



The Tools Transfer function (predominately used for clearing suspense grants)

The *Tools and Transfer* function can be used to:

- To clear items from the suspense project, including payroll expenditures; and
- To move certain other types of transactions from one project to another where they have been posted incorrectly*.

The *Tools and Transfer* function is available in the **Expenditure Enquiry**.

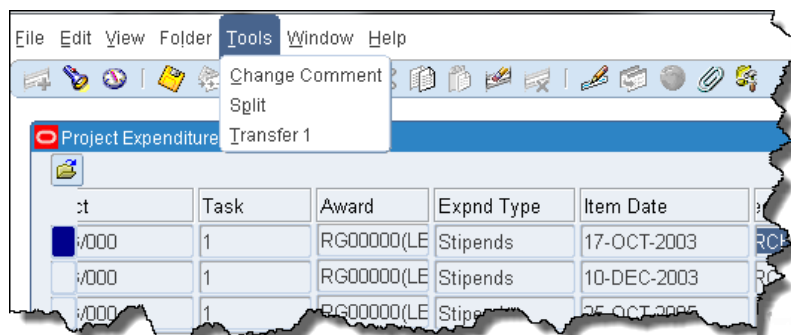
****This function **must not be used for transactions generated in AP*****
Any **AP** adjustments must be made in **AP**

The following adjustments can be made to an expenditure item:

Change Comment (individual item)

Split (individual item)

Transfer 1 (an individual item or range)



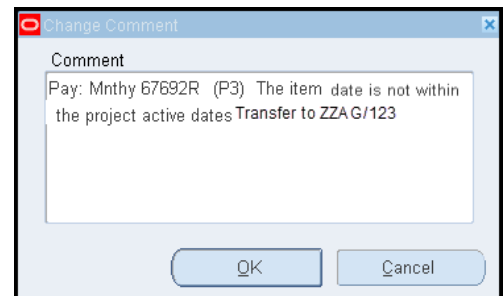
Change comment

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*

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

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



Important Information!

Information in the **Comment** field pulls through to the Sponsor's billing report, which is run by Research Operations Office and used to provide data to the sponsor. Therefore it is important that this field is as detailed as possible, especially if it relates to staff expenses claims.

If a comment field is blank or lacking in information as to who and what the expense relates to, then please investigate further by using the **Item Details** button or by referring to the colleague who entered the transaction or who incurred the expense. Once you have this information, update the **Comment** field by navigating to **Tools > Change Comment**, and enter the detailed information as to what the expenditure relates to. Click **OK**.

Splitting expenditure items

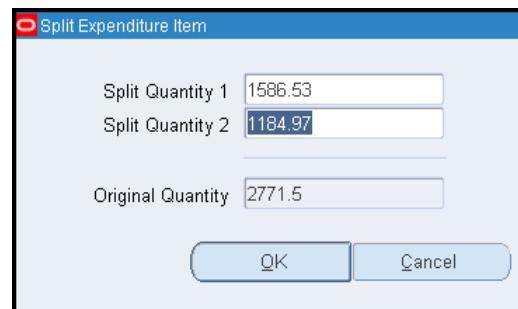
Responsibility: GM Administrator
Navigate: *Expenditures > Expenditure Enquiry*
Menu: *Tools > Split*

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 automatically populate with the remaining balance



Split Expenditure Item	
Split Quantity 1	1586.53
Split Quantity 2	1184.97
Original Quantity	2771.5
<div>OK Cancel</div>	

5. Click **OK**. Re-query to see effect of the split.
6. If the costs of the expenditure item needs to be divided further, repeat steps 2 – 5 until only the correct amount remains.
7. Once the transaction has been split, use the **Tools and Transfer** process to move both/all transactions, as appropriate.

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 must 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. Use the **tab** key to populate all fields. To enter the award number, enter **RG** and press **tab**.

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

Click **OK**.

4. A decision box will appear. Click on **Yes** to continue.

5. A system note will note the number of successfully transferred items.

Click **OK**.

6. Re-query to view the transferred items. **NB:** Uncheck **Exclude Net Zero Items** box.