

PRIOR YEAR SALARY COST TRANSFERS –

Please note: This policy applies *only* to prior year salaries posted to the wrong cost center. Current Fiscal Year salaries posted to the wrong cost center must be processed as a retroactive distribution in PeopleSoft.

Procedure does NOT apply to state appropriated funds.

In order to create a payroll cost transfer the departmental administrator must prepare a spreadsheet journal to move the salary and fringe benefits charges from one cost center to another. All journals must be accompanied by back up showing the present location of the charges, such as cost distribution reports by person and pay period. **If the Cost Transfer is more than 120 days past the date of the charge or 45 days past the end date of the project, a letter addressed to Vice President Ed Poppell and signed by a dean, director or department chairperson must be sent to your Contracts & Grants office, explaining the reason for the delay and what steps will be taken to prevent future cost transfers.**

PeopleSoft provides a means to upload an Excel spreadsheet to create the journal entry for the salary cost transfer. Please use the following Excel spreadsheet template for prior year salary cost transfer journal entries:

[journal-entry-template.xls](#)

Required Chartfield Input Columns:

Column	Entry
B.	Unit is UFLOR (all CAPS).
C.	Ledger is ACTUALS (all CAPS).
D.	Dept ID is the 8 digit department ID.
E.	Fund is the 3 digit fund ID.
F.	Program is the 4 digit program ID.
G.	Account is the salary account affected by the transaction.
H.	Source of funds is required ONLY for funds: 171, 201, 209, 910.
I.	Budget Reference is CRRNT (all CAPS).
J.	Department Flex is required ONLY for funds: 131, 143, 192, 251, 301, 331, 901.
M.	Project Unit of GRANT (all caps) is required for Sponsored Research funds (201, 209, 211, 212, 213).
N.	Project is the 8 digit project number. This is only required for Sponsored Research and Construction funds.
O.	Activity is 1 for Sponsored Research.
S.	Analysis is required for all expense lines for transactions with projects. Use GLE for all salary accounts (all CAPS).
U.	Amount is the dollar amount of the transfer. (debit amount is positive, credit amount is negative).
V.	Budget date is the date journal is being sent for processing.
X.	Description is required for each line. For example: TO XXXXXXXX (project number), FR XXXXXXXX (project number).

Required Header Information:

Entry	Answer	Value
1 Business Unit	UFLOR	Always "UFLOR"
2 Journal ID		Format: ABCYYMMNNN (ABC is dept name, YY is calendar year, MM is calendar month, NNN is sequence number)
3 Journal Date		Format: MM/DD/YYYY
4 Ledger Group	ACTUALS	Always "ACTUALS"
5 Source	UPL	Always "UPL"
6 User ID		UFID of Preparer
7 Transfer Reason		Short statement of reason for transfer. Must include UF ID of person(s) and pay periods being transferred.

The spreadsheet should be saved with a file name equal to the journal ID and e-mailed to Contracts & Grants at pycosttransfers@eng.ufl.edu.

A list of valid chartfield values can be searched by navigating to:

Set up Financials Supply/Chain ->Common Definitions ->Design Chartfields ->Define Values ->Chartfield Values

Additional information including required Chartfields for Funds is also located at <http://www.bridges.ufl.edu/transition/chartfield.html>.

If you have any questions, please contact the Grants Specialist who handles your department at 352-392-6626.

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