

HOW TO PROCESS A COST TRANSFER

WHY IS A COST TRANSFER NEEDED

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

WHO CAN PROCESS A COST TRANSFER

Anyone with the PAC access who is an initiator

Things to know before processing a Cost Transfer or Key Points:

1. A cost transfer is completed to clear suspense, reallocate percentages or combo codes charged for an employee's earnings retroactively.
2. Cost transfers are completed on a specific employee record and employees can have multiple records. Confirm the employee record where the pay was earned prior to initiating the transfer.
3. Cost transfers can be initiated once payroll runs for a pay period (use the "View on Web Date" on the payroll calendar as a guide).
4. Cost transfers are completed once data is posted to ARC and updated payroll data can be viewed on reports the following day.
5. The Cost Transfer Inquiry link is used to search for and view cost transfer transaction detail and status.
6. If you need to move charges to a different earn code, submit a service request through Service Now. Remember, the Cost Transfer process moves payroll charges to a different account for the same earn code.
7. If you saved, but did not initiate, a cost transfer request, you can find that transaction under the Run Control ID you created for the transfer.
8. Combo Codes represent the ChartStrings to charge and a search feature is available to locate a combo code.
9. The total percentages of all new funding allocations must be less than or equal to 100% of charges.
10. Salary cost transfers over 90 days charging a sponsored project will not be approved unless there is an exceptional circumstance which would warrant the adjustment. The approval process will require the completion of the reason, justification and prevention fields. These transfer requests over 90 days will be routed for approval

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
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.

Browser window showing the Request Cost Transfer page. The address bar displays the URL: https://pac.enterprise.columbia.edu/pip/hr/End/BMP/01EE/PST_HR/c/CU_P/CO... HR Manager Resources | MyCo... Request Cost Transfer

Navigation: Favorites - Main Menu - Manager Self Service - Labor Accounting - Cost Transfers - Request Cost Transfer

Page Header: PAC EST 2004 Home Worklist Add to Fav

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

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Page Header: PAC EST 2004 Home Worklist Add to Favorites Sign out

Request Cost Transfer

Find an Existing Value | Add a New Value

Run Control ID: cr2183

Add

Find an Existing Value | Add a New Value

Windows taskbar at the bottom shows the time 1:46 PM on 2/5/2018.