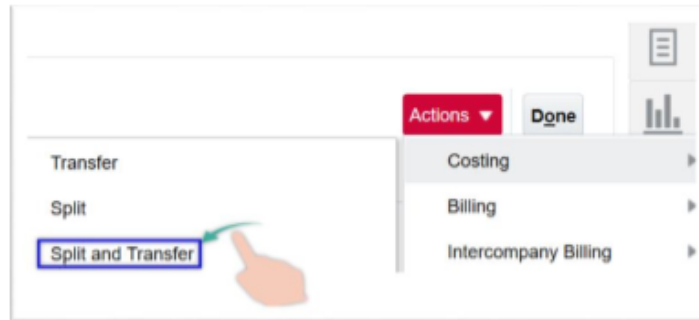


**PREPARER - SPLIT AND TRANSFER TRANSACTION**

1. Split the cost amount charged to one project task and transfer the split amount to another task(s) on the same project, or to a task(s) on another project(s). To create a Split and Transfer cost transaction, click on Costing and then **Split and Transfer** to open the Split and Transfer Expenditure Item screen.

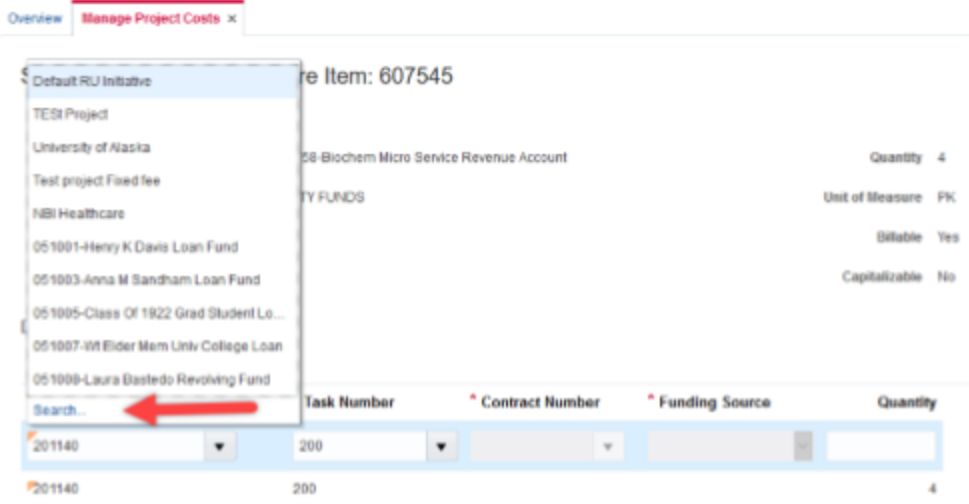


2. Click on the **plus sign (+)** to enter a line or multiple lines.

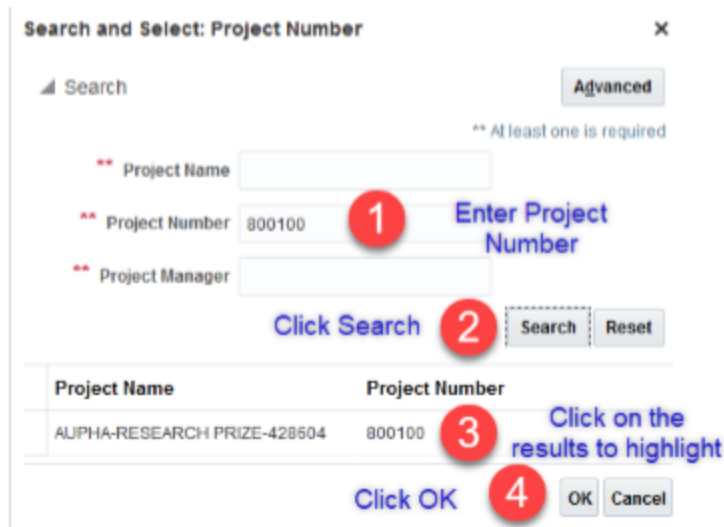


3. Select the search option from the drop-down menu under the **Project Number** field.

**Note:** You could type in the project number directly in the field but using the search screen to select the project will eliminate the system error in generating the required fields of Contract Number and the Funding Source.



4. Once on the **Search and Select** screen, type the receiving project number in the **Project Number** field and click **Search**.
5. From the displayed results in the bottom of the screen. Click on the search result desired and click **OK**



6. Select the appropriate **Task Number** from the drop-down menu.

7. The Contract Number and Funding Source fields are not required for non-sponsored projects, but are required for sponsored projects. To avoid any errors in generating the Contract Number and Funding Source fields when splitting and transferring between sponsored and non-sponsored projects, enter the complete required data for the non-sponsored project in the top row first then enter the sponsored project related data in the second row.
  
8. Enter the **quantity** to be transferred. **Note:** Review the Calculations section of this document to understand how to determine the quantity. Ensure the quantity between project(s) does not exceed the original quantity.
  
9. If you have entered multiple lines enter other project numbers, task numbers and quantities that will be charged.
  
10. Click the **Submit** button.

Split and Transfer Expenditure Item: 607545

Project Name: 202150-Student More Service Revenue Account  
 Task Name: ARREST FUNDS  
 Contract Number:  
 Funding Source:

Quantity: 4  
 Unit of Measure: PK  
 Shrink: No  
 Capitalizable: No

Hold Invoice: No  
 Hold Revenue: No

Submit Cancel

Details

* Project Number	* Task Number	* Contract Number	* Funding Source	Quantity
800120	830	100080	Association of Univ Prog...	2
291143	290			2

4

11. A Justification screen will pop up. Enter the justification for the split and transfer. Click the **OK** button.

Submit Adjustment for Approval

PJC-2220602 Your adjustment will be submitted for approval. Do you want to continue?

Justification

OK Cancel

12. This transaction has been sent to the Finance Approver for approval.

## CALCULATIONS

The split and transfer transactions between projects is based on the amount displayed under quantity for the original cost transaction.

Calculations are needed for the split and transfer transactions.

If the quantity equals the raw cost amount, a department will enter multiple dollar figures in the quantity field for each project selected. Ensure the quantity between project(s) does not exceed the original quantity.

If the quantity displayed **is not a dollar figure**, then additional calculations will be required to calculate a dollar amount.

Transaction Number	Project Number	Expenditure Type	Expenditure Item Date	Quantity	Raw Cost in Receiver Ledger Currency	Burdened Cost in Receiver Ledger Currency
241809				1,200	1,200.00 USD	1,200.00 USD
309064				15	164.25 USD	164.25 USD

Use the below formula to calculate the transferred quantity for a split and transfer transaction.

Split and Transfer Calculation	
<b>A</b>	Dollar amount to be transferred
<b>B</b>	Original cost transaction total dollar balance
<b>C</b>	Quantity listed on the original cost transaction
<b>Quantity to Transfer</b>	<b>= (A ÷ B) × C</b>

**Example 1:** A cost transaction has a quantity of 4 PK, and a dollar amount of \$27.32. Create a split and transfer transaction for \$22 to another project and keep the remaining balance on the current project.

To calculate the quantity equivalent to the \$22 that you need to transfer, enter your numbers in the formula below. **Note:** When using Split and Transfer, the system will round the cost amounts to be transferred. If a specific dollar figure is needed, use the project cost non labor batch spreadsheet to create a project cost transaction.

Split and Transfer Calculation		
<b>A</b>	Dollar amount to be transferred	\$22.00
<b>B</b>	Original cost transaction total dollar balance	\$27.32
<b>C</b>	Quantity listed on the original cost transaction	4 PK
<b>Quantity to Transfer</b>	$= (A \div B) \times C$	$= [22 / 27.32] \times 4 = 3.22$
<b>Quantity to Remain</b>		4PK (original quantity) – 3.22 (quantity to transfer) = .78 (quantity to remain)

Overview **Manage Project Costs** x

Split and Transfer Expenditure Item: 607545

Project Name 280758-Biochem Micro Service Revenue Account      Quantity **4**

Task Name ARESTY FUNDS      Unit of Measure PK

Contract Number      Billable Yes

Funding Source      Capitalizable No

Details

Actions **+** **✎** **✕** **🔍**

* Project Number	* Task Number	* Contract Number	* Funding Source	Quantity
000100	000	100095	Association of Unk Prog...	3.22
201140	200			0.78