Clearing the Suspense Project: the Tools and Transfer Function

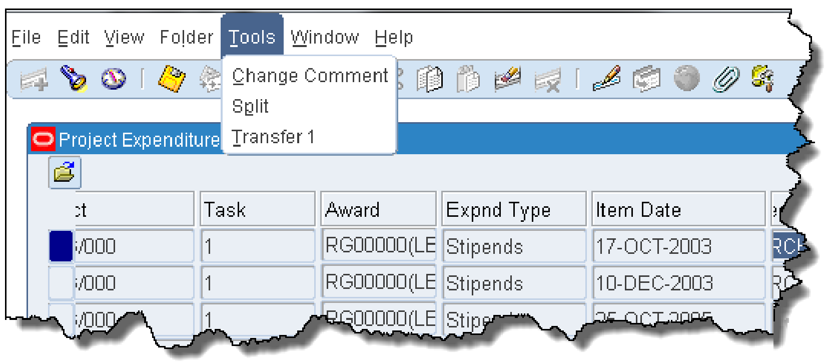
Payroll expenditures can be transferred from the “suspense” project using the Tools and Transfer function available in the Expenditure Enquiry screen.

THIS FUNCTION MUST NOT BE USED FOR TRANSACTIONS GENERATED IN AP.

Adjustments should be entered in AP in the invoice distribution screen.

The following adjustments can be made to an expenditure item:

- **Change Comment** (individual item)
- **Split** (individual item)
- **Transfer 1** (an individual item or range)



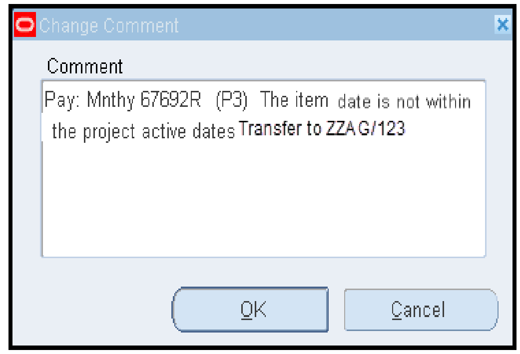
Change Comment

It is good practice when transferring expenditures to add a comment to the entries on both projects to detail why the transfer was made.

Responsibility:	**GM Administrator**
Navigate:	**Expenditures > Expenditure Enquiry**
	Menu: Tools > Change Comment

1. Select the expenditure item, click on the **Tools** menu and select **Change Comment**.

2. Enter the comment and click **OK**. The text will be added to the comment field in the Project Expenditure Items Screen and appear on the Expenditure Enquiry reports



Splitting Expenditure Items

Responsibility:	**GM Administrator**
Navigate:	**Expenditures > Expenditure Enquiry**
	Menu: Tools > Split

THIS FUNCTION MUST NOT BE USED FOR TRANSACTIONS GENERATED IN AP

1. In the Expenditure Enquiry screen enter the project code you wish to query and click on the **Find** button.

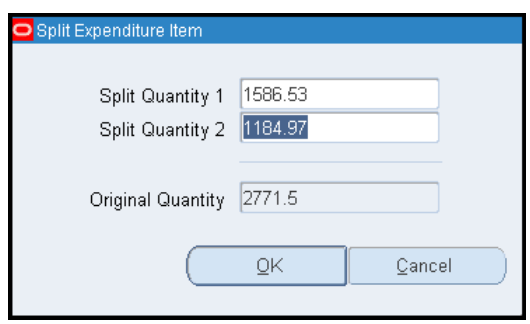
2. An expenditure item can be split in order to transfer part to another project. Select the item of expenditure and click on the **Tools** menu.

3. Select **Split** from the menu.

4. The original quantity will be entered from the line selected.

   Enter the amount to be split out from the total in Split Quantity 1…

   Split Quantity 2 will populate with the remaining balance.



5. Click **OK**. Re-query to see effect of the split

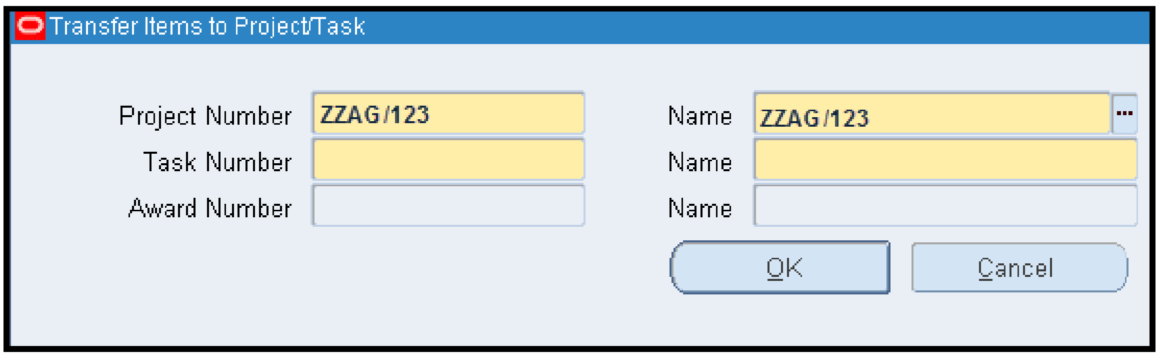
6. Once the transaction has split, use the Tools and Transfer process to move both transactions.

Transferring Expenditure Items

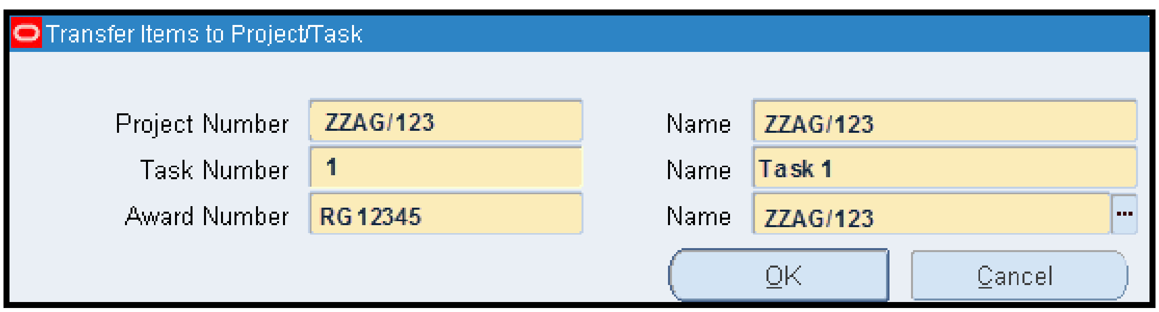
Responsibility: GM Administrator
Navigate: Expenditures > Expenditure Enquiry
Menu: Tools > Transfer

1. Select the expenditure to be transferred by clicking on the line. (To select a group use the parameters on the Find screen to query the required expenditures, use the Edit menu option to Select All).

2. Click on the **Tools** menu and select **Transfer 1**. The transfer window will open; details of the project you are transferring from will be automatically populated. This will need to be deleted and the project code that you are transferring to entered.



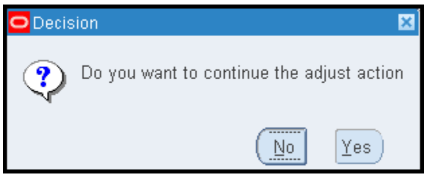
3. Enter the details of where the expenditure is to be transferred to, tab through to populate all fields. To enter the award number, enter RG and press the tab key.



NOTE: The expenditure will be transferred on the same expenditure type as the original posting.

4. Click **OK**, a decision box will appear asking "Do you want to continue the adjust action".

5. Click **Yes** to continue.



A system note will inform the user of the number of successfully transferred items, which you simply click **OK** to.

Re-query to view the transferred items.