Cost Transfer Workflow Tool
Cost Transfer Workflow Tool Introduction

What is it?

● A web-based cost transfer tool that will process Non-Salary and Salary Cost Transfers. For Salary Cost Transfers, this tool will process both Legacy and HRS Payroll Transactions.

Summary of Features

● No paper routing. No printing out of forms. No manual signatures.
● Significant reduction in time, completely electronic process.
● Unique Transfer number is assigned to at the time of entry for tracking the progress of the transfer and this number will be in WISDM.
● Ability to search for a transfer at any time.
● Requires a source transaction directly from WISDM – prevents initiators from entering non-existent or incorrect “from” “accounting. Less manual work.
● Validation of account coding at the time of entry.
● The system automatically determines workflow for PI, Division and RSP accountant approval.
● All notifications are via e-mail – easy to monitor, along with a “user friendly” dashboard.
● PIs automatically in approval process when their project is transferred “to” or “from”. New feature - PIs can also delegate approval responsibility.
● RSP accountant automatically has final approval for sponsored projects.
● Dashboard for users with information they need to know, such as,
  ➢ Transfers I Need to Sign (Applies to Division/RSP Approvers and PIs)
  ➢ Transfers Routed to Me (Owner has edit rights)
  ➢ Transfers I am Tracking (Preparers)
  ➢ Recently Completed Transfers (Preparers)
• Rejection process to send transfer back, with comments, to Dean’s Office or preparer, etc.
• Excellent Audit Trail - Each user can create comments and attach documentation
• Capability for PIs and other approvers to designate a delegate for the approval process

Purpose of This Training Document

• To clarify the key similarities and differences between the workflow of the existing non-salary cost transfer process and that of the new electronic workflow tool
• To provide users with guidance to navigate through the features of the new tool
• To provide new users with sufficient information to successfully use the Cost Transfer Workflow Tool

This document has been created specifically to be used as a reference. The assumption is that our intended audience is already familiar with the important concepts and policies associated with cost transfers including but not limited to terms and definitions, allowable and allocable costs, and fiduciary responsibilities. This document is not intended to replace any existing cost transfer policies. For more information regarding current university cost transfer policies, please click on the following:

Accounting Services Cost Transfer Policy (revised Nov 2009):
http://www.bussvc.wisc.edu/acct/policy/processing/703polacnsptnongrant.html

Cost Transfer Policy for Sponsored Projects (revised Jan 2006):
http://www.rsp.wisc.edu/policies/costtransfer/index.html

Resources

There are several resources available to help you progress through the Cost Transfer Workflow Tool that you can use when you encounter problems, have specific questions, or desire to provide feedback:

1. **Help Icon**: for immediate assistance, click on the help icon found on most screens within the Cost Transfer Workflow Tool itself. Many of your questions may be answered right here.

2. **“send a comment/bug report”** – click on this icon within the tool to communicate a problem or comment directly to the Cost Transfer Workflow Tool administrators. Accounting Services, Research and Sponsored Programs and DOIT Technical Staff working as a team to support user issues. Please include the transfer number and a brief description of the issue.

3. **Error message for Account coding**: FAQs for error messages or common problems will be on the Accounting Services Cost Transfer Web Site or use the “send a comment/bug report” and mention the cost transfer id (the N or S number).
Cost Transfer Workflow Tool

User Instructions

Roles
The UW—Madison NetID is the authentication mechanism for using the Cost Transfer Workflow Tool.

All users have the Preparer role.

<table>
<thead>
<tr>
<th>Role</th>
<th>Processing allowed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer</td>
<td>Create transfers</td>
<td>All campus employee users (except hourly students employees) with UW Madison NetID login authentication can use the tool to create a transfer</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Approve transfers Create Transfers Delegate Approval Authority</td>
<td>PIs are identified through Project Set-up and will only have approval rights for their projects. Must have NetID.</td>
</tr>
<tr>
<td>Division Submitter/Approver</td>
<td>Manage Division Users Approve Transfers to Submit to SFS Create Transfers Delegate Approval authority to another user with the same role only to cover absences</td>
<td>These Approvers must be designated by the Division Business Representatives (form is available), and be well versed in the Accounting Services/RSP training on Cost Transfer Policy or JET training. Approvers have the ability to send journals directly into SFS General Ledger for non-sponsored cost transfers.</td>
</tr>
</tbody>
</table>

Note: Student hourly employees with NetIDs will not have access to the Cost Transfer Workflow Tool.
Instructions for Preparers of Non-Salary Cost Transfers:
(Financial Mgrs, Grant Administrators, Dept Administrators, etc…)

Logging In and Getting Started:

- Go to https://ct.wisc.edu/ and save as a favorite.
- If you have authenticated through another UW Service (such as the MY UW page link) you will be taken directly to the Cost Transfer Tool.
Dashboard View – Preparers of Non-Salary Cost Transfers

This is the main screen or landing page from which the preparer begins – think of this as the main menu or “Home” screen.

Work List Headers:
1. Transfers Routed to Me: You are the owner of this transfer record (edit rights)
2. Open Transfers I am Tracking: Unapproved transfers in process that you prepared
3. Recently Completed Transfers: Posted transfers that you prepared

Tips:
- Clicking on work list header icon expands and collapses transfer record list
- Click on the Find a Transfer link to view transfers based on specific criteria
Creating a New Non-Salary Cost Transfer

Under the main menu in your dashboard click “Create New Non-Salary Cost Transfer”

 ALWAYS – Enter Details of the NSCT – Details should be clear and concise so reviewers/approvers can understand the reason for the transfer. This can be edited during later stages of preparation. Urgent flag is used to indicate an important deadline (e.g. award closeout or fiscal year-end) and will move the transfer to the beginning of the queue for the approvers or “routed to” persons.

After entering Details of Transfer click on link to “Create”. 
Adding a Transfer Set

Non-Salary Cost Transfer

<table>
<thead>
<tr>
<th>Transfer Hbr:</th>
<th>NCC0000117</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparer:</td>
<td>LYNN S THIELE</td>
</tr>
<tr>
<td>Routed to:</td>
<td>LYNN S THIELE</td>
</tr>
<tr>
<td>Details of Transfer: [Change]</td>
<td>FedEx invoices paid on default funding, these charges belong on departmental 101-4 funds.</td>
</tr>
<tr>
<td>Date of Request:</td>
<td>03/16/2011</td>
</tr>
<tr>
<td>Status:</td>
<td>1 - Working</td>
</tr>
</tbody>
</table>

Clicking on "Create" takes you to the Non-Salary Cost Transfer screen in which new transfer sets are created.

- In order to start the transfer you must click on "Add a Transfer Set." By "adding a Transfer Set," you search for a specific transaction from WISDM.
- Transfers cannot be created without a corresponding transaction in WISDM. This guarantees that the “From” side of the transfer is correct.
Use the Search options to quickly find the “From” transaction. A known date or amount should be entered in the first box and second is left blank. Entering more specific data (Project ID or Dept ID and Fund) will return a smaller list of possible transactions to select for transfer.

Select all transaction you wish to transfer by clicking the “Basket” icon. Click “Done” in the work basket when all the “From” transactions have been added to the Basket.
Entering the “To” Side of the Cost Transfer Transaction

**Non-Salary Cost Transfer**

- **Transfer No:** 0000000117
- **Preparer:** LYNN S THIELE
- **Routed to:** LYNN S THIELE

**Details of Transfer:**
Fedex invoices paid on default funding; these charges belong on departmental 101-4 funds.

**Screen Icon key:**
- 🎉 View more detail – additional fields from WISDM are displayed
- 🚚 Copy to all – Dept ID, Fund, Project copied to all “to” lines
- ✱ Split – add a “to” line to split the “from” transaction

**Important:** Decreasing the “From” amount is considered a “partial” transfer. The Cost Transfer Tool does not allow the “from” to be changed to an amount that is more than the original expense.

As you enter the “Transfer To” account information you may find it useful to use the “Copy to all” function to update all the “To” lines.
Checking for Errors validates the funding string and enforces balanced accounting. This will also calculate the applicability of the >90 day rule (i.e., >90 days have passed from the end of the month that the original expense posted), and require that a justification be completed.

FAQs for error messages or common problems will be on the Accounting Services Cost Transfer Web Site.
If the transfer is over 90 days from the end of the month that the transaction posted, additional justification is required.

After entering the reasons for the justification, you must click “Save Justification”

Attaching supporting documentation (email) or making a comment is also available in this tab. Comments that are included with routing and rejections are stored here. Note, WISDM documentation is not required, as the tool validates the authenticity of the “From.”
NSCT Routing, Edit Rights and Ownership

IMPORTANT! Routing is **NOT** used to collect signatures. “Routing” is intended for assistance or to accommodate a department’s internal work flow. Routing a record gives permission to edit the cost transfer record. The person you route to will be notified by email of this action and the transfer record will appear in their worklist.
Example of notification e-mails automatically sent out when a transfer is routed to another user. NOTE: a direct link to the transfer record within the Cost Transfer Workflow Tool is embedded in the email.
Submitting NSCT Requests for Approval

The owner of the record “routed to” has the ability to submit for approvals. Once submitted, the status changes to “2-Waiting for Approvals”. The tool determines the required signatures and automatically notifies the approvers.

**NOTE:** Routing a transfer to another user transfers ownership. The preparer no longer has edits rights when a transfer is routed to another user or submitted for approval.
## History of the Transfer

Major events are captured and retained in the history tab.

<table>
<thead>
<tr>
<th>Event</th>
<th>Additional Details</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted</td>
<td>Transfer posted to Journal JRT0016502.</td>
<td>4/26/2011 10:51:28 AM (0d 21h 16m ago.)</td>
<td></td>
</tr>
<tr>
<td>Status Changed</td>
<td>Status changed to 4 - Completed.</td>
<td>4/26/2011 10:51:28 AM (0d 21h 16m ago.)</td>
<td></td>
</tr>
<tr>
<td>Approved</td>
<td>Approved signed for Division Representative.</td>
<td>4/21/2011 4:10:24 PM (5d 18h 57m ago.)</td>
<td></td>
</tr>
<tr>
<td>Status Changed</td>
<td>Status changed to 3 - Waiting to Post.</td>
<td>4/21/2011 1:10:24 PM (5d 18h 57m ago.)</td>
<td></td>
</tr>
<tr>
<td>Status Changed</td>
<td>Status changed to 2 - Waiting for Approvals.</td>
<td>4/21/2011 1:01:11 PM (5d 19h 6m ago.)</td>
<td></td>
</tr>
<tr>
<td>Routed</td>
<td>Routed to</td>
<td>4/21/2011 12:54:05 PM (5d 19h 13m ago.)</td>
<td></td>
</tr>
<tr>
<td>Status Changed</td>
<td>Status changed to 1 - Working.</td>
<td>4/21/2011 12:54:05 PM (5d 19h 13m ago.)</td>
<td></td>
</tr>
<tr>
<td>Status Changed</td>
<td>Status changed to 2 - Waiting for Approvals.</td>
<td>4/21/2011 11:03:08 AM (5d 21h 4m ago.)</td>
<td></td>
</tr>
<tr>
<td>Created</td>
<td>Created Record was created.</td>
<td>4/21/2011 10:56:32 AM (5d 21h 11m ago.)</td>
<td></td>
</tr>
</tbody>
</table>
Managing Account Preferences

Preferences for LYNN S THIELE

Adjust options pertaining to your user account.

Notifications

- Email Address on record: LSTHIELE@WISC.EDU

- Send email notifications
  Checking this option ensures that you will receive emails regarding specific events related to cost transfers. It is strongly recommended to keep this option on.

- Send periodic email reminders
  This option will send you a reminder by email periodically (after a long period of inactivity) when you have been requested to sign a cost transfer.

Delegation

You may delegate sign-off authority to any number of other users. These users will receive notifications and have the ability to sign on your behalf.

Add a New Delegate

Begin typing last name: [ ] Effective: [ ] through [ ] + Add

Managing Email Notifications: Users can turn off the e-mail notification if they are frequently logged into the Cost Transfer Tool. Preparers can also delegate sign-off authority for anticipated absences.

To Delegate – begin typing in the last name of the delegate. For common names use a space and then first letters of first name
Searching for Transfers

Find a Transfer

Enter search criteria to find a transfer.

On the “Find a Transfer Screen” users:

- Can search for completed transfers
- Can search for transfers in process
- Can use multiple filtering options (e.g. Project ID)
- Have the ability to search for any transfer, not just transfers prepared by you, and view comments, documents, preparer, approvers, etc...

** Eliminates the need to print a copy for your file **
Instructions for PI’s

PI Webcast

Subjects:
- PI Approval
- PI Rejection
- PI Delegation

This is an easy way to familiarize PIs with the tool without needing to read the manual. The webcast has a step-by-step instruction to help PIS use the Cost Transfer Workflow correctly.
Electronically Signing Cost Transfers

Logging In and Getting Started:

- Go to https://ct.wisc.edu
- If you have authenticated to another UW Service you will be taken directly to the Cost Transfer Tool
Otherwise, enter your NetID login & password

Dashboard View – PIs

Cost Transfer Tool

Main Menu

1.) Delegating Signature

Create a new Non-Salary Cost Transfer...
Transfer expenses related to supplies, travel, consultants, equipment, and other non-payroll expenditures.

Create a new Salary Cost Transfer...
Transfer expenses related to payroll.

Find a Transfer...
Search for an existing transfer record to find its current status, cost, and view full auditable history.

Change my account preferences...
Change your user account settings such as email options.

About...
View program copyright, version, and change log information.

Sign Out:
Quit the application.

2.) Work list of transfers I need to sign

Transfers I need to Sign (1)

<table>
<thead>
<tr>
<th>Transfer Libr</th>
<th>Created on</th>
<th>Owner</th>
<th>Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCCG000117</td>
<td>03/16/2011</td>
<td>MARGARET SNOWICK</td>
<td>fedex invoices paid on default funding, these charges belong on departmental 101-4 funds.</td>
<td>2 - Waiting for Approvals</td>
</tr>
</tbody>
</table>

Transfers Routed To Me (0)
No transfers were found.

Open Transfers I am Tracking (0)

Recently Completed Transfers (0)

Not finding the transfer you're looking for? Search for it.

Work List Headers:
“Transfers I need to Sign” - transfers requiring your review and approval
“Transfers Routed To Me” - transfers needing your review and comments and would normally be routed back to the preparer
“Recently completed transfers” - transfers in the approval process
“Recently completed transfers” - only displays transfers that you have prepared

Delegating Signature Authority – This allows you to designate another user to approve transfers on your behalf. This can be a co-worker who will cover for you during an absence or a permanent delegation to a staff member handling financial transactions. Click on the link to delegate and to set up other preferences, such as turn-off e-mail notifications.

Tip: Clicking on work list header expands and collapses transfer record list

This is the main screen or landing page from which PIs begin – think of this as the main menu

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Delegating Sign-Off Authority

** Delegation allows PIs to assign delegates with the authority to electronically sign cost transfers on their behalf **

PI Delegation should only be given to staff with first-hand knowledge of the PI’s project’s personnel and expenditures and the UW Cost Transfer Policy.

Notifications:
- Emails notify a PI when a new cost transfer in the workflow tool requires their electronic signature
- If desired, stop e-mails by unselecting the “Send email notifications” box
- Additional option to receive reminders when a transfer routed to PI list has not been worked on

Delegation:
- Allows storage of multiple delegates to accommodate various business processes (e.g. one delegate for non-salary and one for salary)

Tip: Non-Salary Cost transfers will always start with “N”. Salary Cost transfers always start with “S.”
Above is a sample Cost Transfer Tool notification e-mail.

- The link within the body of the notification email brings the PI to the Cost Transfer Tool site.

- If someone routed the transfer to the PI, their comments will be contained in the e-mail.

**NOTE:** This transfer starts with “N” and is therefore a Non-salary Cost transfer.
Viewing the Details of a Cost Transfer

Non-Salary Cost Transfer

<table>
<thead>
<tr>
<th></th>
<th>Dept ID</th>
<th>Fund</th>
<th>Project ID</th>
<th>Prog</th>
<th>Account</th>
<th>Class</th>
<th>Amount</th>
<th>Description</th>
<th>PO ID</th>
<th>Voucher ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From</td>
<td>409700</td>
<td>144</td>
<td>PRJ15XX</td>
<td>4</td>
<td>3710</td>
<td></td>
<td>-20.00 FEDEX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To</td>
<td>409700</td>
<td>101</td>
<td></td>
<td>4</td>
<td>3710</td>
<td></td>
<td>20.00 FEDEX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>From</td>
<td>409700</td>
<td>144</td>
<td>PRJ15XX</td>
<td>4</td>
<td>3710</td>
<td></td>
<td>-85.63 FEDEX</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To</td>
<td>409700</td>
<td>101</td>
<td></td>
<td>4</td>
<td>3710</td>
<td></td>
<td>85.63 FEDEX</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Clicking on the link from the work list brings the user to the Details tab showing the “From” and “To” coding
- This is where PIs are able to review the Details of Transfer and the accuracy of the account coding associated with the cost transfer
Documentation/Comments/Justification for Transfers 90 Days After the Original Transaction

If the transfer is over 90 days, the preparer will be automatically required to fill out the justification, which can then be viewed in the documentation tab. Attachments can also be seen here, if any are attached to the transfer. Comments are also stored in this tab.

**Definition - 90 Day period is technically 90 days from the end of the month a transaction is posted.**
Approving & Rejecting Non-Salary Cost Transfers

Required Approvals

3 total signatures required. 3 signatures remaining. You can sign for at least one item on this transfer.

<table>
<thead>
<tr>
<th>Signature Role</th>
<th>For</th>
<th>Signed by</th>
<th>Signed on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Investigator</td>
<td>Project PRJ15XK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division Representative</td>
<td>Division 48</td>
<td></td>
<td>Who can sign?</td>
</tr>
<tr>
<td>RSP Accountant</td>
<td>Project PRJ15XK</td>
<td></td>
<td>Who can sign?</td>
</tr>
</tbody>
</table>

Feature: required approvals are automatically determined by the workflow tool, which recognizes who you are and highlights (shading and green arrow) the projects you are electronically signing.

- Addition of comments is optional.
- Sending notification of approval action is not required but PIs can check “Send Notification to” for anyone in the list.
- Clicking “Approve” captures PI signature on the transfer record and no further action is required from the PI.
• If the accounting or justification needs more work, PIs can either click “Send back to Preparer” or enter correction mode by clicking “Correct.” If the transfer is sent back, it is a good practice to include a comment telling the preparer the revisions that need to be performed. The other option is for you to make the correction yourself.
• After the correction is made, click “Submit for Approvals” and then “Approve” in the approval tab.

Need Additional assistance?

This icon is located on every page.

Send a comment/bug report

You can also send a comment to the CTWF Administrators.
Instructions for Division Approvers

Logging In and Getting Started:

- Go to https://ct.wisc.edu/
- If you have authenticated to another UW Service you will be taken directly to the Cost Transfer Tool
Dashboard View – Approvers

This is the main screen or landing page from which Approvers begin – think of this as the main menu

**Work List Headers:**
- **“Transfers I need to Sign”** - transfers requiring your review and approval
- **“Transfers Routed To Me”** - transfers needing your review and comments and would normally be routed back to the preparer
- **“Open Transfers I am Tracking”** - transfers in the approval process
- **“Recently Completed Transfers”** - only displays transfers that you have prepared
Email Notification to Approvers

Notification emails include a direct link to the Dashboard view within the Cost Transfer Workflow Tool
Manage Division Access to the Cost Transfer Tool

Each Division will authorize a group of expert users that will have Division Approval Authority; click on Manage Divisions

- This authority will also include security to assign the entire division, a range of departments or a single department for a Preparer
- Auto-routing of approvals means that the Preparer does not need to know who the Division Approver is; this is built into the tool

IMPORTANT - When the transfer set is contained within one Division – only one approver is required by the system. Please consider your Division’s business practices and use “Routing” to alert other approvers of transfers, when necessary.
Manage Division Access to the Cost Transfer Tool

Manage Division 53 MEDICAL SCHOOL

Add, remove, or change personnel that are assigned to this division.

<table>
<thead>
<tr>
<th>Person</th>
<th>Department Range</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>00454344  KARLA R THOMPSON</td>
<td>530300 - 530300</td>
<td><img src="change.png" alt="Change" /></td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>00045303  MARY L MACHAJ</td>
<td>530000 - 533499</td>
<td><img src="change.png" alt="Change" /></td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>00197215  MARK R MCCLINTOCK</td>
<td>533700 - 535000</td>
<td><img src="change.png" alt="Change" /></td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>00454344  KARLA R THOMPSON</td>
<td>535300 - 537200</td>
<td><img src="change.png" alt="Change" /></td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>00465943  CAMILLE L HOGAN</td>
<td>537700 - 539999</td>
<td><img src="change.png" alt="Change" /></td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
<tr>
<td>00455040  DARLENE R WOOD</td>
<td>530200 - 530299</td>
<td><img src="change.png" alt="Change" /></td>
<td><img src="delete.png" alt="Delete" /></td>
</tr>
</tbody>
</table>

The Cost Transfer Workflow Tool enables Divisions to establish their internal work flow by adding Divisional Representatives and / or by setting Department ID Ranges.

The CTWF Administrators set up new individuals as Submitters through the Request for Approver Authorization process that requires completion of Cost transfer Policy Training.
Accounting / Coding of Non-Salary Cost Transfers

- Fields are locked once the record enters the “2-Waiting for Approvals” status
- Detail tab will have the “From” and “To” transactions
Justification for Transfers 90 Days After Date of Original Transaction

If the transfer is over 90 days from the end of the month that the transaction posted, the preparer will be automatically required to fill out the justification, which can then be viewed in the documentation tab. Attachments can also be seen here, if any are attached to the transfer.

Definition - 90 Day period is technically 90 days from the end of the month a transaction is posted.
Collecting Signatures

The Cost Transfer Workflow tool automatically determines required approvals:

- Identifies the user and highlights (shading and green arrow) which projects require the user’s approval.
- Approvals are in the following tiers and are captured sequentially: PI, Division, RSP. Within those tiers, signatures can be collected in parallel (Multiple Division Reps can sign simultaneously for cross divisional transfers).
- Clicking “approve” captures your signature on the transfer record and no further action is required.
- The form collects signatures using automated system generated notifications.

If the accounting or justification needs more work, click “Send back to Preparer” or enter correction mode by clicking “Correct” to make the correction(s) yourself. If you send back the transfer, it is a good practice to include a comment telling the Preparer the revisions you are asking them to perform. Alternatively, clicking “Correct” reverts the record to the “1-Working” status, which allows editing. After the correction is made, click the “Submit for Approvals” and then “Approve” in the approval tab.
Email Notification: RSP Send-Back to Division


The above represents an email that a Division Approver would receive if RSP is unable to approve a cost transfer and “sends back” ownership of the cost transfer to the Division Approver.

The Cost Transfer Workflow Tool routes the record back to the Division to grant edit rights for corrections. Divisions can perform the requested fix or can route the record to preparer; see next screen shot for more details.
RSP Send-Back to Division

Non-Salary Cost Transfer

Transfer Nbr: N000000115  
Preparer: LYNN S THEILE  
Routed to: KRISTINE M REINE  
Details of Transfer: [Change]  
Status: 1 - Working

Routing is not to be used for approvals – Routing transfer ownership and edit rights for the transfer.

If you route the transfer, it is a good practice to include a comment telling the recipient what you are asking them to do. Once the record is resubmitted for approvals, the tool computes needed signatures and preserves signatures already captured.

Routing is not to be used for approvals – Routing transfer ownership and edit rights for the transfer.
Salary Cost Transfers for Preparers

Salary Cost Transfers uses the same functionality as Non-Salary Transfers with some differences due to the difference in process. Use the link to “Create a new Salary Cost Transfer”
**ALWAYS – Enter Details of the SCT** – Details should be clear and concise so reviewers/approvers can understand the reason for the transfer. This can be edited during later stages of preparation. Urgent flag is used to indicate an important deadline (e.g. award closeout or fiscal year-end) and will move the transfer to the beginning of the queue for the approvers or “routed to” persons.

For Salary Cost Transfers, there must be an employee selected at the transfer details panel. Enter employee last name to get a drop down list of employees. For common last names, leave a space and continue typing the first name to narrow the list. After selecting the correct employee and job, click the “Create” button.
Clicking on “Create” takes you to the Salary Cost Transfer details screen.

- A unique transfer number is assigned and other basic information is displayed in the heading.
- In order to start the transfer you must click on “Add a pay period” to search for specific payroll transactions in WISDM. This guarantees that the “From” side of the transfer is correct.
Salary Cost Transfer

Transfer Nbr: 5000000157
Preparer: JANET M LARSON
Routed to: JANET M LARSON
Details of Transfer: [Change] Test Salary Cost Transfer for Beta testing [00123456] WASHINGTON, GEORGE
Employee: WASHINGTON, GEORGE
Date of Request: 04/12/2011
Status: 1 - Working
Job: FINANCIAL SPEC 3

Salary Payment Search

Select the salary payments you wish to transfer. When completed, click the Done button below to move the payments into your salary cost transfer.

Payment End Date: 07/31/2010 to 06/30/2011

The default for the search criteria is the current fiscal year. Change the date parameters to get older payment results.
Salary Cost Transfer

Salary Payment Search

Select the salary payments you wish to transfer. When completed, click the Done button below to move the payments into your salary cost transfer.

Payment End Date: 07/01/2010 to 06/30/2011

Select all salary payments

<table>
<thead>
<tr>
<th>Pay Period 06/20/2010 to 07/03/2010</th>
<th>$1,873.41 [Legacy Payroll]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Employee ID</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>00123456</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Period 07/04/2010 to 07/17/2010</th>
<th>$1,873.41 [Legacy Payroll]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Employee ID</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>00123456</td>
</tr>
</tbody>
</table>
Salary Cost Transfer

Select the pay periods that require transfer by using the “Select” box. Use the “select all salary payment” option if transferring the entire search result.

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Select the pay periods that require transfer by using the “Select” box. Use the “select all salary payment” option if transferring the entire search result.

 Scroll down to bottom of list to select the transfers by clicking the “Done” button.
This creates a set of transfers.

Transfer sets ready to enter new coding in the “To” line.

**Screen Icon key:**
- 🌟 View more detail – additional transaction fields from WISDM are displayed
- 📄 Copy to all – Dept ID, Fund, Project copied to all “to” lines
- 🌳 Split – add a “to” line to split the “from” transaction
### Pay Period 06/20/2010 - 07/03/2010

<table>
<thead>
<tr>
<th></th>
<th>Dept ID</th>
<th>Fund</th>
<th>Project</th>
<th>Prog</th>
<th>Account</th>
<th>Class</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>340270</td>
<td>101</td>
<td></td>
<td>4</td>
<td>1531</td>
<td></td>
<td>-1873.41</td>
</tr>
<tr>
<td>To</td>
<td>030500</td>
<td>101</td>
<td></td>
<td>4</td>
<td>1531</td>
<td></td>
<td>1873.41</td>
</tr>
</tbody>
</table>

### Pay Period 07/04/2010 - 07/17/2010

<table>
<thead>
<tr>
<th></th>
<th>Dept ID</th>
<th>Fund</th>
<th>Project</th>
<th>Prog</th>
<th>Account</th>
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<td>4</td>
<td>1531</td>
<td></td>
<td>1873.41</td>
</tr>
</tbody>
</table>

Example of first “To” line entered and then “Copy to all” function used.
When coding has been entered, save, check for errors and then Submit for Approval.
Submit for approval will automatically validate the accounting string. In this case there are errors.

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>06/20/2010 - 07/03/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept ID</td>
</tr>
<tr>
<td>From</td>
<td>340270</td>
</tr>
<tr>
<td>To</td>
<td>030500</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>07/04/2010 - 07/17/2010</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept ID</td>
</tr>
<tr>
<td>From</td>
<td>340270</td>
</tr>
<tr>
<td>To</td>
<td>030500</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Oops! Error message when coding does not pass edits. Clicking Submit automatically validates funding.
Update Funding and then “Check for Errors”.
New funding is validated. You could also save this transfer if you need to do follow-up for the correct funding.

Submit for approval again.

Message is displayed that Transfer has been Successfully Submitted for Approval.
Clicking on approvals tab will display approvals required for the transfer to go through.

Clicking on the “Who can sign?” link returns a list of approvers for this Transfer.

- GEORGE WASHINGTON
- THOMAS JEFFERSON
- MARTHA WASHINGTON
History Tab displays actions for this transfer.

<table>
<thead>
<tr>
<th>Event</th>
<th>Additional Details</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status Changed</td>
<td>Status changed to 2 - Waiting for Approvals.</td>
<td>4/12/2011 1:26:19 PM (0d 0h 3m ago.)</td>
<td>JANET M LARSON</td>
</tr>
<tr>
<td>Created</td>
<td>Record was created.</td>
<td>4/12/2011 12:51:33 PM (0d 0h 37m ago.)</td>
<td>JANET M LARSON</td>
</tr>
</tbody>
</table>
Navigating back to the “Home” link returns you to the Dashboard

<table>
<thead>
<tr>
<th>Transfer Nbr</th>
<th>Created on</th>
<th>Owner</th>
<th>Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>N000000150</td>
<td>04/11/2011</td>
<td>JANET M LARSON</td>
<td>Test Project Transfer</td>
<td>1 – Working</td>
</tr>
<tr>
<td>N000000149</td>
<td>04/11/2011</td>
<td>JANET M LARSON</td>
<td>Test Transfer for FMM</td>
<td>1 – Working</td>
</tr>
<tr>
<td>N000000154</td>
<td>04/11/2011</td>
<td>JANET M LARSON</td>
<td>Transfer for error</td>
<td>1 – Working</td>
</tr>
<tr>
<td>N000000155</td>
<td>04/12/2011</td>
<td>JANET M LARSON</td>
<td>TEST Transfer</td>
<td>1 – Working</td>
</tr>
</tbody>
</table>

Open transfers I am tracking are transfer that have been submitted for Approval or routed to another user.
1. Transfer number will be available in WISDM in Journal Description. You can search for the transfer by using this number.
2. Search for a Transfer in the Cost Transfer Workflow Tool

**Find a Transfer**

Enter search criteria to find a transfer.

- **Transfer Hbr**
- **Preparer**
- **Preparing Dept**
- **Owner (routed to)**
- **Status**
- **Urgent**
- **Created Date**
- **Project ID**
- **Dept ID**

On the “Find a Transfer Screen” users:
- Can search for completed transfers
- Can search for transfers in process
- Can use multiple filtering options (e.g. Project ID, preparer, owner)
- Have the ability to search for any transfer, not just transfers prepared by you, and view comments, documents, preparer, approvers, etc...

** Eliminates the need to print a copy for your file **