THE UNIVERSITY of UTAH

Grants & Contracts Accounting

Non-Payroll Cost Transfer eForm Frequently Asked Questions

Internal Department Reference Guide

Cost Transfer Non-Payroll

What is the Non-Payroll Cost Transfer (NP-CT) eForm?

A new electronic workflow developed by GCA and FSTS to replace the current PDF-based Non-Payroll Cost Transfer process.

Is this a test environment?

No. The pilot uses live transactions and real non-payroll cost transfers.

Why are we moving away from PDFs?

To automate routing, reduce manual steps, improve tracking, and create a more efficient process.

Will the form look different?

The eForm was intentionally designed to closely resemble the existing PDF form to support a smooth transition.

Do departments need to complete both the PDF form and the eForm?

No. The eForm is intended to replace the current PDF process.

Do departments still need to prepare an E-Journal?

No. Once the eForm receives all required approvals, the system automatically creates and processes the journal entry.

Why can't I manually assign the PI like I could on the PDF?

The eForm automatically identifies the PI based on the project number entered.

Can users track forms they have submitted?

Yes. Users can search for previously submitted cost transfers and view status, routing, and approval history.

Can departments designate routing recipients?

Yes. Departments can identify appropriate internal routing recipients within the workflow.

Where is supporting documentation stored?

All attachments remain with the eForm and become part of the official transaction record.

What documentation supports the journal entry?

The approved eForm and its attachments serve as the official documentation and approval record.

Can departments retain copies for their records?

Yes. Users can look up prior submissions in the system.

What should users do if they encounter issues?

Submit feedback through the GCA - Report a Form Issue link.

What happens after the pilot?

GCA will evaluate feedback, make refinements, and prepare for a broader campus rollout.

Key Messages for Campus Partners

- Automatic PI identification from project number
- Automated approval routing
- Automatic journal creation after approvals
- Documentation and approvals maintained in one system
- No separate E-Journal preparation required

Sincerely,

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