Cost Transfer Transactions
Training Guide – Updated 6/22/2017

Training Guide
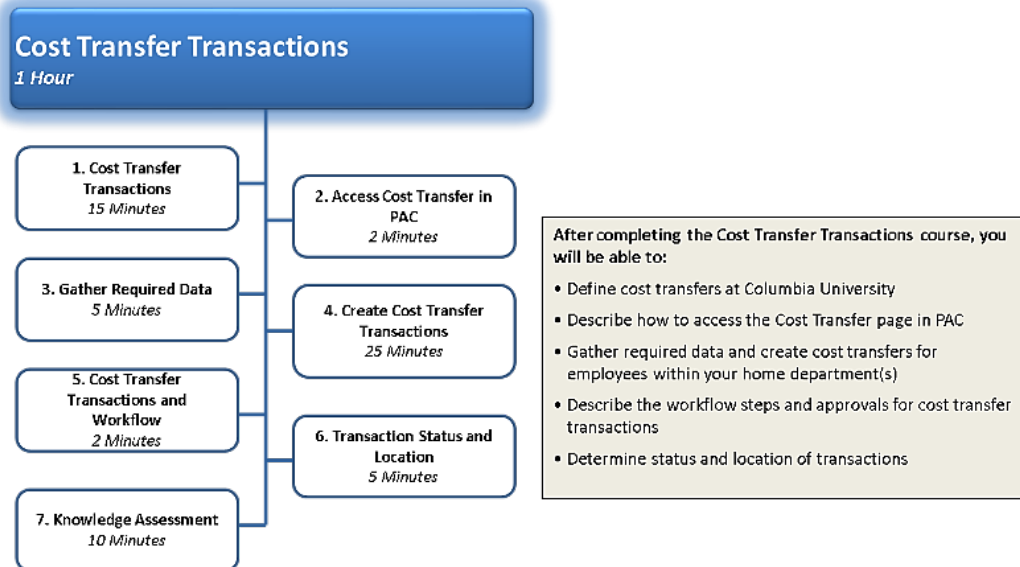## Cost Transfer Transactions

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Cost Transfer Transactions

This is the *Cost Transfer Transactions* course within the PAC Labor Accounting curriculum. Please note that both this course and the Salary Distributions course are required for all new users of PAC Labor Accounting to gain access to the Salary Distribution and Cost Transfer functionalities in PAC.

Estimated Time to Complete Lesson: 1 hour

As a new user, there are several steps required to obtain access to the Cost Transfer function in PAC.

1) If you haven't already done so, complete the PAC Security Application to request your PAC role(s). Once the application has been approved, you will be notified and receive more information on how to access and complete the training requirements from the PAC Training Administrator. Click here (http://hr.columbia.edu/course-catalog/search) to access the PAC Security Handbook located in the Course Catalog in the HR Website for guidance on PAC Security and Access Requests

2) Complete the required training course(s) for the roles and then complete and submit the Knowledge Assessment/ Training Acknowledgement at the end of the course. *A score of 90% or better is required for passing knowledge assessments*

3) Notify the PAC Training Administrator once the training requirements are completed. You will receive an e-mail from PAC Security once your access is established

PAC Curriculum

PAC Curriculum
This is the *PAC* curriculum. The course you are completing is part of this curriculum.

PAC EST. 2004
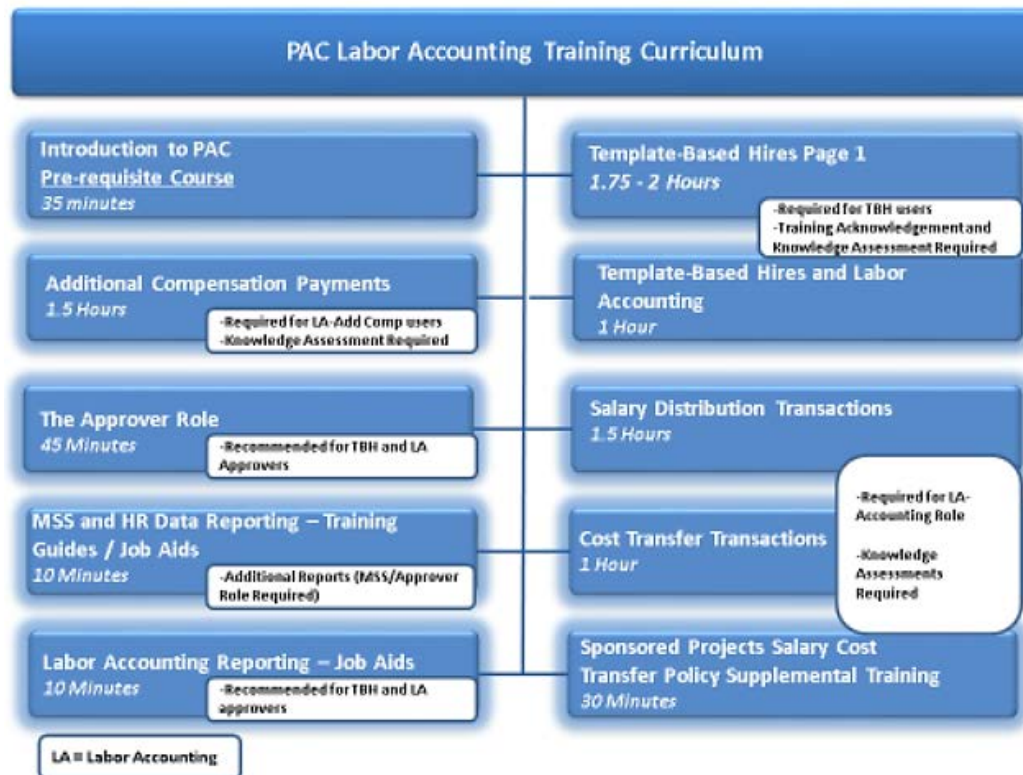
Cost Transfer Transactions Defined

This is the *Cost Transfers Defined* lesson of the *Cost Transfer Transactions* course. Upon completion of this lesson, you will be able to:

- Define cost transfers at Columbia University
- Recall the relationship between ChartFields, ChartStrings and Combination Codes
- Locate and access combination codes

Estimated Time to Complete Lesson: 15 minutes

Key terms display throughout a course as hyperlinks. Clicking on the hyperlink will open a separate window that displays the definition. A comprehensive list of key terms and definitions that appear throughout the course appear in the Glossary at the end of the Training Guide.

Cost Transfer Transactions at Columbia University

What are Cost Transfer Transactions?

A cost transfer is the process by which departments tell the university accounting system, ARC, to move actual payroll (not future) charges for an employee from one or more combo code(s)/ChartString(s) to other combo code(s)/ChartString(s). By creating a cost transfer in the PAC system, the user is asking ARC to move payroll charges for a specific employee for a specific period of time and a specific earnings code between combo codes. This is done to *retroactively* make changes to payroll charges that have already been paid out.

To modify an employee's salary distribution profile *going forward*, a new salary distribution profile must be created. Note: Salary Distributions can also be created to move prior payrolls and are known as Retroactive Salary Distributions. Training on how to create Salary Distributions, both retroactive and go-forward, are covered in a separate lesson. To modify the funding (combo codes) for an employee's additional compensation payment(s) going forward, a new additional compensation payment transaction must be created. Additional compensation payments are covered in a separate lesson.

Why are Cost Transfer transactions made?

Cost transfers are completed for many reasons, including:

- projects not available at the time of hire
- a salary profile or funding arrangement ends before a new one is set up
- a department decides to charge a different ChartString for an employee's salary or add comp (or portion of)

At the time of hire/rehire, a salary profile is created for all faculty and staff via Template-Based Hire (TBH), or by Payroll for employees who could not be hired using TBH. If at the time of hire, a Grant Project was not yet established and the salary expenses were allocated to the department default account, these charges must be moved out of suspense. Once the employee is hired into PAC, the employee's salary charges can be transferred, by those in the home department with security access to do so, on the Cost Transfers Page in PAC to move the charges to the correct combo code(s). Retroactive Salary Distributions can also move prior salary charges. Reference the Salary Distribution Transactions training for guidance on how and when a retroactive salary distribution can be made.

Cost transfers are also completed any time there is a need to move payroll charges (salary expense or additional compensation payments) between combo codes/ChartStrings.

What happens when a Cost Transfer transaction is entered in PAC?

When you enter a cost transfer transaction into PAC, it communicates to the university's accounting system (ARC) and "tells" it the specified Combo Code(s)/ChartString(s) to charge an employee's earnings. Cost transfers can only be initiated for payroll charges that have already been processed by the payroll system. The requested transfer will only be completed once the payroll charges have been committed to ARC.

For whom do you enter a Cost Transfer transaction?

Cost transfer transactions are created for both active and inactive employees in your home department(s) for both the current fiscal year and the minus-two fiscal years. For example, in FY18, you can complete cost transfers for FY18, FY17 and FY16.

Rarely and under limited circumstances when necessary, Central Payroll (only) has the ability to enter cost transfers going back five fiscal years, including the current one (i.e. in FY18, they can enter for FY18, FY17, FY16, FY15 and FY14).

Stipends/Fellowship Payments

Cost transfers to a stipend (natural account 6xxxx) that is from another stipend or from a suspense account (natural account 54100 and 54105) can be requested.

Earnings Codes Defined

Earnings Codes - Cost Transfers
This code specifies the type of payments with related tax withholding, benefits information and fringe rate.

All payroll transactions have an associated Earnings Code (or earn code). An earnings code identifies the type of payment the employee is to receive. This code distinguishes the transaction from other payments by:

- linking the payment to an accounting distribution record
- coding retirement benefits eligibility and fringe rate
- coding tax withholding procedure (whether flat tax or annualized tax rates are used)

Earning codes can be campus, department, position or employee-type specific (i.e. for summer session instructional payments only). *As all payments are made using an associated earn code, you will need to know the earn code the payments were made under to then be able to locate the payroll charges you want to move with a cost transfer.*

As Salary Distribution profiles are established for faculty and staff *regular earnings*, the earnings code used for these transactions is **REG** and it is automatically applied to salary distribution transactions.

Additional compensation payments can be paid under many earnings codes. The code is selected when the add comp transaction is created.

Note: you can locate the earn code associated with an employee's payment(s) in the Payroll Actuals Report (in the Labor Accounting Reports folder within the Manager Reports folder) or in the Employee Earnings History Report (in the Manager Reports folder).

Fringe Benefit Rate

What is the Fringe Benefit Rate?
The percentage charged to departments applied to salaries as they are paid out and charged in ARC. Fringe is used to fund the Columbia University paid benefits (pension, medical, etc.) and tax-related expenses (FICA, Medicare, etc.).

How is Fringe Calculated in PAC Labor Accounting?
The fringe benefit rate is determined by the PAC system based on multiple criteria:

- earnings type (earn code)
- employee attributes (e.g. student status, job code, etc)
- project attributes (e.g. grants)

Click here (http://finance.columbia.edu/content/fringe-benefit-rates) for more information on Fringe Benefits Charges.

Fringe Charges and Cost Transfers
When a cost transfer is completed, the entire fringe charge is reversed, and recalculated based on the parameters (such as position, project attributes, etc) effective for the cost transfer period. That is, if a cost transfer is requested for the period 5/1/YYYY - 5/31/YYYY, PAC will look at the parameters effective for that same period.

For certain projects where fringe cannot be charged, for example certain grant and gift projects, a paper exception process is available.

ChartFields ChartStrings and Combination Codes

ChartFields ChartStrings and Combination Codes
ChartFields, ChartStrings and Combination Codes are used to indicate the allocation of charges. The following topics describe these terms and how they are used in PAC.

ChartFields

ChartFields
The fields that store the Chart of Accounts (COA) and provide the system with the basic structure to segregate and categorize transactional and budget data.

Following is a recap of the ChartFields and their definitions learned in the *Introduction to ARC* lesson. For information on the ChartField values used in your department/school, see your Finance/Business Manager.

The selection of *ChartFields* ultimately creates the *ChartString* and the *Combination Code* used in financial transactions.

- The **ChartString** is what is being charged in ARC
- In PAC, a combination, or **combo code**, is entered in a transaction to indicate what ChartString to charge. The combo code is the "label" for the ChartString
- When requesting a combination code in PAC, "Fund" and "Function" are not selected as these fields are derived in ARC based on the other ChartFields selected. "Site" is only required for a capital project

ChartField	Characters (length)	Definition	Required on transaction
Business Unit	5 (e.g. **COLUM** - Columbia University)	Legal entity for which financial statements are produced.	Required on all transactions
Account	5 (e.g. **40000** -TUITION)	Used to capture the natural classification of the transaction. Accounts begin with numbers 1-7: 1 = Assets 2 = Liabilities 3 = Fund Balances 4 = Revenue 5 = Salaries and Fringe 6 = OTPS 7 = Internal Transfers	Required on all transactions
Department	7 (e.g. **0102102** - PRE Office of the President)	Hierarchical breakdown to track financial activity within the organizational structure.	Required on all transactions
PC Business Unit	5 (e.g. **CAPTL** – Capital Projects)	High level project type. There are three PC Business Units to select from: • Capital • Sponsored Project • General	Required on all transactions
Project	8 (e.g. **CP001005** - AR AUDITORIUM)	Associates expenses with a specific funding source. Projects are set up for the following reasons: • Funding is externally restricted in purpose or time • Funding is unrestricted or internally restricted and is of a significant nature (e.g., used to fund several uses) and for which fund balance is carried forward • Project to date reporting is required and is different from fiscal year reporting • Project has a defined beginning and end	Required on all transactions

ChartFields cont.

ChartFields, cont.
Below is the continuation of ChartField Definitions. To see this information in a job aid, access the "ChartFields, ChartStrings and Combination Codes in PAC Job Aid (http://hr.columbia.edu/course-catalog/search)" located in the Course Catalog in the HR Website.

ChartField	Characters (length)	Definition	Required on transaction
Activity	2 (e.g. **01 – AR AUDITORIUM**)	Work break down structure for the associated Project.	Required on all transactions **Note:** For fiscal year projects the activity will always be 01.
Initiative	5 (e.g **41116** - BUS Master of Business Admin)	Used track financial activity related to Academic Programs or Business Activities.	Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific initiative, use the undefined initiative value: **00000**
Segment	Max 8* *UNIs can be fewer than 8 characters (e.g. **atj510** - Dr. Albert Jones; **51000105** - BUS London Intl Seminar)	Used to track components of Academic Programs or Business Activities, usually a person or thing.	Only required for revenue, expense, and internal transfer transactions *If the transaction does not call for a specific segment, use the undefined segment value: **00000000**
Site	4 (e.g. **1002** - BROADWAY RESIDENCE HALL)	Building Number or Country Code	Only required for Capital projects but should be used when applicable
Fund	2 (e.g. **01** – General Unrestricted Fund)	Fund Type	This ChartField will default from other ChartFields
Function	3 (e.g. **010** – TUITION)	Categorization of revenues, expenses, and internal transfers for all Profit and Loss (P&L) transactions. This is the COB line and the categorization of functional expense on the Financial Statements.	This ChartField will default from other ChartFields

ChartString

ChartString

The combination of ChartFields that identify where accounting charges and credits are applied. ChartStrings are created and housed in ARC when the 11 ChartField components are identified for expense allocation.

When each ChartField is selected, the associated numbers/characters for that field are joined together with other ChartFields to make the ChartString. Each ChartField component has its own number of characters. Joining all the required ChartFields together creates a unique ChartString.

How ChartField Values become a ChartString
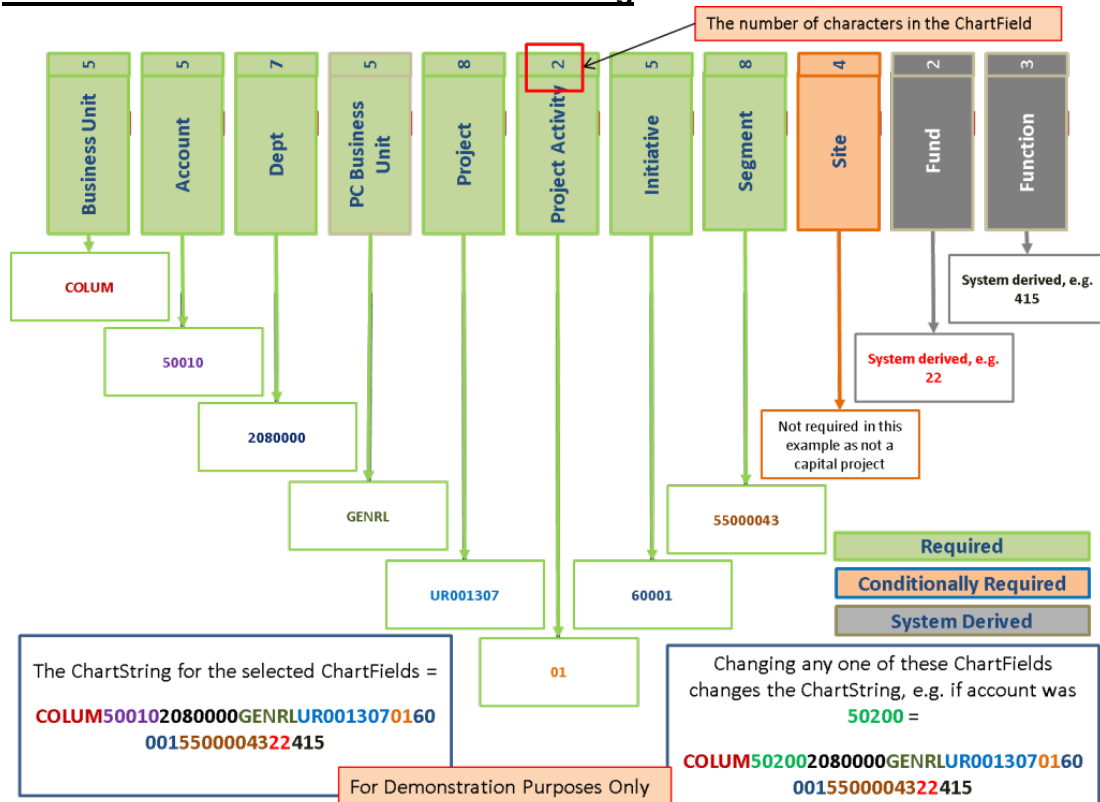
Combination Codes

Combination Code or Combo Code

A combo code is a 10-digit system-generated number representing a unique ChartString and is required by the PAC system to assign labor charges. It is not a characteristic of the ChartString, it is a representation of it. This is similar to how an Employee ID is generated. Each employee is assigned a system-generated 8-digit ID that represents them in the system. The number is not a characteristic of the employee, but represents their identity in the system.

Combo codes are used in all TBH and Labor Accounting transactions to indicate how a charge is to be allocated. Think of the combo code as a "label" for the ChartString.

Combo Code Description

A combo code description is a numeric descriptor to help identify the ChartString represented. It is displayed in transactions next to the combo code and will show in this order: Natural Account, Project, Initiative, Segment and Activity.

Putting it Together - ChartFields ChartStrings and Combo Codes

Putting it All Together - ChartFields, ChartStrings, and Combination (Combo) Codes

ChartFields are the fields that store the Chart of Accounts (COA) and provide the system with the basic structure to segregate and categorize financial activity.

ChartStrings are the unique combinations of ChartFields to which accounting charges and credits are applied. The ChartString is what is charged in ARC. ChartStrings can be as long as 54 characters.

Combination, or Combo Code is the 10-digit system-generated number representing a unique ChartString. It is not a characteristic of the ChartString, it is a representation of it. Combo codes are used in PAC to assign labor charges. Think of the combo code as a "label" for the ChartString.   Combo codes are used in all TBH and Labor Accounting transactions to indicate how a charge is to be allocated.

Using the ChartString example we saw earlier, a combo code generated by PAC could be "1000030781." This 10-digit number is not a characteristic of the ChartString (COLUM500102080000GENRLUR0013070160001550004322415), but represents it in PAC.

Meaning that, whenever the combo code 1000030781 is used in a PAC transaction, the ChartString it represents, COLUM500102080000GENRLUR0013070160001550004322415, will be charged.
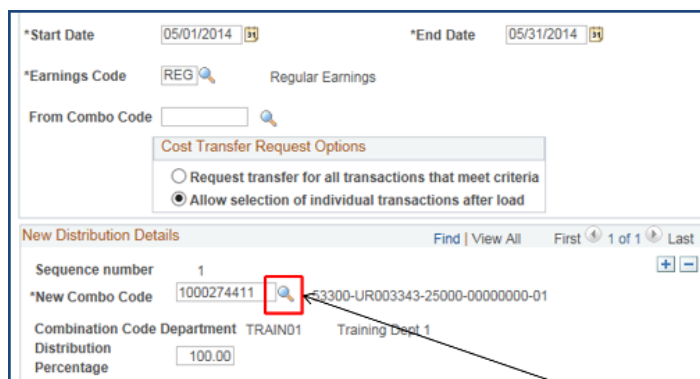
Access the ChartFields, ChartStrings, and Combination (Combo) Codes Job Aid (http://hr.columbia.edu/course-catalog/search) for reference located in the Course Catalog on the HR Website.

Combination Codes and Cost Transfer Transactions

Combo Codes and Cost Transfer Transactions

The Combination Code field is located on all TBH and LA transactions to indicate the funding for the transaction. If the combo code is known, enter it into the Combination Code field and press enter. If it is a valid code, the Description and Combo Code Department will populate on the screen.

Users have unrestricted access to search for combo codes based on earning code edits. A user can search for and select combo codes in any department. For example, below is an excerpt of the New Distribution section of the Cost Transfer Page in PAC. In this example, the REG earnings code was selected. When clicking on the magnifying glass to search for codes, only those codes that are valid for the REG Earnings Code will appear.

Combination code fields appear in PAC transaction pages

Here is an example of the field in a cost transfer page

If known, enter the combination code directly into the field and press enter or tab

If unknown, click the magnifying glass to bring up the search page

The Combo Code Description and Combo Code Department populate on the screen once a combo code is entered/selected
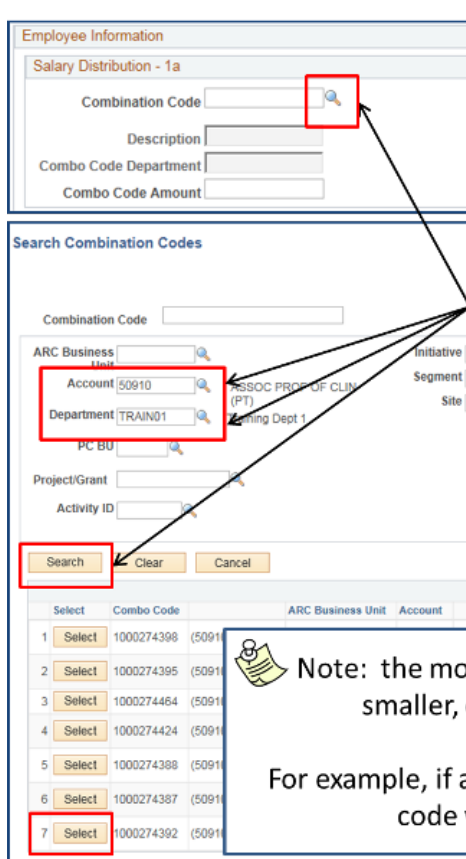
Remember - the combo code is a 10 digit representation of the ChartString

Over time and with continued use, some combo codes may be memorized and can be entered directly

Locate and Select Combo Codes

Locate and Select Combo Codes

To search for a combo code, click on the magnifying glass next to the Combination Code field. Populate two or more ChartField values and click search. Combo codes with those values appear in the results list displayed. Click "Select" next to the desired combo code and it will populate into the PAC page field.

To search for a combo code:

1. Click on the magnifying glass to bring up the search feature

2. Populate a *minimum of two* or more ChartField values

3. Click "Search"

4. Click "Select" next to the desired combo code and it will populate into the PAC page field

In this example, values are entered in the "Account" and "Department" fields

Combo codes with those values appear in the results list displayed

Note: the more ChartField values entered in the search, the smaller, or more direct, results list is displayed.
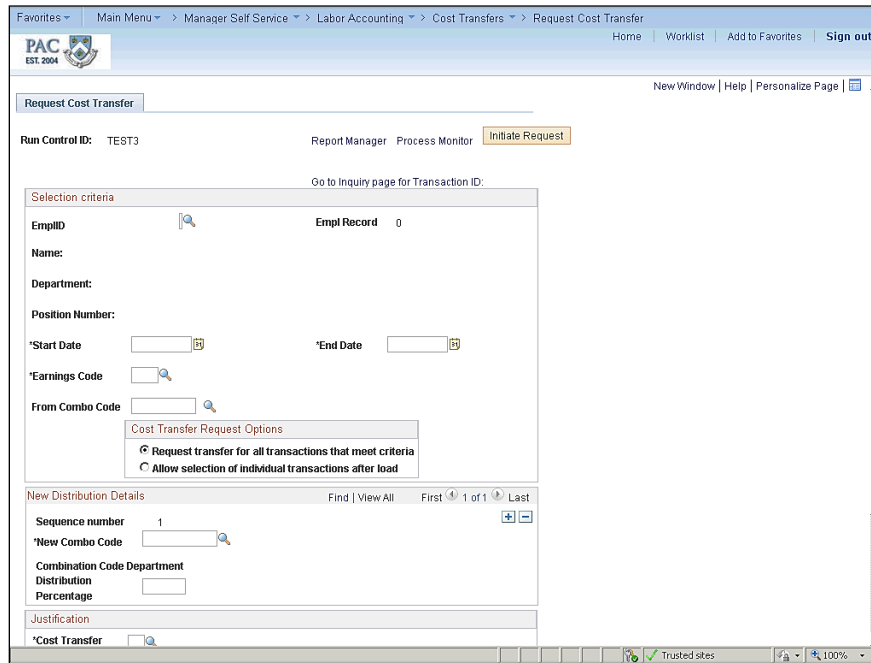
For example, if all 9 ChartField values are entered, one combo code will display in the search results list.

Search for a Combo Code

Let's practice selecting a combo code by entering criteria into the search feature.

Procedure

This is the "Search for a Combo Code" topic where you will learn how to search for a combo code within a cost transfer transaction.

Step	Action
1.	This is the New Distribution Details section within a cost transfer request transaction. To search for a combo code, click the **Look Up Combo Code** button.
2.	The Search Combination Codes page appears. Populate two or more ChartField values and click search. In this example, we are searching by entering the ARC Business Unit, Account and Department. First, click the **Look up ARC Business Unit** button.

Step	Action
3.	A list appears in the Search Results section of the page. For this example - Click the **COLUM** link. COLUM
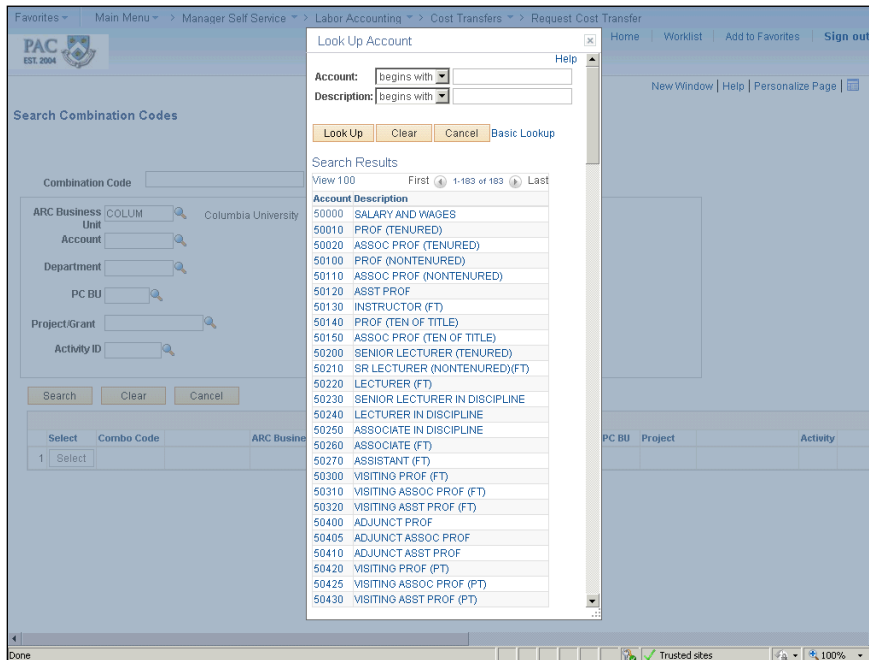
Step	Action
4.	Now let's search for the account. Click the **Look up Account** button. 🔍

Step	Action
5.	In addition to the Search Results displayed, you can search for an individual ChartField as well. For this example, let's search for an account that begins with "53". To search for an Account, first click in the **Account** field.
6.	Enter search information into the **Account** field. In this example, I am not sure of the exact number but know it begins with "53", let's enter "**53**".
7.	Click the **Look Up** button. Look Up
8.	All accounts that begin with "53" appear. Click the **OFFICER OF ADMINISTRATION** link. OFFICER OF ADMINISTRATION

Step	Action
9.	Now let's narrow down the search by department.
	Click the **Look up Department** button next to the Department field.

Step	Action
10.	You can enter the department number into the field or search for it. For this example, search for the department by entering the 1st two digits for the department. Enter the alphas or numerics into the **Department** field. For this example, enter "**TRAIN**".
11.	Click the **Look Up** button. Look Up
12.	A list of departments beginning with "TRAIN" appear. Select the department from the list. A funding department can only be a level 8 department (does not end in an 'x'). For this example, click the **TRAIN01** link. TRAIN01
13.	Now we have three ChartField data fields entered, click the **Search** button. Search
14.	A list of combo codes that match the search criteria entered appear. Click the **Select** button next to the needed combo code. Select
15.	The selected combo code appears in the New Combo Code. The Combo Code description also displays as well as the Combination Code Department number and name.
16.	You have successfully completed the "Search for a Combo Code" topic. You can now move on to the next lesson, "System Created Combo Codes" where you will learn how PAC creates combo codes. **End of Procedure.**

Create Combo Codes

Create Combo Codes
Combo codes are added to PAC in two ways.

1. New ChartStrings created in the Payroll module of the Budget Tool will generate a combo code in PAC for that ChartString with various natural account values
2. Specific users who have the "Create Combo Code" role in PAC can create combo codes in real time

Let's explore this process for creating combo codes.

New Combo Code Request Process

New Combo Code Request Process
What happens if a ChartString is not in the system and is needed for a transaction?

If a ChartString is needed for a transaction and the combo code has not been created for that ChartString, it is easy to create a new combo code in PAC. The Create Combo Code role in PAC enables users to create combo codes in real time. If you have this security role, a summary of the steps is below. If you do not have this role, you can contact the person in your School/Admin unit who has it and have them create the combo code.

1. Save and close the transaction
2. If you have the "Create Combo Code" security role, navigate to the New Combo Code request page and follow the steps below. In addition, access the Create Combo Code Job Aid (http://hr.columbia.edu/course-catalog/search) for detailed information (located in the Course Catalog on the HR Website)
3. Once the new combo code has been created it is ready to use. Open the saved transaction and the new combo code will appear in the search list

Note: The "Create Combo Code" role allows users to create combo codes in PAC. This role cannot delete combo codes and there is no workflow approval required to create a combo code.

Remember – ChartFields exist in ARC and ARC syncs instantaneously to PAC. However, if the particular ChartString (combination of ChartFields) does not have a corresponding combo code, a new one can be created in real-time.

Adding a new combo code to PAC is easy. Users with the "Combo Code Create" Role can create new combo codes in real-time.

| Navigate to MSS > Labor Accounting > New Combo Code Request | → | In the "Add a New Value" tab of the Combination Code Table page, click "Add" | → | Enter the "Effective Date" for the combo code – this is required | → | Enter a value for each required ChartField | → | Click "Save" |

Edits will run to check for valid ChartFields and provide a description (if available). The description is a system generated value and does not require user entry.

Once the edits complete and run satisfactorily, the system generates the next sequential new combo code number, which can be used immediately in PAC transactions.

New Combo Code Request Process Screen Prints

New Combo Code Request Process Screen Prints
Below are screen prints of the steps to request a new combo code.

To request a new combo code:

1. Navigate to the Combination Code Table in MSS

2. Click the "Add a New Value" tab

3. Click "Add"

4. Enter the "Effective Date" for the combo code – this is required. **Note**: the effective date cannot be earlier then July 7, 2012 and cannot be earlier then the effective dates of the ChartFields

5. Enter a value for each required ChartField. An '*' equals a required field

6. Click "Save"

If a ChartField does not exist it will not populate into the field. Request a new ChartField in ARC (limited to select users) and once it is approved and created in ARC, it will be available in PAC to create new combo codes.

New Combo Code Request ChartField Selection Rules

New Combo Code Request ChartField Definitions and Guidelines
ChartFields are created in ARC and ARC syncs instantaneously to PAC. Edits will run to check to ensure that the Combo Code is valid (that is, all selected ChartFields are active).

When selecting ChartFields, follow the guidelines below.

Chart Field	Definition and Guidelines

ARC Business Unit	School and Department users will select the appropriate business unit from the drop down
	• The valid Business Units for Schools and Departments are:
	   ○ COLUM* - Columbia University
	   ○ AGENC – Other Agencies
	   ○ AMERI – American Assembly
	   ○ COCIN – Columbia Ophthalmology Consult
	   ○ CUCIP – Center for International Progr
	   ○ CUELI – Columbia Consol Elimination BU
	   ○ CUHCI – Columbia University Healthcare
	   ○ CUPRE – Columbia University Press
	   ○ KRAFT – Kraft Center
	   ○ NJDOC – Columbia Doctors of New Jersey
	   ○ REIDH – Reid Hall
	   ○ RPARD – CUPR Employees Arden Conf Ctr
	   ○ RPDEF – 457(b) Deferred Comp Plan
	   ○ RPOFF – CURP for Officers of Columbia
	   ○ RPVRS – Voluntary Retirement Sav Plan
	*COLUM is the most frequently used business unit

Account	All payroll accounts begin with "5" and are in the range 50000 – 58999
Department	Only users with PAC DAF authority to the department can choose the department • This ChartField must be chosen before PC Business Unit and Project • Can only be a level 8 department (does not end in an 'x')
PC Business Unit	•SPONS – Only projects that begin with GG or PG will display in the project drop down list •CAPLT – Only projects that begin with CP will display in the project drop down list •GENRL – Only projects that do not begin with the above will be displayed
Project	Once department and PC business unit are selected, project will only show projects with a relationship to the department and PCBU selected NOTE: To select a Project for a combo code, there has to be a fiscal budget created for the project/department relationship (*including $0 budgets*). If the Project exists and the project/department relationship does not have a fiscal budget, it will not appear and thus cannot be charged. See your budget/financial representative to determine if the budget should be created in ARC.
Activity	Once project has been selected, only the activities related to the specific project will be displayed
Initiative	Select value from drop down list
Segment	Select value from drop down list
Site	Only required with capital projects (those that begin with CP)
Fund	Will be derived in ARC
Function	Will be derived in ARC

New Combo Code Request Result

New Combo Code
And the Combo Code is created!

Combination Code Table

Set ID CUSET
GL Combination Code 1000274479

Combination Code Detail   Find | View All   First ◀ 1 of 1 ▶ Last

Effective Date 12/19/2014   Status Active
Description 50130-UR005349-10004-00000000
Short Desc 50130-UR00   ☑ Valid Value

ChartField Detail

ARC Business Unit :	COLUM	🔍	Columbia University
Account :	50130	🔍	INSTRUCTOR (FT)
Department :	TRAIN02	🔍	Training Dept 2
PC BU :	GENRL	🔍	General
Project/Grant :	UR005349	🔍	TRAIN02 Project
Activity ID :	01	🔍	TRAIN02 Project
Initiative :	10004	🔍	Communications
Segment :	00000000	🔍	Undefined Segment
Site :	3058	✕ 🔍	635 WEST 131ST STREET

Combo Code is created. Sample view only

Will PAC create duplicate combo codes?
• No – there are edits in place that check for existing combo codes when requesting a new one.

What happens if two people are requesting a new combo code at the same time?
• The first person to click "save" will create the combo code. The second person will receive a message that the code already exists and provide that code on the screen.

Once the new combo code is created, it is ready for use.
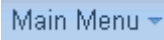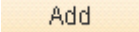
If, in the middle of a transaction, you need to request a new combo code, save and close the transaction first. Why? Since the combo code did not exist when you started the transaction, you need to generate a new combo code search after the required combo code is created. Save the transaction, re-open it and the combo code can then be used.

Request and Create a New Combo Code

Let's practice creating a combo code in PAC.

Procedure

This is the Request and Create a New Combo Code topic where you will learn how to create a new combination code in PAC.

Step	Action
1.	Click the **Main Menu** button. Main Menu ▾
2.	To navigate to the New Combo Code Request section of PAC, first click the **Manager Self Service** link. 📁 Manager Self Service ▸
3.	Click the **Labor Accounting** menu. 📁 Labor Accounting ▸
4.	Click the **New Combo Code Request** menu. 📁 New Combo Code Request ▸
5.	Click the **New Combo Code Request** menu. 📄 New Combo Code Request
6.	There are two tabs on the New Combo Code Request page, one to "Add a New Value" and one to "Find an Existing Value". Creating combo codes are completed in the "Add a New Value" tab. From here, click the **Add** button. Add
7.	Enter the effective date for the new combo code. Enter the date into the **Effective Date** field. For this example, enter "**12/18/2014**". 12/18/2014
8.	Enter the ChartField values to create the combo code. First, click the **Look up Chartfield Value** button next to the ARC Business Unit field. 🔍

Step	Action
9.	Select the Business Unit from the list. For this example, click the **COLUM** link. COLUM

Step	Action
10.	Next, select the Account. Click the **Look up Chartfield Value** button next to the Account field.

Step	Action
11.	There are search fields on the top of the page to assist you in locating an account. Search for and select the needed Account.

For this example, click the **INSTRUCTOR (FT)** link.

INSTRUCTOR (FT) |
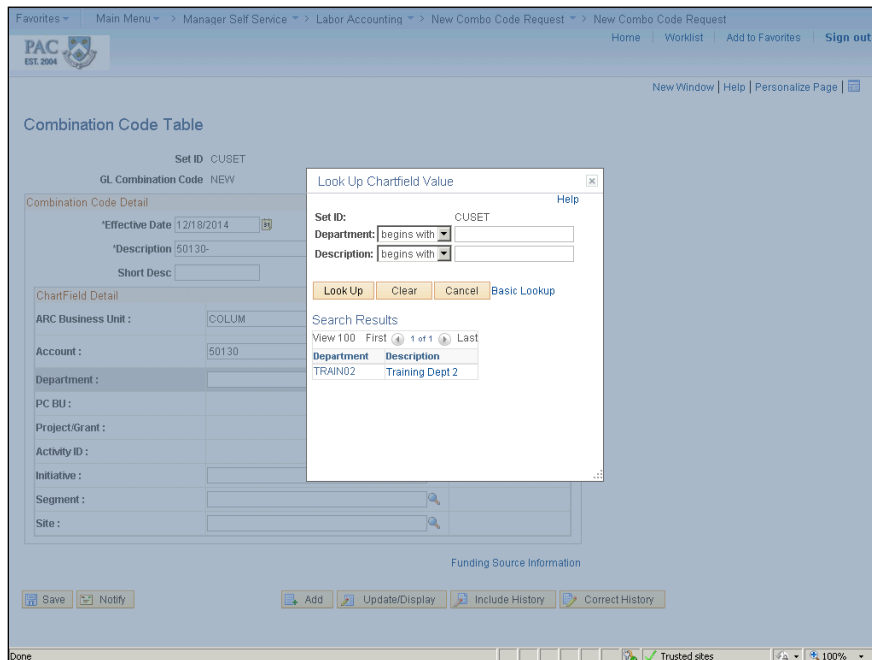
Step	Action
12.	Next, select the Department for the Combo Code.

Note: The Department ChartField must be chosen before PC Business Unit and Project.

Click the **Look up Chartfield Value** button next to the Department field. |

Step	Action
13.	There are search fields on the top of the page to assist you in locating a department. Search for and select the needed department.

For this example, click the **Training Department 2** link.

Training Dept 2 |

Step	Action
14.	Next, select the PC Business Unit (BU).
	Click the **Look up Chartfield Value** button next to the PC BU field.

Step	Action
15.	For this example, click the **General** link. General

Step	Action
16.	Next, select the Project/Grant. Click the **Look up Chartfield Value** button next to the Project/Grant field.

Step	Action
17.	For this example, click the **TRAIN02 Project** link. TRAIN02 Project

Step	Action
18.	Next, select the Activity ID. Click the **Look up Chartfield Value** button next to the Activity ID field. 🔍

Step	Action
19.	For this example, click the **TRAIN02 Project** link. TRAIN02 Project

Step	Action
20.	Next, select the Initiative.
	Click the **Look up Chartfield Value** button next to the Initiative field.

Step	Action
21.	For this example, click the **Communications** link. Communications

Step	Action
22.	Next, select the Segment. Click the **Look up Chartfield Value** button next to the Segment field.

Step	Action
23.	For this example, click the **Undefined Segment** link. Undefined Segment

Step	Action
24.	Click the **Save** button. 🖫 Save
25.	And the combo code is created! Note the number on the top of the page. Once it is created it is ready for use.
26.	You have successfully completed the "Request and Create a New Combo Code" topic. You can now move on to the next lesson, "Access Additional Compensation Page in PAC" topic where you will learn how to access the additional compensation functionality in PAC. **End of Procedure.**

Access Cost Transfers Page in PAC

This is the *Access Cost Transfers Page* lesson of the *Cost Transfer Transactions* course. Upon completion of this lesson, you will be able to:

- Demonstrate how to access the Cost Transfers Page in PAC

For a refresher on how to access PAC, see the *Introduction to PAC* course.

Estimated Time to Complete Lesson: 2 minutes

Access Cost Transfers Page

Navigate to the Cost Transfers Page
Expand the "Labor Accounting" Section within Manager Self-Service to access the Cost Transfers Page.
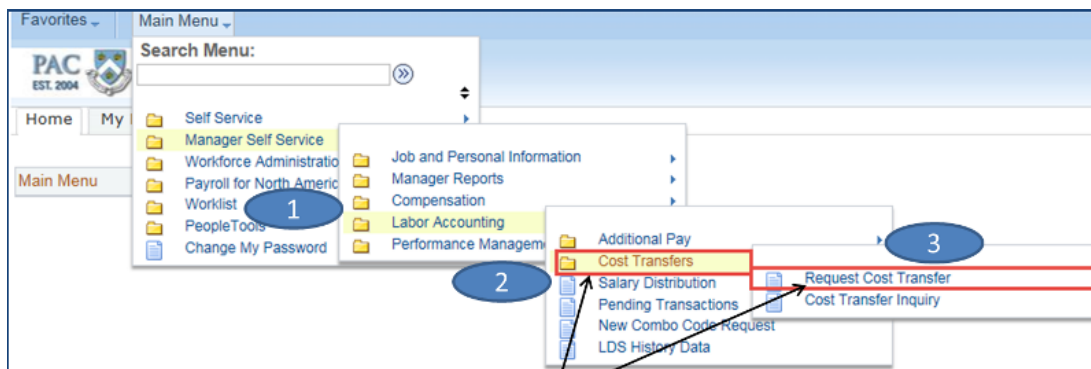
To Access the Cost Transfers Page:
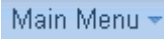
1. Expand the Labor Accounting section in Manager Self-Service

2. Expand the "Cost Transfers" section

3. Click "Request Cost Transfer" to create a cost transfer for employees in your home department(s)

Access Cost Transfers Page

Let's access the Cost Transfers page within the Labor Accounting functionality in PAC.

Procedure

This is the Access Cost Transfers Page topic where you will learn how to access the Cost Transfer functionality in PAC Labor Accounting.

Step	Action
1.	Once you access PAC the Labor Accounting functionality is located within the Manager Self-Service section. Click the **Main Menu** button. Main Menu ▼
2.	Click the **Manager Self Service** menu. 📁 Manager Self Service ▶
3.	Once you access PAC the Labor Accounting functionality is located within the Manager Self-Service section. Click the **Labor Accounting** menu. 📁 Labor Accounting ▶
4.	Click the **Cost Transfers** menu. 📁 Cost Transfers ▶
5.	Click the **Request Cost Transfer** menu. 📄 Request Cost Transfer
6.	You have successfully accessed the Cost Transfers Page in PAC Labor Accounting. You can now move on to the next topic, Gather Required Data where you will learn how to gather Cost Transfer data required to complete a transaction. **End of Procedure.**

Gather Required Data

This is the *Gather Required Data* lesson of the *Cost Transfer Transactions* course. Upon completion of this lesson, you will be able to:

- Identify and Locate the Components needed to Create a Cost Transfer
- Obtain Actual Payroll Charge Amounts for the Cost Transfer

Estimated Time to Complete Lesson: 5 minutes

Cost Transfer Required Data

Cost Transfers - Required Data

When you request a cost transfer, you are telling PAC to move payroll charges from one combo code(s)/ChartString(s) to other combo code(s)/ChartString(s) in ARC. On the cost transfer page, the details of the request are entered. It is helpful to gather this data prior to entry to be able to complete the fields while you are requesting the transfer.

Below are the cost transfer data fields along with where you locate the information. These components make up the entries for cost transfers. More information on these fields and how to obtain specific data is contained throughout the course.

Employee ID - the ID of the employee for whom you are requesting a cost transfer.
- located in the PAC and FDS reports

Start Date - the earliest date of payroll charges to move to the new combo code(s). Cost transfers can be completed for the current fiscal year and minus-two fiscal years.
- located in the Payroll Actuals Report

End Date - the latest date of payroll charges to move to the new combo code(s). Cost transfers can only be processed for payroll charges that have posted to ARC.
- located in the Payroll Actuals Report in PAC and the Payroll Summary or Detail Reports in FDS

Earnings Code - the earning code associated with the charges you want to move. For example, if the employee's earnings were paid using an "017" earnings code, that code must be used when requesting the cost transfer. Otherwise, the system will not "find" the earnings to transfer.
- located in the Payroll Actuals Report in Labor Accounting Reports, the Payroll Summary or Detail Reports in FDS and also in the Employee Earnings History Report in MSS

<u>Combo Code</u> - the funding information for the reallocation of payroll charges. The combo code represents the ChartString in ARC.
- located in the Payroll Actuals Report (indicating where payroll charges were applied)
- obtained through the Combo Code Search feature on the cost transfer page (to indicate where payroll charges are to be applied)

<u>Distribution Percentage</u> - the percentage of payroll charges to move to each new combo code.
- amounts charged are obtained through the Payroll Actuals Report, the Payroll Summary or Detail Reports in FDS. The percentage to transfer is based on those dollars and the specific accounting requirement for the payroll charges and how they should be applied

<u>Pay Group</u> - a code that indicates the pay frequency for the employee. The pay group is only needed for employees with multiple appointments in multiple pay groups. The pay group under which the pay was processed is needed for the cost transfer.
- located in the Payroll Actuals Report (indicating where payroll charges were applied)
- located in the Employee Earnings History Report in Manager Self-Service Reports

<u>Cost Transfer Reason</u> - the reason for the cost transfer. This is selected through a drop down feature on the page.
- obtained through department/business process for the payroll charges

<u>Justification Comments</u> - provide a more detailed explanation for the reason of the cost transfer for review and approval. Text is entered by the user.
- obtained through department/business process for the payroll charges

<u>Prevention Comments</u> - provide explanation of how this type of transfer can be prevented in the future. This field is only required for certain transfers. Text is entered by the user.
- obtained through department/business process for the payroll charges

Obtain Payroll Charges

Obtain Payroll Charges
Before indicating the combo codes to transfer payroll charges to, we need to determine where the actual payroll charges were applied.

How are payroll charges originated?
There are three sources of payroll charges that can be modified using the PAC cost transfer page:

1. Salary distribution and add comp payments created via the template-based hire process (or paper Labor Accounting Form)
2. Salary distribution transactions created directly in PAC
3. Additional compensation transactions created directly in PAC

How can I locate payroll charges for my department(s) and employee(s)?
The simplest way to determine what transactions need to be completed is to run a PAC payroll report. There are several reports available to you that each provide a different view of data.

1. The PAC Labor Accounting Reports: Payroll Actuals, Suspense Detail, Funding Set-Up and Fringe Rate by Employee
2. The Financial Data Store (FDS) Reports: Payroll Summary, Payroll Detail, Employee, and Department Employee
3. Manager Self-Service (MSS) Reports: Employee Earnings History Report displays the Earn Code and Pay Group for an employee's pay checks

Notes:

- Report data is "day old data". That is, running a report today will display information as of yesterday
- Access to MSS and Labor Accounting reports is based on your PAC role and security access. If you do not have access to these reports, you can inquire with someone in your department who has access and can run the report
- Access to FDS reports is based on your ARC and PAD security
- Report training is covered in a separate course

Cost Transfer Detail Report
Cost Transfer Detail Report
A Cost Transfer Detail Report is available in the Labor Accounting suite of reports via Manager Self-Service. The report allows departments to review processed cost transfers and includes the following information: initiator, approver, pay end date, old allocation, new allocation, justification comments and any other information that was required on the Cost Transfer Request page.

This report helps ensure proper documentation has been obtained and saved by the department.
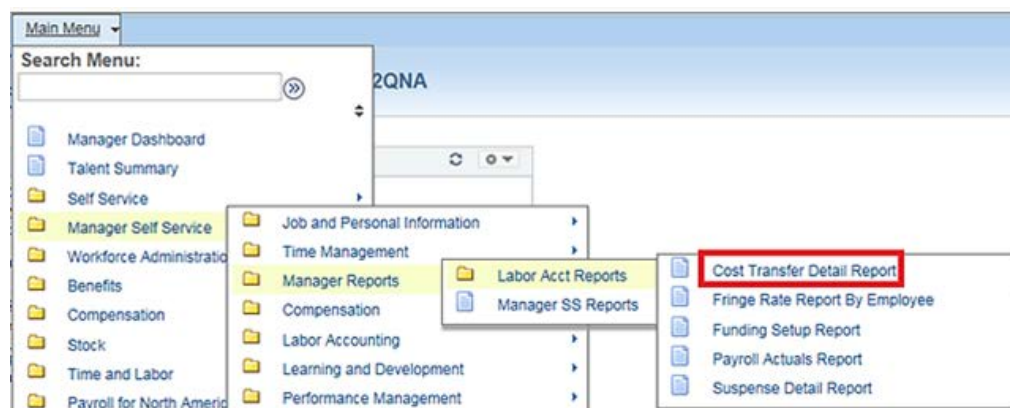
Create Cost Transfers

This is the *Create Cost Transfers* lesson of the *Cost Transfer Transactions* course. Upon completion of this lesson, you will be able to:

- Create Cost Transfers for Employees within the Home Department, Identify Fields Requiring Data Input and Use the Search Feature (Look Up Glass) to search for Field Values
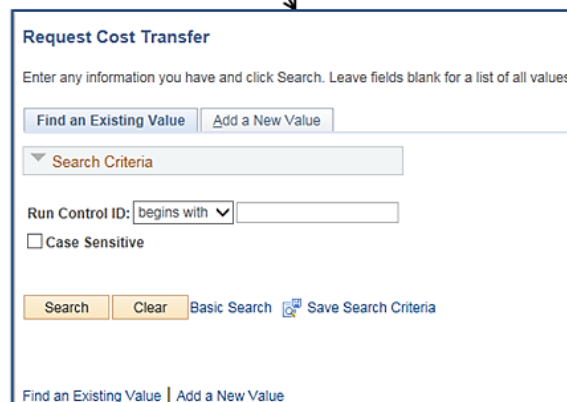
Estimated Time to Complete Lesson: 30 minutes

Create a Cost Transfer

Create a Cost Transfer

Do you recall how to begin the process to create a cost transfer?

Within the Labor Accounting menu, click on the **Request Cost Transfer** link within the *Cost Transfers* section. The next step is to create the Run Control ID. Let's explore Run Control IDs.
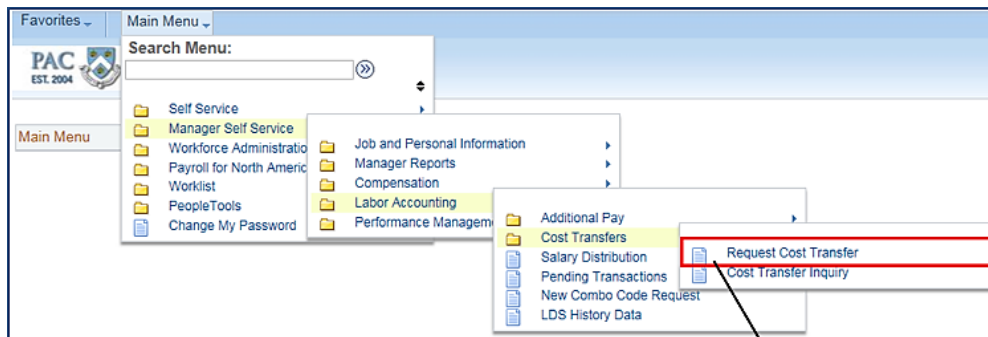
The Run Control ID

The Run Control ID
A Run Control ID is the name given to the cost transfer and begins the process. Once you create the Run Control ID, all the parameters entered (employee ID, start and end dates, earnings code, etc.) are associated with the request.
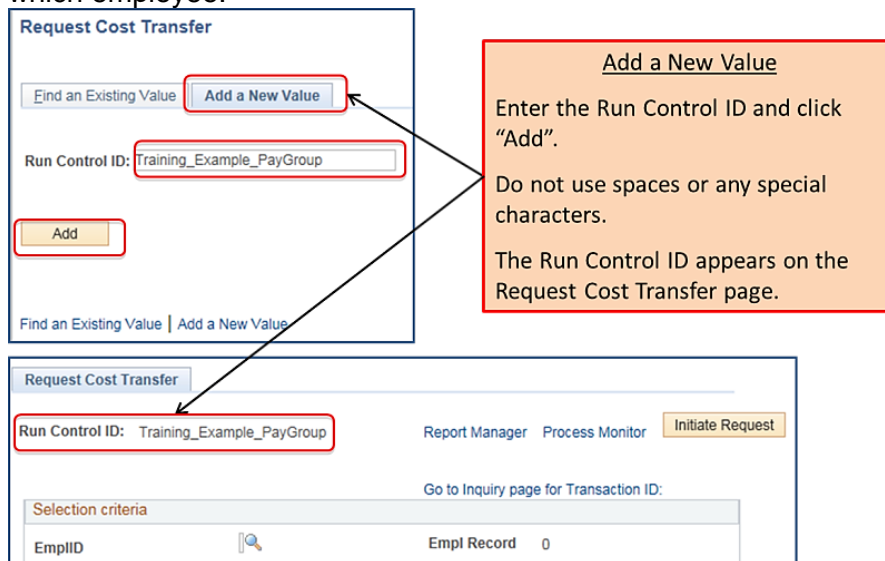
A cost transfer in PAC is a process in that you are asking the system to move dollars from one combo code to another. It is not a data entry page like most other PAC pages. The difference is that a process requires the retrieval of data from the system to then take action upon where a data entry page does not require a process.

There are two tabs on this page, Find an Existing Value and Add a New Value. Let's explore these.

The Run Control ID-Add a New Value

The Run Control ID - Add a New Value

Add a New Value is used to enter and add a new Run Control ID. Click on the "Add a New Value" tab, enter a name for the cost transfer and click "Add". It is helpful to use a name that is specific for the transaction or that you will remember. For example, "JSmithSuspense082015" or "ab1234_suspense_June2015". Underscores "_" are an acceptable character in a Run Control ID. Specific titles are helpful when trying to locate a specific Run Control ID. If all of the Run Control IDs had the same name, e.g. suspense, it would be difficult to determine which transaction was for which employee.
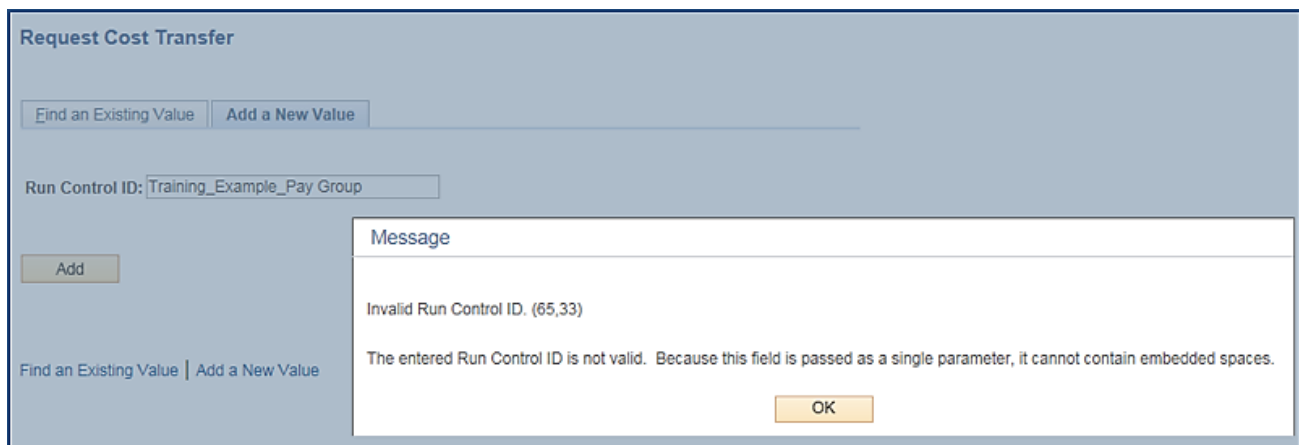
Notes: Do not use special characters, such as "/" or spaces in your Run Control ID as this causes errors. Note in the example below there is a space between the words "Pay" and "Group" and an invalid Run Control ID error message was returned.

Create a New Run Control ID

Let's practice creating a new Run Control ID.

Procedure

This is the "Create a New Run Control ID" topic where you will learn how to create a Run Control ID used to begin the Cost Transfer Request process.
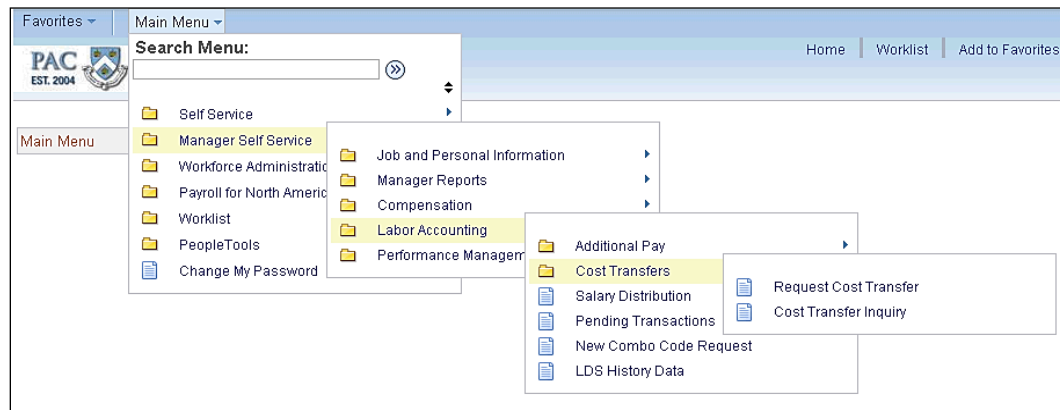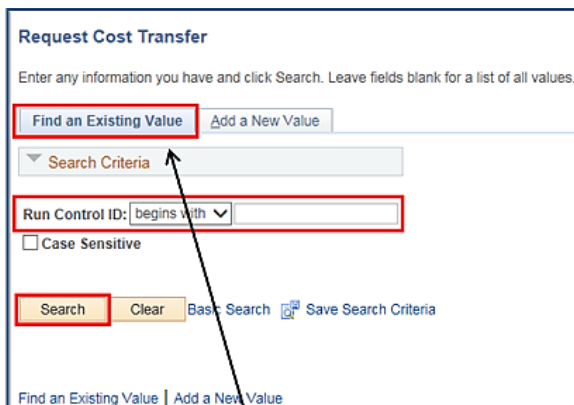
Step	Action
1.	From the Cost Transfers section of Labor Accounting, click the **Request Cost Transfer** link.
2.	There are two tabs on this page, to create a new Run Control ID, click the **Add a New Value** tab.
3.	Enter the name for your Run Control in the Run Control ID field. Enter something specific to the request you are running. Remember not to insert any spaces or special characters. For this example, enter "**training**" into the **Run Control ID** field.
4.	Click the **Add** button.
5.	The Run Control ID is created. You will see the name displayed on the top left side of the page.
6.	Entering spaces or special characters into the Run Control ID field produces an error. If you receive this error, click the 'OK" button and edit the Run Control ID and click "Add" again.
7.	You have successfully completed the "Create a New Run Control ID". You can not move on to the next lesson, "Find an Exiting Run Control ID" where you will learn how to access a previously used Run Control ID. **End of Procedure.**

The Run Control ID-Find an Existing Value

The Run Control ID - Find an Existing Value

Find an Existing Value is used to search for an already created and used Run Control ID. Enter the Run Control ID and click "Search". Clicking "Search" without entering anything into the Run Control ID text box returns a list of already created Run Control IDs. When you access an already used Run Control, the parameters entered for that request are viewable.

Typically you will create a new run control ID for each cost transfer but you can reuse the same Run Control ID. When reusing the same run control ID, be sure to enter the new cost transfer parameters. Doing this overwrites the data. Keep in mind that the re-saved data will now appear in that Run Control ID and not what was previously entered. For example, if you access a prior used Run Control ID for employee John Smith which was used to move suspense charges for the timeframe of 5/1/20YY - 5/15/20YY and want to now move charges for the 5/16/20YY - 5/31/20YY pay check and enter the new data in the fields, that data will be saved in the Run Control ID and viewable the next time you access it.

Request Cost Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Run Control ID: begins with ▼ [   ]
☐ Case Sensitive

| Search | Clear | Basic Search | Save Search Criteria |

Find an Existing Value | Add a New Value

Find an Existing Value

Enter the Run Control ID and click "Search" to find a previously used Run Control ID.

Click "Search" without entering any text to return a list of all created Run Control IDs.

Request Cost Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Run Control ID: begins with ▼ [   ]
☐ Case Sensitive

| Search | Clear | Basic Search | Save Search Criteria |

Search Results
View All   First ◄ 1-3 of 3 ► Last
Run Control ID
1332392_10008607_0_1000001113
1332400_10005400_0_1000001173
Training_Simulation

Find an Existing Value | Add a New Value

Reuse a Run Control ID

Let's practice reusing a Run Control ID.

Procedure

This is the "Reuse a Run Control ID" topic where you will learn how to access and reuse an already created Run Control ID used to begin the Cost Transfer Request process.
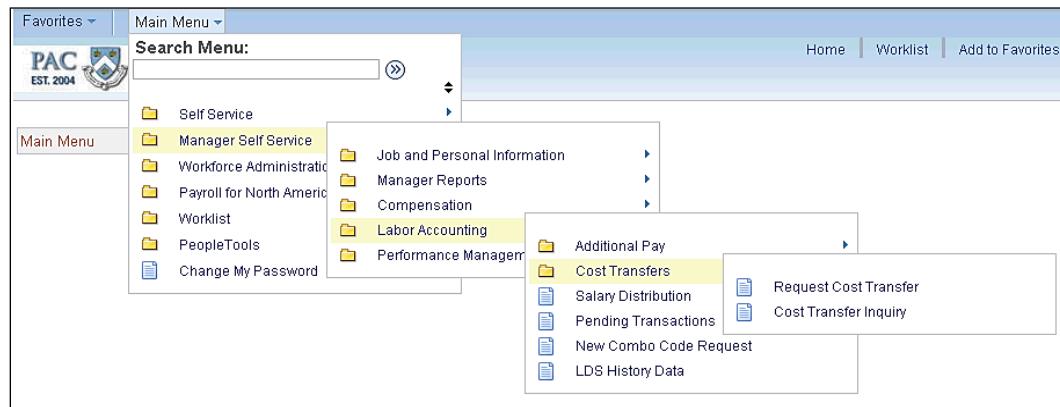
Step	Action
1.	Click the **Request Cost Transfer** page. Request Cost Transfer
2.	You are defaulted to the "Find an Existing Value" search page. You can enter text into the "Run Control ID" field and search. For this example, just click the **Search** button. Search
3.	The list of saved Run Control IDs will appear in the results list. Click the **Training** link. Training
4.	The saved Cost Transfer data for that Run Control ID displays. You can now change data and re-run the request.
5.	You have successfully completed the "Reuse a Run Control ID". You cannot move on to the next lesson, "Selection Criteria Section" where you will learn how to enter the values to request a cost transfer. **End of Procedure.**
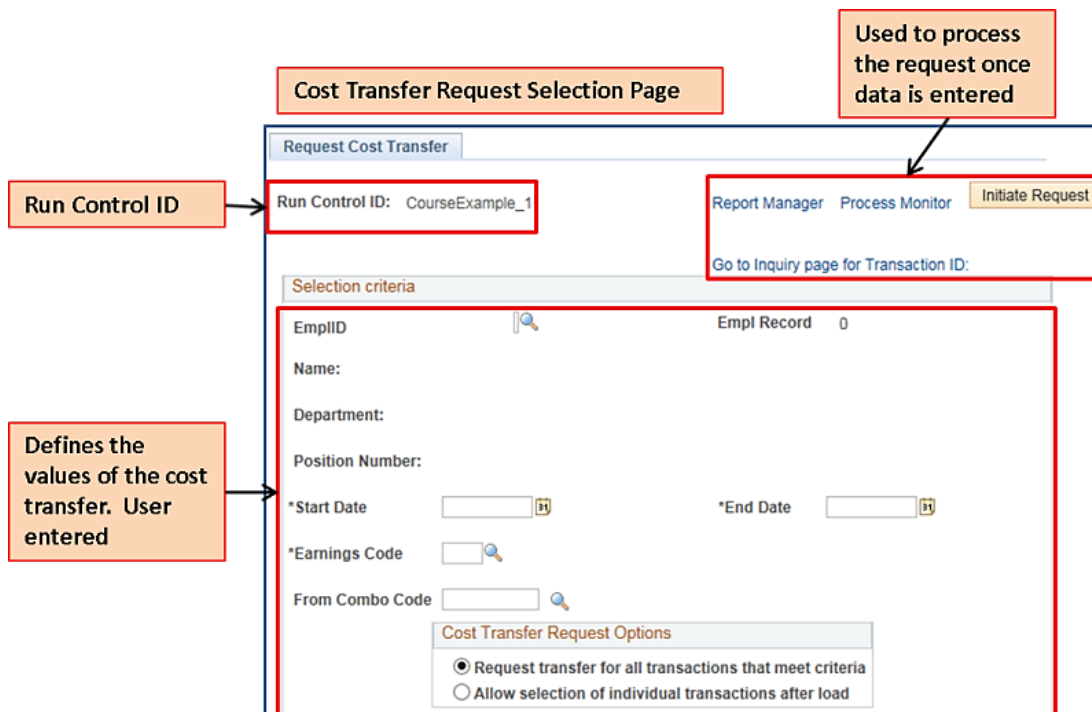
Selection Criteria Section

Create New Cost Transfer Transactions - Selection Criteria Section

Once you add a new or reuse an existing Run Control ID, you will arrive at the Request Cost Transfer page. If you reused an existing run control, the data entered for that run control will appear. To create a new cost transfer, overwrite the data by selecting new criteria. If this is a new run control, the fields will be blank. Follow the steps below to select or overwrite data.

From this page, enter the details of the payroll charges to move. The 1st section of the page is the Selection Criteria for the transfer which includes the Employee ID (EmplID), Employee Record Number, Start and End dates and Earnings Code.

Remember: It is important to gather the required data including the payroll charges to move prior to creating the cost transfer.

Search and Select Employee Record

Select Employee Record - Search Feature
To begin, enter the Employee ID, if known, or click the magnifying glass next to the
EmplID field to access the search page. Then enter values into one or more of the
search criteria fields provided and click 'Search'.

When searching for an employee record, the results list displayed is based upon the
search criteria entered. For example, if you entered an employee ID (EmplID) or UNI,
the results list will display records for that employee only. If you entered a first name
(Name) or Department, the results list will display records for all employees with that
first name in your home department(s) or all employees in your home department(s).

- **Note**: When more than one record appears for a person, ensure you select the
  correct job record on which to request the cost transfer. Here is where
  gathering the required data is helpful. You will need to access the record on
  which the payroll was made as it is from that record that the payroll will be
  transferred. Selecting a record that does not contain the payroll you are
  looking for will result in an "No Results Returned" error
- **Remember**: You can perform cost transfers for active and inactive employees
  in your home department(s) for the current and minus two fiscal years

Verify Employee Record for the Cost Transfer

Review Employee Information

Once an employee record is selected, the top section of the page displays the following Employee Information - Employee ID, Name, Department and position number. This helps to validate that this is the record on which to create the cost transfer.

As with salary distribution, cost transfers are record specific. For example, if an employee has two records, one of which is a $0 salary appointment, a cost transfer request will return an error for that record as there are '0' charges to transfer because there are no earnings.

Review the employee and position data. If this is not the record on which to create the cost transfer, return to the search page, enter new search criteria and select the correct job record. If the employee holds more than one position and earnings to transfer exists on those positions, you may need to update one or more records depending on the funding change.

Asterisks indicate fields required for all transactions. Let's explore each of these fields.
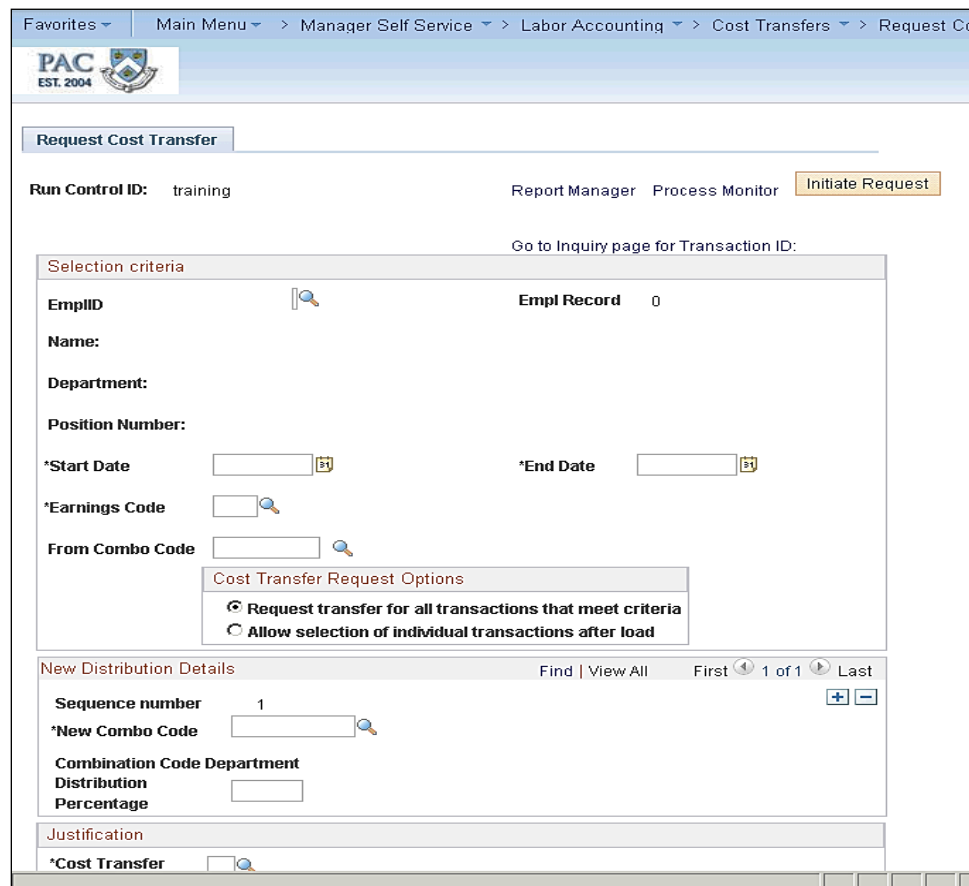
Search for and Select the Employee Record

Let's practice entering search criteria that returns multiple records for the same employee in the results section and then select the record on which to create the cost transfer.

Remember: When more than one job record appears for a person, ensure you select the correct job record to update because the payroll charges for that record will be obtained. If an employee was paid under multiple pay groups for that job record, you can select the correct pay group in a separate field.
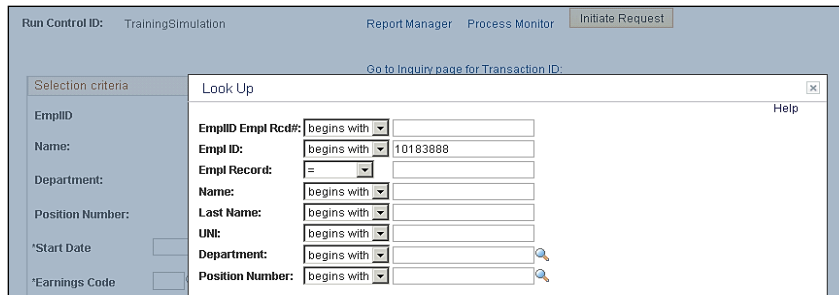
Procedure

This is the "Search for and Select the Employee Record for a Cost Transfer" topic where you will learn how to search for an employee and select the correct record on which to process the cost transfer.

PAC
EST. 2004

Step	Action
1.	From the Selection Criteria section of the Request Cost Transfer page, click the **Look up** button next to the EmplID field.

Step	Action
2.	You arrive at the Search Criteria section where you can enter data into any of the provided search fields. For this example, search for the employee by the Employee ID (EmplID). Enter "**10183888**" into the **EmplID** field.
3.	Click the **Look Up** button. Look Up
4.	Employees that match the search criteria entered appear in the Search Results section on the bottom of the page. Review the options and select the correct employee record. There are multiple jobs for this employee. We need to move charges on the Department Chair position. You can click on any of the underlined links for the item to bring up that record. Click the **Department Chair** link. Department Chair
5.	The employee information populates into the Selection Criteria for the Cost Transfer.
6.	You have successfully completed the "Search for and Select the Employee Record for a Cost Transfer" topic. You can now move onto the next lesson, "Enter Payroll Data - Start and End Dates" where you will learn how to enter the Start and End Dates for Cost Transfer transactions. **End of Procedure.**

Enter Payroll Data_Start and End Dates

Cost Transfers - Selection Criteria - Payroll Data Section - Start and End Dates
Once you verify the employee information is correct for the transfer, the next group of information to enter is the payroll data for the transfer. Here is where having the data from the Payroll reports is useful. These reports detail the earnings codes and combo codes that were charged to the employee record for a specific time period.

Start and End Dates:

1. Enter the start and end dates for the cost transfer. These are the dates between which you want to move all or a portion of the employee's payroll charges. The reason you can move all charges or a portion or charges is based on the type of cost transfer you are performing.

Relationship between Start and End Dates and the Types of Cost Transfers:

1. *Request transfer for all transactions that meet criteria.* This option will move all charges within the start and end dates entered without reviewing the individual payroll charges prior to the transfer.
2. *Allow selection of individual transaction after load.* This option will return a view of all charges within the start and end dates entered and from which you can then select the individual payroll charges to move.

We will explore the two types of cost transfers shortly. For the start and end date entries, it is important to understand the difference when entering the range of dates.

Start and End Date Edits

Cost Transfer Start and End Date Edits
If the Start Date for the cost transfer is greater than minus-two fiscal years, you will receive an error message after clicking on the "Initiate Request" button.

After clicking on the "Initiate Request" button, PAC will validate the dates. If the date entered is greater than minus-two fiscal years, the system will prompt you to enter an acceptable date. The entry field will turn red and PAC will generate a pop-up window with the error message.

Start Dates
Acceptable Start Dates for a cost transfer are within the current fiscal year or the minus-two fiscal years. For example, in FY18, you can create cost transfers for FY18, FY17 and FY16.

Rarely and under limited circumstances when necessary, Central Payroll (only) has the ability to enter cost transfers going back five fiscal years, including the current one (i.e. in FY18, they can enter for FY18, FY17, FY16, FY15 and FY14).

Message

Transaction cannot start prior to 3 fiscal years (22100,79)

Start date for transactions should fall within the previous 3 fiscal years.

OK
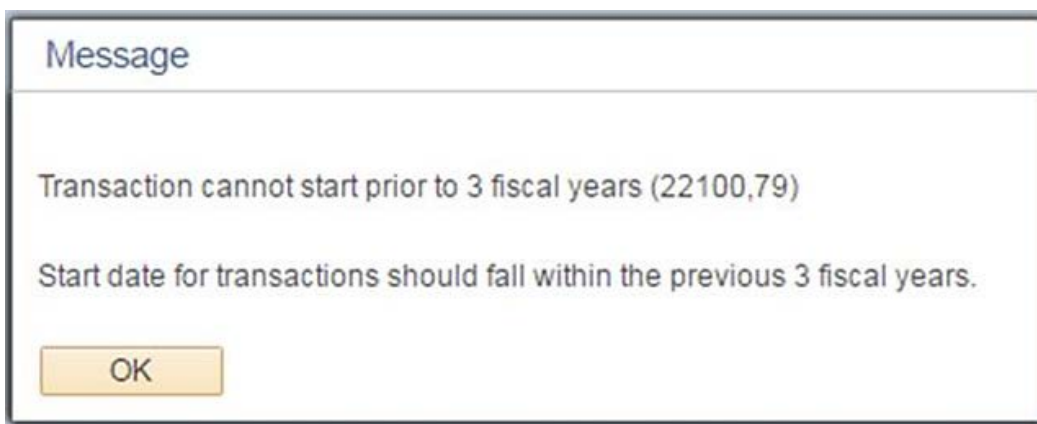
End Dates
Remember that cost transfers are performed to retroactively assign payroll charges. The system will not prevent you from entering a date in the future from when the latest payroll was run nor will it return an error. Only the payrolls that actually occurred will display/be moved in the results.

For example, if today is November 5th and the last run payroll for the employee was for the October 31st payroll and you enter start and end dates of September 1st through November 30th, the results will display the payrolls through October 31st.

Enter Payroll Data_Earnings Code

Cost Transfers - Selection Criteria - Payroll Data Section - Earnings Code
Next, select the earnings code for the cost transfer. It is in this field that you are
"asking" PAC to search for payroll charges for the employee selected for the period of
time entered and paid under that earnings code and then return the results. It is
important to know which earnings code charges were paid under to then receive a
successful result.

Earnings Codes:

1. Select the Earnings Code for the cost transfer. For example, you may
   want to only transfer the regular earnings for the employee (code REG),
   or you may only want to transfer the termination vacation pay for the
   employee (code 017).

Remember: All payroll transactions have an associated Earnings Code (or earn
code). An earnings code identifies the type of payment the employee received.

As cost transfers are completed for all types of payroll charges, the earnings code
selected for these transactions varies accordingly. Thus it is important to select the
code under which the payroll was made to then return results for the charges to
transfer. Otherwise, you may receive an incomplete or no results returned error.

Note: you can locate the earn code associated with an employee's payment(s) in the
Payroll Actuals Report (in the Labor Accounting Reports folder within the Manager
Reports folder) or in the Employee Earnings History Report (in the Manager Self-
Service within the Manager Reports folder).

Click here (http://hr.columbia.edu/course-catalog/search) to access the Course
Catalog in the HR Website where you can access the Manager Self Service Training
Guide which contains a list of earnings code in the Appendix section.

Enter Payroll Data_From Combo Code

Cost Transfers - Selection Criteria - Payroll Data Section - From Combo Code
The *From Combo Code* 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.

For example, if after reviewing the payroll report information, you determined that an
employee's regular earnings fell into suspense for a period of time, you can enter the
From Combo Code equal to the department suspense combo code and PAC will
move only charges that were applied to that combo code.

If, however, there are other charges applied to other combo codes you need to move,
those transfers must be completed on separate transactions as you can only enter
one "from combo code" per transaction.

Select the Cost Transfer Type

Cost Transfers - Selection Criteria - Type of Cost Transfer
We briefly reviewed the two types of cost transfers. Now let's explore these further and the differences when requesting a transfer.

Request transfer for all transactions that meet criteria:

1. This option tells PAC to move all payroll charges that match the criteria specified by the start and end dates, earnings code (and combo code if specified). The transfer will complete *without* first reviewing the individual payroll charges prior to the transfer.
2. When completing this type of transfer, the process runs after clicking "Initiate Request" and no further action is needed to complete the transfer. We will explore this shortly.
3. The payroll charges that were moved in this transfer are then viewable in the Cost Transfer Inquiry section (more on this soon).

Allow selection of individual transaction after load:

1. This option will return a view of all charges that meet the selection criteria specified by the start and end dates, earnings code (and combo code if specified). From the results returned you can then select the individual payroll charges to move *prior* to the transfer. This allows you to verify the details of the cost transfer before running it.
2. After clicking on the "Initiate Request" button, additional steps are required to select the individual payroll charges and complete the transfer. We will explore this shortly.
3. The payroll charges moved in this transfer are also viewable in the Cost Transfer Inquiry section (more on this soon).

Click on one of the radio buttons to select the type of cost transfer →

Cost Transfer Request Options

◉ Request transfer for all transactions that meet criteria
◯ Allow selection of individual transactions after load

Enter Cost Transfer Start and End Dates, Earnings Code and Transfer Type

Let's practice entering the start and end dates, earnings code and type for a cost transfer.

Procedure

This is the "Enter Cost Transfer Dates, Earnings Code and Transfer Type" topic where you will learn how to enter the Start and End Dates, the Earnings Code and the Transfer Type for a Cost Transfer Request.

Step	Action
1.	Enter the start date that you want to move all or a portion of the employee's payroll charges. For this example, enter "**04/01/2014**" into the **Start Date** field.
2.	Click in the **End Date** field.
3.	Enter the end date you want to move all or a portion of the employee's payroll charges. For this example, enter "**04/30/2014**" into the **End Date** field.

Step	Action
4.	Next, select the Earnings Code under which the payroll charges were made. Click the **Look up Earnings Code** button next to the Earnings Code field.

Step	Action
5.	The Earnings Code Search Results list displays. Click and drag the **scrollbar** to view all items on the list.
6.	Click the Earnings Code under which the payroll charges you are looking for were paid under. For our example, click the **REG** link.

Request Cost Transfer

Run Control ID: TrainingSimulation   Report Manager   Process Monitor   Initiate

Go to Inquiry page for Transaction ID:

Selection criteria

EmplID   10183866   Empl Record   0

Name: Catherine Choate

Department: TRAIN01   Training Dept 1

Position Number: 11101501   Assoc Professor of Clinical

*Start Date   04/01/2014   *End Date   04/30/2014

*Earnings Code   REG   Regular Earnings

From Combo Code

Cost Transfer Request Options
○ Request transfer for all transactions that meet criteria
● Allow selection of individual transactions after load

Step	Action
7.	The Earnings Code populates into the field.

Now select the type of cost transfer request to run.

For our example, click the **Allow selection of individual transactions after load** option.

● Allow selection of individual transactions after load |
| 8. | To recap the selections so far:

We are asking PAC to retrieve and return a list of all regular earnings charges for the employee's Director of Faculty Support Services position from 4/01/2014 through 4/30/2014.

We also would like to view the individual payroll lines **before** a transfer is submitted, so the "Allow selection of individual transactions after load" option was selected. |
| 9. | You have successfully completed the "Enter Cost Transfer Dates, Earnings Code and Transfer Type" topic. You can now move on to the next lesson, "New Distribution Details Section" where you will learn how to indicate the combo code(s) to transfer charges to along with the percentage amount(s) for the transfer. **End of Procedure.** |
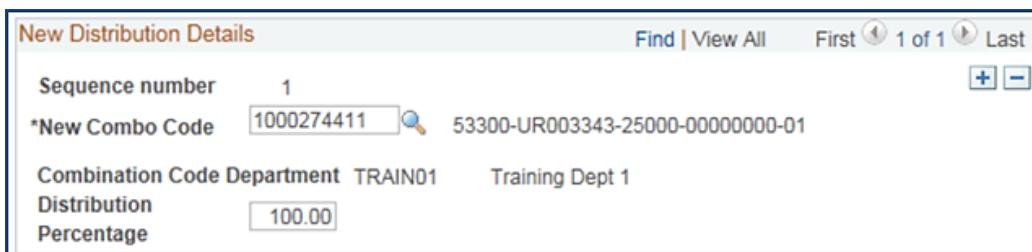
New Distribution Details Section

Cost Transfers - New Distribution Details Section

The New Distribution Details section is where to enter the new combo code(s) and distribution percentages for the new allocation(s). The payroll charges can be reassigned to one or more combo codes. You must enter the percentage of payroll charges to assign to each of the new combo codes.

The total percentages of all new funding records must be less than or equal to 100%. That is, you cannot allocate more than 100% of the payroll charges.

Cost transfers can only be done by percentage. To transfer a specific dollar amount, you must first convert your dollar amount to a percentage.

Combination Codes

Cost Transfers - New Distribution Details - Combination Codes
Recall that the combination code in the New Distribution Details section of a cost transfer request identifies the ChartFields to move payroll charges to in ARC. In the Combination Code field, enter the combo code to which you want to allocate part or all of the employee's earnings.

Once a combo code is entered, the description of that combo code appears along with the "Combination Code Department" number and name.

You can enter the combo code directly into the field, if you know it, or search for the code by clicking on the magnifying glass icon next to the combination code field and then entering at least two items in the search criteria. The combo code list is restricted based on the earnings code selected. That is, PAC will not let you charge a combo code that is invalid for that earnings code.

Can I transfer charges to Foreign Department Combo Codes?
When creating a cost transfer request, you may charge your own combo codes or foreign department combo codes. If charging one or more foreign department combo codes, the transaction will route to all foreign funding department approvers after home department approval.
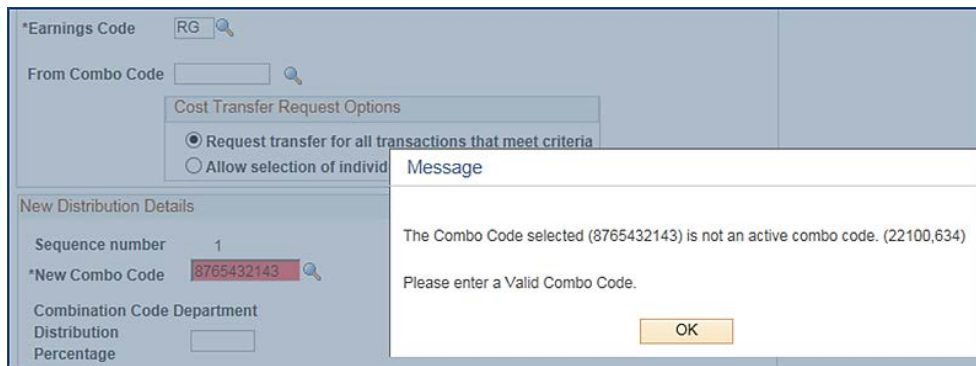
As cost transfers are completed for active or inactive employees in your own admin department(s), you cannot move payroll charges for active or inactive employees who are not in your admin department(s). Remember that the edit that restricts the timeframe for the transfer is that you can perform transfers for the current fiscal year and the minus one fiscal year.

Combination Code Errors

Combination Code Errors

After entering the combo code in the field and then either pressing the *Enter* key or tabbing or clicking into another field, PAC will run edits to check the validity of the combo code. If the entered combination code is invalid or does not exist, you will not be able to save or proceed with the transaction. The entry field will turn red and PAC will generate a pop-up window with a message related to the error such as, "The Combo Code selected is not an active combo code. Please enter a Valid Combo Code."

There are many reasons why a combo code is invalid. Let's look at a few of these and explore correcting the errors.

Correcting Combination Code Errors

Correcting Combination Code Errors
Here are some examples of combination code errors and reasons why they appear.
Depending on the error, you may need to research the attributes with your
department to resolve the error. Once you have the correct combo code, or the
correct combo code is valid in PAC, you may enter the transaction.

- Inactive Combo Code - An inactive combo code is a "frozen" combo code that
  cannot be used for any transactions. Check if the combination code is
  inactive. For example, if a project is active from 1/1/15 - 12/31/17, the combo
  code(s) for that project will become inactive on 1/1/18

- Project Activity Date Errors - This occurs when the transaction dates fall outside
  of the start and/or end date of the Activity associated with a combo code. If
  the combo code is active but the project activity end date passed, the combo
  code will give you an error message when the transaction dates are outside
  the activity dates. This is because a combo code is specific to each Project
  Activity. If a project is active from 1/1/15 - 12/31/17, a combo code can be
  created for *each* project activity, e.g. Activity 1 = 1/1/15 - 12/31/15 = combo
  code 1234567891, Activity 2 = 1/1/16 - 12/31/16 = combo code 1425369685
  and activity 3 = 1/1/17 - 12/31/17 = combo code 1236547898. After entering
  the Start and End Dates and then a Combination Code, the edit will run to
  confirm that the dates are within the activity start and end dates established
  for the combo code entered
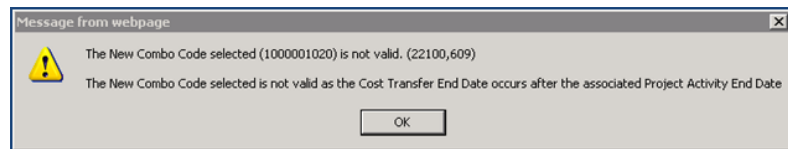
- All ChartFields Active for the Period - Are all the ChartFields active for the
  period of time for the transaction?

Correcting Combination Code Errors, Cont.

Correcting Combination Code Errors, Cont.
Here are some more examples of combination code errors and reasons why they appear. Depending on the error, you may need to research the attributes with your department to resolve the error. Once you have the correct combo code, or the correct combo code is valid in PAC, you may enter the transaction.

- Combo Code and Earnings Code- Is the combination code valid for the earnings code selected? i.e. Is the ChartString that the combo code represents valid to use for the earnings code?

- Combination Code does not exist - Is this the first time the ChartString is used? Remember, combo codes are a representation of the ChartString. If a ChartString is needed for a transaction and a combo code has not been created for that ChartString, it must first be created. Refer to the "Request a New Combo Code" topic for detailed information and a simulation of the request

Suspense Charges

Suspense Charges
What is Payroll Suspense?
When an employee is paid, the earnings need to be allocated to a single or set of combo codes (representing ChartStrings.) If during the course of employment, an employee's earnings points to combo codes that are no longer active, the expense defaults to departmental suspense.

There are two funding allocations for suspense; the Default ChartString and the Suspense ChartString. Both are considered suspense and the difference is that the default ChartString is used to charge salary and additional compensation when the ChartString to charge has not yet been established and the suspense ChartString is charged when the ChartString/Combo Code to which an employee's earnings are being charged has expired, reached a limit or becomes inactive. Both types are department specific.

It is the responsibility of each department to make sure that it's Departmental Payroll Suspense is cleared of all charges on a monthly basis. The Payroll Department issues a monthly report of suspense by department to senior management.

Common Causes of Payroll Suspense and Solutions

Causes

- A salary distribution is not in place for an employee
- At the time of hire, the Grant Project was not yet established and the expenses were allocated to the department default ChartString/Combo Code via Template-Based Hire
- One or more ChartFields become inactive before the funding end date for the salary distribution or payment end date for an additional compensation payment is reached

Solutions

- Once the ChartFields are active in ARC, create the combo code
- Enter a new salary distribution profile charging the correct combo code(s)
- Establish the new go-forward add comp payment charging the correct combo code(s), and
- Complete a cost transfer to move the suspense charges to the correct ChartString(s)/Combo Code(s)

How can funding end for a salary distribution but an employee continue to be paid?
Sometimes, a salary distribution is set up with a funding end date (where the funding does not roll over into the next fiscal year) and a new profile is not established, the employee will continue to receive their regular earnings but PAC does not have a ChartString to allocate the earnings toward and charges are placed in department suspense.

For example: Let's say an employee's regular earnings are funded by a grant from 9/1/15 - 12/31/15 and on 1/1/16, the earnings are funded by the department. A salary distribution profile is created for the 9/1/15 - 12/31/15 timeframe but the new profile effective 1/1/16 is not set up. On 1/1/16, the employee will continue to be paid and PAC will place the labor charges into the department suspense ChartString.

How can funding end for an add comp but an employee continue to receive the payment?
There are times when ChartFields in ARC become inactive before the Period End Date for the additional compensation transaction.

For example: Let's say an employee is receiving a $200 add comp each pay period from 11/1/15 - 3/31/16 funded separately by two sources. The transaction is created allocating the payment equally to the sources, say to the home department ChartString and to a grant funded ChartString. On 1/15/16, one or more ChartFields associated with the grant funding becomes inactive. The employee still receives the $200 payment, however, PAC does not have a ChartString to allocate the grant funded portion toward so it is placed in department suspense.

To move charges out of suspense, a cost transfer must be completed in addition to setting up an add comp transaction indicating the correct funding for the current and future payrolls.

Enter Combination Code

Let's practice entering combination codes for a cost transfer.

Procedure

This is the "Enter Combination Codes" topic where you will learn how to enter the combination code(s) to transfer charges to in a Cost Transfer transaction.

Step	Action
1.	This is the New Distribution Details section of the Cost Transfer Request. To enter the combination code to transfer charges to, first click in the **New Combo Code**field.
2.	For this example, enter **1000274471**. Remember, you may also search for a combo code by clicking the magnifying glass and utilizing the search feature.
3.	You have successfully completed the "Enter Combination Codes" topic in a cost transfer transaction. You can now move on to the next lesson, "Enter Percentage Amounts" where you will learn how to enter percentage amounts when transferring charges in a Cost Transfer transaction. **End of Procedure.**

Distribution Percentage

Distribution Percentage
The distribution percentage is the **percentage amount** of the payroll charge(s) to be charged to the combo code(s) entered. You must enter the percentage of payroll charges to assign to each of the new combo codes.

To assign the percentage of charges for the cost transfer, enter the percent (up to two decimal points) in the Distribution Percent field.

Remember: The total percentages of all new funding records must be less than or equal to 100%. That is, you cannot allocate more than 100% of the payroll charges. Cost transfers can only be done by percentage. To transfer a specific dollar amount, you must first convert your dollar amount to a percentage.

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]	

In this example, 50% of the payroll charges will be moved to the combo code entered

You may choose as many distribution lines as necessary, as long as the total percentage amount is less than or equal to 100%. Let's take a closer look on how to do this.

Cost Transfers to Multiple Combo Codes

Cost Transfers to Multiple Combo/Codes/ChartStrings (by Percent)
To move the charges to more than one Combo Code/ChartString, simply click on the "+" button, in the New Distribution section, to add another distribution entry section.

You may choose as many distribution lines as necessary, as long as the total percentage amount is less than or equal to 100%.

- To move the charges to more than one Combo Code/ChartString, simply click on the "+" button, in the New Distribution Details section, to add another entry section
- Enter the percentage amounts in each distribution section. For each distribution section, you may only enter a percentage amount. In this example, 50% is charged to one combo code and 50% to another combo code
- Click "View All" to view all distribution sections on one page
- Click "View 1" to view each distribution section separately on a page. To cycle through the sections, click on the arrow buttons

Enter Percentage Amounts

   Let's practice entering percentage amounts for a cost transfer.

Procedure

This is the "Enter Percentage Amount" topic where you will learn how to enter the percentage amounts to transfer charges to in a Cost Transfer transaction.
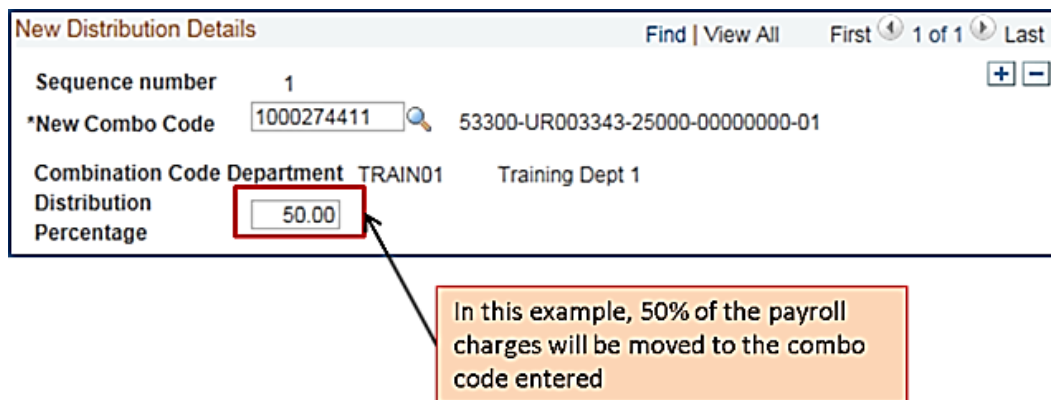

Step	Action
1.	This is the New Distribution Details section of the Cost Transfer Request. To enter the percentage amount to transfer charges to, first, click in the **Distribution Percentage** field.
2.	The combination code was entered. Now, enter the percentage amount of the charges to transfer by entering the number into the **Distribution Percentage** field. For this example, enter "**100**". This tells PAC to transfer all charges selected, per the transfer type, to the new combo code entered.
3.	Let's practice transferring charges to multiple combination codes. To do this, enter the 1st Distribution Percentage in the field and then click on the "+" sign to open up a new Distribution Section.
4.	For this example, let's transfer 70% of the selected charges to one combo code and the remaining 30% of the charges to another combo code. Enter "**70**" into the **Distribution Percentage** field.
5.	Now let's open another distribution section to enter the other combo code and percentage for the transfer. Click the **"+" button on the right hand side of the New Distribution Details section**.

Step	Action
6.	A new section was created. The new section is visible on the screen. You can tell because the fields are blank. You can also see how many sections there are in the distribution by the numbers displayed in the title bar. In this example it reads, "2 of 2" which means you are viewing the 2nd of 2 sections. You can cycle through each section by clicking on the arrow next to the numbers. To see both the data entered in the first section and the new blank section, click on the **View All** link. View All
7.	Now both sections are viewable. Before entering the percentage amount, select the combo code to charge.
8.	For this example, a combo code is entered. Press **[Enter]**.
9.	Once the combo code is selected/entered, click in the **Distribution Percentage** field.
10.	Enter "**30**" into the **Distribution Percentage** field.
11.	The percentages for the cost transfer are entered. In this example, 100% of the selected charges were moved. Percentages do not have to equal 100%. For example, let's say an employee is funded by two combo codes at 75% and 25%. It is determined that the combo code charged 75% is correct and the combo code charged 25% is incorrect and needs to be changed. You can move only 25% of the charges selected to the correct combo code. The other 75% of the charges will remain where they are (in the correct combo code).
12.	You have successfully completed the "Enter Percentage Amounts" topic in a cost transfer transaction. You can now move on to the next lesson, "Justification Section" where you will learn how to complete the justification section in a cost transfer transaction. **End of Procedure.**

Justification Section

Cost Transfers - The Justification Section

The Justification section is where to enter the reason for the request to move payroll charges to the new combo code(s) and distribution percentages for the cost transfer. All cost transfers require a reason for the request.

The Justification section consists of three parts:

1. **Cost Transfer Reason** - Click the magnifying glass and select the reason from the listed choices
2. **Justification Comments** - Enter the comment detailing the reason for the cost transfer. If you are requesting a cost transfer to a grant account over 30 days and select any reason other than "No change in % allocation" you are required to enter a justification comment
3. **Prevention Comments** - Certain transactions require a prevention comment as well to explain why the transfer is required. A prevention comment is required when creating cost transfers for any of these reasons: To a grant account over 30 days; Correcting errors caused by the untimely receipt of information; Correcting clerical and or bookkeeping errors, or Other

Please Note: 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 and will be routed for approval to the Grants Administrator in the Controller's Office.

Complete the Justification Section

Let's practice completing the justification section for a cost transfer.

Procedure

This is the "Complete the Justification Section" in a cost transfer transaction topic where you will learn how to select the reason for the cost transfer and provide justification and prevention comments.

Step	Action
1.	Click the **Look up Cost Transfer Reason** button in the Justification section of the Cost Transfer Request.
2.	Select the reason for the cost transfer. For this example, click the **Others - Non Grant** link. Others - Non Grant
3.	Click in the **Justification Comments** field.
4.	Enter the reason for the transfer provided the required detail. For our example, enter "**Training Simulation**". into the **Justification Comments** field.
5.	Certain cost transfers also require a Prevention Comment. If this is needed for the transfer, click in the **Prevention Comments** field.
6.	Enter the required information into the **Prevention Comments** field. For our example, enter "**Training Simulation**".
7.	You have successfully completed the, "Complete the Justification Section" topic in a cost transfer transaction. You can now move on to the next lesson, "Save and Submit a Cost Transfer Transaction". **End of Procedure.**

Save and Submit a Cost Transfer Transaction

Review and Save Transaction as a Draft
Now that the cost transfer details are entered, you are ready to submit the transaction through workflow for review and approval. Review the information entered for accuracy and click on of the following actions depending on the type of cost transfer requested or if you would like to save the transaction and submit it at a later time.

Depending upon the action chosen, the location to access and view the transaction differs. Let's explore these differences.

Save the Cost Transfer Transaction

Save the Cost Transfer Transaction
If you are not quite ready to submit the transaction because you are waiting for information or need to confirm an item entry, click the *"Save"* button on the bottom of the screen and the transaction will remain in pending status under the Run Control ID you created for this transaction. Only you will be able to access this saved transaction and update it with new information.

How do I access a saved transaction?
When you save a cost transfer transaction, the information remains in pending status under the Run Control ID you created for this transaction. Do you remember where you find already created Run Control IDs? Yes, in the Find an Existing Value Tab within the Request a New Cost Transfer section. Navigate to the "Cost Transfers" link, then click on the "Find an Existing Value" tab and search for and select the Run Control ID to access. The transaction data as saved appears and it can be updated, if needed, and submitted into workflow.

Remember: 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.

Justification

*Cost Transfer Reason	8 🔍 Others
Justification Comments	Save a Cost Transfer Transaction in Pending Status Example
Prevention Comments	Save a Cost Transfer Transaction in Pending Status Example

🔲 Save | 🔍 Return to Search | ⬆️ Previous in List | ⬇️ Next in List | ➕ Add | 🔲 Update/Dis

Request Cost Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

🔻 Search Criteria

Run Control ID: begins with ▾ [_____]

☐ Case Sensitive

Search | Clear | Basic Search 🔲 Save Search Criteria

Search Results

View All   First ◀ 1-3 of 3 ▶ Last

Run Control ID
1332392_10008607_0_1000001113
1332400_10005400_0_1000001173
Training_Simulation

Find an Existing Value | Add a New Value

Once you access a transaction by clicking on the Run Control ID, you can cycle through all Run Controls in your list by clicking on the "Previous in List" and "Next in List" buttons.

🔲 Save | 🔍 Return to Search | ⬆️ Previous in List | ⬇️ Next in List | ➕ Add | 🔲 Update/Dis
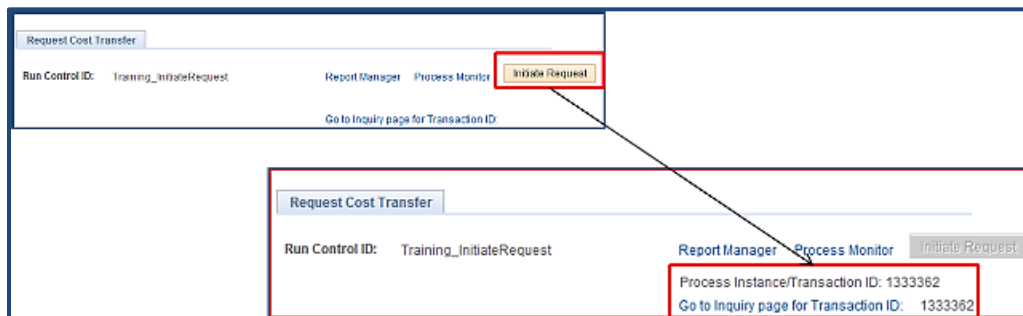
Submit the Cost Transfer - Initiate Request

Submit the Cost Transfer Transaction - Initiate Request
To submit the cost transfer into workflow for review and approval, click the *"Initiate Request"* button at the top right hand side of the screen. Once you click this button, a transaction ID will generate and the process will run. This ID is specific to the request. This ID tells you that the system recorded your request and it is searching for the payroll details.

Remember: When submitting a cost transfer request, you are asking PAC to run a process to complete the transaction.

Initiate Request and the "Request Transfer for all Transactions that Meet Criteria" Option
If this option was selected when the cost transfer was created, clicking on "Initiate Request" is the last step for the Initiator. PAC will "pull" any charges per the parameters entered in the transfer *if* it finds payroll charges that meet the criteria entered and the transaction will move into the worklist of the 1st level approver(s) in the home department for review and approval. Note the "Initiate Request" button "greys out" after it is clicked and the Transaction ID is displayed. We'll explore seeing what charges were located, workflow and also what to do when PAC does not find charges to move.

Initiate Request and the "Allow Selection of Individual Transactions after Load" Option
If this option was selected when the cost transfer was created, clicking on "Initiate Request" is not the last step. Because you would like to view the individual payroll lines *prior* to selecting the charges to move, there are few more steps to complete process. We will explore these steps shortly.

Remember: Regardless of the Cost Transfer Type selected, you must click "Initiate Request" to run the process.

No Transactions Exist

No Transactions Exist

If payroll charges are located based upon the criteria entered, the process continues. If there are not any found, 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.

Confirm Payroll Data Details

To determine the pay data and earn codes for an employee's pay, access a Payroll Actuals Report (from the Labor Accounting folder in the Manager Reports folder), an Employee Earnings History report (from the Manager Reports folder) or reports in the Financial Data Store (FDS).

Go to Inquiry page for Transaction ID:

Message

There are no labor accounting transactions to cost transfer based on the criteria entered. (22100,699)

Please confirm values entered.

OK
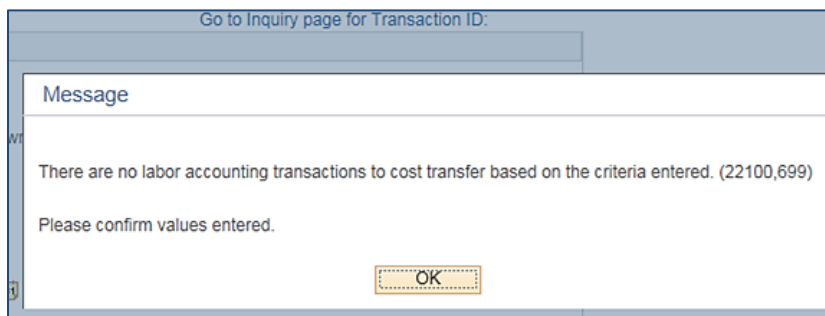
Submit the Cost Transfer - Process Monitor

Submit the Cost Transfer Transaction - Process Monitor
Let's explore how to complete the request when the "Allow Selection of Individual Transactions after Load" option is selected. As we just saw, the first step to submit a cost transfer request regardless of the type selected is to click the *"Initiate Request"* button at the top right hand side of the screen. The next step to view the individual payroll lines *prior* to selecting the charges to move, is to click on the "*Process Monitor*" link.

The Process Monitor page shows you the run status of your requests and lets you know if the process successfully ran and was posted for the Transaction ID created. Note that there is a line for each Transaction ID created. Next to each Transaction ID is system information about the process. Look to the Run Status and Distribution Status columns to confirm that the Run Status = Success and the Distribution Status = Posted. This indicates that the process is complete and you can view the detailed payroll transactions.

To navigate to the Inquiry Page where the payroll details will be listed, first return to the request page by clicking on the "Go back to Request Cost Transfer" link on the bottom left hand side of the page.

Sometimes, the run status = queued or pending as PAC is searching for the transactions. You can click on the Refresh button until the status says success.

Submit the Cost Transfer - Inquiry Page to View Charges

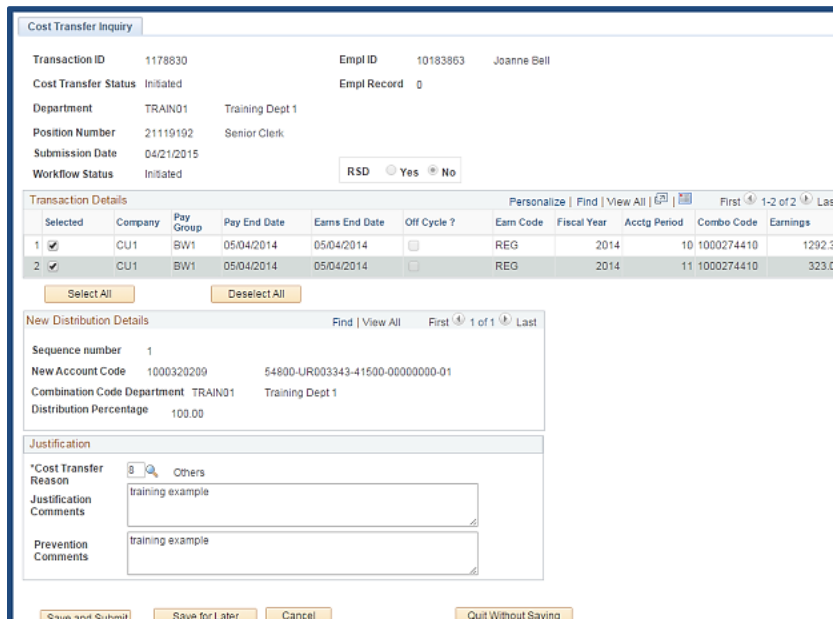**Submit the Cost Transfer Transaction - Inquiry Page to View Charges**
Now that the process is complete you can view the detailed payroll transactions. We just clicked on the "Go back to Request Cost Transfer" link on the Process Monitor page which brings us back to the Cost Transfer Request Page where the data was entered. From here, click on the "Go to Inquiry Page for Transaction ID" link to view the details of the cost transfer request.

The Cost Transfer Inquiry page shows you all of the payroll transactions that matched your search criteria. The top portion of the page shows you who and which employee record the cost transfer is for and includes Employee ID, Name, Record Number, Position, Department, Cost Transfer Status, Submission Date and Workflow Status.

The middle portion of the page is the Transaction Details where you can view the specific payroll transactions. Here is where you select the payroll charges to move. Click on the check boxes next to each payroll charge to indicate which payroll charges to transfer. You can also "Select All" which will place a checkmark in each payroll line or "deselect all" to un-check payroll lines you already checked. If there are many payroll lines for the timeframe entered, check the view indicator to navigate to the additional page(s) of data.

The bottom portion of the page shows the new distribution details and the justification for the transfer. Note that you cannot change any of the new distribution data at this stage of the request. Remember, a cost transfer is a process and now that the process has run, if you need to change any of the information (earnings code, reason/justification, date range) you will need to submit a new request to run a new process.

Now let's submit this transaction into the workflow for review and approval.

Submit the Cost Transfer - Save and Submit

Submit the Cost Transfer Transaction - Save and Submit
Click on the "Save and Submit" button on the bottom left of the page to submit the
cost transfer into the workflow for review and approval. The transaction moves to the
1st level approver in the home department. Once you submit the transaction, you
cannot recall it or make modifications. To return to the Search page without saving
any entered information, click on the "Quit Without Saving" button.

Multiple Pay Groups

Cost Transfers and Multiple Pay Groups
Some employees have multiple appointments with multiple pay groups. For
example, a graduate student in a monthly pay group might also have had a
casual position at some point in a bi-weekly pay group. Upon clicking on the
"Initiate Request" button, the following message and selection appears if the
employee has multiple pay groups.

- Select the pay group related to the cost transfer, i.e. *the pay group under
  which the pay was processed* which is not necessarily the pay group
  the employee is in currently
- By selecting a pay group, payroll lines for that pay group will display in
  the cost transfer details

Troubleshooting Tips

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 Reports to confirm the dates, amounts and earnings codes for the payroll charges.
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. Another example is let's say you need to transfer charges paid to an employee that you believe were part of regular earnings and enter the "REG" earnings code but the employee received the earnings under the "017" code. PAC will not find that specific payroll using the REG earn code. It is important to determine the specifics of the earnings prior to entering the request data.   Refer to the "Gather Required Data" topic for information.
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.
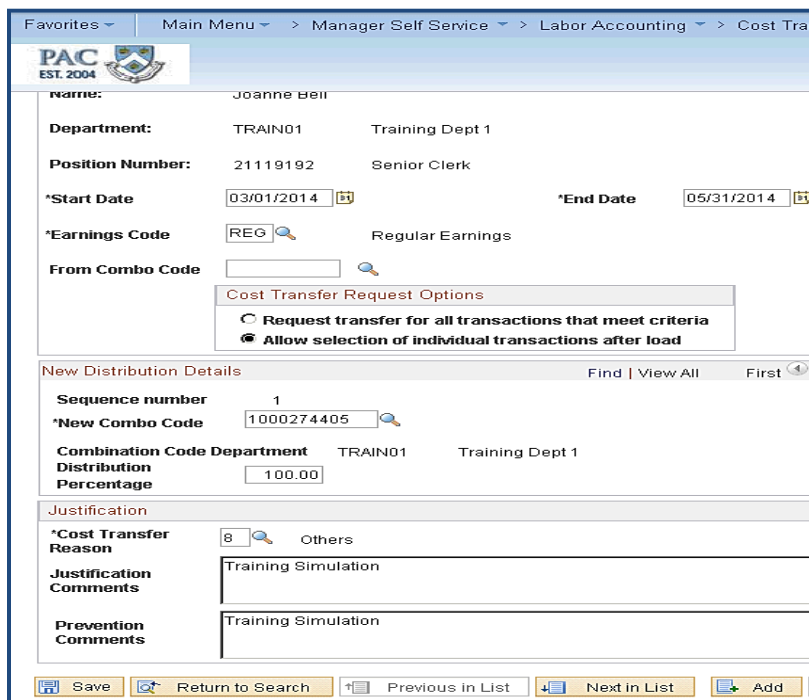
Remember: An approved Retroactive Salary Distribution (RSD) for the same payroll(s) will cancel a cost transfer.

Save the Transaction for Later

Let's practice saving an entered cost transfer transaction to submit at a later time.

Procedure

This is the "Save the Transaction for Later" where you will learn how to save an entered cost transfer transaction to submit at a later time.

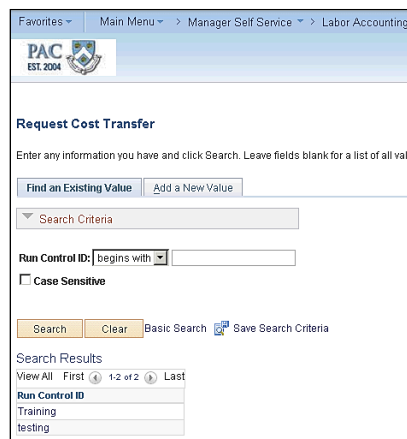| Step	Action
1.	On the bottom of the Cost Transfer Request page is the Save button. Only click this button if you want to save the transaction but not submit it into workflow. Click the **Save** button. 🖫 Save
2.	The transaction was saved and was assigned a Transaction ID. The transaction was not submitted into workflow and is accessible in the list of your existing Run Control IDs.
3.	You have successfully completed the "Save the Transaction for Later" topic. You can now move onto the next topic, "Access a Saved Cost Transfer Transaction" where you will learn how to access a saved but not submitted cost transfer transaction. **End of Procedure.**

Access a Saved Cost Transfer Transaction

Let's practice accessing a saved cost transfer transaction that was not submitted into workflow by locating it in the existing Run Control IDs.

Procedure

This is the "Access a Saved Cost Transfer Transaction" topic where you will learn how to access a saved cost transfer transaction.

Step	Action
1.	From the Cost Transfers menu within the Labor Accounting menu, click the **Request Cost Transfer** link. Request Cost Transfer
2.	There are two tabs on this page. Saved Cost Transfers are located on the "Find an Existing Value" Tab. Click the **Search** button. Search

Step	Action
3.	A list of saved cost transfers appear in the Search Results section. Select the name of the cost transfer, (the Run Control ID for the transfer) to retrieve it. For this example, click the **Training** link. Training
4.	The saved cost transfer appears.
5.	You have successfully completed the "Access a Saved Cost Transfer Transaction" topic. You can now move onto the next topic, "Create a Cost Transfer Transaction" where you will practice creating a cost transfer. **End of Procedure.**

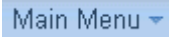## Create a Cost Transfer Transaction
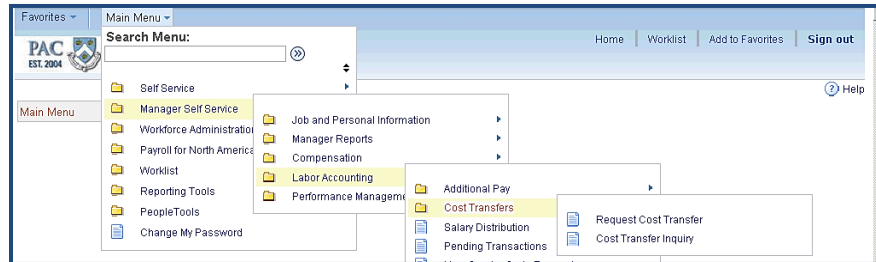
Let's practice creating a Cost Transfer.

Procedure

This is the "Create a Cost Transfer Transaction" topic where you will learn how to create and submit a cost transfer.
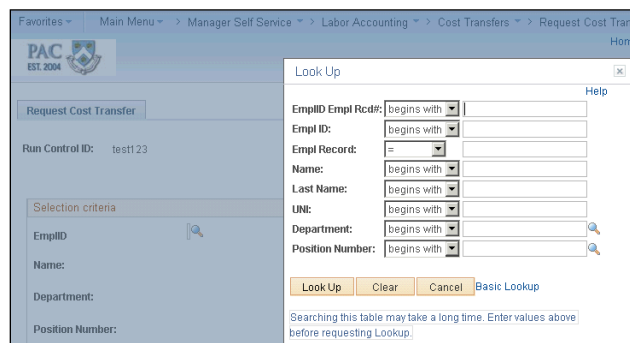
Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Manager Self Service** menu.
3.	Click the **Labor Accounting** menu.
4.	Click the **Cost Transfers** menu.
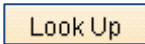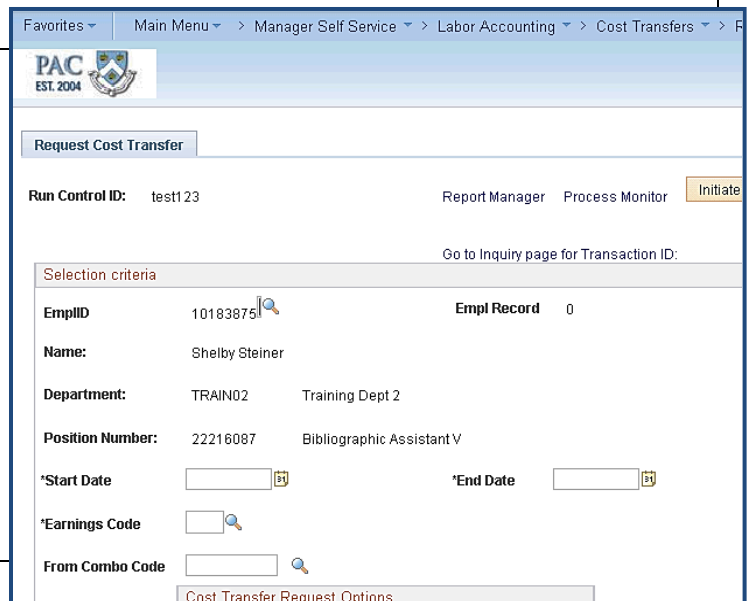
Step	Action
5.	Click the **Request Cost Transfer** menu.

Step	Action
6.	Click the **Add a New Value** tab. Add a New Value
7.	Enter the name for the transfer. In this example "test123" was entered. Click the **Add** button. Add
8.	Search for the employee. Click the **Look up** button.

Step	Action
9.	We'll search by employee ID. Click in the **Empl ID** field.
10.	For this example, an EmplID was entered. Click the **Look Up** button. Look Up
11.	The results display in the list below. Click any link within a line to access the employee. If there are multiple positions, ensure the correct position is selected. Click the **Shelby Steiner** link. Shelby Steiner
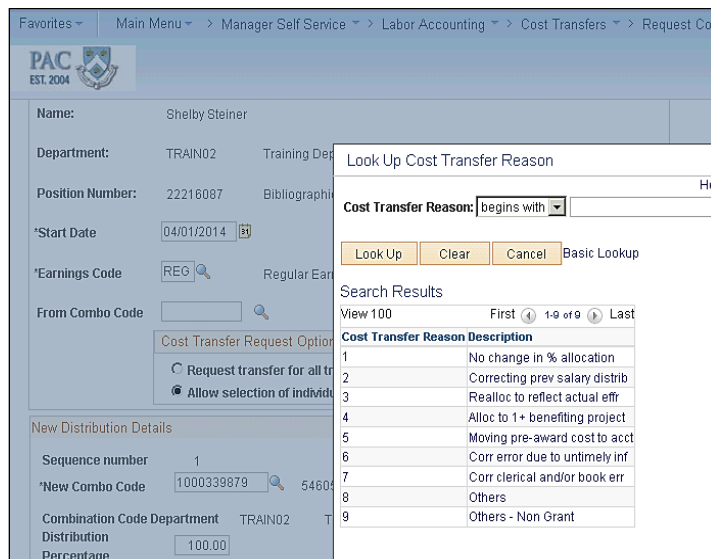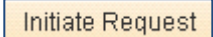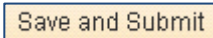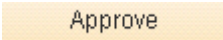
Step	Action
12.	Enter the start date for the payrolls you would like to view/transfer. Enter "**04/01/2014**" into the **Start Date** field.
13.	Enter the end date for the payrolls you would like to view/transfer. Enter "**05/31/2014**" into the **End Date** field.
14.	Enter or select from the search list, the type of pay that is to be transferred. For this example, enter "**REG**" into the **Earnings Code** field.
15.	Let's view allow payrolls run during this timeframe. Click the **Allow selection of individual transactions after load** option. ⊙ Allow selection of individual transactions after load
16.	Enter the combo code to move the payroll(s) to in the **New Combo Code** field. Enter "**1000339879**".
17.	Press **[Enter]**.
18.	For this transfer, 100% of the payrolls are to be moved into this combo code and "100" was entered in the Distribution Percentage. Remember that to allocate the payroll to more than one combo code, click the "+" button to open another distribution section. To enter the Justification for the transfer, click the **Look up Cost Transfer Reason** button. 🔍

Step	Action
19.	Select the appropriate reason for the transfer. For this example, click the **8 - for "Others"** link. 8
20.	Remember to enter the Justification and Prevention Comments as required for the transfer. Once entered, to initiate the cost transfer, click the **Initiate Request** button. Initiate Request
21.	Note that Process Instance/Transaction ID is assigned. Note this as it is helpful when searching for a transaction. To view the status of the process, click the **Process Monitor** link. Process Monitor
22.	We can tell by the Run Status and the Distribution Status that the process ran successfully. If the status does not yet display "Success and Posted", you can click the "Refresh" button.
23.	To view the cost transfer, click the **Go back to Request Cost Transfer** link. Go back to Request Cost Transfer
24.	Now to see the details for the transfer, click the **Go to Inquiry page for Transaction ID** link. Go to Inquiry page for Transaction ID
25.	The payrolls that ran between the Start and End Dates entered appear. Check the box(es) next to each payroll for each payroll to move. In this example, both payrolls appearing were selected.
26.	To submit the transaction into workflow, click the **Save and Submit** button. Save and Submit
27.	The transaction was submitted. Click the **OK** button. OK
28.	Now let's view the approver steps. Click the **Worklist** link. Worklist

Step	Action
29.	The transactions pending review appear. Note the Cost Transfer just submitted appears.
30.	Once the transaction is selected from the worklist, the details appear.
31.	The approver reviews the details of the transfer and takes action by clicking one of the action buttons located on the bottom of the page. Note that a Cost Transfer cannot be Recycled and the available options are to "Approve" or "Deny". Click the **Approve** button. Approve
32.	As this was the final approval required, the information was processed. Click the **OK** button. OK
33.	The transaction no longer appears on the Worklist.
34.	You have successfully completed the "Create a Cost Transfer Transaction" topic. You can now move on to the next lesson, "Submit Paper Cost Transfer Forms" where you will learn how and when to submit a paper cost transfer request. **End of Procedure.**

Allocations to a Sponsored Project

Sponsored Projects Allocations for Cost Transfer and Salary Distribution Requests

A pop-up message will appear when a cost transfer or salary distribution transaction to a sponsored project is entered as a reminder for the requirement to maintain supporting documentation.

Cost Transfer Pop-Up Message Upon Submission

Request Cost Transfer

Message

This cost transfer is transferring salary onto a sponsored project. (22100,718)

I confirm this new charge is accurate and reasonably reflects the work performed during this period.

Per Columbia University Policy on Sponsored Projects Cost Transfers, any salary cost transfer onto a sponsored project must be supported by appropriate written documentation that provides justification explaining how the error occurred as well as a certification that the new charge is correct. Documentation must be maintained by the department and made available upon audit or review. By proceeding with this transfer, you are confirming that documentation meeting policy requirements is available.

> OK

Salary Distribution Pop-Up Message Upon Submission

✔ The Salary Distribution transaction has been saved and sent to the Home Department 1st Approver for approval.

> OK

Message

This salary distribution contains a combo code for a sponsored project. (22100,719)

As a reminder, salary distributions that are based on budget estimates must reasonably approximate the workload expected and must be monitored regularly.

Per Columbia University Policy on Sponsored Projects Cost Transfers, any retroactive salary distributions onto sponsored projects must be supported by appropriate written documentation that provides justification explaining how the error occurred as well as a certification that the new charge is correct. Documentation must be maintained by the department and made available upon audit or review. By proceeding with this salary distribution, you are confirming that documentation meeting policy requirements is available.

> OK

Submit Paper Cost Transfer Forms

Submit Paper Cost Transfer Forms

There are certain situations that require you to process a cost transfer transaction by submitting a paper Labor Accounting Form (PAC) - Cost Transfers (http://finance.columbia.edu/content/payroll-general-information) to the HR Service Center.

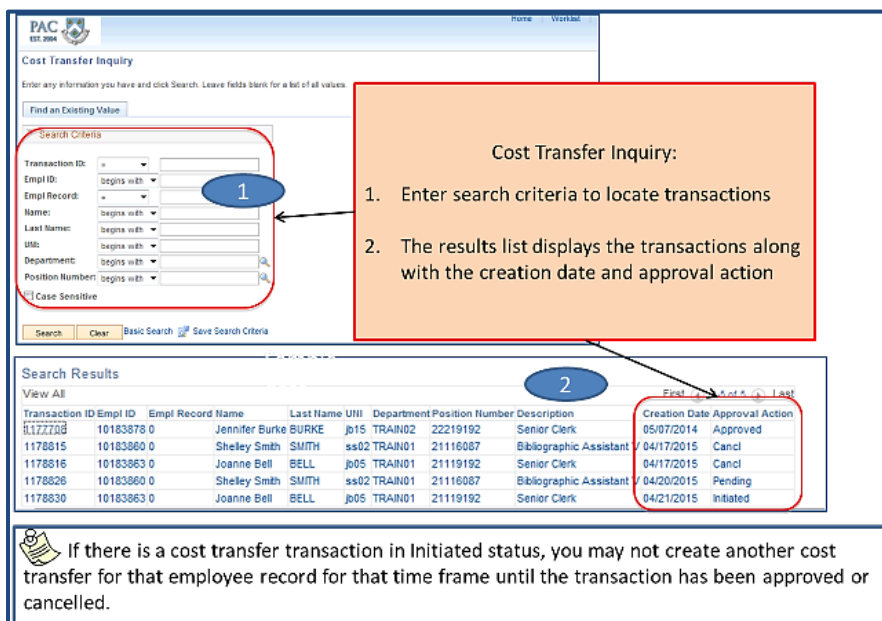Fringe only cost transfers cannot be done.

Cost Transfer Inquiries

Cost Transfer Inquiries

Within the *Cost Transfers* section, there is a Cost Transfer Inquiry page. This page allows you to view the details and status of submitted cost transfer transactions. Entering the Transaction ID here is helpful if you are looking for a specific transaction.

The following transaction statuses are displayed:

- 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 Inquiry:

1. Enter search criteria to locate transactions

2. The results list displays the transactions along with the creation date and approval action

If there is a cost transfer transaction in Initiated status, you may not create another cost transfer for that employee record for that time frame until the transaction has been approved or cancelled.

Cost Transfer Inquiry Page Search Features

More on Cost Transfer Inquiry Page
Submission Date and Workflow Status appear on the Cost Transfer Inquiry Page. These features enable a quicker determination of transfer statuses when performing inquiries.

Note: Combo Codes and other transaction details below are for representation purposes only.

Interpreting Cost Transfer Inquiry Statuses

Cost Transfer Inquiry Page
Let's look at another example and examine the details of the Cost Transfer and determine where it is in workflow and overall status.

Note: from this inquiry view, we do not know who approved the transaction. As it is a Morningside transaction, we also do not know what approval(s) are still pending. This can be found in the *Workflow Status* page which is a page in the approver's Worklist. If you are not an approver, you can reach out to your approver who can access this additional detail for the transaction.

Locate a Cost Transfer Transaction
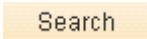
Let's practice accessing an individual cost transfer transaction from the Cost Transfer Inquiry page.

Procedure

This is the "Locate a Cost Transfer Transaction" topic where you will learn how to search for a submitted cost transfer request to view the details.

Step	Action
1.	Navigate to the Cost Transfer menu and click the **Cost Transfer Inquiry** menu.
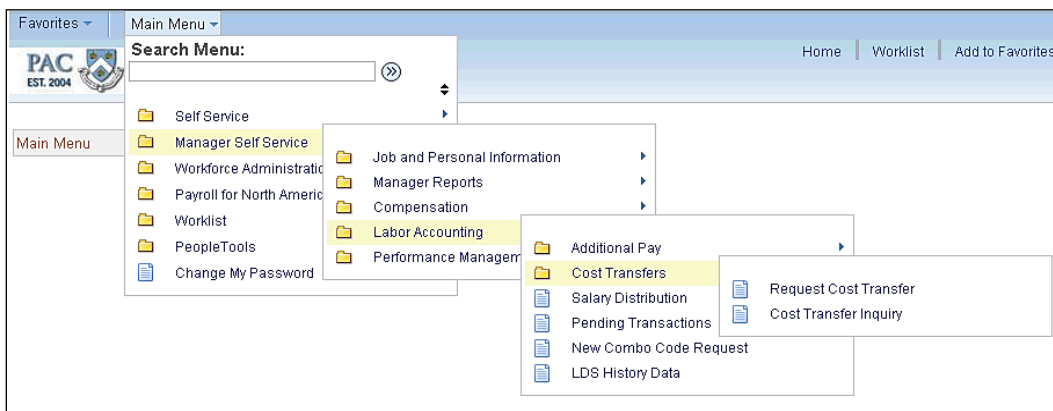
Step	Action
2.	Enter values into any of the search criteria fields provided. For this example, click the **Search** button.
3.	A list of transactions appears in the Search Results list. For this example, click the **Jennifer Burke** link.
4.	The details for the Cost Transfer appear.
5.	You have successfully completed the "Locate a Cost Transfer Transaction." You can now move onto the next lesson, "Cost Transfers Workflow" where you will learn about the workflow path of submitted cost transfers. **End of Procedure.**

Cost Transfers Workflow

This is the *Cost Transfers Workflow* lesson of the *Cost Transfer Transactions* course. Upon completion of this lesson, you will be able to:

- Recall the Cost Transfer Workflows and the required approval levels
- Using the Payroll Calendar, understand the relationship between the timing of requesting a cost transfer and payroll calendar dates

Estimated Time to Complete Lesson: 2 minutes

For more information on workflow, roles and access, reference the *Introduction to PAC* course.

Cost Transfer Transactions Workflow

Cost Transfer Transactions Workflow
Below is a representation of the Cost Transfer workflow. This is the path followed when submitting Cost Transfer transactions.

The Initiator gathers and enters information into the transaction pages. The transaction then moves to the approver(s) who review and approve the transaction. The approver is the final stop along the workflow and once the last approver approves the transaction (clicks approve) it is automatically entered into PAC. The number of approvers required to review and approve a cost transfer is determined by campus and the funding department(s). Earnings charged outside the admin department will be approved by the foreign funding departments.

CUMC transactions receive final approval by the 1st Level Approvers in the department. 2nd Level Approvers provide the next level of review for Morningside transactions only. Transactions are approved by the school or department at Morningside. The Graduate School of Arts and Sciences approves all student officer transactions for the Arts and Sciences.

For Cost Transfer transactions, a transaction can only be approved or denied. Because cost transfers are a process and not a data entry page, even if a transaction is recycled, you cannot modify the process request once it is made, you can only delete it and create a new transaction.

Timing of Cost Transfers

Timing of Cost Transfers

Now that we reviewed workflow, let's review the timing of requesting a cost transfer and the relationship between the request and payroll calendar dates.

The cost transfer is driven by the start and end dates entered on the request page. You can initiate a cost transfer request *once* a payroll has been run. If you enter a start date for a future payroll, you will receive an error message when you try to initiate the request. In the example below, it is April 2015 and the Start Date is for a future date.

Note: While you can initiate a cost transfer request as soon as the payroll runs, the transfer will not post to your funding structure until after the payroll posts to ARC. Payroll will post to ARC on the same night the payroll runs.

So how do I know when a payroll ran so that I can initiate a cost transfer? As a rule of thumb, you can use the "View on Web Date" on the Payroll Calendar as your guide. Once the paycheck is viewable to employees, you can initiate a cost transfer for that payroll. It is very important to be aware of the payroll cycles.

Visit the Payroll Calendar (http://hr.columbia.edu/helpful-tools/hr-manager-toolkit/managing-staff/managing-pay/pay-transactions/pay-calendar) section of the HR Website for more information.

As a rule of thumb, you can use the "view on web date" on the Payroll Calendar as your guide. Once the paycheck is viewable to employees, you can *initiate* a cost transfer for that payroll. It is very important to be aware of the payroll cycles

Columbia University Pay Calendar for July 2014 to June 2015

| Type of Payroll | Pay Run ID | Period Covered | PAF, Nomination Forms & TBH HRPC Mail Closing Date | FFE Entry Period | Labor Accounting Add Comp | | View on Web Date | Check Date |
					Dept. Admin.	Final Approve		
Weekly	WKL-15-023	06/01/15 - 06/07/15	Mon 06/01/2015	06/03/15 - 06/08/15			06/10/15	06/12/2015
Biweekly	BWK-15-024	06/01/15 - 06/14/15	Mon 06/08/2015	06/10/15 - 06/15/15			06/17/15	06/19/2015
Weekly	BWK-15-024	06/08/15 - 06/14/15	Mon 06/08/2015	06/10/15 - 06/15/15			06/17/15	06/19/2015
Semi-Monthly	SMP-15-012	06/16/15 - 06/30/15	Mon 06/15/2015		Mon 06/15/2015	Fri 06/19/2015	06/24/15	06/30/2015
Stipend / Retiree	STR-15-007	07/01/15 – 07/31/15	Mon 06/15/2015				06/24/15	07/01/2015
Weekly	WKL-15-025	06/15/15 - 06/21/15	Mon 06/15/2015	06/17/15 - 06/22/15			06/24/15	06/26/2015
Biweekly	BWK-15-026	06/15/15 - 06/28/15	Mon 06/22/2015	06/24/15 - 06/29/15			07/01/15	07/02/2015
Weekly	BWK-15-026	06/22/15 - 06/28/15	Mon 06/22/2015	06/24/15 - 06/29/15			07/01/15	07/02/2015

Cost Transfer Approvals

Once the cost transfer is initiated and submitted into workflow, the transaction then goes to the 1st level home department for approval and then to any 1st level foreign department approvers if indicated by the combination codes entered (1st level approval is the final approval for CUMC transactions.) For Morningside transactions, the transaction goes to the 2nd level approvers, then on to GSAS approvers (if needed) for final approval.

Cost transfers process on a nightly basis. As transactions receive final approval, they process that night and post to ARC.

Remember: to change allocations going forward, a new salary distribution profile will need to be completed.

Transaction Status and Location

This is the *Transaction Status and Location* lesson of the *Cost Transfer Transactions* course. Upon completion of this lesson, you will be able to:

- Determine Status and Location of Transactions

Estimated Time to Complete Lesson: 5 minutes

Pending Transactions - Initiator View
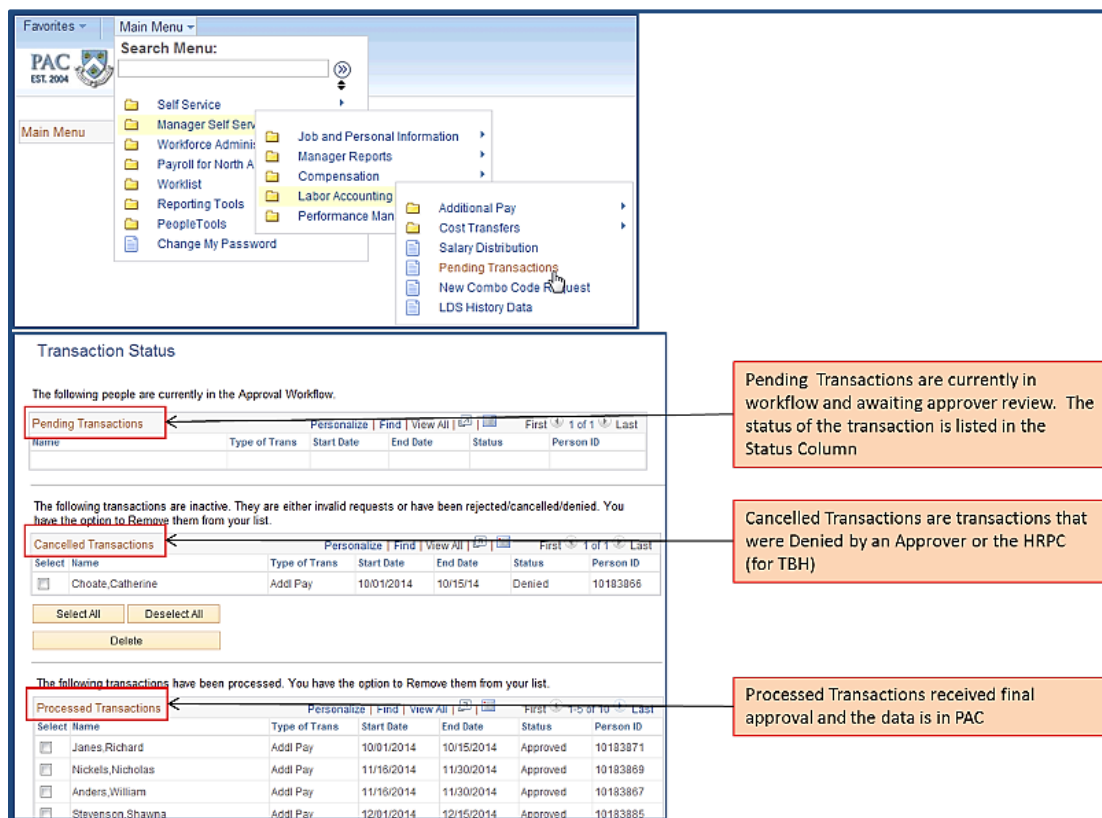
Pending Transactions Page

The Pending Transactions page provides a view only summary of pending, cancelled (denied) and processed *Labor Accounting* transactions from an ***Initiator*** view. If you initiated a transaction, the status for those transactions only is viewable on this page. This is the status view an Initiator Only role sees as that role does not have access to Approver pages. If you are also an approver, you will see this transaction in your Worklist Status and also Workflow Status pages (per the department security access granted).

How do I access the Pending Transactions Page?

Click on the "Pending Transactions" link within the "Labor Accounting" section in "Manager Self Service".

Note: This page provides view only status. You cannot access or take action on a transaction from this page.

More on the Pending Transaction Page

More on Pending Transaction Statuses

In addition to the status views shown on this page, there are additional status types displayed in the Pending and Cancelled sections

Pending: submitted into workflow for approval. Additionally, there are three status types displayed in the Pending Transactions section

- Submitted = the transaction was submitted into workflow and is awaiting approver review and action
- Approved = the transaction received approval by an approver. It does not indicate the approver or approval level pending
- Requested = the transaction received final approval and is on its way to be processed by PAC

Cancelled: denied transactions. For these transactions, there are two status types displayed in the Cancelled Transaction section

- Denied = by an approver
- Incomplete = no results returned (for Cost Transfer transactions)

Processed: the transactions are approved and processed in the system

Locate Transaction on the Pending Transactions Page

Let's practice navigating to the Pending Transaction page to locate pending cost transfers.

Procedure

This is the "Locate Transaction on the Pending Transactions Page" topic where you will learn how to view the status of labor accounting transactions.

Step	Action
1.	Navigate to the Pending Transactions page. Click the **Main Menu** button. Main Menu ▾
2.	Click the **Manager Self Service** menu. 📁 Manager Self Service ▶
3.	Click the **Labor Accounting** menu. 📁 Labor Accounting ▶
4.	Click the **Pending Transactions** menu. 📄 Pending Transactions
5.	The Pending Transactions page displays the transaction status for all labor accounting transactions you initiated. This includes Salary Distribution, Cost Transfers and Additional Compensation Payments. Template-Based hire status is displayed on another page. In this example, there is a pending Salary Distribution transaction and two processed Salary Distribution transactions.
6.	You have successfully completed the "Locate Transaction on the Pending Transaction Page" topic. You can now move onto the next lesson, "Locate Transactions in Workflow - The Approver View" where you will learn how approvers can view the workflow status of transactions. **End of Procedure.**

Locating Transactions in Workflow - Approver View

Workflow Status
Approvers access transactions submitted into workflow via the Worklist. Within the worklist folder is a Workflow Status page which provides the location of transactions currently in workflow. This page is not viewable to the Initiator Only role. If you have the Initiator Only role and need to inquire on the location of a transaction, contact a department approver(s) who can locate this information for you.

Workflow Status Page Filter
On this page, a list of transactions currently in workflow appear on the displayed list. On the top section of the page are Filter Options used to locate a specific transaction or group of transactions. This feature is helpful when looking for a specific transaction and you have the name, employee ID or Transaction ID.

Locate Transaction in Workflow
Next to each transaction is a "Details" link. Clicking on this link displays the status, details and current location of the transaction in workflow.

Workflow Status and the Current Active Worklists Section
On the bottom of the Workflow Page is a "Current Active Worklists" section that lists which approvers can review the transaction at the level indicated.

If you are an approver, more information and details on the Workflow Status page and the Worklist can be found in the Approver course.

Details	WF Id	Type	Empl ID	Rcd#	Name	UNI	Deptid	Created/ Hire date	Seq (AP)	Status	Created by	on	Last Updated by	on
Details	192986	Sal Dist	10183859	0	Brown,Elizabeth	eb01	TRAIN01	02/25/2015	0	Pending	MSS07	02/25/2015 2:36PM	ca_dl2532	04/13/2015 4:19:24PM
Details	192992	Addl Pay	10183881	0	Corin,Callie	cc18	TRAIN02	04/13/2015	0	Pending	PACB05	04/13/2015 5:08PM	PACB05	04/13/2015 5:09:09PM
Details	192996	Sal Dist	10183884	0	Frost,Lewis	nf123	TRAIN02	04/21/2015	0	Pending	PACB07	04/21/2015 8:00PM	PACB07	04/21/2015 8:00:03PM
Details	192998	Sal Dist	10183880	0	Mexter,Joseph	jm999	TRAIN02	04/21/2015	0	Pending	PACB07	04/21/2015 7:57PM	ca_dl2532	04/21/2015 8:07:24PM
Details	192989	Addl Pay	10183873	1	Pippin,Jeremy	jp15	TRAIN02	04/13/2015	0	Pending	PACB05	04/13/2015 5:07PM	PACB05	04/13/2015 5:07:07PM
Details	192994	Hire/Rehir	NEW	0	Rodrigues,Andrew		TRAIN01	04/20/2015	0	Pending	MSS10	04/20/2015 2:19PM	PACB03	04/20/2015 2:21:04PM
Details	193001	Hire/Rehir	NEW	0	Rosemond,Rebecca		TRAIN02	05/04/2015	0	Pending	MSS04	05/05/2015 4:59PM	MSS04	05/05/2015 4:59:48PM
Details	192997	Addl Pay	10183882	0	Sanchez,Robert	rs255	TRAIN02	04/21/2015	0	Pending	PACB07	04/21/2015 8:03PM	PACB07	04/21/2015 8:03:23PM
Details	193002	Cost Xfer	10183860	0	Shelley Smith	ss02	TRAIN01	04/27/2015	0	Pending	ca_dl2532	04/27/2015 3:26PM	MSS02	05/05/2015 7:21:00PM

Course References

Course References
You can access the Lesson, Job Aids, Policies, and Procedures that were referenced throughout this course in the Course Catalog (http://hr.columbia.edu/course-catalog/search) on the HR Website:

Lesson:

Cost Transfer Transactions Course Training Guide (http://hr.columbia.edu/course-catalog/search)

Job Aids (located in the Course Catalog in the HR Website):

Cost Transfer Transactions (http://hr.columbia.edu/course-catalog/search)
Getting Started with the Web-Based Training Tool (http://hr.columbia.edu/course-catalog/search)
How to Create Favorites in PAC (http://hr.columbia.edu/course-catalog/search)
How to Navigate PAC (http://hr.columbia.edu/course-catalog/search)
Create a Combo Code Job Aid (http://hr.columbia.edu/course-catalog/search)
Search Combo Codes Job Aid (http://hr.columbia.edu/course-catalog/search)
ChartFields, ChartStrings and Combo Codes in PAC (http://hr.columbia.edu/course-catalog/search)

Websites:

Columbia University Human Resources Website (http://hr.columbia.edu/)
Course Catalog (in the HR Website) (http://hr.columbia.edu/course-catalog/search)
CourseWorks (https://courseworks.columbia.edu/welcome/)
HR Service Center (http://hr.columbia.edu/contact-us/welcome-human-resources-service-center)

Knowledge Assessment

Congratulations! You have successfully navigated through the instructional portion of the *Cost Transfer Transactions* course. We hope that the concepts and skills you have learned in this course have prepared you for your day to day tasks.

Please complete the required knowledge assessment associated with this course. Successful completion of this knowledge assessment and the Salary Distributions knowledge assessment (a passing grade of 90%) is required to receive credit for the courses and to gain access to the Salary Distribution and Cost Transfer functionalities in PAC.

To access and complete the knowledge assessment, click on the following link. You will be prompted to log in with your UNI and Password to access CourseWorks.

Cost Transfer Transactions Knowledge Assessment
(https://courseworks.columbia.edu/samigo-app/servlet/Login?id=0ca4ee8b-c782-4c51-ba50-7f2bd2add6431370547395179)

Estimated Time to Complete Assessment: 10 minutes

Glossary

ARC

Accounting and Reporting at Columbia, our finance system.

Combination Code

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Cost Transfer

Ability to change the accounting for an employee's salary or add comp retroactively in PAC. Also refers to the retroactive transfer of expenditures from one account to another.

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Earnings Code

Specifies the type of payment with related tax withholding, benefits information and fringe rate. Also known as Earn Code.

EmplID

Employee ID: Unique identification code for an individual associated with the University.

Field

An area on a page that displays or requires data.

Labor Accounting

Manages an employee's salary profile, additional compensation, and cost transfers.

Manager Self-Service

MSS. Manager Self-Service is a set of pages in PAC that allows managers to view job and personal data for the employees in their departments.

PAC

People@Columbia. The customized version of PeopleSoft Human Resources Capital Management that integrates and processes all Human Resources and Payroll transactions for Columbia University including hire/rehire, salary distribution, additional compensation and cost transfer transactions.

PC

Petty Cash - cash held in department for small or emergency purchases.

Project

A specific funding source. The First (highest) level at which you can budget and record project activity. Projects are generally set up where a separate fund balance must be tracked and carried forward.

REG

Regular Earnings - refers to the most commonly used payroll earnings code.

Salary Distribution

The process by which departments communicate charges to the University's accounting system, ARC, for regular earnings for faculty and staff.

Workflow

The routing of transactions based on rules.

Worklist

The automated to-do list created by workflow. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.