# Purpose

Departments will send Cost Transfer Requests via email to Awards.Management@asu.edu and the AMT Students will setup a task on the AMT Task List for the AMT GCO to process the request. The prupose of this Job Aid is to document the detailed procedures for reviewing and approving non-payroll cost transfer requests.

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## Student Procedures

1. Initial Task Setup – AMT Student
	1. Open the AMT Task List.
	2. Create a New Task.
	3. Open the PDF packet that is attached to the email and identify the Sponsored Account (ex: ABS1234).
	4. Use Coeus to look up the Sponsored Account and identify the AMT GCO.
	5. Enter the following information into the AMT Task fields:
* Account Number
* Coeus Number
* AP Doc Number
* Department
* PI
* RA
* GCO
* Task Type – CTR Review
* Assigned To
* Status – ‘Not Started’
* Description – Add a note describing the information received
* Team
* Click Ok

## GCO Procedures

1. Initial Task Actions – GCO
	1. Enter AMT Task in Edit mode.
	2. Change ‘Status’ to ‘In Progress’.
	3. Open the email attachment in order to review the PDF CTR document packet.

1. Cost Transfer Review – GCO
	1. Verify that a 611-E showing the original transaction has been provided. If the 611-E is missing, obtain it from Advantage Web Reports.
	2. Confirm that the transaction information is accurate on the CTR form. Each expense should be separately accounted for.

		1. In rare circumstances, the AMT Assistant Director (AMT AD) may approve a department’s request for utilizing the lump-sum transfer process. See [Lump-Sum Transfers for instructions.](#_Hlk381167046)
	3. Ensure that the request is compliant with Cost Transfer Policy RSP 506-02. The date of the original transaction should fall within the acceptable time frame as outlined in RSP 506-02. To calculate the acceptable time frame:

		1. Go to the [Advantage Calendars](https://cfo.asu.edu/fs-advantage-calendars) to determine the month-end closed date in which the original transaction posted.
		2. Add 90 days to closed date to calculate the end date for the acceptable time frame in which the CTR should have been received. The easiest way to calculate this is using Excel. Open an Excel workbook and in cell A1 type the month-end close date. In cell B1, enter the following formula “=A1+90”. Cell B1 show the end date for the acceptable time frame.

**Example:** Expense posted in Feburary 2013 and the month of February 2013 closed on 03/05/13 per the Advantage Calendar. Take 03/05/13 and add 90 days to come up with date of 06/03/13. Therefore, CTRs transferring expenses with an original transaction date in February 2013 must be received by 06/03/13.

**Note:** When recoding within sponsored project accounts or the same account, it’s not necessary that the transaction occur within the 90 day time frame as outlined in RSP 506-02.

* 1. Verify that the justification provided on CTR form describes in detail the expenses being transferred, the benefit to the project receiving the transfer, and how the error occurred.
	2. Look up the ORG1 screen within Advantage to ensure that the authorized signer is listed as a signer on the ‘transfer to’ account. Verify the e-mail date, total dollar amount being transferred and the “to” account when e-mail approval is used.
	3. Evaulate the IX/J1 (if present) to confirm accuracy and that each transaction is listed separately.
	4. Confirm that the expense charge meets the requirements found in the [Sponsored Projects Allowability Job Aid](http://researchadmin.asu.edu/files/sponsored-projects-allowability-job-aid).
	5. Proceed to Step 4 if all the above criteria have been met; otherwise, proceed to Step 5.

		1. Any exceptions require approval from AMT Assistant Director (AMT AD).

 **Note:** When submitting an exception request, the GCO must submit a thorough summary and analysis, which should include at a minimum: a determination of allowability, review of sponsor’s T&C’s (ie. Does the sponsor specifically restrict over 90 day cost transfers) and recommednation of the request to the AMT AD.

* + 1. Determine how many 611-E lines are being transferred.
		2. For lines less than 10, follow the standard approval process in [step 4](#CTRAPPROVAL).
		3. For lines 10 or greater, follow the Journal Loader Process if the department did not provide its own IX/J1.
1. CTR Approval – GCO
	1. Arrange the documents in the CTR packet in the following order: IX/J1, CTR form (with required department signature or PDF of e-mail approval), 611E and any other backup documentation.
	2. Open IX/J1 in Advantage Suspense file.
	3. Compare Advantage IX/J1 against IX/J1 included in CTR packet to verify no changes have been made and to ensure that each line being transferred is listed individually.
	4. Apply approval to Advantage IX/J1 document by pressing the F12 and F8 function keys. Confirm document was approved by ensuring “ACCPT” is shown in the status field. An override may need to be applied to document prior to approval. Override procedures can be found in the [Overrides to Advantage Documents Job Aid – ORSPA](http://researchadmin.asu.edu/files/Overrides%20to%20Advantage%20Documents%20and%20P-Cards%20job%20aid%20-%20ORSPA.docx).
	5. Apply Adobe electronic signature to CTR packet. Click [here](#Setting_Up_Adobe_Electronic_Signature) for instructions on how to setup Adobe electronic signature.
	6. Save CTR packet to either the IX or J1 folder located in ACCTG\Advantage Documents. The file name must be the same as the document ID (ex. XKSIX000064, SPN920300064).
2. **CTR Disapproval – GCO**
	1. GCO should make any reasonable attempts to work with the department to ensure that the cost transfer request is in compliance (i.e. gather additional justification or backup documentation).
	2. In the event the cost transfer must be denied, send an email to the department explaining the denial.
3. **Final Task Actions – GCO**
	1. Enter AMT Task in Edit Mode
	2. Change ‘Status’ to indicate status, such as ‘Completed’ or ‘Awaiting on Somone Else’
	3. Use ‘Description’ field to note email has been sent to department
	4. Notify Department that CTR has been approved or denied
	5. Click ‘OK’

## Additional Resources And Instructions

**Setting Up Adobe Electronic Signature**

1. Open any Adobe Document.

2. Select Advanced > Sign & Certify > Sign Document

1. Highlight area on your document.
2. Pop-up window will appear to create your own individual signature.
3. Signature must contain the following items:
* Full Legal Name
* OKED Research Operations
* Email Address
* Phone Number
* Password must be setup to protect signature authenticity.

**Journal Loader Process**

1. Use excel 611E to complete the [Journal Loader Cost Transfer form](http://researchadmin.asu.edu/files/Journal%20Loader%20Cost%20Transfer%20Form.xlsx).

	1. See detailed instructions in the Journal Loader Cost Transfer form for how to fill out fields.
2. E-mail completed spreadsheet to Advantage-Q@asu.edu to request batch processing.
3. Advantage Help will respond when they have populated the batch J1.
4. Continue with Approve Transaction, [Step 4.1](#CTRAPPROVAL).

**Lump-Sum Transfers**

1. In rare circustmances, the AMT AD may approve lump-sum transfers. Lump Sum Transfers share the same documentation and review standards as other cost transfers – no detail is lost. Although the CTR form and the Advantage line entry combine line items, the 611-E documentation included as back-up must show each individual expense line.

2. The expense lines being combined must share the same object code, sub-object code, and fiscal year. The justification provided on the CTR should explain the type and number of expenses being transferred.

1. The transaction IDs would not be referenced on the IX/J1. Instead, the number and type of expenses should be used (ex. Trf 12 In State Travel Hotel Exps).

	1. The transferred amounts tie to the included Review 611-E detail and CTR form.
2. Continue with [Step 3.3](#_Hlk381167829) under “Review CTR Packet…”.

**Scholarship Expense Transfers**

1. Requests to transfer scholarship expenses from Student Business Services to a sponsored account do not require an IX/J1.
2. Follow standard steps 2.1 – 2.7.
3. Proceed to step 2.8 if not all of the criteria has been met; otherwise, continue to next step below.
4. Forward the approved cost-transfer request to Student Business Services Accounting at ScholarshipTransferRequest@exchange.asu.edu to process the appropriate Advantage documents. Include the department in your submission.