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**.

Medical Center My UTSW		Search this site Search
About Us Administration Departments & Ce	nters Education Hospital & Clinics Human	Resources Research Services Tools % 🕶
Home / Tools		
Tools		
A–Z Index ADAPT	i2b2 Clinical Research Data Warehouse Study Feasibility Application	Profile+ (Undates to faculty profiles) Readynet
Archibus Clinical Trials	Kronos Library	Research Portal
Compliance Report	MyChart myTime Login Net Guide	Talent Acquisition Management Taleo Learn
Doctor & Faculty Profiles eAgreements	ORBIT – UTSW Reporting Portal Outlook Web App (Children's)	TOPAZ Total Professional Effort TracDat
eGrants eIRB	Outlook Web App (Parkland) Outlook Web App (UT Southwestern)	UTSW ServiceNow Velos
Entrada Find A Doctor Focus On Faculty	Pathfinder PeopleSoft	Web Resources Faculty (Faculty Corner)
Health System Portal	Phone Directory Policy Library Procurement Portal	Postdocs (Graduate School of Biomedical Sciences) Students

Login with your UTSW User ID and Password.

	hwestern edical Center	PeopleSoft Portal 9.2	
User ID Password			
Select a Language			~
	Sign In		

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

Employee Self Service *		
	Approvals	Company Directory
	0	
	Reports	HCM Manage Delegation
		<u>ل</u> کی ک ک
	My Service Requests	Payment Request
	2 <u>s</u>	
	Non-Salary Cost Transfer	UTSW Alert (Everbridge)

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

K Employee Self Service	
T NSCT Create Request	Non-Salary Cost Transfer
NSCT General Search	Eind an Existing Value Add a New Value
NSCT Budget Exceptions	*Business Unit 20000 Q
NSCT Jrnl Line Report	Trai section Number NEXT
NSCT Report	Add

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**.

K Employee Self Service	Non-Salary Cost Transfer
T NSCT Create Request	Search Page
NSCT General Search	NSCT # Originator LaToya Bel
NSCT Budget Exceptions	NSCT Transfer Type Expense Transfer
NSCT Jrnl Line Report	"From" Search Criteria "Ficeal Year" ChinBusiness Unit 20000 Q Department Q Operating Unit Q Fund Type Q Source Q Function Q
NSCT Report	Purpose Q Program Q Site Q Account Q PCBU Q Project Q Activity Q
	Person Number Q Journal ID Q Jrnl Date From 6 Jrnl Date From 6 Posted Date From 6 Posted Date From 7 Through To 70
	"To" Chartfield String
	Business Unit Q Department Q Fund Code Q Source Q Program Q Person Number Q Operating Unit Q Purpose Q Site Q Project ID Q Activity ID Q
	Search Clear

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

C Employee Self Service	Non-Salary Cost Transfer
NSCT Create Request	Search Page
NSCT General Search	NSCT # Originator LaToya Bell
NSCT Budget Exceptions	*NSCT Transfer Type Expense Transfer V
NSCT Jrnl Line Report	"From" Search Criteria "Fiscal Year" Q Business Unit 20000 Q Department Q Operating Unit Q Fund Type Q Source Q Function Q
NSCT Report	Purpose Q Program Q Site Q Account Q PCBU Q Project Q Activity Q
	Person Number Q, Journal ID Q, Jmil Date From B Jmil Date B Posted Date From B Posted Date B Amount To
	Jmi Line # From Jmi Line # Fo "To" Chartfield String Look Up Fiscal Year Business Unit Operating Unit Q Purpose Q Site Q Possible PCBU Search Cancel Cancel Cancel Cancel Cancel Search Cancel Search Cancel Cancel Cancel Search Cancel Search Cancel Cancel Cancel Search Cancel Search Cancel Search Cancel Search Cancel Search Cancel

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**.

C Employee Self Service	Non-Salary Cost Transfer
NSCT Create Request	Search Page
NSCT General Search	NSCT# Originator LaToys Bell
NSCT Budget Exceptions	*NSCT Transfer Type Expense Transfer V
NSCT Jrnl Line Report	"From" Search Criteria "Fiscal Year 2023 Q Business Unit 2000 Q Department Q Operating Unit Q Fund Type Q Source Q Function Q
NSCT Report	Purpose Q Program Q Site Q Account Q PCBU 20100 Q Project Q Activity Q
	Person Number Q Journal ID Q Juni Date From 01012010 B Juni Date 12/31/2022 Posted Date From B Posted Date B Amount
	"To" Chartfield String Business Unit[2000] Q Department Q Fund Code Q Source Q Function Q Program Q Person Number Q Operating Unit Q Purpose Q Site Q PCBU[20100] Q Project ID Q Activity ID Q
	Search Cancel Clear

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.

C Employee Self Service	Non-Salary Cost Transfer
T NSCT Create Request	Search Page
NSCT General Search	NSCT # Originator LaToya Bell
NSCT Budget Exceptions	*NSCT Transfer Type Expense Transfer V
NSCT Jrnl Line Report	"From" Search Criteria "Fiscal Year," 2022,Q Business Unit 20000,Q Department Q Operating Unit Q Fund Type Q Source Q Function Q
NSCT Report	Purpose Q Program Q Site Q Account Q PCBU 20100 Q Project Q Activity Q
	Person Number Q Journal ID Q Jrnl Date From 01:01/2010 B Jrnl Date Through To To To
	"To" Chartfield String
	Business Unit Q Department Q Fund Code Q Source Q Program Q Person Number Q Operating Unit Q Purpose Q Site Q PCBU 20100 Q Project ID Q Activity ID Q
	Cancel Clear

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

CEmployee Self Service									N	on-Salary	Cost Tr	ransfer										Analytics
NSCT Create Request	Se	arch Page																			New	Window Personalize P
NSCT General Search		NSCT#	Origi	ator LaToya	Bel																	
NSCT Budget Exceptions		*NSCT Transfer	Type Expense Transfe		~																	
NSCT Jrnl Line Report		"From" Searc																				
		"Fiscal Yea		ess Unit 2000		Department	Q	Operating Un				a	Soun	Function	<u>a</u>							
ISCT Report		Purpos		rogram	a	Site	Q				CBU 2010		Projec	Activity	Q							
		Person Numbe		urnal ID	Q	Jeni Date From	01/01/2010	Jrnl Date Through	12/31/2022 9	Rested Date	Frem	E	Posted Date To	Amount								
		Jml Line # From		ine # To	_																	
		"To" Chartfiel	d String																			
				-			12		-		S. 1		1.000									
		Business Unit		pose]Q F]Q earch	Site Cance	Q PC	rce BU 20100 Q Clear	Q Function		Program Q		Person N.	a					+			
	D	Business Unit	200 Q Pu	pose	<u>]</u> a	Site Cance	Q PC	BU 20100 Q	Project ID		a				Person Number	Site PC Business Unit	Project	Activity	Activity End Date	Journal Line Reference		Journal Line Des
	D	Business Unit	200 Q Pu	Journal Date	Q earch	Site Cance Business Unit Ac	Q PC	BU 20100 Q	Project ID	Operating Unit	a	Act	ivity ID 00000		Person Number	Site PC Business Unit 20109	Project	Activity 000001			Currency	
	D	Business Unit Operating Unit Journa	200 Q Pu ID Line #	Journal Dat	Q.	Site Cance Business Unit Ac 20000	Q PC	BU 20100 Q Clear unt+ Dep	Project ID	00012245 Operating Unit	Q and ype s	Act	ivity ID 00000		Person Number		Project		11/30/2022	Journal Line Reference	Currency	
	D	Business Unit Operating Unit Journa	200 Q Pu 10 Line #	Journal Dat 0 06/01/2022 2 07/18/2022	Q earch Date Posted 08/01/2022	Site Cance Business Unit 20000 20000	Q PC	BU 20100 Q Cear unt- Dep 28.000	Project ID [00012245 Operating Unit 200 - 200 -	Q and ype S	Act	Funct		e Person Number	20100	Project	000001	11/30/2022	Journal Line Reference	Currency USD	
	D	Business Unit Operating Unit Journa 2 1 2 2	200 Q Pu 10 Line# 5 3 3	9 06/01/2022 2 07/19/2022	Q earch Date Posted 08/01/2022 07/18/2022	Site Canoe Business Ac 20000 20000 20000	Q PC	BU 20100 Q Clear unt- Dep 28.000 515.000	Project ID [00012245 Operating Unit 200 - 200 -	Q ype S	Act	Funct 210		Person Number	20100	Project	000001	11/30/2022	Journal Line Reference 0000142872 01475609 01475609	Currency USD USD	
	D	Business Unit Operating Unit Journa 2 1 2 2 2 3	200 Q Pu ID Line # 5 3 3 19	Aurmal Date 4 07/18/2022 4 07/18/2022 9 05/05/2022	Q earch Date Posted 08:01/2022 07/18/2022	Site Canoe Business Ac 20000 20000 20000 20000	Q PC	BU 20100 Q Clear ant- Dep 28.000 515.000 7130.000	Project ID	00012245 Operating Unit 200 - 200 - 200 -	Q Gend S S S S S S S S S S S S S	Act	Funct 210 210		Person Number	20100 20100 20100	Project	000001	11/30/2022 11/30/2022 11/30/2022	Journal Line Reference 0000142872 01475809 01475809 01998028	Currency USD USD USD	
	D	Business Unit Operating Unit 2 1 2 2 3 . 2 4 .	200 Q Pu ID Line # 5 3 3 19 34	05/05/2022 05/05/2022 05/05/2022 05/05/2022 2 12/30/2021	Q earch Date Posted 05.01/2022 07/18/2022 05.05/2022 05.05/2022	Site Cance Business Ac 20000 20000 20000 20000 20000	Q PC	BU 20100 CL Clear Dep 28.000 515.000 7130.000	Project ID	00012245 Operating Unit 200 - 200 - 200 - 200 - 200 -	Q Send S Sin S Sin S Sin S Sin S Sin S Sin S Sin Sin Sin Sin Sin Sin Sin Sin Sin Sin	Act	Funct 210 210 210		Person Number	20100 20100 20100 20100 20100	Project	000001 000001 000001 000001	11/30/2022 11/30/2022 11/30/2022 11/30/2022	Journal Line Reference 0000142672 01475609 01475609 01475609 01996028 01197808	Currency USD USD USD USD	
	D	Business Unit Operating Unit Course C	200 Q Pu ID Line # 5 3 3 10 10 10 10 10 10 10 10 10 10 10 10 10	9050 3 3 3 3 3 3 3 3 3 3 3 3 3	Q earch Date Posted 06:01/2022 07/18/2022 05:05/2022 12/00/2021	Size Cancel Canc	Q PC	BU 20100 Q Cear 28.000 7130.000 65.310 242.000	Project ID	00012245 Operating Unit 200 200 200 200 200 200 200 200	Ca Send S	Source	Funct 210 210 210 210		Person Number	20100 20100 20100 20100 20100	Project	000001 000001 000001 000001	11/30/2022 11/30/2022 11/30/2022 11/30/2022 11/30/2022 11/30/2022	Journal Line Reference 0000142672 01475609 01475609 01475609 01996028 01197808	Currency USD USD USD USD USD	Journal Line Descr

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

< Employee Self Service	Non-Salary Cost Transfer	lytics
NSCT Create Request	Seek Proje	arsonalize Page
NSCT General Search	NCT# Organity Lifes 84	
NSCT Budget Exceptions	HIST Transfer Type (Exerce Transfer V	
NSCT Jml Line Report	Front Search Criteria Front Search Criteria Front Search Criteria Front Search Criteria Generational Internation Generational Internation Generational Internation Generational Internation	
NSCT Report	Fiscal Your 2020 Q. Benires Unit 2000 Q. Department Q. Operating Unit Q. Fund Type Q. Senne Q. Fundton Q. Purgese Q. Program Q. Site Q. Account Q. Program Q. Program Q. Activity Q.	
	Person Number: Q. Journal D. Q. Jand Date Trans [10110202] [B. Jand Date	
	The "Charifield String Baseward () Q. Fund Color (11) Q. Fund Color (12) Q. Fund Co	
	Same Care Period (2011)	First
	Jurnel D. Lue & Royal Day Days Based and Annual Annual Annual Annual Department Opening Init Prod. Kursts Fundan Program Program Revises PersonNamber Star (Schemens Proget Annual Control Star Schemens Proget Annual Control Scheme	al Line Descriptio
	D 11 539 (050/0222 20000 51468 22.000 200 411 210 20100 000001 11/02022 00004692 U20	
	2 2 312 GTM 2022 CTM	
	□ 3, 334 @1142022 @114	
	C 4, 1919 000222 2000 91/10 20 41 210 2010 2010 2010 100222 2000 101/10 2022 100022 2000 101/10 2022	
	a 5, 3412 (200021 (200021 2000) 54410 242.000 200 411 210 20100 00001 11.000222 (194106 0.00)	
	zu e, erz 10200201 10200000 10200000000	
	☐ 7.6 458 10252021 1025202 10251 1025020000000000	
	D 8,4 1500 102/0221 102/022	
	C Select AdDevelorAd	

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.

Employee Self Service	Non-Salary Cost Transfer	ଳ : <i>ଡ</i>
NSCT Create Request	Search Page MSCT Journal Lines Centration Questionnaire	New Window Personalize Page
NSCT General Search	Business Unit 2000 Table of Discovery [11102022] B D	
NSCT Budget Exceptions	NKCT Date Entered 11/10/2022 NKCT # NKCT Transfer Type Enterem Transfer	
NSCT Jrnl Line Report	NSCT State Dat Entered by Lifes Bet	
NSCT Report	Bulget Overing Nazar Status to COVE Regist Overing Council Status form	
	Snapshot of Selected Lines	Personalize Find (2)
	Jaunal D Live # Journal Dia Date Pushed Barrison Account Department Operating Unit Type	Activity End Journal Line Available Original Amount Journal Line Description
	1. 2.	2
	Total Amounts	
	Tetal Debits 127 50 Tetal Creating 427 50	
	Journal Lines	Personalize Find 🖉 🔯
	Relevance D Touchor Business Dist Account Department Operating Data Types Purgson Purg	ty Activity End Journal Line Amount Journal Line Description
	Comments: Personates [Red] VeexAl [20] [Persi & Fort & Last	
	Lang Decorption Dear Dear Dear Dear Dear Dear Dear Dear	

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.**

C Employee Self Service	
T NSCT Create Request	Search Page NSCT Journal Lines Certification Questionnaire
NSCT General Search	Questionnaire and Certifications
NSCT Budget Exceptions	Business Unit 20000 "Date of Discovery 11/10/2022 B NSCT Date Entered 11/10/2022 B
NSCT Jrnl Line Report	NSCT # NSCT Transfer Type Expense Transfer NSCT Status Error Entered by LaToya Bell
NSCT Report	*Reason for Transfer Allocate Charges Correcty
	Sponsored Grants / Gift and Endowments
	Why was this expense(s) originally recorded to the current COA from which it is now being transferred?
	How does this expense(s) fulfill the purpose of the COA to which the expense(s) are being transferred?
	Why is this expense(s) considered as allowable on the COA that the expense is being transferred to?
	Why are you transferring the originally recorded expense to from the proposed COA?
	Sponsored Grants >90 Days
	Why is expense being transferred >90 days after transaction was posted?
	What corrective action has been taken to eliminate the need for cost transfer of this type in the future?
	Return to Submit Page

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

Employee Self Service		Non-S	Salary Cost 1	Transfer									☆ :⊘
NSCT Create Request	Search Page NSCT Journal Lines Certification Questionnaire											Ne	w Window Personalize Page
NSCT General Search	Business Unit 20000 "Date of Discovery TI/T	92022 B	8										
NSCT Budget Exceptions	NSCT Date Entered 11/10/2022 NSCT # NSCT Transfer Type Exp	ense Transfer											
T NSCT Jrnl Line Report	NSCT Status Draft Entered by LaT												
NSCT Report	Budget Checking Header Status Not Child Budget Check GL Distribution Status Her *Reason for Transfer Advocate Charges Connecty	ortine Decumental											
	Snapshot of Selected Lines												Personalize Find (20
	Journal ID Line # Journal Date Date Posted Business Account Department	Operating Unit Fund S	lauroe	Function	Program P	urpose Per	son Site PC Business Unit	Project ID	Activity ID Act	wity End Journa Referen	Line Available Ree Amount	Original Amount	Journal Line Description
	1												
	Total Amounts												
	Total Debits 327.50 Total Credits -327.50												
_	Journal Lines											Pers	onalize Find 🖉 🔯 🛛
	Reference ID Transfer Business Unit Account Department	Operating Unit Fund So	urce	Function	Program	Purpose N	erson Ste PC Busines under Unit	Project	Activity	Activity End Date	Journal Line Reference	Amount Jour	mal Line Description
	1 2 3 4 Comments Presentes Prel (Ven Al (D)) Prel * 1 of 1 @ Last Long Description 1												

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.

1 1	OnBase	
Select File	Document Queue (1)	
Choose File No file chosen	Non-Salary_Cost_Transfer11-10-2022.xlsx Pending Import	
You can add 4 more documents.		
Import Settings		
Non-Salary_Cost_Transfer'		
Document Types Non-Salary Cost Transfer		
File Type		
MS Excel Spreadsheet (.xls) 🗸		
Document Date 11/10/2022		
KEYWORDS		
NSCT		
Business Unit 20000 -		
Comments/Notes	k.	
	Preview not available for the selected file.	
	Select File Document Queue (2)	
	Choose File No file chosen Non-Salary_Cost_Transfer 9-14-2020 Imported Successfully	
	You can add 3 more documents. (1).docx imported Successiony	
	Import Settings Non-Salary_Cost_Transfer Imported Successfully X	
	Non-Salary_Cost_Transfer:	
		l
Co 🐱 🖧 Import	Document Types Vortage	Г
	NorSanay Cost mainsien • File Type	L
	MS Word Document (.doc)	L
	Document Date 06/21/2023	l
	KEYWORDS	1
	NSCT	L
	1000013768	L
	Business Unit 20000	l
	Comments/Notes	L
		1
		1
		1
		1
		1

C Employee Self Service	Non-Salary Cost Transfe	
NSCT Create Request	Search Page NSCT Journal Lines Cartification Questionnaire	New Window Personalize Page
NSCT General Search	Business Unit 20000 "Date of Discovery 11/102022 🕞 🚺	
NSCT Budget Exceptions	NSCT Data Entered 11/102022 NSCT # NSCT Tarasfer Type Expense Tarasfer	
NSCT Jrnl Line Report	NSCT Status Draft Entered by LaToys Bell	
NSCT Report	Budget Checking Reader Ratus Not ON's Budget Crew Heason for Transfer Alcons Crewps Coresty Status Nore Supporting Documents	
	Snapshot of Selected Lines	Personalize Find (2)
	Journal ID Line # Journal Date Date Posted Business Account Department Operating Unit Type Source Function	Program Purpose Person Sa PC Business Project ID Activity ID Activity End Journal Line Available Original Amount Journal Line Description
	1	
	Total Amounts	
	Total Debits 327 50 Total Credits -327 50	
	Journal Lines	Personalize Priot 🖓 🔯
	Reference ID Transfer Business Unit Account Department Operating Unit Fund Source Function	Program Purpose Person Sile CD Disiness Project Activity Activity End Journal Line Amount Journal Line Description
	Comments Personalce Find Vee Al (27) R Find (6) 1 of 1 (6) Last Long Description Ramp User ID	
	Long Description Dear D	
	500	

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.

Non-Salary Cost Transfer									N	SCT Cre	ate Reques	t									ŵ	Q :
earch Page NSCT Journal Lin	s Certification Ques	Sonnaire																			New We	ndow Personali
Business Unit	20000		"Date	of Discovery 11/10:	1022 1		8															
NSCT Date Entered	11/10/2022				1000																	
NSCT #			NSCT 1	anster Type Exper	se Transfer																	
				Entered by LaToy																		
Budget Checking Header Status	Valid		GL Distrik	nution Status None																		
*Reason for Transfer		ety 🗸			ang Document	\$																
Snapshot of Selected Line																			Personalize	1 Fed (2) 🔛	First & 1-2	12 a Last
	Journal Date Date	Posted	Business Unit Aco	ount Departme	e 000	rating Unit Fund	Source	Function	Program	Purpose	Person Number	Ste PC Busin	ess Project I	0 Activity D	Activity End Date	Journal Line Reference	Available	Original Amount				
						type						UNI			Date	Kelerence	Amount					
2																						
Total Amounts																						
		-																				
Total Debits	327.50	Total Credi		-327.50																		
Journal Lines																		Personalize P		Fist & 1-4 o	4 a Last	
Reference ID	Tran	ster Busin	ess Unit Account	Department	Operating Un	a Fund So	-	Function	Program	Purpose	Person	Ste PC Business	Project	Activity	Activity End	Journal Line Reference	Amount	Journal Line De	escription			
1)																						
21																					• -	
3/																						
Commenta Personalize F			1 of 1 (a) Last							10000										277		
and the second se			TOTT & Last																			
Long Description	DateTime Stamp	User ID																				
1			٠																			
Submit	Save																					

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

For more information, refer to this UPK.

NSCT 🔍 🔍 🤅	🔉 🧔 🗘 🛗 Share
My Roles Mavigation Overview How to Clear Cache in IE	Try IL V EL DO IL V EM Print IL
We how to clear cache in he We how to Clear Cache in Chrome We how to Clear Cache in Chrome We how to Clear Cache in he How to Clear Cache in he	Navigation Overview
O UTSW Procurement Portal Ownanger Self Service Transactions Own Hour Media Courses Owned Transactions Owned Transac	This topic walks through the navigation to the PeopleSoft Home page and h This topic also show how to add pages to Favorites making navigation easi

NSCT 🔍 😪 🦉	🗘 🎝 🎆 Share 🔁 🍎
NSCT Ceneral Search	Constant of the second se