PPM.03 - Process a Non-HCM Cost Transfer

**Cost Transfer Requester**

1. Identify cost to be transferred
2. Submit Non-Salary Cost Transfer request form to proper email address as indicated

**Project Accountant**

3. Identify cost to be transferred
4. Payables transfer?
5. Approve?

**HR Line Manager**

6. Approve?

**Invoice Processor**

7. Add offsetting distribution line to existing invoice
8. Add new distribution line to existing invoice
9. Validate Invoice (AP.09)

**External System Owner**

10. Update external system
11. Interface cost transfer to PPM

**Approve?**

- Yes: Proceed to next step
- No: Go back and revise request

- **Payables transfer?**
  - Yes: Send cost transfer request to Purchasing and Payment Services
  - No: Coordinate with external interface system owner

- **Approve?**
  - Yes: Approve transfer
  - No: Reject transfer

- **Notify department requester of missing information or compliance violation**

- **Identify cost to be transferred**

- **Transfer expenditure directly within PPM**

- **Coordinate with external interface system owner**

- **Create and post a miscellaneous batch**

- **Process Journals (GL.02)**

- **Notify department, requesting transfer documentation and new funding source**

- **Receive notification that transfer is approved**

- **Receive notification that transfer is rejected**

- **Reject?**
  - Yes: Reject transfer
  - No: Proceed with transfer

- **Payables transfer?**

- **Interface cost transfer to PPM**

- **Request Information (WF.02)**

- **Approve?**

- **Request Information**

- **End**