

# Cost Transfer

## Brown Bag Lunch

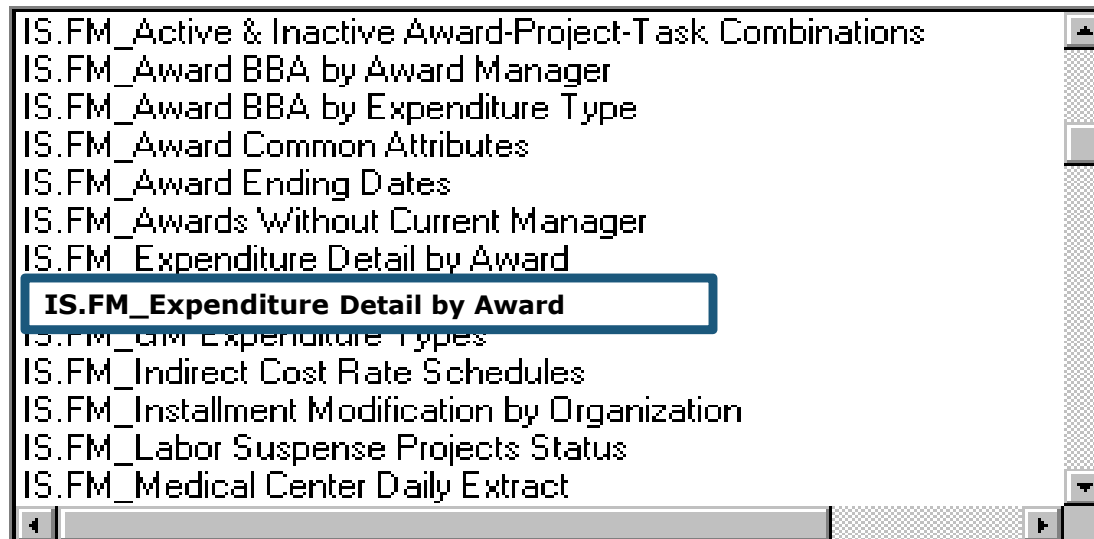
### Agenda for Today

- Why do you need to do a cost transfer?
- Where to get your information when processing a cost transfer?
- UVA Cost Transfer Naming Convention
- Expenditure Batch Comment
- What is the EID?
- Reminders - Change PTAE0 information for p-card transactions during the window opportunity and where to correct LD related items

## •Why do you need to do a cost transfer?

- Move expenses to a different PTAE0
- Expenditure type corrections
- Task corrections
- Moving an internal service provider charge

## •Where to get your information when processing a cost transfer?



- UVA Cost Transfer Naming Convention

- What is the correct naming convention?

- How do I link for naming convention?

- <http://www.virginia.edu/integratedsystem/howdoi/HTML/COD4002U.htm>

- How to copy a batch to a new batch using the correct naming convention?

- How do I link for copying an expenditure batch in GA?

- <http://www.virginia.edu/integratedsystem/howdoi/HTML/NAV4142U.htm>

- Expenditure Batch Comment

- What is required in the comment field?

- <http://www.virginia.edu/integratedsystem/howdoi/HTML/REF4013U.htm>

## •Expenditure Item Date

- What is the Expenditure Item Date?

- Information from the Integrated System Functional Glossary

- <http://www.virginia.edu/integratedsystem/gettingStarted/fullGlossary.html#E>

Expenditure Item Date -The date the expenditure was incurred, which varies by type of transaction. For:

1. **Requisitions and Purchase Orders** - the date the document was created (resides in the "Expenditure Date" field on the form).
2. **Payment Vouchers** - the date the invoice was issued (resides in the "Invoice Date" field on the form).
3. **Payroll and LD transactions** - the last day of the payroll period associated with the expense, adjustment, or commitment.
4. **Cost transfers** - the original expenditure item date of the transaction being transferred.
5. **P-Card transactions** - the date the expense was charged on the card.

- Why should the EID column match the EID in the comment field for cost transfers?

## •Purchasing Card

- Please remind cardholders to change PTAE0 information for p-card transactions during the window opportunity. The number of cost transfer in the area has increased this fiscal year.

[http://http/www.virginia.edu/integratedsystem/howdoi/HTML/PRO5519U.  
htm](http://http/www.virginia.edu/integratedsystem/howdoi/HTML/PRO5519U.htm)

## •Labor Adjustments

- Please remember to always process LD Adjustments in LD

## •Questions