



ERSO Zero Adjustment Process

1. Is a Zero Adjustment the appropriate action for this cost transfer? Zero Adjustments are for adjusting vendor payments, already vouchers in the AP/PO application of BFS.
2. Complete *Zero Adjustment Form*. Required sections for all zero adjustments are the Transaction Detail (including BFS comment), Justification (Questions #1 & #2), and Authorization Sections.

Question #3 is required for zero adjustments that are less than the original transactional amount being requested (for partial cost transfer).

Question #4 is required for transactions that are greater than 90-days* from the end of the accounting month of original transaction date.

*90-days begins at the end of the accounting month that the original transaction has posted in BAIRS. For example, if voucher posts on February 12th, the accounting date would be February 28th. The zero adjustment, to correct this voucher, would need to be approved in BFS by May 31st to meet the 90 day requirement.

3. Attach backup documentation: BAIRS report with respective transaction(s) and all source documentation for the original expense, this would include a copy of the purchase request with initial authorization, packing slip, etc.
4. Obtain PI authorization signature and date. If authorization is via email, the PI must concur with stated justification on Zero Adjustment Form.
5. Send completed form with appropriate backup to Team Lead for review and signature.
6. If transaction requires 90-day justification, route form and documentation to Assist. Dean of Research for review and signature.
7. When all appropriate signatures are received, enter zero adjustment into BFS. ERSO best practice is to utilize the "Voucher Comments" section in BFS to enter the reason for the cost transfer (this will always provide an audit trail). After entering zero adjustment into BFS, transcribe the new voucher number on the Zero Adjustment Form in the "Doc ID" column.
8. Approve in BFS. ONLY approve when ALL required signatures are obtained.
9. ERSO Research is the office of record for Zero Adjustments; therefore, route a copy of the complete Zero Adjustment and backup to each respective RSO that has a credited or debited fund involved. RSO will keep document in the respective fund file for record retention.

Resources:

- UCB policy and procedures for Cost Transfers/Expenditure, Revenue and Balance Sheet Adjustments: <http://ga-fs.vcbf.berkeley.edu/costtransferpolicy.pdf>
- eTrain – *Managing Cost Transfers*: <http://dtsetrain.berkeley.edu/login/>