



Accounts Payable

AP Cost Transfer Requests

How to Submit a Cost Transfer Request to AP


AP Cost Transfer Overview

A cost (expense) transfer occurs when expenses are moved from one COA distribution to another after the expense has been recorded in the general ledger. More specifically, there may be instances where the COA distribution and/or project associated with an AP invoice that was processed thru Oracle needs correcting. When this occurs requests can be submitted to AP when the following conditions exist:

1. The AP invoice status shows as “Validated”
2. The Invoice Creation date is on or after 01/01/2022

Requirements:

Before you submit your cost transfer request to AP you will need to perform the following steps:

1. (Available Mar 2022) Run Campus Report - Identify invoice transactions created on or after 01/01/2022 and processed without POET. (Report is still being created).

 - b. Under Tools, select Reports and Analytics
 - c. Select Browse Catalog located on right top corner.
 - d. Under Shared Folder>Select Campus>Purchasing>Select “Open” listed under Invoice Transaction Report
2. Confirm the invoice status shows as “Validated”.
 - a. Search the invoice in Oracle and click on the invoice link.
 - b. At the top of the page on the right side click on the link that reads “Validated”. Anything that is not marked as Validated cannot be corrected thru this process.
3. If both requirements are met, proceed with completing the AP Cost Transfer Template.

How to Complete the AP Cost Transfer Template

The AP Cost Transfer template is used to process cost transfer request thru the AP subledger. Completion of this template will provide AP with the necessary information to process your request.

Processing steps for completing this template are as follows.

1. Open the template in Excel.
2. Enter invoice details: Columns B thru I
 1. Business Unit – UCM Business Unit
 2. Reason for cost transfer request – state the reason for the request.
 3. Invoice Number
 4. Invoice Date
 5. Supplier Name
 6. Supplier Number
 - i. Click on the orange triangle in Supplier Site field
 - ii. Box will appear and Supplier number will display

7. PO Number
 8. Purchase Order Line #
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3. Transfer From (Column K): Enter COA Distribution where expense is currently recorded. **The COA Distribution must include all 12 segment values.**
POET (Columns L thru P): Enter the POET information. ***Note If the original expense did not include POET leave these fields blank.**
 4. Amount (Columns Q) – Hint:
 1. Amount – Input Opposite Amount of Original Entry.
 - i. If the original amount was a charge enter a credit amount
 - ii. If the original amount was a credit enter a charge amount
 5. Transfer To (Column R): Enter the COA Distribution for where the expense should be recorded. **The COA Distribution must include all 12 segment values.**
 6. POET (Columns S thru W): Enter the POET information as stated on the template.
 7. Amount (Column X): This amount will pre-populate and should reflect the opposite of the amount listed in column Q.
 - i. If amount in column Q is a credit enter a charge amount
 - ii. If amount in column Q is a charge enter a credit amount
 8. Submit your request to AP via a [DFA General Request](#) ticket and select DFA Department Accounts Payable.
 1. In the description box include the following information:
 - i. Reason for the Request
 - ii. What will be done to prevent corrections that result in cost transfer request in the future?
 2. Attach Template & Invoice Report