Service Request: SR82977
Name: Expense Transfer Edit

Objective
Report expense transfers if the expense has already been transferred.

Project Type
PPS Modification

Requested by
Payroll Managers

Project Lead / Business Analyst
Shaun Ruiz, Payroll Coordination

Due Date
Urgent
Background
Payroll expense transfers are after-the-fact reallocations of payroll that are made to correct or redistribute costs.

Current policy dictates that an expense transferred to a federal or federal flow through account must be recorded in the general ledger within 120 days from the close of the month in which the original charge posted to the ledger. If because of unavoidable circumstances an adjustment has to be made beyond the 120-day period, a full explanation, including a well-documented account of all the events leading to the tardy adjustment, must be provided.

Release 1742 established an edit in the PPS to report expense transfers that were over 120 days.

Release 1848 strengthened the “120-Day” edit by updating the edit procedure to use the Month-End Date that the payroll expense was discovered instead of the Transaction Date.

Current Process
No edits exist to prevent a transfer of an expense transfer.

Proposed Process
Report expense transfers if the expenses have already been transferred and the funds are restricted or federal “pass-through” funds (the same fund group restrictions contained in the 120-Day Edit (Release 1742) should be used for this edit). This edit should be called after the 120 Day Edit.

The edit only applies to the following transaction types:

- TS
- TM

Transactions that are the result of expense transfers appear on the expense distribution report with adjustment indicators equal to ‘E’ (Attachment A). Attempts to transfer these types of transactions should be met with the following system-warning message:

REPORTABLE; EXPENSE HAS ALREADY BEEN TRANSFERRED

If the user submits the transaction, it should be captured and reported on the existing Expense Transfer Edit Report (PPP3504 or PPP3505).
### PPP5302 – Example of expense transfer transaction

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**OBJECT CODE**

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UC HR/BENEFITS - INFORMATION SYSTEMS SUPPORT

SERVICE REQUEST
UIRC 1601SS (R 01/00)

DATE
04/26/10

DATE/CYCLE DUE

ESTIMATE REQUIRED
YES
NO

PAYROLL COORDINATION

REQUESTOR
Payroll Managers

RETRIEVAL/SYSTEM MODIFICATION
120 Day Rule – Expense Transfer Edit

PRODUCTION RUN

SYSTEM

EFFECTIVE DATE OF INFORMATION

TYPE OF RUN
RERUN

ADD/ED

REPORT
EXTRACT FILE
LABELS

RETRIEVAL/PRODUCTION RUN

DISTRIBUTION OF OUTPUT INSTRUCTIONS (FOR RETRIEVAL REQUESTS, INCLUDE LONG TERM FILE RETENTION INSTRUCTIONS IF APPROPRIATE)

PRODUCTION CONTROL

DATE received
REVISED DUDE
DATE COMPLETED
COMPLETED BY
COMPUTING TIME/HOURS
STAFF TIME/HOURS
BILLING NO
JOB NAME

COMMENTS

ESTIMATE INFORMATION
COMPLETION DATE
STAFF HOURS
ESTIMATED COSTS
COMPUTING COSTS
TOTAL COSTS

APPROVAL TO PROCEED
BASED ON ESTIMATE

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UC Office of the President
Payroll Coordination
SR82820
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