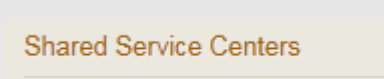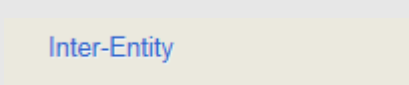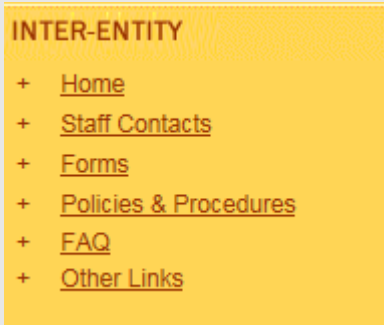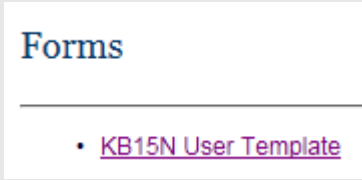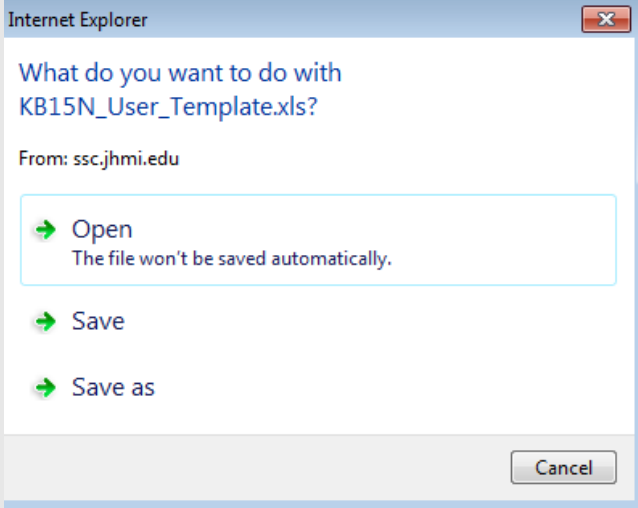# KB15N MANUAL TRANSFER COST ALLOCATION – JOB AID

KB15N Spreadsheet Upload – JOB AID

Purpose The KB15N is an EXCEL template used to process non-recurring cost allocations within the Controlling (CO) module where costs are allocated from one cost collector to another cost collector using secondary cost elements. Anyone can prepare a KB15N but only the Central Finance Offices can upload to process in SAP. Users identify the need for and specifics surrounding the cost allocation. KB15N allocations can be intra- or inter-entity transactions.   Intra-entity transactions are within the same entity (JHU to JHU, JHHS to JHHS). Inter-entity transactions cross entities (JHU to JHHS)

Example Johns Hopkins Hospital (JHH) employee registers for a JHU training session. A KB15N spreadsheet is prepared to transfer funds from JHH to reimburse JHU.

Steps	
1 Go to Johns Hopkins Controller's Office website: https://apps.finance.jhu.edu/	
Click on "Shared Services Centers"	
Click on "Inter-Entity"	
Click on "Forms"	

KB15N MANUAL TRANSFER COST ALLOCATION – JOB AID

	Click on "KB15N User Template"	**Forms** • KB15N User Template
	A messsage box will appear. You can chose to OPEN the template, SAVE the template to your computer without naming it or "SAVE As" naming the file under the file and name that you choose.	**Internet Explorer** What do you want to do with KB15N_User_Template.xls? From: ssc.jhmi.edu → **Open** The file won't be saved automatically. → **Save** → **Save as** Cancel
	If you choose "OPEN" the KB15N template will appear on the screen. Make sure you have a full screen view so you can view the worksheet tabs. The "Instructions" will appear. This will provide instructions for completing the KB15N. Click on the first tab "Upload Template" to access the KB15N template to begin completing the KB15N.**NOTE: You must save the KB15N template to your computer or the information you entered will clear.**	Upload Template	**Instructions**

KB15N USER TEMPLATE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Prepared by first name:			Last name		Title:		Date Prepared:				Phone #:			Email:			
	For every transaction enter "TI"	Tranactio n number	Sender Fund	Sender Type	Sender Cost Object #			Secondary Cost Element			AMOUNT Sender will get credit Receiver will get debit	Receiver Fund	Receiver Type	Receiver Cost Object #			Text (50 characters)	Line Item Date
	TI	00001		CC	4000009999			985402			1.00		IO	99955522			Example of JHU reimbursing JHH	01/31/2016
	TI	00002		IO	99955522			995300			1.00		CC	4000009999			Example of JHH reimbursing JHU	01/31/2016
	TI	00003		IO	99955522			921421			1.00		CC	4000009999			Example of JHU Service Center Charge	01/31/2016
	TI	00004		CC	4000009999			924623			1.00		IO	99955522			Example of JHH Services Center charge	01/31/2016

1. INSTRUCTIONS TO COMPLETE THE KB15N SPREADSHEET

Line 1: (Highlighted in green) Enter your name, date, phone number and email.
Line 2: These are column headings (DO NOT CHANGE)
Line 3: Clear all sample data and begin entering transactions as follows:

Column A: Enter "TI" (Transaction Item) for every completed transaction line item.
       B: Enter 5 digit long sequential numbers, including zeroes. (Ex: 00001, 00002, 00003)
       C: Enter 10 digit long Sender Fund **if not derived**. If Fund is derived leave blank.
       D: Enter Sender Cost Object type either "CC", "IO" or "WBSE".
- CC = Cost Center
- IO = Internal order
- WBSE = Work Breakdown Structure Element

       E: Enter Sender Cost Object number. (CC=10digits) (IO=8 digits) (WBSE=up to 24 characters)
       F: Leave this blank.
       G: Leave this blank
       H: Enter Secondary Cost Element (SCE). See SCE Listing at http://www.sapathopkins.org/master-data-lists/
       I: Leave this blank.
       J: Leave this blank.
       K: Enter amount. Use decimal if necessary (can only be 2 decimal places) no commas. (Ex: 15000.55)
- Sender receives the credit; receiver is debited.
- If correcting amount is a negative, sender is debited and receiver receives the credit.

       L: Enter 10 digit Receiver Fund **if not derived**. If Receiver Fund is derived, leave this cell blank.
       M: Enter Receiver Cost Object type either "CC", "IO" or "WBSE"
       N: Enter Receiver Cost Object number.
       O: Leave this blank.
       P: Leave this blank.
       Q: Enter descriptive information up to 50 characters which will appear in Analysis. It should include:
           Description of the expense or service. It should be sufficient enough to track back to the source
           document. Keep all source documents available to support all line items on the upload.
       R: Enter the last day of the month in which the KB15N will be processed. (Ex. 03/31/2016)

2. SAVING THE SPREADSHEET

Name and save the worksheet to your drive. Name the file something that represents the contents of the file.
(Ex: 480 Postage charges 0216 or 170 Student Insurance charges 1215, 550 Animal Charges 1115)

3. E-MAILING THE KB15N SPREADSHEET
   a) Email **inter**-entity (JHU to JHHS Affiliates) and service center (921XXX, 924XXX transactions) KB15N spreadsheets to the Inter-Entity Shared Services mailbox. interentity@jhu.edu.
   b) Email KB15N **intra**-entity JHU to JHU transaction KB15N spreadsheets to Intraentity@jhu.edu.
   c) Email KB15N **intra-**entity JHHS to JHHS transactions KB15N spreadsheets to your JHHS Controller's office accountant for your business area.

REMINDERS

1. Transactions post in real-time after uploaded to SAP.

2. Intra-Entity transactions are when the sender and the receiver are within the same entity. For JHU, intra-entity is within business areas 100-299 plus 920. For JHHS, intra-entity is within business areas 400-926, except 920.

3. Inter-Entity transactions are when the sender and receiver cross between JHU and JHHS.

4. Every transaction item (TI) must have a sender cost object and receiver cost object. Cost objects can be an internal order (8 digits), cost center (10 digits) or a WBS element.

5. Only secondary cost elements can be used. The list of secondary cost elements can be found at: http://www.sapathopkins.org/master-data-lists/

6. Sender gets the credit. Receiver gets the debit.

7. Correcting a Previously Processed Transaction:

    a) Enter the transaction as it was originally processed (i.e. sender stays the same, receiver stays the same, SCE stays the same)

    b) Change the amount to a negative amount.

    c) In this instance, the sender will be debited and the receiver will be credited.

8. Enter in the line item TEXT column Q a description that will help the receiver and others identify the purpose of the charge or credit. Include an invoice or order number if available. This is the text that will appear in Analysis.

9. Completed KB15Ns should be submitted for posting as follows. REMEMBER the person on the other side of the transaction must be copied on the email.

    a. Inter-entity transactions (crossing JHU and JHHS) are emailed to Inter-Entity Shared Services at InterEntity@JHU.EDU.

    b. JHHS Intra-entity transactions are emailed to the JHHS General Accounting's designated Accountant.

    c. JHU Intra-Entity transactions are emailed to JHU General Accounting at IntraEntity@jhu.edu.

10. For compliance purposes, departments are required to maintain supporting documentation for all transactions.