Initiate and Complete a Non-Salary Cost Transfer Journal Entry (Document Type ZJ)

The Non-Salary Cost Transfer (ZF418) transaction is available in SAP to create and process the non-salary cost transfers (journal entries) for a federally sponsored project in an efficient and accurate manner. This tool replaces the processing of non-salary cost transfers via the Park Document transaction in SAP, facilitates the creation of the transfer, and makes entering the required documentation much easier.

The journal entry created via the Non-Salary Cost Transfer transaction is identified with the **Document Type ZJ** (for more on the Non-Salary Cost Transfers refer to the GAP 200.150, Cost Transfers on Sponsored Projects).

The Non-Salary Cost Transfer transaction allows a user to locate the original document that contains the initially recorded expense to be corrected / transferred, and to easily create a new journal entry document to complete that process.

The features of the Non-Salary Cost Transfer transaction are as follows:

- The original document with line items that need to be transferred can be located by using the tool to run a report by cost object(s) or for an individual document.
- From the report, the user can easily create a cost transfer journal entry document and complete all the necessary documentation requirements in one area.
- Custom fields have been created to quickly complete the documentation that is required for cost transfers.
- The transaction also allows a user to save their in process work until they are ready to create a document.
- Once the cost transfer document is complete, the document will be routed for approval in the JV Workflow process as well.
Initiate and Complete a Non-Salary Cost Transfer Journal Entry – ZF418

Via User Menu: Financials → Financial Documents → Non-Salary Cost Transfers

On the Non-Salary Cost Transfers screen:

1. Enter a value(s) in one of the two fields as outlined below:
   - Enter the desired top or lower level BFR code (10 digits) in the first Org Unit Selection field to select all documents associated with that BFR code.
   OR
   - Enter one or more Cost Objects (WBS Elements / Cost Centers) in the (or) Cost Object Selection field (use Multiple Selection button if needed).
2. If a BFR code was entered above, an entry in one of the following fields is **required**:
   - Use the **Fund Category** field to narrow the report to certain categories of Cost Objects if needed (use Drop down and choose value from list – for federally funded sponsored projects, select **R – Current Restricted Funds**).
   - Use the **Fund Class** field to narrow the report to certain classifications of Cost Objects if needed (use Drop down and choose value from list – for WBS Elements, select values beginning with **R**).

3. Enter the **Fiscal Year** associated with the document(s) where costs need to be transferred (use the range fields or multiple selection if needed).

4. Enter the **Posting Period** associated with the document(s) where costs need to be transferred (use the range fields or multiple selection if needed).

5. **Optional**: To further restrict the report to documents containing certain six-digit G/L account(s), enter a value in either the **Cost Element** fields (single value or range) or the **Cost Element Group** field.

   The recommended value for the Cost Element Group is:
   - **SPREVWGL** – A group containing cost elements (G/L Accounts) that are normally considered “questionable” or unallowable on a sponsored project.

6. **Optional**: To further restrict the report to a specific document, enter the following required fields to locate that specific document:
   - The **Company Code** for the document.
   - The SAP **Document Number** for the document (use the range fields or the Multiple Selection button if more than one document number is needed).
   - The **Fiscal Year** (see step 3 above) for the document.
7. Optional: Leave the standard default value of /DUKE or enter your own customized layout of the report if you have created one.

Note: Once in the report, to create your own layout, please refer to the steps for Layouts in the Advanced Reporting Guide, which can be found and viewed or downloaded at: http://finance.duke.edu/systems/training/steps.php#AdvReporting.

8. Once all fields are complete, click on the Execute button to generate the report that lists all posted line items per the criteria selected.
On the resulting **Select Transfer Items to Process** report:

First columns displayed in the standard layout.

Last columns displayed in the standard layout.

**Note:** These examples are based on the standard */DUKE* layout for this report as outlined on the next pages. *If you choose your own custom layout, the columns displayed will vary.* In addition, depending on the **size of your window, the column headings may be abbreviated**.
SAP – Journal Entry Basics

Non-Salary Cost Transfers (cont.)

9. As a Cost Transfer is entered via this tool, note the following about the highlighted color codes for the line items (see the Quick Reference located at this web page for more on colors and coding - http://finance.duke.edu/resources/training/handouts/NonSalaryCostTransfer.pdf):

<table>
<thead>
<tr>
<th>Color</th>
<th>Lines Highlighted in this Color:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gray</td>
<td>Have had no action taken so far (i.e., have NOT been transferred).</td>
</tr>
<tr>
<td>Gold</td>
<td>Have been selected for an action via the gray box to the left of each line item.</td>
</tr>
<tr>
<td>Green</td>
<td>Have had action taken to move the amount and are in the process of being transferred via the tool, but the Cost Transfer document has NOT been completed.</td>
</tr>
<tr>
<td>Blue</td>
<td>Have been previously transferred in a completed document via this tool and routing through the JV Workflow approval process.</td>
</tr>
<tr>
<td>Yellow</td>
<td>Have been processed in a Cost Transfer document that has been approved and posted.</td>
</tr>
</tbody>
</table>

10. Use the horizontal scroll bar to review all the columns of data for each line of the document(s) chosen, as follows (see previous page for screen examples):

- **Originating Company Code** = four digit company code where the document was originated (i.e., posted) for the line.

- **Originating Document Number** = the original SAP document number for the line.

- **New Document Number** = the new SAP document number which is inserted in this column after the line item is transferred in a completed document via this tool (use the link in this field to display the parked document).

- **Originating Fiscal Year** = fiscal year for the original document for the line.

- **Originating Posting Period** = fiscal period for the original document for the line.

- **Originating Line Item** = posting line item number for the line in the original document.

*Column descriptions continued on next page.*
Non-Salary Cost Transfers (cont.)

- **Originating Cost Object** = cost object (WBS Element, Cost Center, etc.) charged on the original document for that line.

- **New Cost Object** = cost object (WBS Element, Cost Center, etc.) entered on the new Cost Transfer document for that line (blank if not yet corrected).

- **Originating GL Account** = six digit General Ledger Account charged on the original document for that line (identifies the type of expense).

- **New GL Account** = six digit General Ledger Account entered on the new Cost Transfer document for that line (blank if not yet corrected).

- **Amount in LC** = the dollar amount (in local currency) charged on the original document for that line (positive = debit; negative = credit).

- **Text** = text entered on the original document for that line to provide a brief description and display in the Name column on the line item reports.

- **Originating Reference** = reference number on the original document for that line (serves as a point of reference for that line such as the Assigned JV Number, Vendor’s Invoice number, etc.).

- **Originating Document Header Text** = text entered in the Document Header field on the original document and pertains to the entire document, not just the line.

- **PO Line Item Description** = description of the line item from the Purchase Order, if the original document is a referencing Invoice (versus a journal entry).

- **Error Discovery** = a code that is entered when processing the Cost Transfer to identify how the error was discovered (see column’s drop-down list in the tool).

- **Error Code** = a code that is entered when processing the Cost Transfer to identify the type of error (see column’s drop-down list in the tool).

*Column descriptions continued on next page.*
Non-Salary Cost Transfers (cont.)

- **Error Cause** = a code that is entered when processing the Cost Transfer to identify the cause of the error (see column drop-down list in the tool).

- **Location** = a code that is entered when processing the Cost Transfer to indicate where the supporting documentation is located (see column drop-down list in the tool).

- **Untimely** = a calculation of the number of months if a Cost Transfer is done on the line item (a blank field means the item is being corrected in a timely manner).

- **Untimely Code** = a code that is entered when processing the Cost Transfer if the Cost Transfer is not done in a timely manner (displays in red if needed).

- **Corrected** = contains an “X” mark to indicate that the line item has been corrected via one of the Non-Salary Cost Transfer options (a blank field means the item has not been corrected yet)

- **Saved** = contains an “X” mark to indicate that the Non-Salary Cost Transfer to correct this line item been saved, but not yet completed (a blank field means the item has not been saved yet).

- **Completed** = contains one of the following:
  1) **Blank field** = the transfer is open and has not been completed;
  2) **C** = the new Non-Salary Cost Transfer document for this line item has been completed and is in the JV Workflow process
  3) **P** = the new document for the Non-Salary Cost Transfer has posted.

- **User Name** = if applicable, contains the SAP User ID for the person who currently has the line locked, which prevents you from entering a Cost Transfer for this line.
Select Line Items to Include in the Non-Salary Cost Transfer from this Report

1. To **select a line item or many line items** to be transferred in the Non-Salary Cost Transfer new document, **choose one** of the following options:

   - For one line item, simply click in the **gray box** beside the desired line item to select and highlight the row in gold.

   - For multiple line items, click on the **Ctrl key while also clicking on the gray box** beside each line item to select and highlight the desired rows in gold.

   - For a block of line items, click on the **Shift key while also clicking on the gray boxes for the beginning and ending lines** of the block to select and highlight a block of lines in gold.

   - To choose all the line items, click on the **Select All** button to select and highlight all rows in gold (useful if the report is for one cost object and the entire selection is to be transferred).

   - All lines selected will be highlighted in gold and remain highlighted to indicate that those lines are still selected.

2. Once the line items are selected, **choose a button** to help you create the transfer **as described in the next pages**.
Non-Salary Cost Transfers (cont.)

Enter Header Information for the Entire Document

1. Select the line(s) that are being transferred per previous steps (lines previously selected in gold don’t need to be re-selected).

2. Click on the Enter Header Info button.

3. In the resulting Enter Header Information for Selected Lines box, enter values in the fields as outlined below:

   - **Document Date**: enter today’s date in the Document date field (use the Drop-down button to select if desired).
   - **Posting Date**: leave the default OR ensure the date in the Posting date field falls within the fiscal period in which you are trying to post (only change if posting to a prior period during fiscal period or year end closings).
Non-Salary Cost Transfers (cont.)

Note: The Posting Date defaults and determines the fiscal period in which the Cost Transfer document posts per Duke’s Fiscal Calendar. The Posting Period field defaults per the Posting date, so the Posting Date overrides anything manually entered in the Posting Period field.

- **Posting Period**: this field is only required for Periods 13 and 14 at fiscal year end; otherwise if left blank, then the posting period will default based on the Posting Date entered.

  Note: The Posting Period field defaults per the date entered in the Posting Date field. The Posting Date field overrides anything manually entered in the Posting Period field.

- **Document Reference**: enter the **Assigned JV (journal voucher) number** assigned by Accounting Systems Administration in this field (*must be entered in the eight digit format JVMMxxxx, where MM=fiscal month, xxxx=assigned number*).

- **Header Text**: enter generic text that pertains to all lines selected for the Cost Transfer (free text field to describe the transfer).

4. Once the fields are entered, click on the **OK, Continue, Choose** button to validate and save the updated fields and return to the report.

5. Review the values that are now displayed in the corresponding columns on the report.

  Note: If the documentation has been entered per the above steps, but the transfer information from previous pages has not been entered, the row will not be highlighted in green to indicate that the item has been transferred or corrected.
Non-Salary Cost Transfers (cont.)

Move the Entire Amount of the Line Item to Another Cost Object

1. Select the line(s) that are being transferred per previous steps (lines previously selected in gold don’t need to be re-selected).

2. Click on the Move to Cost Object button.

3. In the resulting Enter Cost Object box, input the following:
   - Enter a four digit value in the Company Code field.
   - Enter the Cost Object (where the amount is to be moved) in the appropriate field (WBS for projects, Cost Center, Fund, or Profit Center).

   Note: The Fund field displays only if the transfer is for a line that contains a Balance Sheet G/L Account (1xxxxx or 2xxxxx).

   - Click on the OK, Continue, Choose button to validate and save the updated fields and return to the report.

4. Review the “X” mark that now appears in the Corrected column to indicate that you have made a change to this line item.
Non-Salary Cost Transfers (cont.)

Move the Entire Amount of the Line Item to Another G/L Account

1. Select the line(s) that are being transferred per previous steps (lines previously selected in gold don’t need to be re-selected).

2. Click on the Move to G/L button.

3. In the resulting Enter G/L box, input the six-digit G/L account (where the amount is to be moved) in the G/L field.

4. Click on the OK, Continue, Choose button to validate and save the updated fields and return to the report.

5. Review the “X” mark that now appears in the Corrected column to indicate that you have made a change to this line item.

6. Review the corrected G/L account that now appears in the New GL Account column.
Move a Partial Amount of the Line Item to Other Cost Object(s)

1. Select the line(s) that are being transferred per previous steps (lines previously selected in gold don’t need to be re-selected).

2. Click on the **Split Transfer** button.

3. In the resulting **Enter Cost Allocation for Selected Line** box, change the following as desired:
   - Change the Cost Object (either WBS Element, Cost Center, Profit Center, or Fund – example: change the 3030149 WBS Element to 3030140)
   - Change the amount (if splitting the amount, enter the partial amount on the cost object changed per this step – example change $115.00 to $15.00).
4. Click on the **OK, Continue, Choose** button to update the screen and generate the balancing line (see screen below).

5. Review the updated screen which displays a second entry for the original WBS Element with the balancing amount (example: a $100.00 entry to the WBS Element 3030149 so that the two entries balance to the original $115.00 charge).
6. To further split the entry (see example above):
   - Change the cost object and amount for the second line item now displayed.
   - Click on the OK, Continue, Choose button.
   - Note that the system will continue to add a new line item with the balancing amount to the original WBS Element, if the entry is not already balanced.

7. As needed, use the buttons to move up and down the pages of the screen:
   - First page
   - Previous Page
   - Next Page
   - Last Page.

8. When all the lines for the split transfer have been entered, click on the Save button to update and return to the report.
9. Review the “X” mark that now appears in the Corrected column to indicate that you have made a change to this line item.

10. Note the List icon that now displays in the New Cost Object column.
Enter the Required Documentation for Each Line Item Transferred

Note: For each Non-Salary Cost Transfer line item, the proper documentation must be completed. These steps help you to enter that documentation in a standard format.

As an alternative to using a separate screen in the steps below, if desired, enter the values right into the line item columns on the report. Use the Drop-down buttons in each field as needed. Otherwise, use the steps outlined below to enter the values on a separate screen.

Refer to the quick reference located on this web page for more details on the meaning of the various reason codes - [http://finance.duke.edu/resources/training/handouts/NonSalaryCostTransfer.pdf](http://finance.duke.edu/resources/training/handouts/NonSalaryCostTransfer.pdf).

1. Select the line(s) being transferred per previous steps (lines previously selected in gold don’t need to be re-selected).

2. Click on the Enter Line Item Info button.
3. In the resulting *Enter Line Item (Error Code) Information for Selected Lines* box, enter the numerical values directly in the field if known, OR click in the field and use the Drop-down button to choose a value from a list, as follows:

- **Error Discovery**: to indicate how the error was discovered.
- **Reason for Correction**: to indicate the reason the line item needs to be corrected or transferred.
- **How Error Occurred**: to indicate how the error occurred initially.
- **Location of Supporting Documentation**: to indicate where the supporting documentation is located for this entry.
- **(As Required) Untimely Code**: this field must be completed if displayed and will display ONLY if the Cost Transfer was not done in a timely manner (not done within 3 fiscal periods from the fiscal period when the original entry was posted – see note below).

**Note:** *Important:* An Untimely Calculation is automatically done when the report is generated and computes what the number of months between the line item transfer and the original document would be if the transfer is performed in the current posting period. The calculation is computed for the number of fiscal periods between the current fiscal period and the posting period of the original line item. If a line item is selected and a transfer processed, additional documentation will be required for all transfers greater than 3 accounting periods.
4. Click on the OK, Continue, Choose button to validate and save the updated fields and return to the report.

5. Review the values that are now displayed in the corresponding columns on the report for the documentation.

    Note: If the documentation has been entered per the above steps, but the transfer information from previous pages has not been entered, the row will not be highlighted in green. As a reminder, the green highlight for the row indicates that the item has been transferred or corrected.
Save a Cost Transfer at Any Point in Time as a Work-in-Process

**Note:** At any point in time, you may save the information already entered for the Cost Transfer that is in process and not yet completed. *This action will highlight the saved items in green and update the report with an “X” mark in the Saved column and you may exit the report in SAP without loosing the data already entered.* When you execute the report again for the same criteria

1. To save the data already entered, click on the **Save** button.

2. Review the “X” mark that now appears in the Saved column to indicate the changes for all the line items transferred so far are saved on this report.

3. If needed, exit the report and/or SAP without losing the data already entered.

4. When you are ready to work on the Cost Transfer again, re-execute the report to finish at a later point in time and note that all saved data for the transfer will be displayed (including any data transferred by other users, if applicable).
Non-Salary Cost Transfers (cont.)

Delete any Data Previously Entered or Saved

Note: **IMPORTANT**: Use caution when performing this function as it **applies to lines where corrections have been entered or saved** (this function does **NOT apply** to lines that have been previously corrected in a completed and/or posted Cost Transfer document).

This function allows for **two types of data deletions** for work that has been **entered** or **saved**:

- To clear a session which deletes only what has been entered and not yet saved.
- To start over with the Cost Transfer and delete all data that has been entered and saved, even if done by other users.

1. Select the line item(s) to be “deleted” (lines already selected in gold don’t need to be re-selected).

2. Click on the **Clear Lines** button and choose one of the two options as outlined below:
   - **Clear Session** - to remove all data entered and not yet saved for the selected line item(s).
   - **Start Over** – to remove all data, including any saved data (your data and other user’s data) for the selected line item(s).

3. Review the results once the function has been performed and note that all the fields have been cleared, including the “X” marks in the various columns.
Display the Details for a Selected Line Item

1. Select the line(s) being transferred (lines already selected in gold don’t need to be re-selected).

2. Click on the Details button.

3. In the resulting Details box, review all the information fields for the originating document and the cost transfer data for the selected item (use the scroll bar to view all fields).

4. If more than one item was selected, use the Previous Entry and Next Entry buttons to navigate through the items selected (these buttons only display if multiple line items were selected).

5. Click on the Close button to return to the report.
Enter Additional Information for Untimely Transfers (Required) or for Timely Entries (Optional)

**Note:** When the Non-Salary Cost Transfer report is run, the tool computes the number of periods that have passed between the posting period of the original document and the posting period for the transfer line item(s), if the transfer of the line item(s) is performed in the current posting period. In other words, the calculation computes the number of fiscal periods between the current fiscal period and the original posting period of the line item(s). **If a line item is selected and a cost transfer is processed via this report/ tool, then additional documentation is required for all transfers greater than 3 accounting periods.**

This feature may also be used just to add documentation or to indicate that a file (Word, Excel, etc.) is attached for any line items transferred on a timely basis as well.

1. Select the line item(s) that need the Untimely documentation or the timely line items where documentation is desired (use the steps for selecting line items previously outlined in the guide if needed).
2. Ensure that a value has been entered in the **Untimely Code** column to indicate the reason that the Cost Transfer is being done after more than 3 accounting periods have passed (see steps for entering codes covered earlier in the Guide).

3. Double click into the **Untimely Code** field for the line item to access a free text window (see next page) for entering the required additional documentation.

   **Note:** If any line item has been transferred, i.e., corrected, the **Untimely Code field highlights in red** if the Cost Transfer for the line item is **being done after 3 accounting periods have passed AND the appropriate documentation is not entered and present.**
4. In the resulting free text window, enter a detailed untimely justification for why the Cost Transfer is being done after 3 accounting periods have passed.

   Note: Text must be entered for each individual line item in the Cost Transfer. Use the Ctrl + C (Copy) and Ctrl + V (Paste) functions to copy and paste the text for each line item if desired.

5. When done, click on the Save button to save the text and exit the window.
Non-Salary Cost Transfers (cont.)

Use One Time Fix if SAP Stops Responding When Trying to Complete Document with Untimely Justifications

*Note:* For Untimely Justifications, if SAP stops responding when trying to enter and save the text or when you try to complete the document after you’ve entered text in the Comments box, follow the steps below for a quick fix (only needs to be done once).

1. Use **Ctrl + Alt + Delete** to start the Task Manager and end the program that is listed as not responding, then log back into SAP.

2. Immediately double click in the UT Comments field for any line showing as untimely in order to open the Comments window again.

3. In the Comments window, immediately use the menu path: **Utilities > Settings**.

4. If an SAP GUI Security window appears, click on the **Allow** button.
5. In the resulting User-Specific Settings window, ensure the radio button for **Text-Based Editor** is selected (must select for fix to work).

6. Click on the [Save/ OK] button to complete the steps.

7. You should now be able to add comments and complete the document without any issue with SAP not responding again.
Understand the General Steps for Completing the Document

1. **Note the following** about completing the document:
   - The act of completing the document per the steps below will generate the Non-Salary Cost Transfer document (basically a journal entry / journal voucher document).
   - SAP automatically processes all the green highlighted items (indicating a transfer has been entered) as part of the Cost Transfer document.
   - The Cost Transfer document will contain the debits and credits to correct or transfer the items that were selected.
   - The Cost Transfer document could have error or warning messages just like any journal entry and routes through the JV Workflow process as well.
   - Refer to the Journal Entry Guide for more details on the JV Workflow process, attaching files (Word, Excel, etc.) to the journal entry, and completing documents if needed.

2. **Note that the line items do NOT need to be selected**, since SAP automatically processes all line items highlighted in green as part of the Cost Transfer document (the green highlighted lines indicate a transfer has been entered).
3. Click on the Complete Document button and choose one of the options per below (and outlined in detail in the next sections of this Guide):

- **Check Line Items** = to perform error checks on the green line(s) that have been corrected in this Cost Transfer via a pop-up window (see next steps).

- **Preview JV** = to preview the Journal Entry / Journal Voucher (JV) for the Non-Salary Cost Transfer before completing the document and starting the JV Workflow approval process.

- **Complete Document** = to create the parked document and complete the document, which will begin the JV Workflow approval process.

**Check Line Items for Errors Before Completing the Document**

1. Click on the Complete Document button.

2. Click on the Check Line Items option to perform error checks on the green shaded line(s) that have been corrected in the Cost Transfer.
3. In the resulting *Error Log* pop-up box:
   - Review the details provided for the error.
   - Note that the errors are indicated with a red circle icon in the Message Type (first) column.
   - Double click on the row for an error to go to the line item with the error in the Cost Transfer report.
   - Correct each error as needed.

4. After all errors are reviewed, click on the “X” button in the upper right corner to close the pop-up box.
Preview the Journal Voucher Before Completing the Document

1. Click on the **Complete Document** button.

2. Click on the **Preview JV** option to display the Journal Entry / Journal Voucher (JV) for the Non-Salary Cost Transfer (includes all lines shaded in green) before completing the document and starting the JV Workflow approval process.

   *Note:* The **Preview JV** function will display all documents that will be created / posted from the Non-Salary Cost Transfer report.

3. In the resulting **JV Preview** window, review the header information and detailed line items with the debits, credits, and documentation for this Cost Transfer.

4. Click on the **Back** button to view the next document if applicable or to return to the Non-Salary Cost Transfer report if there are no other documents.
Complete the Non-Salary Cost Transfer Document

**Note:** Once the document is completed per the steps below, the system will generate the Non-Salary Cost Transfer document (a journal entry / journal voucher document). This system generated document will contain the debits and credits to correct or transfer the lines where data was entered or edited via the Non-Salary Cost Transfer tool. Once completed, the document will route through the JV Workflow process as well. Refer to the Journal Entry Guide for more details on the JV Workflow process and completing documents if needed.

1. **Click on the Complete Document button.**
2. **Click on the Complete Document option to complete the parked document for lines shaded in green and to start the JV Workflow approval process.**

   **Note:** Review any messages displayed for system tax calculations and to verify that a document(s) are created and close the window when ready.
3. Review the updated Non-Salary Cost Transfer report and note the following for the line item(s) that were part of the completed Cost Transfer document(s):

- The line(s) transferred in a completed Cost Transfer document are now highlighted in blue and are routing through the JV Workflow approval process.
- The New Document Number for the Cost Transfer is inserted into a new column.
- A “C” is now displayed in the Completed column of the report.

Note: After the JV Workflow approval process is completed and document is posted, a “P” will display in the Completed column to indicate that the line was posted. Please note that the column will not be updated to reflect the “P” until the next time that the ZF418 Non-Salary Cost Transfer tool is executed.
Display the Completed Document and View the System Generated Text

Note: The completed (parked) document can be displayed from the Non-Salary Cost Transfer tool/report, including the extra text that is populated by the system from the codes that were entered as part of the proper documentation for each line. Refer to the Journal Entry Guide for all other display options for parked documents.

1. **Double click** on the document number that was inserted in the New Document Number column.

2. Review the **Display Parked Document** screen.

3. **Select Transfer Items to Process**

4. **Display the Completed Document and View the System Generated Text**

   - **New Document Number**
   - **Company Code**
   - **Posting Date**
   - **Document Date**
   - **Posting Date**
   - **Document Number**
   - **Reference**
   - **Doc Header Text**
   - **Line Items**
   - **Item PK**
   - **Base Accnt No**
   - **Description**
   - **Tz**
   - **Amount**

   - **Line Items**:
     - 001 40 845008 LABORATORY & RESEARCH UI 15.00
     - 002 40 845008 LABORATORY & RESEARCH UI 50.00
     - 003 40 845008 LABORATORY & RESEARCH UI 50.00
     - 004 50 845008 LABORATORY & RESEARCH UI 115.00
     - 005 40 751200 CREDIT FOR SERVICES 1,400.00
     - 006 50 751200 CREDIT FOR SERVICES 1,400.00
     - 007 40 848002 OFFICE SUPPLIES AND UI 35.01
     - 008 50 893608 FREIGHT, POSTAGE, BULK 10 35.01

   - **Total**:
     - 01,555.01 01,550.01 1,510.00 0.00
3. To view the system generated text from the codes that were entered in the documentation fields (error codes, etc.), follow the menu path: **Extras → Texts.**

4. On the **Display Note…** screen, review the system generated text from the documentation codes entered, as well as any additional text that was added for Untimely Justification or as additional information on timely entries.

5. Use the **Back** button to exit the **Display Notes…** window. **Note:** Use other display functions for the parked document per the Journal Entry Guide, such as **Goto → Display as list** to view the document in a better layout (as it will appear once posted).

6. Use the **Back** button again to exit the **Display Parked Document** screen and return to the **Non-Salary Cost Transfer report** screen.
Non-Salary Cost Transfers (cont.)

Attach a File (Word, Excel, etc.) to the Completed Document

Note: Once a Non-Salary Cost Transfer document is complete and has an assigned Document Number in the New Document No. column, then a file may be attached using steps similar to attaching a file to a journal entry that is saved or completed.

1. **Double click** on the document number that was inserted in the New Document Number column.

2. On the resulting Display Parked Document: Overview screen:
   - Click on the drop-down portion of the Services for Objects button located in the Title Bar of the screen.
   - In the resulting drop-down list, click on the path: Create → Create Attachment.
On the resulting *Import File* pop-up window:

3. Browse the various network drives to locate the file to be attached (use *Drop-down* button in *Look in: field* if needed).

4. Once located, **click once on the file name** to populate the *File Name* field and click on the *Open* button to create the attachment.

   **Note:** *Multiple files or notes may be attached to a single parked document. There is no visual indicator that the file was attached.*

5. To verify the file was attached if desired:
   - **Click on the drop-down portion** of the *Services for Objects* button located in the Title Bar of the screen.
   - In the resulting drop-down list, click on *Attachment List*.
   - In the *Service: Attachment List* window, the attachment will be listed and can be opened by double-clicking on the attachment if needed.
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Non-Salary Cost Transfers (cont.)

6. Use the Back button again to exit the Display Parked Document screen and return to the Non-Salary Cost Transfer report screen.

View the Help Information Provided

1. Click on the Information (Help) button to view instructions for how to use the Non-Salary Cost Transfer report tool.

Exit the Non-Salary Cost Transfer Report Tool

2. Click on the Back button (remember to save your work in progress if needed before exiting the tool).