

Sponsored Programs Administration

EXPENSE TRANSFER REQUESTS

The Principal Investigator (PI) or the departmental administrative staff will sometimes wish to move an expense from one speedtype to another to correct an input or posting error. These entries can be completed by RI if the department submits the following online [request form](#).

Take special note of transfers from one grant to another, and check grant documents on both projects to ensure that the transfer is allowable and allocable. **When clearing overspent amounts on grant awards, it is necessary for the expenses to be moved to a departmental or R&D account.** Simply transferring overspent amounts from one grant to another to cover the overrun is not allowable according to the OMB Circulars. The cost must be allowable on the grant to which it is being moved and must benefit that award.

Also take note of whether expenses are being moved between budget periods of the same award. **This is only allowable if the expense actually was incurred within the current period but was posted to the older one (i.e. payroll).** If expenses were incurred prior to the start of the new budget period, they must be transferred to a departmental or R&D account. **Payroll transfers between two active awards should be done through the Retroactive Funding Adjustment (RFA) process, rather than direct transfers, except in the case of small balances that can be moved to reconcile an account exactly to zero once RFAs have run.**

Be sure to review the justification supplied with the expense transfer request. **It should thoroughly explain the reason the expense is more appropriate on another account and provide enough documentation to satisfy an auditor.** Remarks such as “to clear overspent amount” or “to transfer from QSXXXXXX to QAXXXXXX” do not constitute satisfactory justification. Ask the department for additional information if the justification is vague.

**If transfer will debit a federal grant, refer to FDP [Prior Approval Requirements](#) or [NIH Grants Policy Statement](#) for guidance.

***If transfer will debit a private or state grant, refer to the specific Notice of Grant Award for this program as well as the sponsoring agency's guidelines.

- Check Overall Grant Status report in PS (including encumbrances) to make sure that the account to be charged has sufficient funds to cover the expense.
- Print this report on both accounts affected by the transfer as documentation for the project files by clicking on the printer icon in the middle of the screen.
- Check grant folder to see if the expense is listed in the budget proposal. If it is not, verify it is an allowable change per sponsor guidelines.
- Review the regulations contained in the Procedure to Monitor Expenditures and ensure that this transaction is appropriate according to those rules.
- Prepare journal entry for approved expenses transfer in PS.
 - Navigate to General Ledger via left-hand menu in PS.
 - Click Journals → Journal Entry → Create/Update Journal Entries.
 - Choose Add a New Value tab; click Add.
 - In the Long Description box, explain the reason for the transfer and include justification and original posting information for the transaction, such as voucher or requisition number.
 - Click on Lines tab.
 - Create entry reflecting a credit to the speedtype from which the expense will be moved and a debit to the speedtype to which it will go.
 - If transferring between funds, add two extra lines to show “Due To/Due From” on each fund. These lines should reflect the opposing entry on each fund. Enter account 011310 for the positive entry and 023010 for the negative. Also need to show fund codes and budget years on these lines.
 - Save the entries and click on “Submit for Approval”. The entries will be forwarded to Mei-Shya for approval and posting.
- Print copy of the JE by clicking the printer icon in the screen. File with grant status report in the project file for documentation of the transfer. If transfer affects multiple projects, documentation should be filed in all involved award files.

RINST Expense Reallocation Request (Journal Voucher Request)

THIS FORM MUST BE COMPLETED AND SUBMITTED ON-LINE
PAPER FORMS WILL NOT BE ACCEPTED

*Required

Email Address of Person Submitting Request*:

Example: ctully@kumc.edu

Your Name (First and Last)*

Phone Number*

Journal ID*:

From the AM91 Report

Voucher ID:

Month & Year of Expense

Select a Month



Select a Year



SpeedType Moving Expense From*:

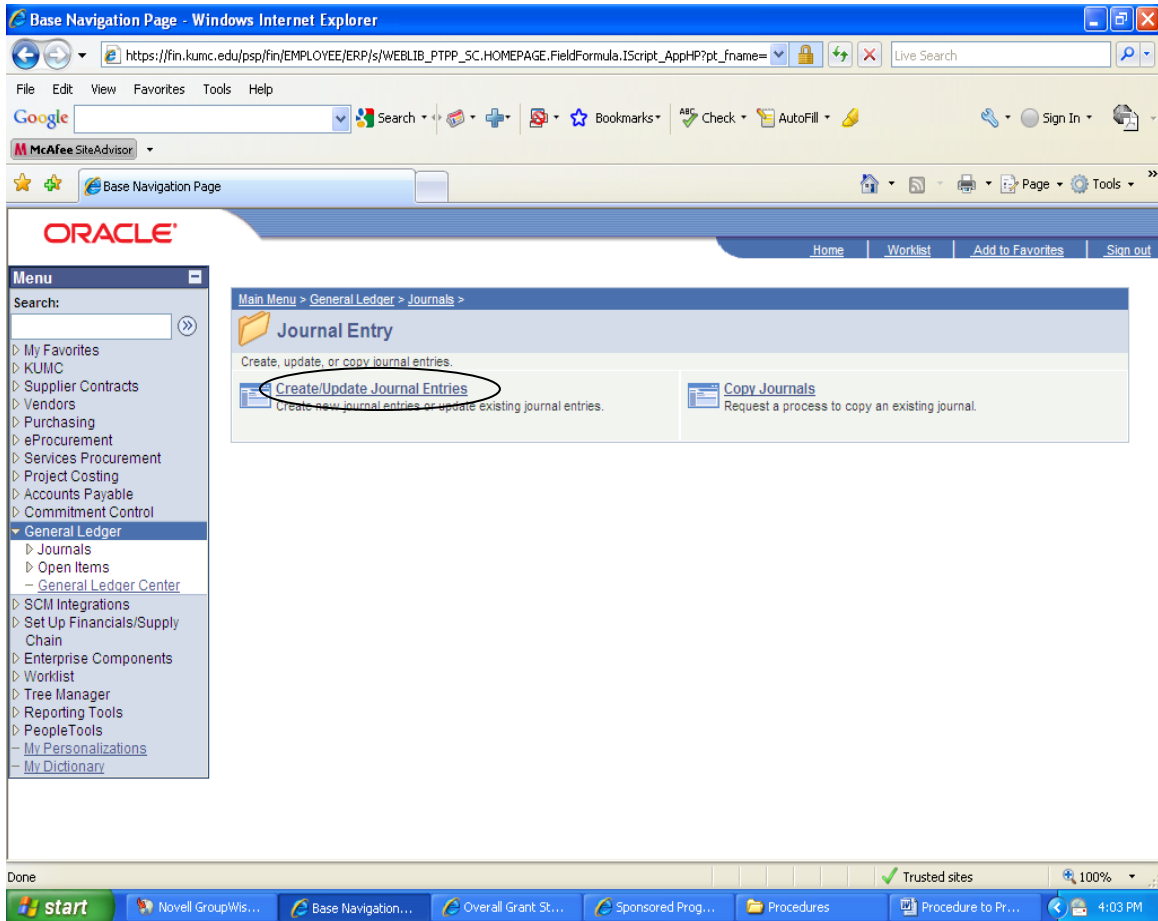
You must be authorized to submit Requisitions for this account. [Go here to complete an authorization.](#)

Amount Moving From SpeedType above*: \$

SpeedType Moving Expense To*:

Explain in detail why this request is necessary*:

To create Journal Entry:



Add for new, Find to review or change existing JE:

The screenshot shows a Windows Internet Explorer browser window displaying the Oracle 'Create/Update Journal Entries' page. The address bar shows the URL: https://fin.kumc.edu/psp/fin/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?PORTALPARAM_PTCN. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, bookmarks, and navigation. The Oracle logo is visible at the top left of the page, and navigation links for Home, Worklist, Add to Favorites, and Sign out are at the top right. A left-hand menu is expanded to show 'Journal Entry' with sub-options: 'Create/Update Journal Entries', 'Copy Journals', 'Process Journals', 'Open Items', 'General Ledger Center', 'SCM Integrations', 'Set Up Financials/Supply Chain', 'Enterprise Components', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'My Personalizations', and 'My Dictionary'. The main content area is titled 'Create/Update Journal Entries' and features two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs, there are input fields for 'Business Unit' (containing 'RINST'), 'Journal ID' (containing 'NEXT'), and 'Journal Date' (containing '06/12/2009'). An 'Add' button is positioned below these fields. At the bottom of the main content area, there are links for 'Find an Existing Value' and 'Add a New Value'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Novell GroupWis...', 'Create/Update ...', 'Overall Grant St...', 'Sponsored Prog...', 'Procedures', and 'Procedure to Pr...'. The system clock shows 4:06 PM.

Enter comments in Long Description:

The screenshot shows the Oracle Financials 'Create/Update Journal Entries' interface. The 'Long Description' field is highlighted with a red circle. The form contains the following fields and values:

- Unit: RINST
- Journal ID: NEXT
- Date: 06/12/2009
- Long Description: (Empty text area, circled in red)
- *Ledger Group: ACTUALS
- Ledger: (Empty)
- *Source: ONL
- Reference Number: (Empty)
- SJE Type: (Empty)
- Journal Class: (Empty)
- Transaction Code: GENERAL
- Auto Generate Lines:
- Adjusting Entry: Non-Adjusting Entry
- Fiscal Year: 2009
- Period: 12
- ADB Date: 06/12/2009
- Save Journal Incomplete Status:

Buttons at the bottom include Save, Notify, Refresh, Add, and Update/Display. The Oracle logo is visible at the top left of the page.

Create credit and debit entries:

The screenshot displays the Oracle Financials 'Create/Update Journal Entries' web interface. The browser window title is 'Create/Update Journal Entries - Windows Internet Explorer'. The URL is https://fin.kumc.edu/psp/fin/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?PORTALPARAM_PTCN. The interface features a navigation bar with tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Header' tab is active, showing the following details: Unit: RINST, Journal ID: NEXT, Date: 06/12/2009. A 'Process' dropdown menu is highlighted with a red circle, showing 'Edit Journal' and 'Process' options. Below the header, there is a 'Lines' section with a table for journal entries. The table has columns for Select, Line, *Unit, *Ledger, SpeedType, Account, Fund, Dept, Program, Class, Bud Ref, PC Bus Unit, and Project. Two lines are listed, both with Unit: RINST and Ledger: ACTUALS. Below the lines table, there is a 'Totals' section with a table showing the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
RINST	2	0.00	0.00	N	N

The interface also includes a 'Save' button, a 'Notify' button, and a 'Refresh' button. The browser's taskbar at the bottom shows several open applications, including 'Novell GroupWis...', 'Create/Update ...', 'Overall Grant St...', 'Sponsored Prog...', 'Procedures', and 'Procedure to Pr...'. The system clock shows 4:08 PM.