

NON-SPNSR COST TRANSFER CHECKLIST

1. JUSTIFICATION REQUIREMENTS (as applicable):

- Description of the purpose of the cost transfer.
- For payroll transfers, indicate if it is a one-time funding correction that will not need to be corrected going forward, or indicate that an ePAF has been submitted to correct the funding source for future payrolls.
- Indicate the budget year the cost transfer should be applied to (This only applies during the months of July through September).

2. VERIFY CASH CODES:

- 111290 EDGEN, EDWCH, EGFE
- 111430 SPNSR, NONSP, FEDLN
- 111700 SUAUX, MISCA, AUFEE, OUFND

3. VERIFY THAT COST TRANSFER IS IN BALANCE:

- Confirm that each unique chartfield spread on the transfer is in balance (total + and – must zero out).
- Confirm that all cash lines on the transfer zero out.
- Confirm that all 950/955 GL accounts are in balance. These must be used in pairs, with the 955 GL account as a debit (+) for the transfer out and the 950 GL account as a credit (-) for the transfer in.
- Confirm that all 993/992 GL accounts are in balance. These must be used in pairs, with the 992 GL account as a debit (+) for the transfer out and 993 GL account as a credit (-) for the transfer in.

4. VERIFY BUDGET REVISION IS INCLUDED AS NEEDED:

- EDGEN to EDGEN transfers that are moving cash between different ORGs or FUNCTIONS require a budget revision which mirrors the transfer of cash. The associated cost transfer must use 994100 on both sides.

5. BACKUP DOCUMENTATION REQUIRED:

- Payroll transfers – attach ePAF that was submitted to correct funding.
- Cost transfers – For a transfer to correct GL account or chartfield spread, attach an OU_ACTIVITY query with transactions to be corrected indicated by highlighting.
- Cost transfers – For a transfer using 992/993 GL accounts, attach an OU_CASH_YTD query showing sufficient cash is available for the transfer.
- Cost transfers – For a transfer using 950/955 GL accounts, attach an invoice or email correspondence explaining the purpose of the transfer.
- Budget transfers – For budget transfers, attach an OU_CASH_YTD query showing a sufficient cash balance. If there is not a sufficient cash balance, provide an explanation for the source of funding to support the budget.