Transfer Example - EDTS (Single Transfer)

To begin, pull up the information on the transaction with the incorrect FAU. One source of information that can be used to see how the transaction was actually processed is the PPP5302 - Distribution of Payroll Expense Report.

Almost of the fields needed to complete the single transfer transaction (highlighted in red above) can be found on the PPP5302 which is why it is a good source of information. For this example, the first two employee records displayed above were paid in error on sub 1. The correct sub is 2.

Processing the Expense Transfer

In order to determine whether the expense transfer can be processed on-line or not, the current PPS schedule should be consulted. For this example, today is 5/19/08. The last day to process an expense transfer for the ETMO of 0710 is 06/05/08 so the transfer can be processed online.

The transaction is scheduled by the PTR preparer for the next available payday (one for which the compute has not yet been run) on the schedule. Since today is 5/19/08, the next available payday for processing transactions is 5/28/08, because the pay compute has not yet run for this payday.
To process the expense transfers, the preparer decided to use the Single Transfer Transaction (EDTS). The expense transfer is scheduled by the PTR preparer for the 5/28/08 (pay end date = 5/17/08, pay cycle = B2) payday. **Note:** Normally, PTR transactions are scheduled on the employee’s primary pay cycle which in this case is monthly. However, if the PTR transaction is an expense transfer, a complicated adjustment or a leave adjustment, it is scheduled for the next available payday.

To access the EDTS screen, the PTR preparer would log into OASIS, enter PPP to access the Personnel/Payroll system and then enter EDAT to access the Department Adjustment Transaction menu. The PTR preparer would then enter the function code EDTS in the Next Function field and then enter the employee number, pay cycle code and pay end date in the appropriate fields as shown below.

![Transaction Menu](UCFM140-M0967.png)

The PTR preparer would complete the PPP5302 information, press enter, and then complete the “Transfer to” information.

![Transaction Screen](PPEDTS0-E0967.png)
The PTR Preparer would then press enter and F9 to begin the update process. The Post Authorization Notification (PAN) Comments Entry Screen will be displayed. Comments are important on expense transfers, especially on Contract and Grant funds, and should be entered on the PAN comments entry screen.

Once the update has been completed by pressing the F9 key again, the preparer will be returned to the EDTS screen which will now display the message "Update process completed". Another transaction can now be entered. The second person listed on the PPP5302 (Larry Layoff), was also paid incorrectly on Sub 1. The EDTS screen to process an expense transfer for Larry Layoff is shown below.

If there are no more transactions to enter, the preparer should exit out of PTR and then log off OASIS.