

# Frequently Asked Questions

## Online Transmittal System

### General

- **How can I be granted access to the Cash Transmittal module in SAP?**

- Your Area Security Officer (ASO) has to put **FI\_CT\_300 Cash Transmittals** class on your training plan. (this is an online class)
- You successfully complete the class. \*
- 24-48 hours after class completion, you should have access.  
To check to see if you have access, click on “Enterprise Services” tab, and then Cash Transmittal. If you don’t see those in SAP you don’t have access.

\*Note: You can take the class before it’s on your training plan but you will not be granted access until the class has been put on your training plan.

- **What document type should I choose?**

For all non-grant deposits choose SB. For regular grant deposits choose PM. For reduction of expenses on a grant choose ZX. A short description of each type is given in the drop down menu.

- **I forgot to print my transmittal before exiting the Data Entry screen. How do I get a copy?**

Go to the Search screen in the Online Transmittal System and click on the correct Doc type. Click on the box next to Saved as Complete. If the document number is known, it can be entered in the Document Number field. If not, date ranges or the users ID can be used to pull up the document. Once the appropriate criteria have been entered on the Search screen, click on Get Transactions. When you find the Transmittal, click on the Printer Icon to print the document.

- **Why do I need to print landscape?**

This is for uniformity of presentation and for filing purposes in Treasury Services.

- **My transmittal does not print landscape. How can I make it print landscape?**

After clicking the print icon, choose “Fit” in the Page Sizing & Handling section. Choose “Auto portrait/landscape” in the Orientation section. Everything else should be unchecked. After you make the selections once, your computer should remember the settings for the session. If you log out and come back in, you may have to reset the first time again for a new session.

- **Can checks going to different types of cost objects (cost centers, funds, WBS elements) be entered on the same Check Transmittal?**

Checks for WBS elements should be entered on a separate transmittal than the transmittal for checks posted to cost centers. However, if a department has multiple checks for similar cost objects, one check transmittal can be completed for all of the WBS elements on a PM document type, one transmittal can be completed for all of the WBS elements on a ZX document type, and one transmittal can be completed for all of the cost centers and funds (SB document types).

If you have a check that is split between a grant account and a departmental cost center or fund, the new Online Transmittal System cannot be utilized. Please complete a **manual** check transmittal to deposit the funds appropriately.

- **Will the system prevent me from duplicating a serial number?**

No. It is up to each department to track its serial numbers to prevent duplications.

- **Is there a time-out in the system that might cause me to lose my work?**

Yes. The system times out after 60 minutes. If you think you will run out of time because of work interruptions, etc. you should balance the document and save as complete. Go back in later and pull up the document and edit so that the document is correct. Toggling between the Data tab and Currency/Cash tab will also reset the timer. Keying long lists of checks received does not reset the timer. **NOTE:** To avoid date posting problems, every effort should be made to complete the transmittal the same day that it is initiated.

- **Are there rules built in that prevent posting to certain GL's and cost objects? If so, where can I find a complete list of the rules?**

Yes. A complete list of Rules can be found at [http://myhelp.uky.edu/rwd/HTML/FI/FI\\_CT\\_300.html](http://myhelp.uky.edu/rwd/HTML/FI/FI_CT_300.html). Edits coded with an "E" are hard errors and will not allow you to save as complete. Edits coded with a "W" are warnings (soft errors). You should review the message before saving as complete to make sure it is appropriate for you to use the particular GL / cost objects. Make the necessary changes and then save as complete.

- **Could a grant deposit be mistakenly entered as a SB document type?**

There are GL/cost object edit rules in place that make this highly unlikely. A complete list of edit rules can be found at [http://myhelp.uky.edu/rwd/HTML/FI/FI\\_CT\\_300.html](http://myhelp.uky.edu/rwd/HTML/FI/FI_CT_300.html).

- **Who do I contact for questions not on this list?**

For grant related deposits (PM and ZX document types), contact Karen Boyd, Sponsored Projects Accounting (SPA) at 859-323-0687.

For all other deposits (SB document type), contact Joe Faulkner, Treasury Services at 859-257-3453.

## Sponsored Projects specific

- **What should I do if I have received a check for a project that has been invoiced by Sponsored Projects Accounting?**

Cash receipts for projects that have been invoiced by SPA cannot be processed through the Online Transmittal System. The department should complete a **manual** Check Transmittal and deposit slip and deliver the funds to Treasury Services.

- **Who is responsible for keeping copies of sponsored projects cash receipts documentation in case of an audit?**
  - Departmental cash receipts – the department should keep copies of the checks, transmittals, and all documentation submitted with the check or cash for posting.
  - SPA cash receipts – Sponsored Projects Accounting keeps copies of the transmittals for checks that are received in SPA, ACH reports, lockbox files, and all supporting documentation related to these cash posting types.

- **If a check is received in my department prior to the grant being set up, what should I do?**

When checks are received prior to the grant being assigned a WBS element in SAP, the new Online Transmittal System cannot be used for the deposit. Instead, the department should complete a **manual** Check Transmittal and deposit slip and deliver the funds to Treasury Services. Leave the GL column blank. In the ASSIGNMENT column of the transmittal, type **SPA HOLDING**. In the TEXT column, type **NEW GRANT**. A note should be attached or written across the front of the transmittal that says: Attn: Sponsored Projects Accounting. By completing these steps, the money will be posted into the SPA Holding Account until the grant account has been set up.

- **Who should send a copy of the cash/check transmittal to the Research Administrator in OSPA so the budget can be increased for clinical trial or program income on a project?**
  - Transmittals originating in the department – copies should be sent to OSPA from the department
  - Transmittals originating in SPA – copies will be sent to OSPA from SPA
- **How do I know which G/L account to use on the online transmittal for a sponsored project?**

1. Reduction of Expenditure – use the same expense general ledger account on which the original charge was posted.

**Note:** For travel expense reimbursements, use the expense G/L that corresponds with the expenses that are being reimbursed. For example, if a travel award was received to offset registration costs only, the G/L for registration costs will be credited. However, if the travel reimbursement is not specifically tied to certain travel expenses, the cash receipt must be allocated across all of the travel G/L accounts charged on the grant. For example, \$1000 was given to the traveler to help defray costs to attend a seminar in another state. The reduction of expense would be allocated across the airfare, registration, hotel, and other expenses charged for the trip based on the percentage of each cost to the total cost of the travel. Please contact [SPA.AR@email.uky.edu](mailto:SPA.AR@email.uky.edu) prior to entering the transmittal if you have any questions.

2. Clinical Trial Income – Non-federal projects – 426006, Federal projects – 415014

**Note:** The new Online Transmittal System has an edit which will check the project to be sure the correct clinical trial general ledger account has been input on the Data Entry screen. When the line is validated or the transmittal is saved as complete, the system will change the GL (if necessary) to correspond with the project funding source.

3. Program Income – Additive – 440118, Deductive - 440119

**If unsure of the type of income to be posted to the sponsored projects, contact your sector Business Officer for assistance.**

- **What is considered a reduction of expenditure on a grant?**

A reduction of expenditure on a grant occurs when a payment is received from a third party (not the grant sponsor) reimbursing an expense that had previously posted to the project. Examples include but are not limited to:

- A traveler is reimbursed for their registration expense for a conference by the conference host or a 3<sup>rd</sup> party.
- A refund is received from a vendor for the amount of a duplicate or overpayment on the grant for goods or services paid on a DAV or PRD document
- A refund is received from a grant's subcontractor.
- A refund is received from a vendor for items purchased on the grant that were returned to the vendor.

- **What backup documentation should be included with the check transmittal for a grant revenue transmittal?**

Include a copy of the check and any documentation that would support the cash receipt such as sponsor letters, conference descriptions, or emails.

- **What backup documentation needs to be included with the check transmittal for a reduction of expenditure on a grant?**

Provide all of the following:

- A copy of the check being deposited to UK.
- Copies of all original payment documentation related to the reduction of expenditure such as DAV's, PRD's, travel vouchers, or Purchase Order invoice transmittals.
- A complete explanation of the reason the project is receiving this money.
- Any other documentation that will help to explain the reason for the reduction of expenditure.

- **I received the error message "Post date > budget valid to date". What should I do?**

The message was received because the budget validity dates on the grant or the status of the project are not open for posting. In most cases, the grant may already be ended and the deposit will have to be reviewed prior to posting to the project. Please contact [SPA.AR@email.uky.edu](mailto:SPA.AR@email.uky.edu) to report the issue and to determine the best way to handle the cash or check deposit.

- **When I clicked on Save as Complete, I received an error message that said that the "WBS element was not found". What does that mean?**

Check the WBS element that was entered in the system.

- The number may have been miskeyed and will need to be re-entered in the WBS field on the Data Entry screen.
- If the WBS element was not miskeyed, check to be sure the number you are trying to enter is valid. If the WBS element cannot be pulled up on GMGRANTD, the project number you are trying to utilize does not exist.