DIVISION OF BUSINESS AFFAIRS

DISCOVER YOUR PURPOSE



Before We Get Started...

- This training session will be recorded for future access
 - Will be posted at:

https://www.uwsp.edu/FO/Pages/Training-Opportunities.aspx

- Please remember to mute your microphone
- Please raise your hand or use the 'chat' feature if you have any questions throughout the presentation
- There will also be time after the presentation for questions

Cost Transfer Tool (CTT)

Presented by: General Ledger

Date: January 2022

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Agenda

- Overview
- Features
- Non-Salary Cost Transfer via WISER
- Non-Salary Cost Transfer in CTT
- Salary Cost Transfer
- Approving Cost Transfers
- Q&A

Overview

Overview

The Cost Transfer Tool (CTT) is designed to make a balanced transfer of accounting from one funding source to another.

CTT will replace email requests to General Ledger for all salary and non-salary expense transfers effective **February 1, 2022**. Not in scope for this implementation are budget and revenue transfers.

Features

Features

- Captures necessary metadata about the transfer
- Ability to select transactions directly from WISER
- Validation of the data
- Custom workflow system
- Non-salary cost transfers (NSCTs) are automatically interfaced to the General Ledger via the Journal Entry Tool (JET) upon approval
- Reporting features
- Integration to WISER

Non-Salary Cost Transfer

Non-Salary Cost Transfer Examples

- Pro-Travel Card Expenses
- P-Card expenses
- Accounts Payable expenses
- Expense Module expenses
- GL journal entries
- IT expenses

- IUJ expenses
- Mail charges
- Printing and Design charges
- Facilities charges
- Telephone charges
- Transportation charges



Non-Salary Cost Transfer – Not Included

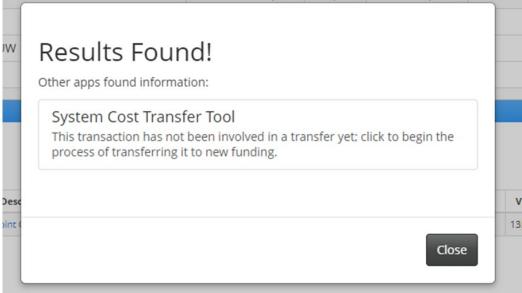
- Revenue Transfer Account Code Starts with 9XXX
 - Most BURSAR journal entries
- New Chargebacks Not recorded in WISER yet
- GPR Budget Transfers

Non-Salary Cost Transfer via WISER

Non-Salary Cost Transfer via WISER

• Can initiate via a link in WISER





Non-Salary Cost Transfer in CTT

Non-Salary Cost Transfer – Demo

- Single Expense 1 department to 1 department
- Single Expense 1 department to multiple departments
- Multiple Expenses
- From WISER

Salary Cost Transfer

Salary Cost Transfer

- 1. Locate payment in WISER
- 2. Select magnifying glass to access CTT
- 3. Home > Create Salary Transfer
- 4. Enter details/justification for transfer and employee
- 5. Create
- 6. Select pay-runs that need to be transferred and add any additional documents
- 7. Enter new account you want the salary expense transferred to
- 8. Submit for approval

Approving Cost Transfers

Approving Cost Transfers

- 1. CTT Homepage "Transfers I need to sign"
- 2. Select transfer request then navigate to "Approvals" tab
- 3. Enter any approval comments and select who should be notified
- 4. Select "Approve" button

Resources

Training sessions will be recorded for those that aren't able to make it to either of the live sessions and a link to the recordings as well as the following resources below will be available from the Department Account Manager Resources page (Journals/Transfers tab) on the Financial Operations website shortly thereafter.

Link to Cost Transfer Tool (Not available until February 1st)

Cost Transfer Tool – Overview

Non-Salary Cost Transfer in CTT

Non-Salary Cost Transfers via WISER

Approving Non-Salary Transfers



Questions?