

## Request for PPM to PPM Cost Transfer (Non-Payroll)

**NOTE: PPM to GL (or vice versa) are submitted through a Service NOW ticket using an AE expense transfer form.**

Unit/County: \_\_\_\_\_

Date: \_\_\_\_\_

**Transfer Justification**

*Detail the justification for the transfer of PPM Project costs below:*

**Cost Origination:**

**Transfer To:**

Transaction #	Project #	Task#	Expenditure Item Date	Transaction Amount	Amount to Transfer	Percent to Transfer	Project #	Task #

**Note: For 100% transfers, 100% of the Transaction Amount is to be moved. For partial transfers, the amount to be moved is indicated in the Amount to Transfer column. The remaining amount is not to be moved. See instructions for more details and examples.**

**Approval Signatures**

Unit/County Director for account Credited: \_\_\_\_\_

Unit/County Director for account Debited: \_\_\_\_\_

# PPM to PPM Cost Transfer Instructions

Where possible, corrections to POET(AF) chart string transactions must be made in the source boundary application or subledger.

Use this form when costs need to be moved from one PPM CoA to another PPM CoA or for partial or split transfers between multiple PPM CoAs **AND** the transfer cannot be made in the original source system. **To transfer a cost from a PPM project to a GL chart string, or vice versa, submit a Service Now ticket. This process must be done centrally.**

**Note:** If a billable cost from a sponsored project needs to be transferred to a cost-share project, contact CGA to first set the cost to non-billable status, then the transfer can be made.

**\*\*For purposes of ensuring separation of duties, a Project Manager cannot transfer costs between their own PPM projects or tasks. A separate initiator must perform this transaction.\*\***

## Locating Transactions

- Login to Aggie Enterprise: <https://login-etfq-saasfaprod1.fa.ocs.oraclecloud.com/>
- Select the *Projects* tile, then choose *Costs*
- Click the *Tasks* icon on the right side of the screen (looks like a document icon above the bar graph icon), then select *Manage Project Costs*
- Enter criteria into the search parameters for the originating cost(s) and click Search  
At minimum, Project Name, Project Number or Expenditure Organization must be entered to return results.

## Filling Out the Form

- Requester will enter their Unit/County Name, Today's Date, and a Transfer Justification.
- Click on the *Transaction Number* to be transferred for additional details.
- Fill out the ***Cost Origination*** section of this form for all transactions to be transferred.  
**Note: Additional lines will need to be filled out if a transaction amount will be divided and transferred to multiple accounts OR for partial transfers. This means 100% of the transaction amount must be accounted for. See Examples below.**
- In the ***Transfer To*** section, enter the Project and Task where cost(s) will be moved to.

### **Split Transfer Example 1:** 100% of transaction transferred to two different accounts.

Cost Origination:

Transfer To:

Transaction #	Project #	Task#	Expenditure Item Date	Transaction Amount	Amount to Transfer	Percent to Transfer	Project #	Task #
499488	DEPGLEN001	CNF001	1/17/24	\$ 360.00	\$ 90.00	25.0000000000	KL0111AFA0	TASK01
499488	DEPGLEN001	CNF001	1/17/24	\$ 360.00	\$ 270.00	75.0000000000	DEPGLEN001	INC002

### **Split Transfer Example 2:** only 50% of transaction transferred to a different account. Note: the originating account is listed to make up 100% of the transaction amount.

Cost Origination:

Transfer To:

Transaction #	Project #	Task#	Expenditure Item Date	Transaction Amount	Amount to Transfer	Percent to Transfer	Project #	Task #
1976824	DEPGLEN001	CNF001	4/23/24	\$ 427.50	\$ 213.75	50.0000000000	KL0111AFA0	TASK01
1976824	DEPGLEN001	CNF001	4/23/24	\$ 427.50	\$ 213.75	50.0000000000	DEPGLEN001	CNF001