

## Payroll Single Expense Transfer Function (EDTS)

The Single Expense Transfer (EDTS) is used to transfer expense in cases where the original expense was charged to an incorrect chartstring (Business Unit, Account, Fund, Org, Program, Project, or Flexfield), and a correction is needed. To use this screen, you **must** have the appropriate Distribution of Payroll Expense (PPP5302) report.

Payroll expense transfers normally occur when HCM has been updated too late and payment has not been made on the newly designated chartstring. Payroll expense transfers are processed through the Personnel/Payroll System (PPS) to generate the necessary employee benefit expense transfers and record the data on individual earnings records.

EDTS should be used for chartstring corrections only. If you need to retroactively change the title, description, or rate, along with the chartstring, use the EDLR screen instead.

PPEDTS0-E1138		Dept. Time Reporting		11/14/01 14:26:12	
Single Exp. Trans. (EDTS)		User ID: PAYID12			
Pay End:	Check Date:	Pay Cycle:			
ID: 011416889	Name: WILLIAMS, SAMUEL K	SSN:	Emp Status: A		
PPP5302 Information: ET Month: 4 ET Page: 5 ET Line: 6 Reason: 7					
Transfer From (Credit)		8			
B/BFSacct/Fund/Org/Pg/ /Proj/Flex: _____					
Transfer To (Debit)		9			
B/BFSacct/Fund/Org/Pg/ /Proj/Flex: _____					
Original Gross Earnings:	10	Sign:	11	Benefits:	12
Transfer Gross Earnings:	14	Sign:	15	Override Employee ID:	n/a
Next Func:	ID: 1	Name:	SSN:		
	Pay Cycle: 2	Pay End: 3			
====>					
F:	1-HELP	3-PrevMenu	5-Update		
F:		9-Jump	12-Exit		

**Note:** Use the Payroll Single Expense Transfer (EDTS) to transfer expenses recorded on or subsequent to the Distribution of Payroll Expense report from 24 months ago. Use Form UPAY 646-1 to transfer expenses recorded prior to 24 months ago.

### To schedule a Single Expense Transfer:

1. On the Online Applications Main Menu, type EDAT to select the Department Adjustment Transaction menu.
2. On the Department Adjustment Transaction menu, type "EDTS" in the **Next Func** field to select the Single Expense Transfer function.
3. In the **ID** field, type the unique employee identification number.
4. Schedule the transaction for the **current, open pay cycle**: Tab to the **Pay Cycle** field and type the pay cycle in which the transaction will be processed (MO, B1, B2). Tab to the **Pay End** field and type the pay cycle end date for scheduling the transaction, in the format MMDDYY.
5. Press <Enter> to display the Single Expense Transfer screen.
6. Enter data in the following fields (see back for field descriptions): **ET Month, ET Page, ET Line, Reason**. Copy ET Month, ET Page, and ET Line directly from the ET MO, PG and ET Line on the PPP5302 Distribution of Payroll Expense report.
7. Review the data for accuracy.
8. Press <Enter>. The **Transfer From (Credit)** chartstring fields are retrieved from the TOE (Transfer of Expense) file.
9. The cursor is positioned on the **Transfer To (Debit)** fields. Enter the **Transfer To (Debit)** chartstring.
10. Enter data in the **Original Gross Earnings** and **Original Benefits** fields as shown on the Distribution of Payroll Expense report. In the **Transfer Gross Earnings** field, type the dollar amount of the salary expense you want to transfer to the new chartstring.
11. Press <Enter> to format and validate the data. Resolve edit messages as necessary.
12. Press <F5 Update> to display the PAN (Post Authorization Notification) subsystem Notification Preparation screen.
13. Complete fields on the PAN Notification Preparation screen and other PAN screens as necessary.
14. Press <F5 Update> to complete the update and send the PAN notification. The Single Expense Transfer screen will be displayed, with the message "Update Process Complete".

	Field	Description	Required*	Comments
1	<b>ID</b>	Employee ID	R	9 digits
2	<b>Pay Cycle</b>	Pay Cycle	R	Pay Cycle in which the transaction will be processed. Values: <b>MO</b> (monthly), <b>B1</b> (biweekly), <b>B2</b> (biweekly)
3	<b>Pay End</b>	Pay End Date	R	Corresponding pay cycle end date for scheduling purposes; MMDDYY
4	<b>ET Month</b>	Expense Transfer Month	R	4-digit number indicating the fiscal year end and the fiscal month within that year. For example, 0405 represents the fifth fiscal month (November) of the fiscal year 2003/2004. On report PPP5302, ET Month is on the third line in the top-right corner.
5	<b>ET Page</b>	Expense Transfer Page	R	5-digit number indicating the page on the PPP5302 report where the line is located. Include leading zeroes. On report PPP5302, ET Page is to the right of ET Month.
6	<b>ET Line</b>	Expense Transfer Line	R	2-digit number indicating the line of expense (on PPP5302) to be transferred. On report PPP5302, ET Line number is the first two digits (first column) in the line.
7	<b>Reason</b>	Reason for the Expense Transfer  After you enter the <b>Reason</b> , press <Enter>.	R	A -- One-time expenditure adjustment; employee is not expected to perform services again under this chartstring. (HCM entry is not required.)  B -- Employee is expected to perform services again under this chartstring. (HCM entry is required.)  C -- Other
8	<b>Transfer From (Credit)</b>	<b>B</b> (Business Unit), <b>BSFAcct</b> (Account), <b>Fund, Org, Pg</b> (Program), <b>Proj</b> (Project) and <b>Flex</b>	Provided by System	Chartstring from which you are transferring the expense. System retrieves chartstring from the Transfer of Expense (TOE) history file.
9	<b>Transfer To (Debit)</b>	<b>B</b> (Business Unit), <b>BSFAcct</b> (Account), <b>Fund, Org, Pg</b> (Program), <b>Proj</b> (Project) and <b>Flex</b>	R	Chartstring to which you are transferring the expense. If no Project, tab to Flex. If no Flex, tab to the next field.
10	<b>Original Gross Earnings</b>	Amount of gross earnings (not pay rate)	R	Enter exactly as on Gross Earnings column of PPP5302. Enter digits representing cents; decimal point is optional.
11	<b>Sign</b>	Minus sign	C	Enter a minus sign to indicate that the Original Gross Earnings amount is a credit if PP5302 shows it as a credit.
12	<b>Benefits</b>	Amount of benefits earning	R	Enter exactly as on Total Benefits column of the PPP5302. Enter digits representing cents; decimal point is optional.
13	<b>Sign</b>	Minus sign	C	Enter a minus sign to indicate that the Benefits amount is a credit (usually corresponds to a gross earnings credit).
14	<b>Transfer Gross Earnings</b>	Requested amount of the original expense being transferred	R	If the amount transferred is less than the original gross, the system will calculate benefit amounts to be transferred.
15	<b>Sign</b>	Minus sign	C	Must match the entry in Original Gross Earnings Sign field.
16	<b>Override Employee ID</b>	Override Employee ID	N/A	Not applicable at UC Berkeley

\* R (Required); O (Optional); C (Conditional)

EDTS/01-2006