store (FDS). 6. The "From Combo Code" field is an *optional* field and used if you want to transfer only the payroll charges for the employee that were originally charged to the specified combo code. a. If you need to transfer charges from more than one Combo Code, create a transaction for each as you can only enter one "From Combo Code" per transaction See the Run Control ID here  Request Cost Transfer Run Control ID: CostTransfer_JobAid Selection criteria EmplID Empl Record 0 Name: Department: Position Number: *Start Date *End Date *Earnings Code From Combo Code  Look Up EmplID Empl Rcd#: begins with Empl ID: begins with Empl Record: = Name: begins with Last Name: begins with UNI: begins with Department: begins with Position Number: begins with Searching this table may take a long time. Enter values above before requesting Lookup.	You defined the values, or parameters, for the Cost Transfer request.

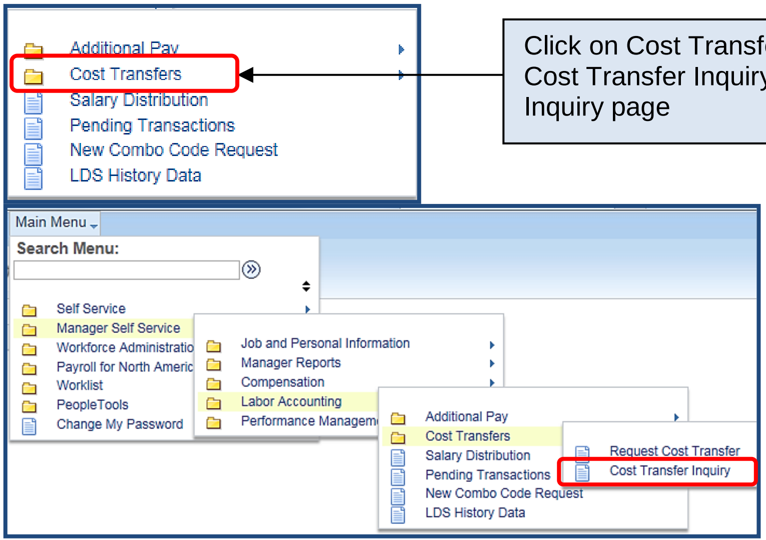
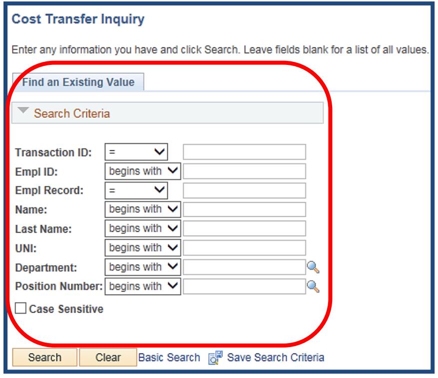
STEP . . .	ACTION . . .	RESULT . . .
Select the type of Cost Transfer to perform – Selection Criteria	Select one of the following request options: 1. Select “Request transfer for all transactions that meet criteria” to move all payroll charges that meet the selection criteria *without seeing them first*:  From Combo Code Cost Transfer Request Options ● Request transfer for all transactions that meet criteria ○ Allow selection of individual transactions after load 2. Select “Allow selection of individual transactions after load” to review all of the payroll charges that meet the selection criteria before submitting the request.  From Combo Code Cost Transfer Request Options ○ Request transfer for all transactions that meet criteria ● Allow selection of individual transactions after load	You selected the type of Cost Transfer request.
Define the values of the Cost Transfer request – New Distribution Details	In the New Distribution Details section, enter the new combo code(s) and distribution percentages for the new allocations: 1. **Combination Code**: Enter the combination code(s) to which you want to move all or part of the earnings charges. Combo codes are restricted based on the earnings code selected. The system will not let you charge a combo code that is invalid for that earnings code. a. The combo code description and the combo code department number and name display 2. **Distribution** Percentage: Enter the Distribution Percentage, which is the percentage of the payroll charges to assign to the combo code entered. **Notes**: - Combo code numbers once assigned will not change - For information on how to search for and how to create new combo codes in PAC, refer to the respective job aids located in the Course Catalog on the HR Website - Refer to the “ChartFields, ChartStrings and Combination Codes” Job Aid for additional information  New Distribution Details Find | View All First 1 of 1 Last Sequence number 1 *New Combo Code 1000274411 53300-UR003343-25000-00000000-01 Combination Code Department TRAIN01 Training Dept 1 Distribution Percentage 50.00	You indicated the combo code and percent to move the earnings charges. Once the process is run, these allocations cannot be changed. If after the process runs, you decide the allocation should be different; you must cancel the first request and create a new cost transfer request.

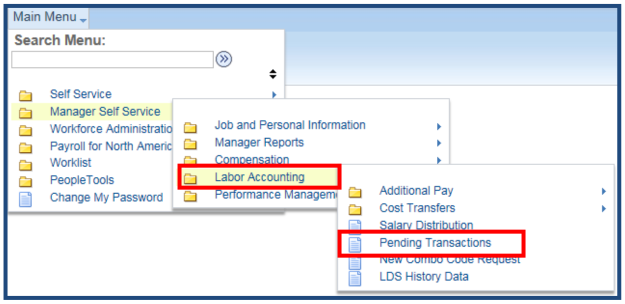
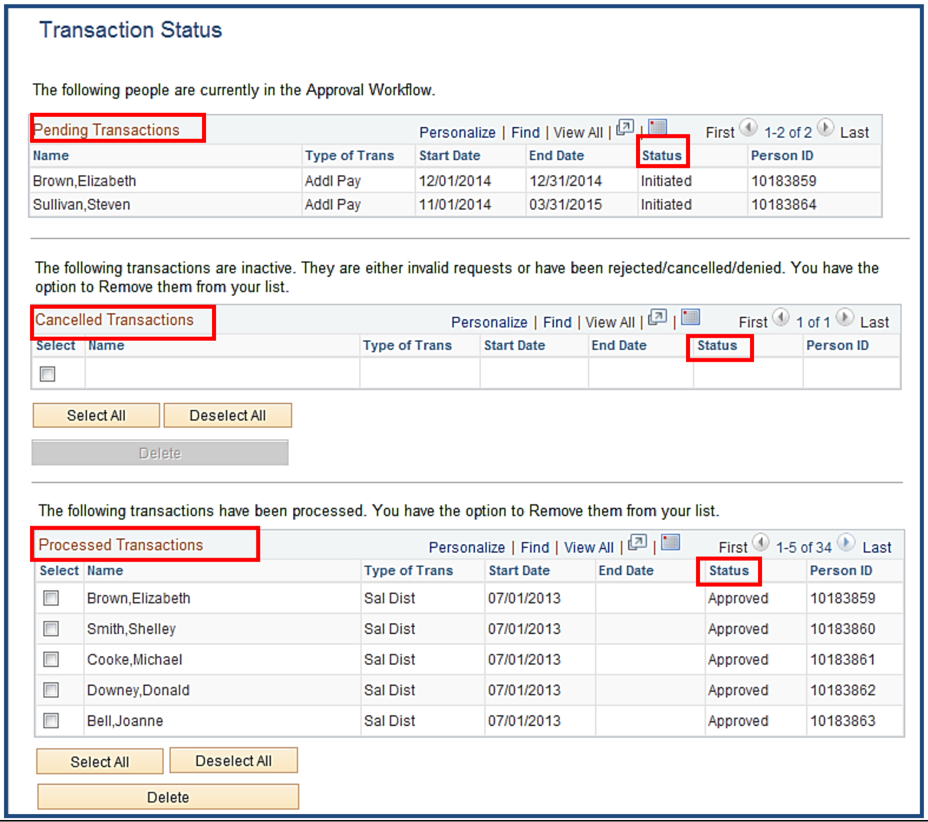
STEP . . .	ACTION . . .	RESULT . . .
Define the values of the Cost Transfer request – New Distribution Details	1. To reassign payroll charges to more than one combo code, click on the "+" sign and enter the additional allocation information. To view all allocation rows at once, click on the "View All" link. To view one allocation row at a time, click the "View 1" link. This link changes title based on the current view shown. **Note**: The total percentages of all new funding allocations must be *less than or equal to 100%*.  New Distribution Details Find | View All First 2 of 2 Last New Distribution Details Find | View 1 First 1-2 of 2 Last Sequence number 1 *New Combo Code 1000274411 53300-UR003343-25000-00000000-01 Combination Code Department TRAIN01 Training Dept 1 Distribution Percentage 50.00 Sequence number 2 *New Combo Code 1000274412 52220-GG001081-00000-00000000-01 Combination Code Department TRAIN01 Training Dept 1 Distribution Percentage 50.00	You indicated multiple combo codes to move the earnings charges.
Define the values of the Cost Transfer request – Justification Section	All Cost Transfers require a reason for the request 1. Click on the drop down arrow next to the Cost Transfer Reason field and select the reason from the list that appears. 2. Enter a comment in the Justification Comments field. The comment should be as detailed as your approver(s) require. 3. Enter a Prevention Comment if required per the reason selected. For example, when requesting a cost transfer to a grant. Note: Salary cost transfers over 90 days charging a sponsored project will not be approved unless there is an exceptional circumstance which would warrant the adjustment. The approval process will require the completion of the reason, justification and prevention fields. These transfer requests over 90 days will be routed for approval to the Grants Administrator in the Controller's office.  Justification *Cost Transfer Reason Justification Comments Prevention Comments Look Up Cost Transfer Reason Cost Transfer Reason: begins with Search Results View 100 First 1-9 of 9 Last Cost Transfer Reason – Description 1 No change in % allocation 2 Correcting prev salary distrib 3 Realloc to reflect actual effr 4 Alloc to 1+ benefiting project 5 Moving pre-award cost to acct 6 Corr error due to untimely inf 7 Corr clerical and/or book err 8 Others 9 Others - Non Grant	You completed the justification and defined the values, or parameters for the Cost Transfer request.

Cost Transfer where the "Request transfer for all transactions that meet criteria" option is chosen

STEP . . .	ACTION . . .	RESULT . . .
Save and Submit the Transaction – for cost transfers where the, "Request transfer for all transactions that meet criteria" option is chosen	1. Click the Initiate Request button. Note the transaction ID that is generated once you initiate the request. This ID is specific to the request. For cost transfers where you opt to process all transactions that meet the criteria,  Run Control ID: Training_InitiateRequest Process Instance/Transaction ID: 1333362 Go to Inquiry page for Transaction ID: 1333362	The cost transfer request is submitted into the workflow and moves to the 1st level approver(s) for review and approval.
Continue with the Cost Transfer Process/or/Receive an error if no Labor Accounting transactions exist	**Note:** If a cost transfer transaction(s) exists based upon the criteria entered, the process continues. If there is not a transaction(s), the online process stops and produces the following error message and you cannot continue with the transaction. "There are no labor accounting transactions to cost transfer based on the criteria entered. Please confirm values entered." Additionally the transaction cannot be saved nor can the cost transfer request be Initiated.  Message There are no labor accounting transactions to cost transfer based on the criteria entered. (22100,699) Please confirm values entered. To determine the pay data and earn codes for an employee's pay, access a Payroll Actuals Report from the Labor Accounting Reports, an Employee Earnings History report via the MSS function or reports in the Financial Data Store (FDS).	The online process stops and an error message is returned if there are no labor accounting transactions based on the criteria entered.

STEP . . .	ACTION . . .	RESULT . . .
Save the transaction to submit later	This step is optional and available if you are not ready to submit the request into workflow and would like to save it to return to it later to submit it. 1. Click the “Save” button and the transaction will remain under the Run Control ID you created where you can access it and update it with new information. **It will not be submitted into workflow until the “Initiate Request” button is clicked.** **Note:** If a transaction was saved and not yet submitted into workflow, it will ***not*** be located in the Cost Transfer Inquiry page. Remember to access saved transfer requests by finding them under the Run Control IDs in the “Find an Existing Value” tab of the Request Cost Transfer Page. See page 10 for steps.  Run Control ID: CostTransfer_JobAid  *Cost Transfer Reason 8 Others Justification Comments Training Prevention Comments Training If you are not ready to submit the request into the workflow, click “save” and the request remains under the Run Control ID where you can return to it later to submit it.	The cost transfer request is saved and remains under the Run Control ID and is accessed via the “Find an Existing Value” tab on the Cost Transfer Request Page.

STEP . . .	ACTION . . .	RESULT . . .
View the details and status of the submitted transaction	If you did not "Save" the transaction and clicked, Initiate Request", the next step is to view the details of the submitted cost transfer 1. Click on the Cost Transfers Link from the PAC menu. 2. Select "Cost Transfer Inquiry". 3. Search for the transaction using any of the criteria in the search menu.  Click on Cost Transfers then Cost Transfer Inquiry to access Inquiry page  Cost Transfer Inquiry Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Transaction ID: = Empl ID: begins with Empl Record: = Name: begins with Last Name: begins with UNI: begins with Department: begins with Position Number: begins with ☐ Case Sensitive 	You viewed details and status of Cost Transfer transactions.
	The Cost Transfer Inquiry link is used to search for any cost transfer you processed and displays the following transaction statuses: • Initiated = initiated but not yet submitted into workflow, • Submitted = initiated and submitted into workflow, • Approved = Approved by an approver (does not display which approver or level) • Denied = denied by an approver • Processed = the nightly batch process created the transaction for ARC • Pending = the transaction was created and saved but not yet submitted • Cancelled = the transaction was cancelled when a Retroactive Salary Distribution (RSD) for the same payroll(s) was approved	**Cost transfer status definitions**
	Note: When processing a Cost Transfer where the "Request transfer for all transactions that meet criteria" option is chosen, you do not see the individual payroll lines *prior* to submitting the request for the transfer. You can view the actual payroll lines that were included in the request by pulling up the transaction via the "Cost Transfer Inquiry" page.	

STEP . . .	ACTION . . .	RESULT . . .
View the status of all Labor Accounting transactions	1. Click on the Pending Transactions link from the L menu. 2. You can view the status of your submitted transactions. Status views include: a. Pending – submitted into workflow for approval. Additionally, there are two status types displayed in the Pending Transaction section i. Submitted = the transaction was submitted into workflow and is awaiting approver review and action ii. Approved = the transaction received approval by an approver. It does not indicate the approver or approver level pending iii. Requested = the transaction received final approval and is on its way to be processed by PAC b. Cancelled – Additionally, there are two status types displayed in the Pending Transaction section i. Denied = by an approver ii. Incomplete = no results returned c. Processed – the transactions are approved and processed in the system.  	All your submitted Labor Accounting transactions are viewable.

Transaction Status

The following people are currently in the Approval Workflow.

Pending Transactions

Name	Type of Trans	Start Date	End Date	Status	Person ID
Brown,Elizabeth	Addl Pay	12/01/2014	12/31/2014	Initiated	10183859
Sullivan,Steven	Addl Pay	11/01/2014	03/31/2015	Initiated	10183864

The following transactions are inactive. They are either invalid requests or have been rejected/cancelled/denied. You have the option to Remove them from your list.

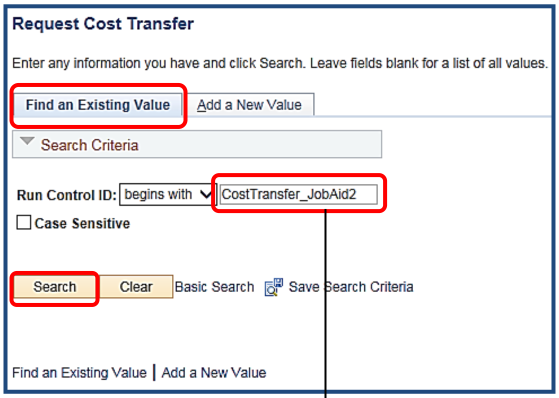
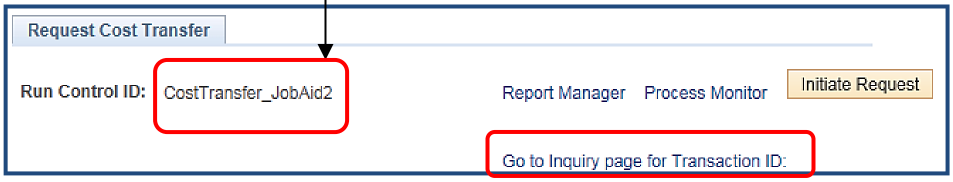
Cancelled Transactions

Select	Name	Type of Trans	Start Date	End Date	Status	Person ID
☐						

The following transactions have been processed. You have the option to Remove them from your list.

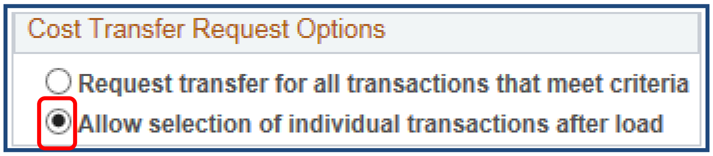
Processed Transactions

Select	Name	Type of Trans	Start Date	End Date	Status	Person ID
☐	Brown,Elizabeth	Sal Dist	07/01/2013		Approved	10183859
☐	Smith,Shelley	Sal Dist	07/01/2013		Approved	10183860
☐	Cooke,Michael	Sal Dist	07/01/2013		Approved	10183861
☐	Downey,Donald	Sal Dist	07/01/2013		Approved	10183862
☐	Bell,Joanne	Sal Dist	07/01/2013		Approved	10183863

STEP . . .	ACTION . . .	RESULT . . .
Search for an existing Run Control ID (Find an Existing Value)	On the *Request Cost Transfer Page* 1. Click on the Find an Existing Value tab: 2. Enter the Run Control ID for the Cost Transfer you saved but did not submit. **Note:** If you click "Search" without entering anything into the Run Control ID text box, a list of already created Run Control IDs appear in a list below. You can select the Run Control ID from the list. **Note:** If you saved (click save and not the initiate request button) a cost transfer request, you can find that transaction here under the Run Control ID you created for the transfer. A saved but not yet initiated transaction does not have a Transaction ID and cannot be found in the Cost Transfer Inquiry section.  **Request Cost Transfer** Enter any information you have and click Search. Leave fields blank for a list of all values. **Run Control ID:** begins with CostTransfer_JobAid2 ☐ **Case Sensitive**  Run Control ID: CostTransfer_JobAid2 	You selected the name for an already run Cost Transfer process and viewed the page where you entered the values for the request.

Cost Transfer where the “Allow selection of individual transactions after load” option is chosen

<table>
<tr><th>STEP . . .</th><th>ACTION . . .</th><th>RESULT . . .</th></tr>
<tr><td>Allow for viewing of the payroll charges that meet the criteria you established in the request <u>prior</u> to moving them to the new funding distribution</td><td>To view the payroll charges that meet the values of your request prior to moving them to the new funding distribution, follow the above steps to create the request but this time select the “Allow selection of individual transactions after load” on the selection page.

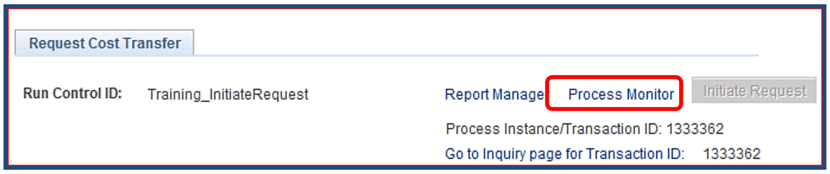


Cost Transfer Request Options

○ Request transfer for all transactions that meet criteria

● Allow selection of individual transactions after load</td><td>This option allows for viewing of the individual lines of payroll charges prior to moving the charges.</td></tr>
<tr><td></td><td>Continue the steps above through clicking on Initiate Request (this submits the request) and then perform the following:

1. Click the Process Monitor link. On this page you will confirm that the request has been processed with success in the system.



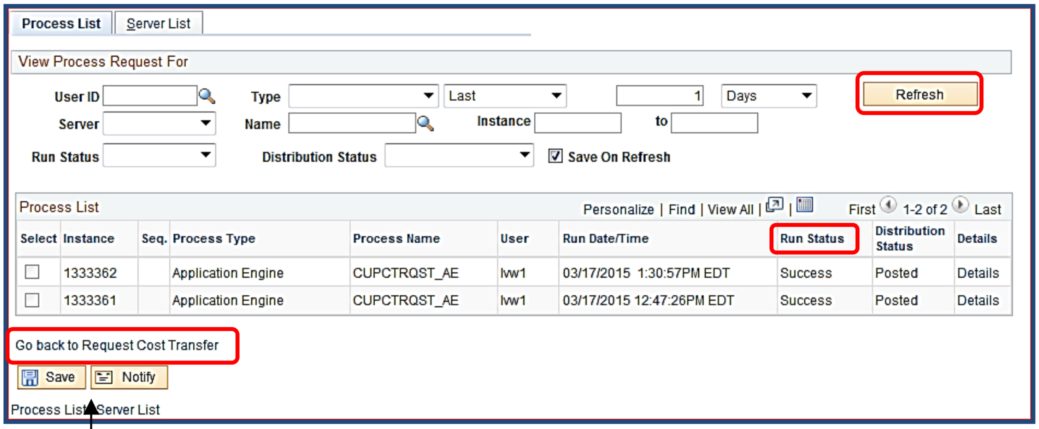
Request Cost Transfer

Run Control ID: Training_InitiateRequest

Process Instance/Transaction ID: 1333362

Go to Inquiry page for Transaction ID: 1333362</td><td>You confirm that the request processed successfully in the system.</td></tr>
<tr><td></td><td>2. Confirm the Run Status of the request = Success and the Distribution Status = Posted. If it does not, click on the Refresh button until the above statuses are displayed.

3. Click on the “Go back to Request Cost Transfer” page.

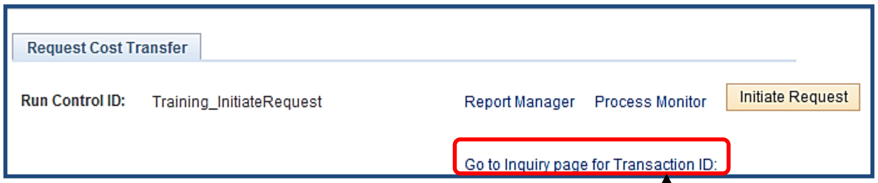


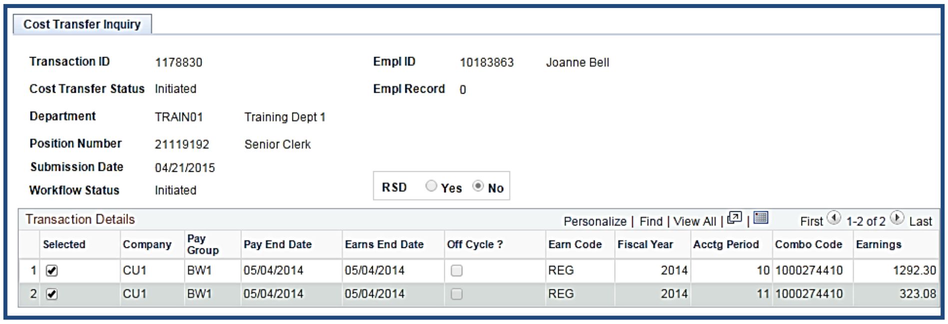
User ID
Type | Last
1 Days
Server
Name
Instance | to
Run Status
Distribution Status
☑ Save On Refresh

Process List — Personalize | Find | View All | First 1-2 of 2 Last

<table>
<tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr>
<tr><td>☐</td><td>1333362</td><td></td><td>Application Engine</td><td>CUPCTRQST_AE</td><td>lvw1</td><td>03/17/2015 1:30:57PM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr>
<tr><td>☐</td><td>1333361</td><td></td><td>Application Engine</td><td>CUPCTRQST_AE</td><td>lvw1</td><td>03/17/2015 12:47:26PM EDT</td><td>Success</td><td>Posted</td><td>Details</td></tr>
</table>

Do not use these links</td><td>The request ran successfully.</td></tr>
</table>

<table>
<tr><th>STEP . . .</th><th>ACTION . . .</th><th>RESULT . . .</th></tr>
<tr><td>View the detailed payroll charges of the cost transfer request</td><td>1. Click on the “Go to Inquiry page for Transaction ID” link.

Request Cost Transfer
Run Control ID: Training_InitiateRequest

Clicking on this link will bring you to the details for your cost transfer request.</td><td>The individual lines of payroll charges appear on the top part of the screen.</td></tr>
<tr><td>Select the charges to move to the new funding distribution</td><td>1. Select the payroll charges you would like to move by clicking on the check boxes next to each payroll charge you would like to move. You can also “select all” to choose all payroll lines or “deselect all” to un-check payroll lines you already checked.
2. Click “Save and Submit” to submit the cost transfer into the workflow

Cost Transfer Inquiry
Transaction ID 1178830
Empl ID 10183863 Joanne Bell
Cost Transfer Status Initiated
Empl Record 0
Department TRAIN01 Training Dept 1
Position Number 21119192 Senior Clerk
Submission Date 04/21/2015
Workflow Status Initiated
RSD ○ Yes ● No
Transaction Details
<table>
<tr><th></th><th>Selected</th><th>Company</th><th>Pay Group</th><th>Pay End Date</th><th>Earns End Date</th><th>Off Cycle ?</th><th>Earn Code</th><th>Fiscal Year</th><th>Acctg Period</th><th>Combo Code</th><th>Earnings</th></tr>
<tr><td>1</td><td>☑</td><td>CU1</td><td>BW1</td><td>05/04/2014</td><td>05/04/2014</td><td>☐</td><td>REG</td><td>2014</td><td>10</td><td>1000274410</td><td>1292.30</td></tr>
<tr><td>2</td><td>☑</td><td>CU1</td><td>BW1</td><td>05/04/2014</td><td>05/04/2014</td><td>☐</td><td>REG</td><td>2014</td><td>11</td><td>1000274410</td><td>323.08</td></tr>
</table></td><td>The individual payroll charges are selected and submitted into the workflow.</td></tr>
<tr><td>View the status of your submitted transaction</td><td>See page 8</td><td>You viewed status of your Cost Transfer transactions.</td></tr>
<tr><td>View the status of all Labor Accounting transactions</td><td>See page 9</td><td>You viewed status of all your Labor Accounting transactions.</td></tr>
<tr><td>Initiated but not Submitted Transactions</td><td>When opting to process a cost transfer using the “Allow selection of individual transactions after load” option, there are additional steps after clicking the “Initiate Request” button.

If you do not complete the additional steps to process the transaction, you will not be able to initiate another request for this same timeframe until the initiated request is either submitted or cancelled.

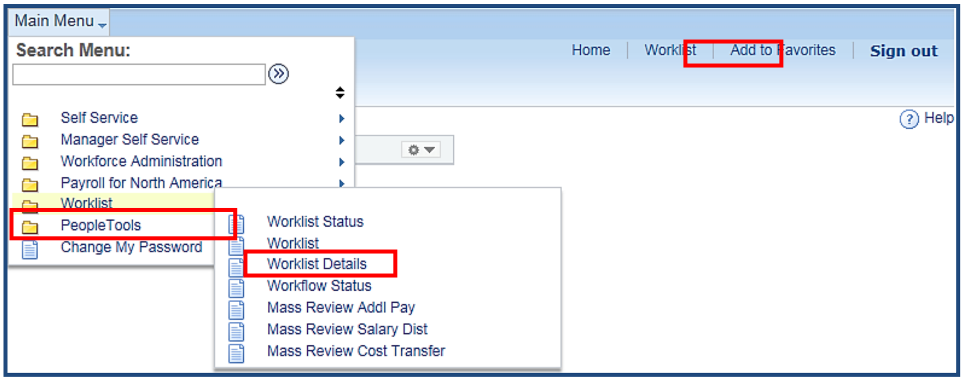
Note: If you try to initiate another cost transfer with the same criteria as the one that is already initiated and thus pending, you will receive an “Incomplete – No Data Found” error.</td><td></td></tr>
</table>

Approver Steps

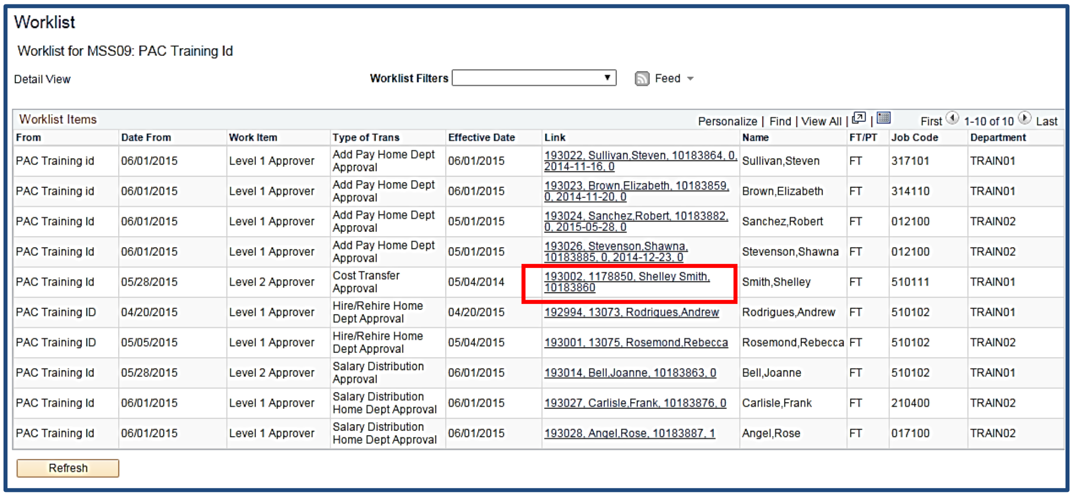
<table>
<tr><th>STEP . . .</th><th>ACTION . . .</th><th>RESULT . . .</th></tr>
<tr><td>Approver review of the submitted transaction</td><td>
1. Click on the “Worklist” link via the menu navigation or by clicking on “Worklist” on the top menu bar, then click “Worklist”.

Notes:

- The Manager Self Service role or Accounting Approver is required to be able to access the Worklist
- DAF authority is required for transactions to appear in the worklist for you to be able to take action on those transactions and have permission to approve
- To apply for either an MSS role or DAF authority, please complete the PAC Security Application



</td><td>The approver has reviewed the request and either approved or denied the request.</td></tr>
<tr><td></td><td>
2. Click on the link with the Employee’s Name.



Worklist

Worklist for MSS09: PAC Training Id

Detail View

Worklist Filters

Worklist Items

<table>
<tr><th>From</th><th>Date From</th><th>Work Item</th><th>Type of Trans</th><th>Effective Date</th><th>Link</th><th>Name</th><th>FT/PT</th><th>Job Code</th><th>Department</th></tr>
<tr><td>PAC Training id</td><td>06/01/2015</td><td>Level 1 Approver</td><td>Add Pay Home Dept Approval</td><td>06/01/2015</td><td>193022, Sullivan,Steven, 10183864, 0, 2014-11-16, 0</td><td>Sullivan,Steven</td><td>FT</td><td>317101</td><td>TRAIN01</td></tr>
<tr><td>PAC Training id</td><td>06/01/2015</td><td>Level 1 Approver</td><td>Add Pay Home Dept Approval</td><td>06/01/2015</td><td>193023, Brown,Elizabeth, 10183859, 0, 2014-11-20, 0</td><td>Brown,Elizabeth</td><td>FT</td><td>314110</td><td>TRAIN01</td></tr>
<tr><td>PAC Training Id</td><td>06/01/2015</td><td>Level 1 Approver</td><td>Add Pay Home Dept Approval</td><td>05/01/2015</td><td>193024, Sanchez,Robert, 10183882, 0, 2015-05-28, 0</td><td>Sanchez,Robert</td><td>FT</td><td>012100</td><td>TRAIN02</td></tr>
<tr><td>PAC Training Id</td><td>06/01/2015</td><td>Level 1 Approver</td><td>Add Pay Home Dept Approval</td><td>05/01/2015</td><td>193026, Stevenson,Shawna, 10183885, 0, 2014-12-23, 0</td><td>Stevenson,Shawna</td><td>FT</td><td>012100</td><td>TRAIN02</td></tr>
<tr><td>PAC Training Id</td><td>05/28/2015</td><td>Level 2 Approver</td><td>Cost Transfer Approval</td><td>05/04/2014</td><td>193002, 1178850, Shelley Smith, 10183860</td><td>Smith,Shelley</td><td>FT</td><td>510111</td><td>TRAIN01</td></tr>
<tr><td>PAC Training ID</td><td>04/20/2015</td><td>Level 1 Approver</td><td>Hire/Rehire Home Dept Approval</td><td>04/20/2015</td><td>192994, 13073, Rodrigues,Andrew</td><td>Rodrigues,Andrew</td><td>FT</td><td>510102</td><td>TRAIN01</td></tr>
<tr><td>PAC Training ID</td><td>05/05/2015</td><td>Level 1 Approver</td><td>Hire/Rehire Home Dept Approval</td><td>05/04/2015</td><td>193001, 13075, Rosemond,Rebecca</td><td>Rosemond,Rebecca</td><td>FT</td><td>510102</td><td>TRAIN02</td></tr>
<tr><td>PAC Training Id</td><td>05/28/2015</td><td>Level 2 Approver</td><td>Salary Distribution Approval</td><td>06/01/2015</td><td>193014, Bell,Joanne, 10183863, 0</td><td>Bell,Joanne</td><td>FT</td><td>510102</td><td>TRAIN01</td></tr>
<tr><td>PAC Training Id</td><td>06/01/2015</td><td>Level 1 Approver</td><td>Salary Distribution Home Dept Approval</td><td>06/01/2015</td><td>193027, Carlisle,Frank, 10183876, 0</td><td>Carlisle,Frank</td><td>FT</td><td>210400</td><td>TRAIN02</td></tr>
<tr><td>PAC Training Id</td><td>06/01/2015</td><td>Level 1 Approver</td><td>Salary Distribution Home Dept Approval</td><td>06/01/2015</td><td>193028, Angel,Rose, 10183887, 1</td><td>Angel,Rose</td><td>FT</td><td>017100</td><td>TRAIN02</td></tr>
</table>

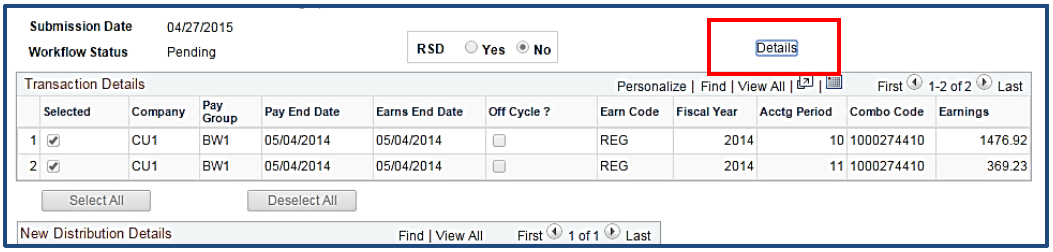
3. Review the transaction.
4. Take action on the transaction by clicking on the button on the bottom of the screen:
    a. Approve – approve and send to the next level for approval. If this is the final level approval, the transaction is submitted into PAC
    b. Deny – deny the transaction
    c. Save – saves updated information made to the Justification section only
    d. Quit Without Saving – return to the Worklist without saving entered data (to Justification section only)
</td><td></td></tr>
</table>

STEP . . .	ACTION . . .	RESULT . . .

Notes:

- Cost transfers cannot be recycled to the Initiator for correction. If any of the information in the request is incorrect, deny the transaction and a new cost transfer with the correct information must be submitted
- If you deny the transaction, you can enter a comment in the comments field along with your name/initials. The comment can then be viewed via the Cost Transfer Inquiry function
- You can also click on the Work List Name dropdown to display only selected worklists (if you can access more than one)

5. Click the “Details” link to view a summary of the charges in the transaction.
6. Click the “Workflow Status” link to view the location of a transaction in the workflow.



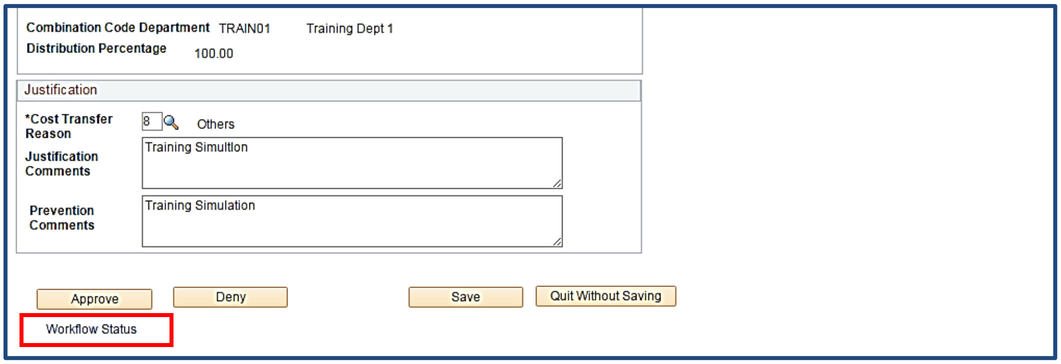
Submission Date 04/27/2015

Workflow Status Pending

RSD ○ Yes ● No

Transaction Details

	Selected	Company	Pay Group	Pay End Date	Earns End Date	Off Cycle ?	Earn Code	Fiscal Year	Acctg Period	Combo Code	Earnings
1	☑	CU1	BW1	05/04/2014	05/04/2014	☐	REG	2014	10	1000274410	1476.92
2	☑	CU1	BW1	05/04/2014	05/04/2014	☐	REG	2014	11	1000274410	369.23



Combination Code Department TRAIN01 Training Dept 1

Distribution Percentage 100.00

Justification

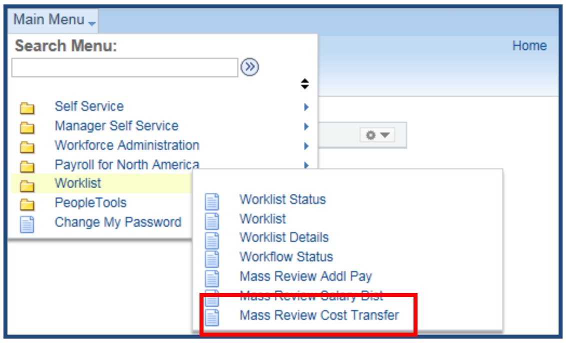
***Cost Transfer Reason** 8 Others

Justification Comments Training Simultlon

Prevention Comments Training Simulation

<table>
<tr><th>STEP . . .</th><th>ACTION . . .</th><th>RESULT . . .</th></tr>
<tr>
<td>Mass Review Page – Approver Steps</td>
<td>

1. Click on the “Mass Review Cost Transfer” link in the Worklist.



On the top section of the page is a Filter where you can search for a specific transaction. This search is optional and allows you to find one transaction or a group of transactions that you may be specifically looking for.

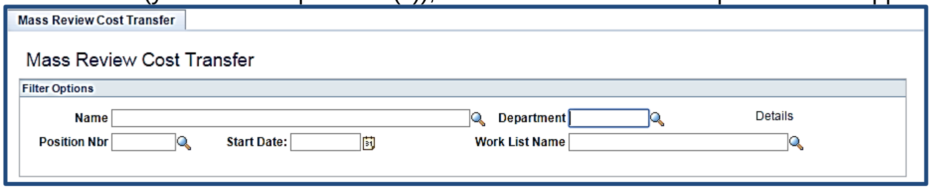
> **Note**: If your list contains more than 300 transactions for your review, you will be asked to filter your items <u>before</u> the full page is displayed. The filtered items will appear far more quickly than having the entire page of items load first.

1. Click on the magnifying glass next to any field and a results list displays transactions with that information. For example:
   - Click on the magnifying glass next to “Name” and the results list displays employees who have pending cost transfer transactions ready for review. Or
   - Click on the magnifying glass next to “Department” and the results list displays transactions for that department.

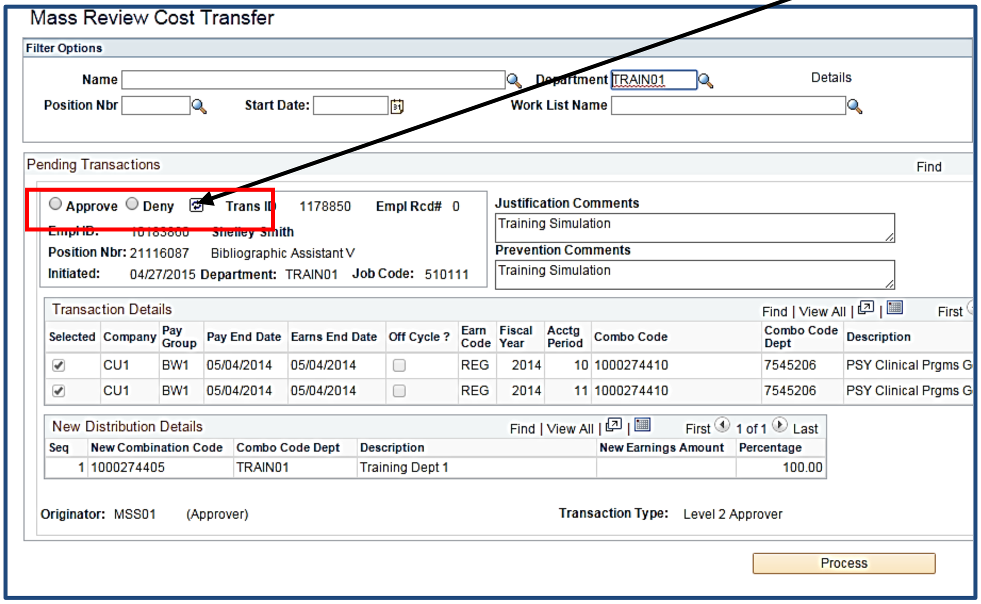
> **Note**: For the “Start Date” search, enter or select a date from the calendar icon. This is the “Start Date” that was entered in the transaction. If no transactions appear, there are no pending transactions with that Start Date.

2. From the Search Results list, select from the items that appear to display those transactions.

> **Notes**: Your selection choices and thus next views are dependent upon the type of search you selected.
> - For example, if you searched by “Name” and then selected the employee name from the results list, only transactions for that employee appear
> - If you searched by “Department” and then selected one of the departments that you can access (your home department(s)), all transactions for that department will appear.



</td>
<td>You accessed and searched for specific transactions in the Mass Review page</td>
</tr>
</table>

STEP . . .	ACTION . . .	RESULT . . .
Mass Review Page – Approver Steps	In the middle section of the page are the Pending transactions that are ready for review. 1. Review each transaction and click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Page: a. Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC. b. Deny – Deny the transaction. **Notes**: • Cost transfer transactions cannot be recycled • Transactions appear one after the other on the page • Click the arrows on the “Pending Transactions” bar to view additional pages of transactions • Review the employee information (name, position, employee record) to ensure the cost transfer is for the correct record • Review the transaction details (Pay Group, Pay End Date, Earn End Date, Earn Code, Fiscal Year, Combo Code, Combo Code Department, and Earnings amount) to confirm the payroll lines for the cost transfer • The Justification and Prevention comments appear and you can add a comment if needed • Review the New Distribution details (New Combination Code, Combo Code Department, New Earnings Amount or Percentage) to confirm the details of transfer • The Originator field displays the UNI and role of the last person who submitted/approved the transaction • The Transaction Type indicates the level of approval needed at this point in the workflow • If charging foreign combination codes for employees within your home dept. the transaction will route to the foreign departments for approval after home dept. approval • To clear a radio button selected for a particular transaction, click the reset symbol 	You processed multiple transactions at once.

Mass Review Cost Transfer

Filter Options

Name:
Department: TRAIN01
Details
Position Nbr:
Start Date:
Work List Name:

Pending Transactions

○ Approve ○ Deny Trans ID 1178850 Empl Rcd# 0
EmplID: [illegible] Shelley Smith
Position Nbr: 21116087 Bibliographic Assistant V
Initiated: 04/27/2015 Department: TRAIN01 Job Code: 510111

Justification Comments: Training Simulation
Prevention Comments: Training Simulation

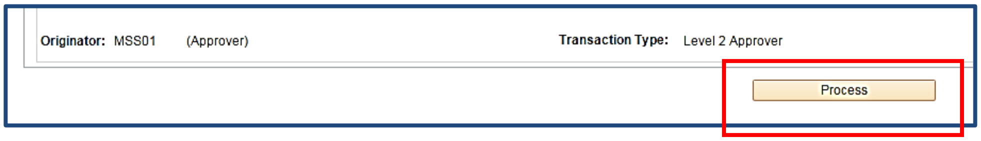
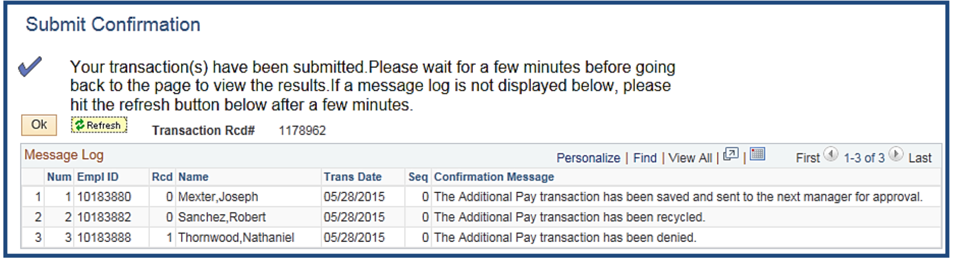
Transaction Details

Selected	Company	Pay Group	Pay End Date	Earns End Date	Off Cycle ?	Earn Code	Fiscal Year	Acctg Period	Combo Code	Combo Code Dept	Description
☑	CU1	BW1	05/04/2014	05/04/2014	☐	REG	2014	10	1000274410	7545206	PSY Clinical Prgms G
☑	CU1	BW1	05/04/2014	05/04/2014	☐	REG	2014	11	1000274410	7545206	PSY Clinical Prgms G

New Distribution Details

Seq	New Combination Code	Combo Code Dept	Description	New Earnings Amount	Percentage
1	1000274405	TRAIN01	Training Dept 1		100.00

Originator: MSS01 (Approver)
Transaction Type: Level 2 Approver

<table>
<tr><th>STEP . . .</th><th>ACTION . . .</th><th>RESULT . . .</th></tr>
<tr>
<td>Submit the selected actions</td>
<td>On the bottom section of the page is a Process button where you submit the selected actions made on the page.
1. Click the “Process” button.
2. The transactions where you selected an action are submitted into workflow.
  a. If you are the final approver, the transaction is entered into PAC
Notes:
- The PAC system will process the cost transfer(s) following final approval of the transaction
- Cost transfers will allocate earnings retroactively as indicated in the cost transfer request. To modify an employee’s earnings allocations going forward, a salary distribution transaction must be completed

</td>
<td>You processed multiple transactions at once.</td>
</tr>
<tr>
<td>View the confirmation screen</td>
<td>A confirmation screen appears once the transactions are processed. This screen displays a summary of what was processed.
Notes:
- You do not have to wait for the summary or take any other action
- To navigate away from this page, you can click on the “OK” button or any other menu link
(Additional Compensation Transaction example below)

Submit Confirmation
✓ Your transaction(s) have been submitted.Please wait for a few minutes before going back to the page to view the results.If a message log is not displayed below, please hit the refresh button below after a few minutes.

Transaction Rcd# 1178962
Message Log

<table>
<tr><th></th><th>Num</th><th>Empl ID</th><th>Rcd</th><th>Name</th><th>Trans Date</th><th>Seq</th><th>Confirmation Message</th></tr>
<tr><td>1</td><td>1</td><td>10183880</td><td>0</td><td>Mexter,Joseph</td><td>05/28/2015</td><td>0</td><td>The Additional Pay transaction has been saved and sent to the next manager for approval.</td></tr>
<tr><td>2</td><td>2</td><td>10183882</td><td>0</td><td>Sanchez,Robert</td><td>05/28/2015</td><td>0</td><td>The Additional Pay transaction has been recycled.</td></tr>
<tr><td>3</td><td>3</td><td>10183888</td><td>1</td><td>Thornwood,Nathaniel</td><td>05/28/2015</td><td>0</td><td>The Additional Pay transaction has been denied.</td></tr>
</table></td>
<td>The transactions were submitted</td>
</tr>
</table>

Key Points:

1. A cost transfer is completed to clear suspense, reallocate percentages or combo codes charged for an employee's earnings retroactively.

2. Cost transfers are completed on a specific employee record and employees can have multiple records. Confirm the employee record where the pay was earned prior to initiating the transfer.

3. Cost transfers can be initiated once payroll runs for a pay period (use the "View on Web Date" on the payroll calendar as a guide).

4. Cost transfers are completed once data is posted to ARC and updated payroll data can be viewed on reports the following day.

5. The Cost Transfer Inquiry link is used to search for and view cost transfer transaction detail and status.

6. If you need to move charges to a different earn code, submit a service request through Service Now. Remember, the Cost Transfer process moves payroll charges to a different account for the *same* earn code.

7. If you saved, but did not initiate, a cost transfer request, you can find that transaction under the Run Control ID you created for the transfer.

8. Combo Codes represent the ChartStrings to charge and a search feature is available to locate a combo code.

9. The total percentages of all new funding allocations must be less than or equal to 100% of charges.

10. Salary cost transfers over 90 days charging a sponsored project will not be approved unless there is an exceptional circumstance which would warrant the adjustment. The approval process will require the completion of the reason, justification and prevention fields. These transfer requests over 90 days will be routed for approval to the Grants Administrator in the Controller's office.

11. Cost transfers cannot be recycled to the Initiator for correction. If any of the information in the request is incorrect, deny the transaction and a new cost transfer with the correct information must be submitted.

12. The PAC system will process the cost transfer(s) following final approval of the transaction.
    - Cost transfers will allocate earnings retroactively as indicated in the cost transfer request. To modify an employee's earnings allocations going forward, a salary distribution transaction must be completed

13. Worklist access Information:
    - The Manager Self Service or Accounting Approver role is required to be able to access the Worklist
    - DAF authority is required for transactions to appear in the worklist for you to be able to take action on those transactions and have permission to approve
    - To apply for either an MSS role or DAF authority, please complete the PAC Security Application

Mass Review Page

1. Use the Filter on the top section of the page to search for a specific transaction.

2. Transactions appear one after the other on the page.

3. Click the arrows on the "Pending Transactions" bar to view additional pages of transactions

4. Review the employee information (Name, Position, and Employee Record) to ensure the cost transfer is for the correct record.

5. Review the transaction details (Pay Group, Pay End Date, Earn End Date, Earn Code, Fiscal Year, Combo Code, Combo Code Department, and Earnings amount) to confirm the payroll lines for the cost transfer.

6. Review the New Distribution details (New Combination Code, Combo Code Department, New Earnings Amount or Percentage) to confirm the details of transfer.

7. The Justification and Prevention comments appear and you can add a comment if needed.

8. The Originator field displays the UNI and role of the last person who submitted/approved the transaction.

9. The Transaction Type indicates the level of approval needed at this point in the workflow.

10. Click on the radio button next to the desired action for the transaction. The following actions are available on the Mass Review Cost Transfer Page:
    - Approve – approve and send to the next level for approval. If this is the final level, the transaction is submitted into PAC
    - Deny – Deny the transaction

11. If charging foreign combo codes for employees within your home dept., the transaction will route to the foreign department(s) for approval after home dept. approval.

Troubleshooting tips:

If you are having a problem completing a cost transfer, please check the following:

1. Check the Payroll Reports.

   Prior to initiating the cost transfer request, review the Payroll Actuals Report from the Labor Accounting Reports, an Employee Earnings History report via the MSS function or reports in the Financial Data Store (FDS)

2. Check that the earnings code entered is the same as the code the earnings were paid on.
    - Specific earnings codes must be used. For example, if the earnings were paid under the "OTS" earnings code, the cost transfer must be requested using the "OTS" earnings code

3. Does the Combo Code exist?
    - If the ChartString has not been used prior and a new combo code is needed, create a new combo code prior to requesting the cost transfer

4. Is the Combo Code valid for the timeframe entered?
    - Check the attributes for the combo code

5. Do not use special characters in the run-control ID.

6. Use the "Allow selection of individual transactions after load" option. This allows you to see the individual payroll lines for the time period entered. From there, you can select which payroll lines to move funds from.

7. Multiple Paygroups. Some employees have multiple appointments with multiple paygroups, or an appointment that crosses paygroups. Select the paygroup under which the earnings were paid.

8. Is a cost transfer request initiated or submitted for this individual? If so, you cannot process a new cost transfer for that same period until the request is processed, cancelled or rejected.

    - To check if there is an open (initiated but not submitted) or submitted cost transfer, navigate to the Cost Transfer Inquiry page and then search for the employee. Check the status on the top of the page. If it reads, "Initiated" and you see information that was entered displayed on the bottom of the page, this may be why you are unable to successfully find data for the employee. PAC will process one transfer for one period of time before it allows you to move those dollars again for the same time frame. If there is an open transaction for a time frame, you will not be able to request a transfer for that same time frame until the open transaction is processed or deleted

- If the buttons on the bottom of the screen are active, you can submit or cancel the transaction. If they are grayed out, the transaction may be with your approver. If the status equals "Incomplete", then the transaction is not open and the buttons on the bottom will not be active.

9. Do I have submitted or initiated cost transfers already in the queue for this individual? **If so, you cannot process a new cost transfer for that same period until these cost transfers are processed, cancelled, or rejected**. See #9 for Cost Transfer Inquiry information.

10. Cost Transfer Statuses:
    - Initiated: The request page was entered and is awaiting completion. Complete the transaction by either submitting or cancelling the transaction
    - Submitted: The transaction was initiated and submitted into workflow
    - Approved: Approved by an approver (does not display which approver or level)
    - Denied = denied by an approver
    - Processed = the nightly batch process created the transaction for ARC
    - Pending = the transaction was created and saved but not yet submitted
    - Cancelled = the transaction was cancelled when a Retroactive Salary Distribution (RSD) for the same payroll(s) was approved

To obtain assistance, request a service, ask a question or report an issue, please contact the HR Service Center at (https://columbia.service-now.com/) or 212.851.2888.