# Standard Operating Procedure

## Purpose

Transfer non-payroll expense and/or correct GL code.

## Items Needed

* Original transaction(s) information (SAP Document number, posting date, description).
* Cost object or WBS number to debit.
* GL Account.
* Approvals.

## Procedure

COE Journal Entry Template form link: [**College of Engineering-Journal Entry-Cost Transfer (.xlsm)**](https://engineering.unl.edu/downloads/employee-resources/CoE%20JE%20template%2004-05-12.xlsm)

1. Justification tab:
   1. Enter posting date of the original transaction.
   2. Enter submission date of correction.
   3. Note if expense is allocated between 2 or more cost centers.
   4. Complete **Reason/Justification for Correction** section. If correction is 90 days or more after the original transaction, additional justification is required.
2. JE Form (also see JE Form Sample Tab for detailed instructions):
   1. Complete header section.
   2. Complete D/C entry section: see JE Form Sample tab for detailed instructions.

**NOTE**: Export line item report from SAP for the transactions to be transferred and save in excel. Text lines can be copied to the JE form.

1. Approval and Submission:
   1. Department Staff: Submit JE to Admin Coordinator/Department Chair for approval. Send original JE to COE Business Office for approval end entering. Email Excel version to Business office staff assigned to enter.
2. Entering JE in SAP:

Refer to following document in SAPPHIRE: ***Documentation* →*Financial →General Ledger→G/L Account Posting (FB50).***