Zeroing a non-sponsored account to prepare for inactivation

Let's say you have a non-sponsored account with a small positive balance left on it that you want transfer to another non-sponsored account so you can inactivate the first account and consolidate active accounts in your area. Before inactivating a cost object, watch the fastfacts on inactivating a cost object or refer to these two resources.

1. https://apps.finance.jhu.edu/depts/fs/fqc/Inact_Quick_Ref.pdf
2. https://policies.jhu.edu/?event=render&mid=779&pid=32052&fid=policy_32052.pdf&_=0.460605660909

Helpful hint

The Sender (credit) and the Receiver (debit) is based on the balance (whether a surplus or a deficit) of the non sponsored account being deactivated. For surplus balance, the Sender is the active non sponsored account where the funds will end up; the Receiver is the non-sponsored account being deactivated. For deficit balance, the Sender is the non-sponsored account being deactivated; the Receiver is the active non-sponsored account where the funds will come from.
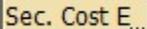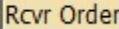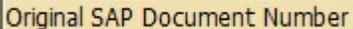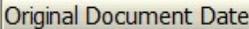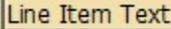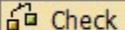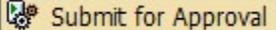
Start by accessing the transaction from the SAP Easy Access menu:

> Locate the folder **GL-Non-Payroll Cost Transfer Initiator**.
> Double-click **ZSGM_Cost_Transfer**.
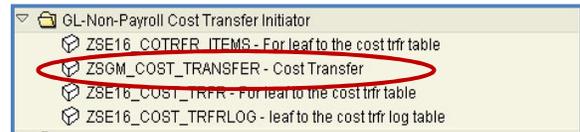
Field name	User Action and Values	Comments
Type of Journal Transfer: Expense Only / Equipment / Non-Recurring Cost Allocation, Intra-Entity / Revenue	Choose the Non-Recurring Cost Allocation, Intra-Entity option.	
Create Request	Click the **Create Request** button.	
Reason Code	Choose reason code **09** to charge for something that doesn't have an original document number.	Click the **Search** button next to the Reason Code field to get a full list.
Sender Order	Type in your sender internal order number.	For surplus balances, the Sender is the *active* non-sponsored account *where the funds will end up*. For deficit balances, the Sender is the non-sponsored account being deactivated.

Sec. Cost E...	Type in the secondary cost element.	Use the [SCE master data list]. Recommended SCE for revenue fund transfer is 940500. For supplies, 960300, and for services, 960400.
Amount	Type in the amount.	Don't use dollar signs, negatives, or commas.
Rcvr Order	Type in the receiver internal order number.	For surplus balances, the Receiver is the non-sponsored account being deactivated. For deficit balance, the Receiver is the active non-sponsored account where the funds will come from.
Original SAP Document Number	Enter na.	
SAP Doc? ☐	Do **NOT** check the **SAP Doc?** checkbox.	
Original Document Date	Enter current date.	
Line Item Text	Enter a meaningful description that can be easily referenced for years.	This will appear in the Analysis report.
⚙ Check	Click the **Check** button to check your entries.	
⚙ Submit for Approval	Click the **Submit for Approval** button if there are no errors.	If there are errors, make the necessary changes.

Entering Information in the Explanation Field

For Reason code 09 Non-Recurring Cost Allocation, Intra-Entity, an explanation will need to be provided regarding your methodology for redistributing costs.

Late Reason

A late reason is required for this transaction and any transaction over 90 days from the original transaction date. The late reason must answer the following questions:

EXPLANATION FOR LATE TRANSFER(After 90 days from original transaction date)

Why did the transfer not occur within the 90 day limit? Why wasn't the monthly review of financial statements done timely.