

Required Transactions

Journal Entries - Direct Cost Allocation (Examples)

Account Costs Transferred To:		
Direct Costs	Dr	Cr
Equipment rental / repairs / maintenance	xxxxx	
Printing / Photocopying	xxxxx	
Program specific Consultants	xxxxx	
Program specific Computer systems & Software	Xxxxx	
Postage	Xxxxx	
Telephone including Cell phones, Long distance, Voice mail, etc	Xxxxx	
Travel	Xxxxx	
Consultants	Xxxxx	
Memberships	Xxxxx	
Supplies	Xxxxx	
Equipment	Xxxxx	
Program related Awards, stipends, honorariums	Xxxxx	
Program Specific insurance	Xxxxx	
Cash (8110)		Xxxxx

Account Costs Transferred From:		
Direct Costs	Dr	Cr
Equipment rental / repairs / maintenance		Xxxxx
Printing / Photocopying		Xxxxx
Program specific Consultants		Xxxxx
Program specific Computer systems & Software		Xxxxx
Postage		Xxxxx
Telephone including Cell phones, Long distance, Voice mail, etc		Xxxxx
Travel		Xxxxx
Consultants		Xxxxx
Memberships		Xxxxx
Supplies		Xxxxx
Equipment		Xxxxx
Program related Awards, stipends, honorariums		Xxxxx
Program Specific insurance		Xxxxx
Cash (8110)	Xxxxxx	

Methods for transferring costs

Charged Costs (not subsidized)

Provided here are examples for when **direct** costs are charged (cash moved between accounts) to cost centers. Charged costs will be transferred to the appropriate accounts as follows:

1. Costs are being transferred between state treasury accounts:

Costs are transferred between treasury accounts by processing a JC transaction to the appropriate costs center and expense object code, using screen AC0230UG

2. Costs are being transferred from a treasury account to a local account

A. If local account is the sweep account, the expense is transferred by processing an EV from the local account (AC0212UG) and receipted with an "N" flag CP to the treasury (AR0009UG) using the appropriate expense object codes.

B. If local account is NOT the sweep account, process a PV transaction from the local account (AC0210UG) and receipt with an "N" flag cash receipt (AR0009UG) using the appropriate expense object codes..

3. Costs are being transferred from a local account to a treasury account

Costs are transferred by processing a PV1 from the treasury account to the EFT Vendor (AC0210UG), and receipted with a "CP" transaction a to the local account

Required Transactions

Journal Entries - Indirect Cost Allocation (example)

Charge (cash) Entries

Account Costs Transferred To:		
Indirect Costs	Dr	Cr
Allocated Indirect Cost (7504)	Xxxxx	
Cash (8110)		Xxxxx

Account Costs Transferred From:		
Indirect Costs	Dr	Cr
Cash (8110)	Xxxxx	
Allocated Indirect Cost (7504)		Xxxxx

Charged Costs (not subsidized)

Provided here are examples for when **indirect** costs are charged (cash moved between accounts) to cost centers.

Charged costs will be transferred to the appropriate cost center using a PV or EV transaction and a CP transaction

Costs are being transferred between state treasury accounts:

Two Options:

(A) If there **are** sufficient expenses in MAPS object code 2N00 so that the transfer of costs **will not** cause expenses in object code 2N00 to go negative in the account that costs are being transferred from:

Process a JC transaction (AC0230UG screen) in the appropriate costs center using expense object code 7504.

(B) If there **are not** sufficient expenses in MAPS object code 2N00 so that the transfer of costs **will** cause expenses in object code 2N00 to go negative in the account that costs are being transferred from:

Process an "N" flag \$0.00 CP transaction (AR0009UG screen) in the appropriate cost center using expense object code 7504.

2. Costs are being transferred from a treasury account to a local account:

A. If local account is the sweep account, the expense is transferred by processing an EV from the local account (AC0212UG) and receipted with an "N" flag CP to the treasury (AR0009UG) using object code 7504.

B. If local account is NOT a sweep account, process a PV transaction from the local account (AC0210CP) and receipt with an "N" flag cash receipt (AR0009UG) using object code 7504.

3. Costs are being transferred from a local account to a treasury account:

Costs are transferred by processing a PV1 from the treasury account to the EFT Vendor (AC0210UG), and receipted with a "CP" transaction a to the local account using object code 7504 (AR0009UG).