Research Administrators Forum

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EXTRAMURAL FUND MANAGEMENT

NON-PAYROLL EXPENSE TRANSFERS
UPDATE: AIS and General Accounting are upgrading the Non-payroll Expense Transfer (NET) system.

UPGRADE: The catalyst is to move the platform to JAVA base system which provides greater flexibility in making future upgrades and enhancements easier.
Non-payroll Cost Transfers

- Implementation
  - General Accounting asked EFM to test
  - EFM reached out to campus dept. representative to participate in the testing
  - Campus reps work as preparers and EFM as reviewers in testing
Non-payroll Cost Transfers

• Expectations

- Work as usual and continue to follow the policies

- Transfers greater 120 days from original transaction date,

- Transfer greater than 90 days past expiration, will continue to be routed to EFM for review
Non-payroll Cost Transfers

• Changes:
  - The screen will have a new look and feel
  - Retransfers will be routed to EFM for review.
  - Six policy questions will be listed in the transfer system.
  - Transactions routed to EFM for review will route to your EFM team assignment.
Non-payroll Cost Transfers

• Changes

My Status

• Saved- work in process
• Submitted- Waiting to be processed
• Processed- Posted to ledger within last 90 days
• Pending Central Office Approval-waiting to be approved
• Central Office Approved-Waiting to be processed
• Redo Central Office-Revise and Resubmit
• Rejected by Central Office-Declined by approver

Reports
• Audit
• Compliance
Non-payroll Cost Transfers

- Work-in-process
  - Continue with testing
  - Developing Compliance reports
  - Review results of testing
  - Provide updates at future RAF