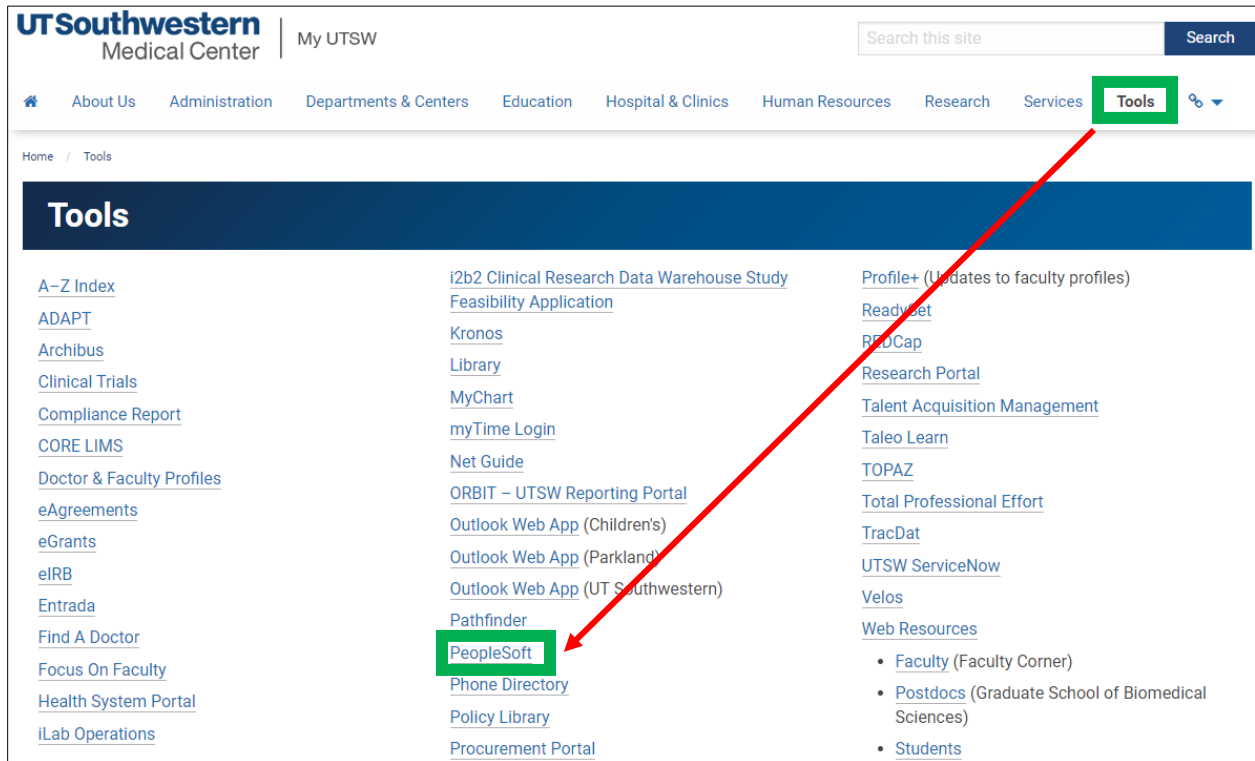


Q10. How do I complete a NSCT for available Account Codes?

To complete a Non-Salary Cost Transfer, access [PeopleSoft](#).

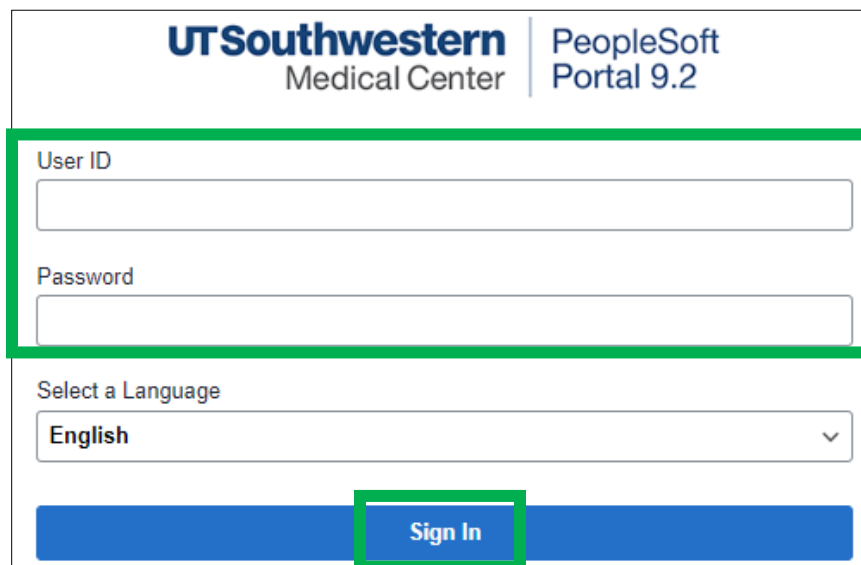
From the [Tools](#) page on the UTSW intranet website, select **PeopleSoft**.



The screenshot shows the UTSW Southwestern Medical Center intranet. The top navigation bar includes links for About Us, Administration, Departments & Centers, Education, Hospital & Clinics, Human Resources, Research, Services, and Tools. The Tools menu is highlighted with a green box. A red arrow points from the Tools menu to the PeopleSoft link in the central list of tools. The PeopleSoft link is also highlighted with a green box.

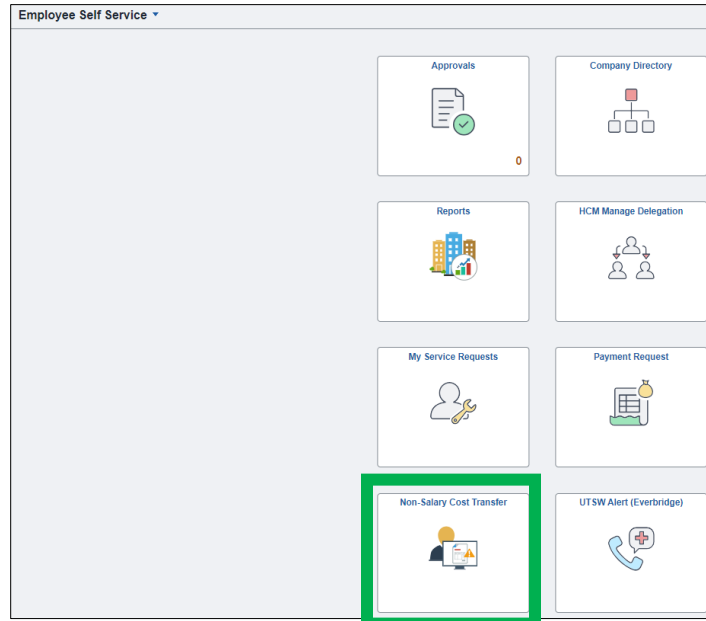
A-Z Index	i2b2 Clinical Research Data Warehouse Study Feasibility Application	Profile+ (Updates to faculty profiles)
ADAPT	Kronos	ReadySet
Archibus	Library	REDCap
Clinical Trials	MyChart	Research Portal
Compliance Report	myTime Login	Talent Acquisition Management
CORE LIMS	Net Guide	Taleo Learn
Doctor & Faculty Profiles	ORBIT – UTSW Reporting Portal	TOPAZ
eAgreements	Outlook Web App (Children's)	Total Professional Effort
eGrants	Outlook Web App (Parkland)	TracDat
eIRB	Outlook Web App (UT Southwestern)	UTSW ServiceNow
Entrada	Pathfinder	Velos
Find A Doctor	PeopleSoft	Web Resources
Focus On Faculty	Phone Directory	<ul style="list-style-type: none">Faculty (Faculty Corner)Postdocs (Graduate School of Biomedical Sciences)Students
Health System Portal	Policy Library	
iLab Operations	Procurement Portal	

Login with your **UTSW User ID** and **Password**.

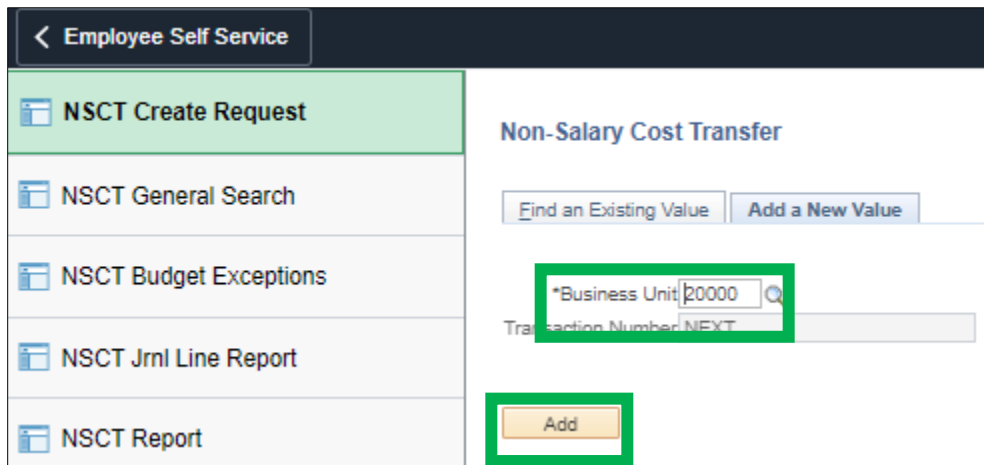


The screenshot shows the PeopleSoft Portal 9.2 login page. The page header includes the UTSW Southwestern Medical Center logo and the text "PeopleSoft Portal 9.2". The login form consists of three main sections: "User ID" with a text input field, "Password" with a text input field, and "Select a Language" with a dropdown menu set to "English". A blue "Sign In" button is located at the bottom of the form, highlighted with a green box.

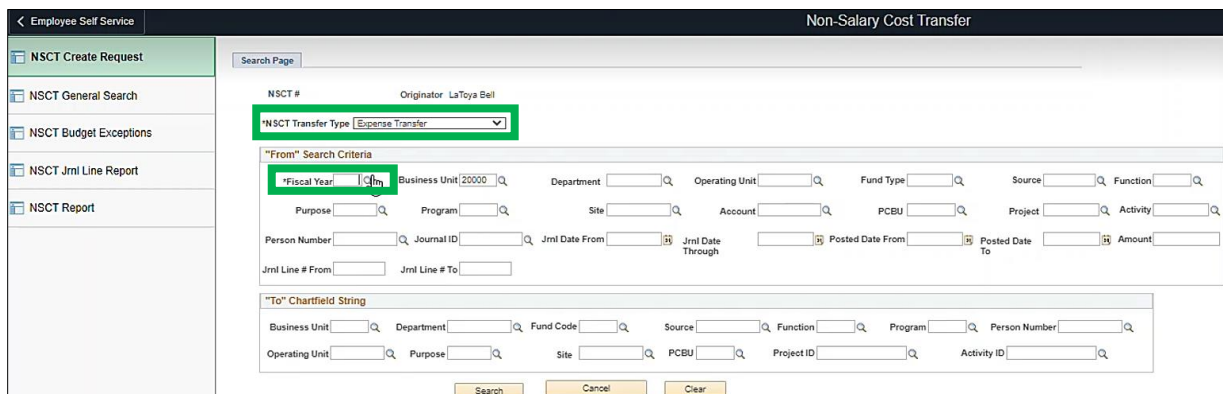
From the **Self-Service** page, select **Non-Salary Cost Transfer**.



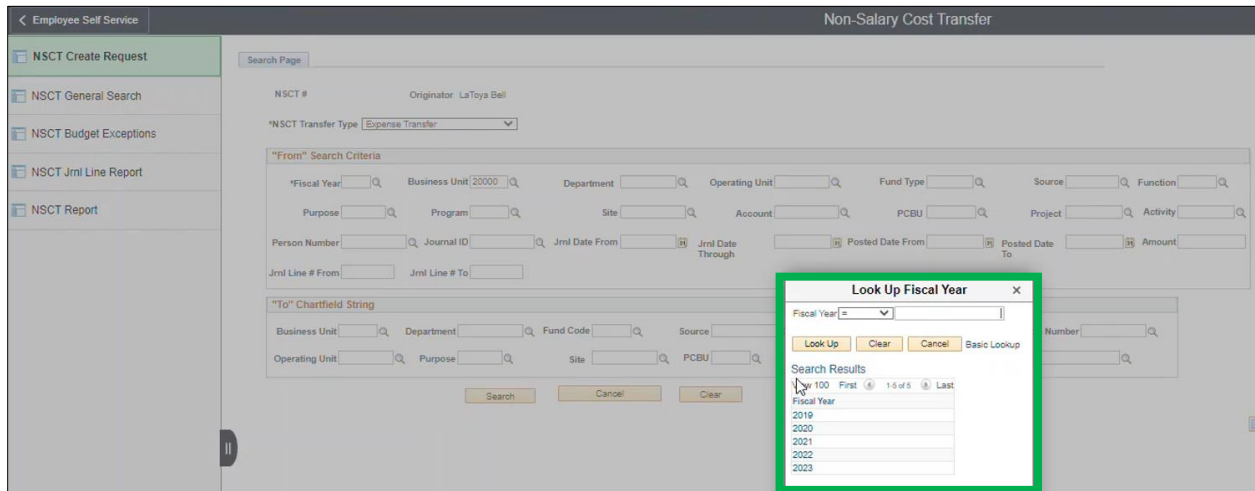
On the next screen, the **Business Unit** should default to **20000**. Click **Add** to proceed.



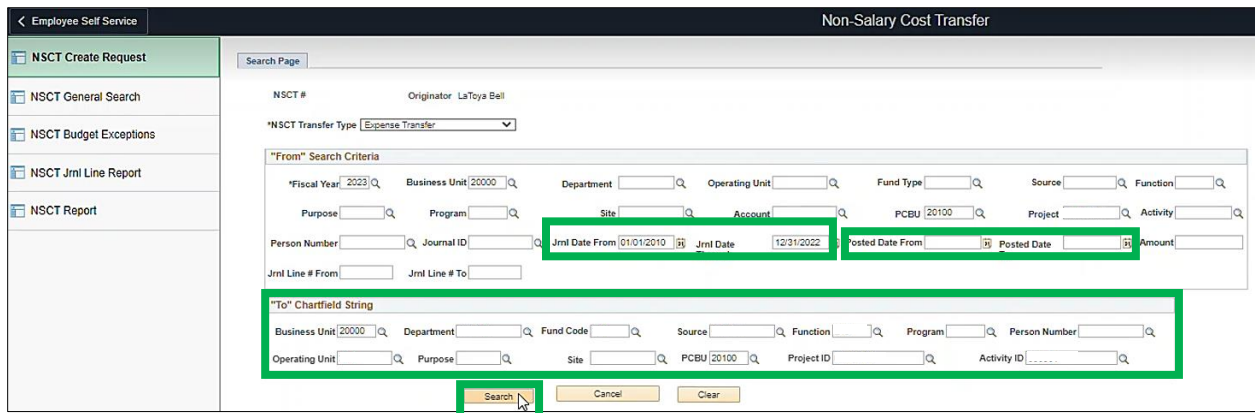
From the ***NSCT Transfer Type** field picklist, select **Expense Transfer**. This will allow you to change multiple fields in the **Search Criteria** section. Click the search icon next to **Fiscal Year**.



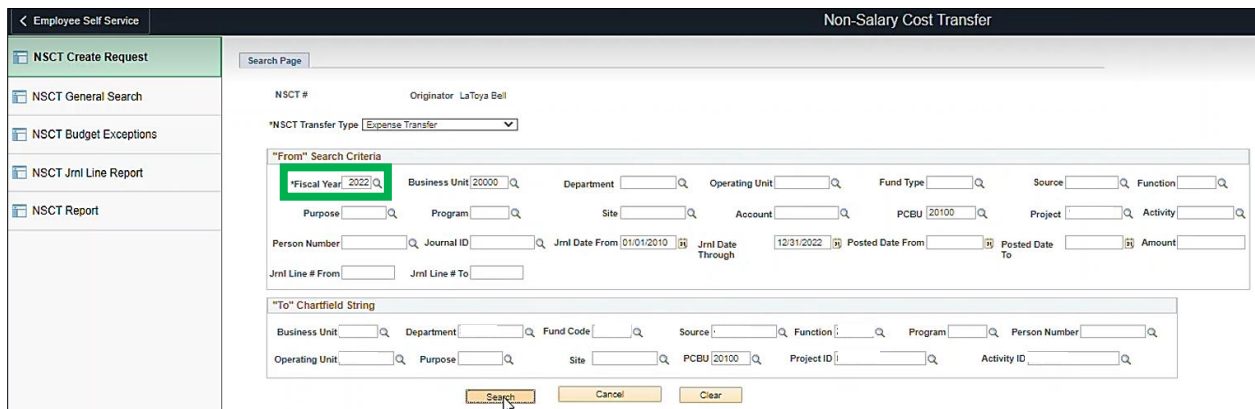
Next, choose the **Fiscal Year** of the transactions that need to be moved or posted.



Next, enter the **PCBU number, 20100** (if it is a grant award) and type in the **Project ID**. Next, enter the Journal date range (**Jml Date From** and **Jml Date Through**). You will next fill in the Chartfield of Accounts (COA) in the **"To" Chartfield String** for where the expenses will be moved. Next, click **Search**.



If no results are found, update the **Fiscal Year** to allow for more entries. Note: The system may take a few minutes to generate all transactions.



Note: Do not click on the page while the results are attempting to load on the page.

The screenshot shows the 'Non-Salary Cost Transfer' interface. The search criteria are as follows:

- NSCT # [] Originator: LaType Ball
- NSCT Transfer Type: Expense Transfer
- From Search Criteria:
 - Fiscal Year: 2022
 - Business Unit: 20000
 - Department: [] Operating Unit: [] Fund Type: [] Source: [] Function: []
 - Purpose: [] Program: [] Site: [] Account: [] PCBU: 20100
 - Person Number: [] Journal ID: [] Jnl Date From: 01/01/2010 Jnl Date Through: 12/31/2022 Pktd Date From: [] Pktd Date To: [] Amount: []
 - Jnl Line # From: [] Jnl Line # To: []
- To Chartfield String:
 - Business Unit: 20000 Department: [] Fund Code: 411 Source: [] Function: 210 Program: [] Person Number: []
 - Operating Unit: 200 Purpose: [] Site: [] PCBU: 20100 Project ID: [] Activity ID: 000001

The table below shows the results of the search:

Journal ID	Line #	Journal Date	Date Posted	Business Unit	Account	Amount	Department	Operating Unit	Fund Type	Source	Function	Program	Purpose	Person Number	Line PC Business Unit	Project	Activity	Activity End Date	Journal Line Reference	Currency	Journal Line Description
1	528	08/01/2022	08/01/2022	20000		28,000		200	411		210				20100		000001	11/30/2022	0000142872	USD	
2	332	07/18/2022	07/18/2022	20000		518,000		200	411		210				20100		000001	11/30/2022	01475609	USD	
3	334	07/18/2022	07/18/2022	20000		7130,000		200	411		210				20100		000001	11/30/2022	01475609	USD	
4	1818	05/05/2022	05/05/2022	20000		65,310		200	411		210				20100		000001	11/30/2022	01398023	USD	
5	2412	12/30/2021	12/30/2021	20000		242,000		200	411		210				20100		000001	11/30/2022	01197805	USD	
6	872	10/28/2021	10/28/2021	20000		85,500		200	411		210				20100		000001	11/30/2022	01197805	USD	
7	426	10/29/2021	10/29/2021	20000		28,000		200	411		210				20100		000001	11/30/2022	0000112880	USD	
8	1808	10/21/2021	10/21/2021	20000		10,880		200	411		210				20100		000001	11/30/2022	01190428	USD	

In the following example, deselect all lines **except** for lines 5 and 6 to transfer expenses. Click **Next**.

The screenshot shows the 'Non-Salary Cost Transfer' interface with the same search criteria as above. The table below shows the results with checkboxes in the 'Line #' column:

Journal ID	Line #	Journal Date	Date Posted	Business Unit	Account	Amount	Department	Operating Unit	Fund Type	Source	Function	Program	Purpose	Person Number	Line PC Business Unit	Project	Activity	Activity End Date	Journal Line Reference	Currency	Journal Line Description
1	<input type="checkbox"/>	528	08/01/2022	08/01/2022	20000	521460		200	411		210				20100		000001	11/30/2022	0000142872	USD	
2	<input type="checkbox"/>	332	07/18/2022	07/18/2022	20000	524010		200	411		210				20100		000001	11/30/2022	01475609	USD	
3	<input type="checkbox"/>	334	07/18/2022	07/18/2022	20000	524030		200	411		210				20100		000001	11/30/2022	01475609	USD	
4	<input type="checkbox"/>	1818	05/05/2022	05/05/2022	20000	514710		200	411		210				20100		000001	11/30/2022	01398023	USD	
5	<input checked="" type="checkbox"/>	2412	12/30/2021	12/30/2021	20000	514710		200	411		210				20100		000001	11/30/2022	01197805	USD	
6	<input checked="" type="checkbox"/>	872	10/28/2021	10/28/2021	20000	514710		200	411		210				20100		000001	11/30/2022	01197805	USD	
7	<input type="checkbox"/>	426	10/29/2021	10/29/2021	20000	521488		200	411		210				20100		000001	11/30/2022	0000112880	USD	
8	<input type="checkbox"/>	1808	10/21/2021	10/21/2021	20000	514710		200	411		210				20100		000001	11/30/2022	01190428	USD	

At the bottom of the table, there is a checkbox labeled 'Select All/Deselect All' and a 'Next' button.

The journal lines will appear completed. You can adjust the amount you wish to transfer at this point. It must be less than or equal to the amount of the transaction.

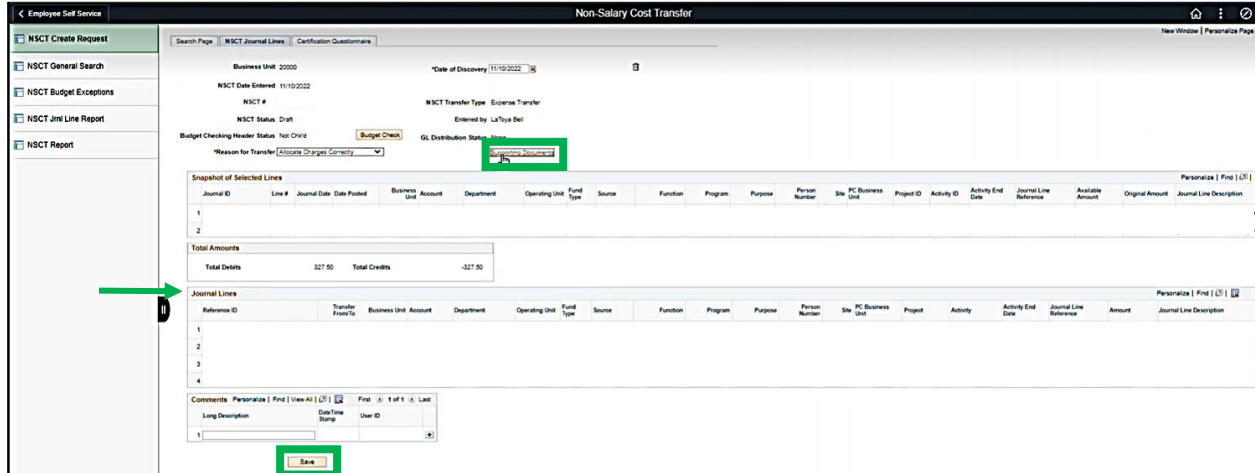
Select the **Reason for Transfer** and click **Save**. Any additional steps needed to complete will automatically produce a pop-up after clicking save.

The screenshot shows the 'Non-Salary Cost Transfer' interface. The 'Certification Questionnaire' section is active. The 'Reason for Transfer' dropdown is set to 'Allocate Charges Correctly'. The 'Save' button is highlighted in green at the bottom of the page.

The **Certification Questionnaire** must be filled out with proper justification. Note: Do not copy the same response in each question field as this is *not* proper justification. Next, click **Return to Submit Page**.

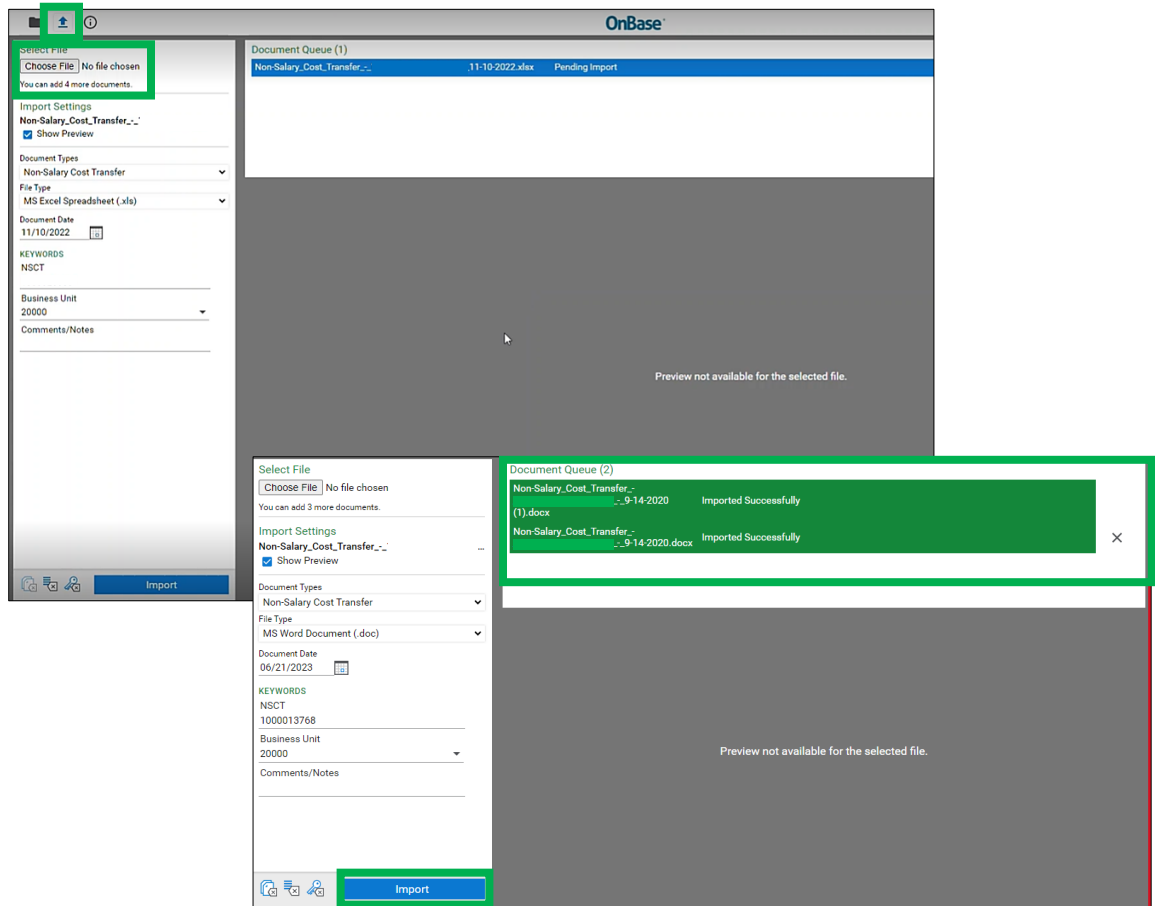
The screenshot shows the 'Certification Questionnaire' section. The 'Return to Submit Page' button is highlighted in green at the bottom of the page.

Return to the NSCT **Journal Lines** tab page and click **Save**. Next, click on **Supporting Documents** hyperlink to upload additional support.

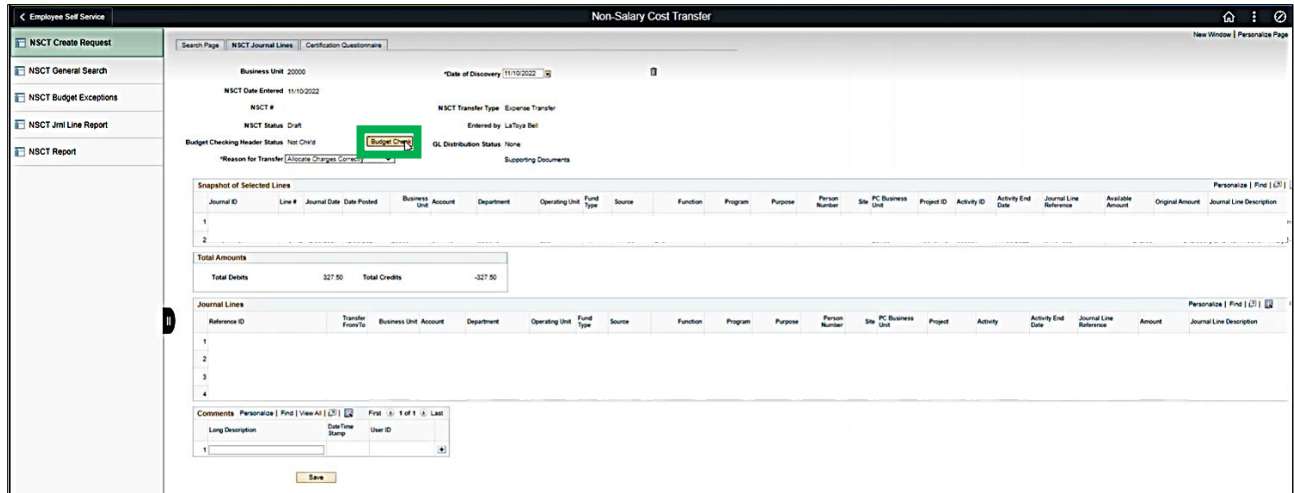


You will now be on **OnBase**. Note: you must be logged into the VPN to access OnBase documentation to upload. Click the blue upload arrow. Next, click **Choose File**, then search your computer files and add one document at a time. Note: you can only upload 5 documents.

After uploading your files, click each one, then click **Import**. Repeat steps for each document. Note: You may only import one at a time.

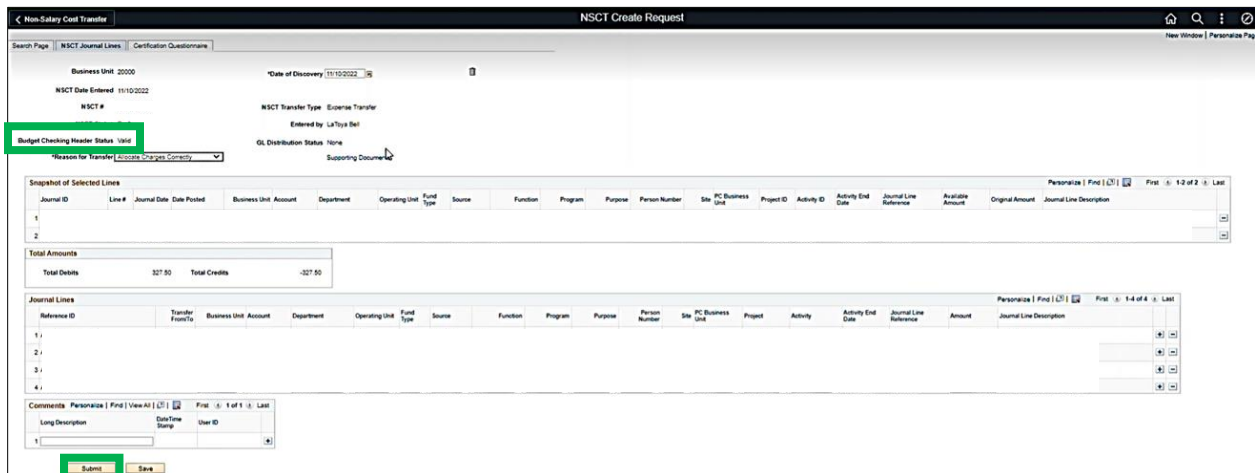


Once uploaded, return to the NSCT Journal lines tab in your browser and click **Budget Check**.



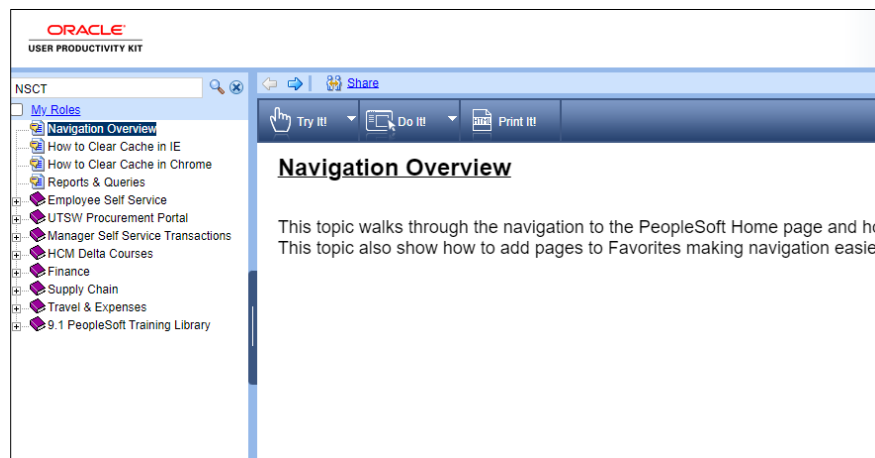
If there are no errors, you will get a **Valid** status next to **Budget Checking Header Status**. Note: If you get errors, please review the budget error tutorials.

Click **Submit** when ready and press **OK** on any prompts that appear afterward.



The NSCT will then be routed through the Approvers chain for review and approvals.

For more information, refer to this [UPK](#).



NSCT

My Roles

Results for: NSCT

[View filtered outline](#)

- Non-Salary Cost Transfer (NSCT)
- NSCT PPT Introduction
- NSCT Create an Expense Reclassification
- NSCT Create an Expense Transfer
- NSCT Budget Error and Certification Que
- NSCT General Search
- NSCT Approver

The Non-Salary Cost Transfer (NSCT) is a tool to assist departments in managing non-salary cost transfers that tracks available amount to transfer & enforces UTSW requirements surrounding non-salary cost transfers tool.

The NSCT tool will allow the user to perform cost transfers (Expense Transfers or Reclassification of Expense) amongst posted journals by searching and selecting the original posted journal entry and journal line that requires the cost correcting transfer.

The system may not be connected with the tracking environment. Your progress may not be tracked. To resolve this issue, try restarting the content. If the issue continues, contact your system administrator. Received error code #111 General Termination Failure An error occurred while attempting to terminate the session.
[Close](#)