
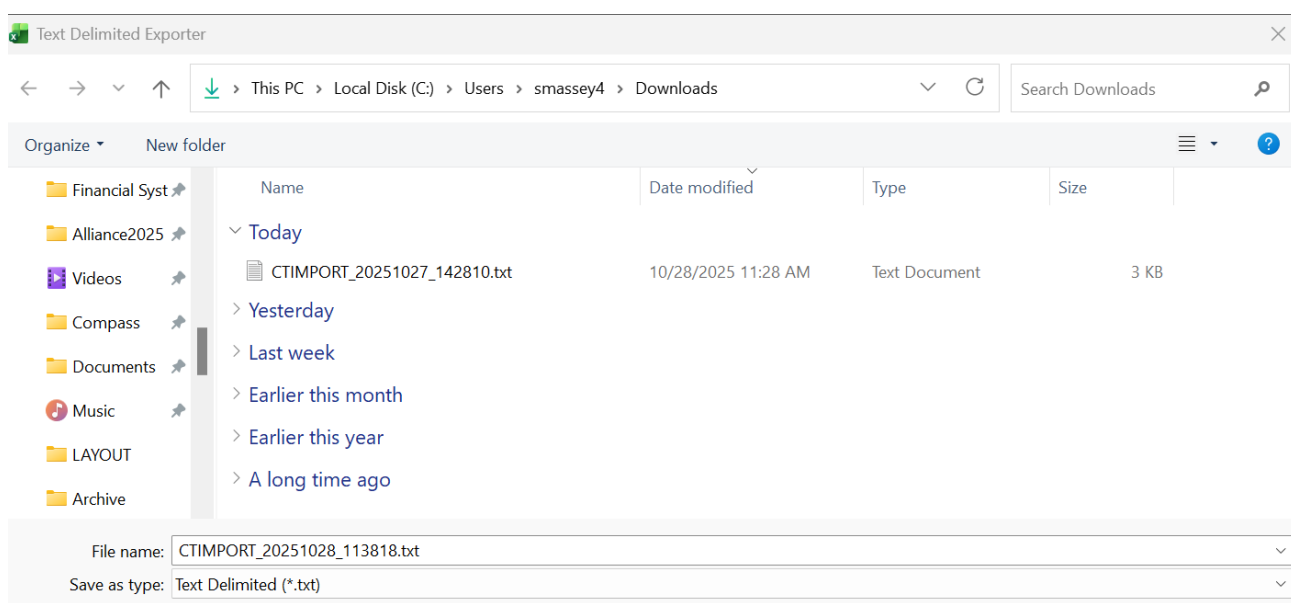
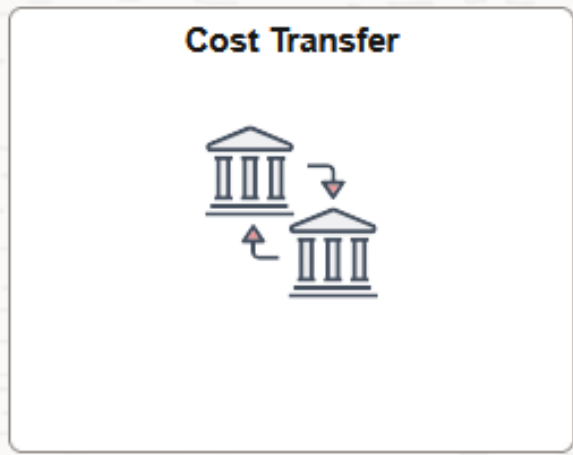




Step	Action																																																																	
1	<p>Open the Excel Cost Transfer Import Template. A copy can be downloaded from here. Once opened, the template should look like the screen below. Begin entering your transfer data on Row 4. Columns B-L must be entered for a CT journal and columns B-N for a PR journal.</p> <p>The EMPLID and PayEndDate (columns M & N) are required when loading a PR Journal. If you attempt to load a PR import file with a blank or null value in the EMPLID (M) or PayEndDate (N) columns, you will encounter an error in the PeopleSoft process monitor and will be required to the correct the missing information in the import template and create a new import file.</p> <p>You can only create a single type of Cost Transfer file – CT or PR for each export type. You CANNOT mix both CT and PR types on a single Cost Transfer.</p>																																																																	
<table><tr><th>B</th><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th><th>H</th><th>I</th><th>J</th><th>K</th><th>L</th><th>M</th><th>N</th></tr><tr><td colspan="2">Data Record</td><td colspan="11">Export</td></tr><tr><th>GL-Acct</th><th>Func Org</th><th colspan="2">Func Entit</th><th>Source</th><th>Purpos</th><th>Project</th><th>Transaction</th><th>Amt</th><th>CTLineR</th><th>CT_LineDescr</th><th>Empl ID</th><th>PayEnd</th></tr><tr><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td>CT</td><td></td><td></td></tr><tr><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td><td>PR</td></tr></table>		B	C	D	E	F	G	H	I	J	K	L	M	N	Data Record		Export											GL-Acct	Func Org	Func Entit		Source	Purpos	Project	Transaction	Amt	CTLineR	CT_LineDescr	Empl ID	PayEnd	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT	CT			PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR	PR
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2	<p>Enter all transfer line detail information as you would the online PeopleSoft Cost Transfer entry screen. Once all line entry is completed; click the export button and save the file to your desired location leaving the filename shown.</p> <p>If you are copying and pasting the information from a query, you will need to Paste As Value and due to the file constraints, you might have to manually type in the Line Reference information or copy and paste that column regularly. Don't worry about the PayEndDate showing the excel date value after Pasting As Value, the export process will update dates in that column to the MMDDYYYY required format. (9/5/2025 turns into 45905 during the paste, and then when exported turns into 09052025)</p> <div></div> <p>Note that the file name Defaults to CTIMPORT_DATE_TIME (example that was created on 10/27/2025 at 2:28:10 pm "CTIMPORT_20251027_142810"). Once the .txt file is exported from the template, you will need to log into PeopleSoft Financials. See example screen of exported file below.</p>																																																																	



- 3** Log into PeopleSoft Financials. Open the Cost Transfer Import page via the Home screen under **Cost Transfer** and then click on **Cost Transfer Import**. Alternatively, you can open the screen via menu navigation → **Nav Bar > Navigator > OU Main Menu > Cost Transfers > Cost Transfer Import**





Main Menu ▾	> OU Homepage > Query Manager	
Search Menu: <input type="text"/> >>		
<ul style="list-style-type: none"> Folder eForm Solutions Setup Folder Manage GT eForms 2.x Folder OU MAIN MENU Folder Employee Self-Service Folder Customers Folder Partners Folder Products Folder Catalog Management Folder Customer Contracts Folder Order Management 	<ul style="list-style-type: none"> Folder Accounts Payable Folder Accounts Receivable Folder Asset Management Folder Cash Receipts Folder Concur Folder Cost Transfers Folder General Ledger Folder Human Capital 	<ul style="list-style-type: none"> Cost Transfer Entry Cost Transfer Export Cost Transfer Import

4	<p>You can search for any existing Run Control by clicking on the Search button or typing your chosen Run Control ID and clicking on the Search button. If nothing populates the search results, you will need to create a new run control.</p> <p>NOTE: Please use existing Run Controls when available. If you have never set up a Run Control before you will need to add one. All Run Controls must be Alpha-Numeric; are case sensitive, and do not allow spaces. When creating a new Run Control remember to name it generically as this same Run Control can and should be used for multiple processes when available.</p>
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Find an Existing Value

Recent Searches

Choose from recent searches

Saved Searches

Choose from saved searches

Search by:

Run Control ID begins with

TEST

Show more options

Search

Clear

Save Search

Search Results

1 result - Run Control ID "test"

View All

First

1 of 1

Last

Run Control ID	Language Code
TEST	English

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Open the Run Control and enter the Cost Transfer Header information in the Load Parameters and attach the .txt file exported in step 2.

Business Unit, Header Org and Type are required fields and cannot be left blank. **Business Unit** must be entered first. The Business Unit will **not** default to the user's default Business Unit and must be entered or selected using the magnifying glass each time. Once the Business unit chosen, the Header Orgs you have security for can be entered or selected next, and then finally the Cost Transfer type can be selected. You will attach the .txt file by clicking the Add Attachment button and opening the location where the file was exported in step 2. Next, click the Run button and from the Process Scheduler Request screen click the OK button. Once the process completes successfully (step 7) a new Cost Transfer Journal will be created in Draft status.

NOTE: Please make sure that Type is correct as you will receive errors if you have a PR file that you try to load as CT.

Run Control ID

Jrnl

Report Manager

Process Monitor

Run

Load Parameters

*Business Unit:

NORMN

Header Org:

ADN03001

Type:

CT

Journal ID:

Delete

Attached File

Add Attachment

1

Add Attachment

Save

Return to Search

Previous in List

Next in List

Notify

Add

Update/Display

6

The Journal ID will automatically generate the **NEXT** CT or PR ID in the sequence in Draft Status. The Transaction Date will default to current date. The **ORG** field tells the system which organizational approver(s) this cost transfer will route to for workflow approval.

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The Journal ID can be found in Process Monitor – Details – View Log/Trace - .OUT file or by searching for the Current Date Cost Transfers with a draft status and the Org you entered as the header org in your run control.

Detailed screenshots of both processes are found on the next two pages.

Page 4 of 7



To find via Process Monitor:
In the upper right of the screen select Process Monitor



Then select Details

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	2773633		Mohrmann	SQR Process	OUCTIMPT	427229	12/12/2025 1:38:19PM CST	Success	Posted	Details	Actions

Select View Log/Trace on the next screen

Process Detail

Process

Instance	2773633	Type	SQR Process
Name	OUCTIMPT	Description	Cost Transfer Import
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	Mohrmann
Location	Server
Server	PSUNXOKC
Recurrence	

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart Request

Date/Time

Request Created On	12/12/2025 1:38:48PM CST
Run Anytime After	12/12/2025 1:38:19PM CST
Began Process At	12/12/2025 1:38:59PM CST
Ended Process At	12/12/2025 1:39:13PM CST

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)



On the next screen under File List, select the file ending in .out

File List

Name	File Size (bytes)	Datetime Created
SQR_OUCTIMPT_2773633.log	2,023	12/12/2025 1:39:13.430538PM CST
ouctimpt_2773633.out	188	12/12/2025 1:39:13.430538PM CST

The next screen will then provide the CT#

Working in Non-Production

/psoft/outbound/CostTransferImport/435707 CTIMPORT.txt

Business Unit: NORMN Journal ID: **CT00119820**

To find by searching for Current Date Cost Transfer within the Cost Transfer module

Business Unit begins with

Journal ID begins with

Transaction Date =

Org begins with

Entity begins with

Project begins with

Cost Transfer Status =

Entered by begins with

Routing begins with

Search Results

2 results - Business Unit "NORMN" Transaction Date "2025-10-27" +1 more

Journal ID	Transaction Date	Org	Entity	Project	Cost Transfer Status	Entered by	Routing	
CT00119820	10/27/2025	ADN03001	00000	(blank)	Draft	(blank)	(blank)	>
CT00119821	10/27/2025	ADN03001	00000	(blank)	Draft	(blank)	(blank)	>

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The Cost Transfer Import page will open with blank values except for the last file that was attached. Before the Import process can be run again, delete the old attachment and add the new attachment. Otherwise, the same Cost Transfer file will be imported again with a new number as seen below.

Run Control ID Jrnl Report Manager Process Monitor Run

Load Parameters

*Business Unit: Header Org: Type: Journal ID: ☐ Delete

Attached File	View Attachment	Delete Attachment
1 CTIMPORT_20251027_142810.txt	<input type="button" value="View Attachment"/>	<input type="button" value="Delete Attachment"/>

Click to delete attachment file



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If a file is accidentally loaded twice or there is a CT that will never be used, there is an option to delete the unnecessary journal(s) within the Cost Transfer Import process. **Cost Transfer journals can only be deleted if they have not been processed.**

To delete a Cost Transfer journal – open a Run Control for the Cost Transfer Import screen and enter the Business Unit, Header Org, and Type. Click the Journal ID search option to see all transfers available for deletion. Click the Delete check box. Available journals will **ONLY be deleted** if the delete option is checked regardless of being selected. Click the Run button. Once the process runs to success, the deletion is irrevocable and the Cost Transfer journal is removed from the system.

If a Journal ID is manually entered that doesn't meet the requirements, the journal ID box will turn red and an error message will pop up that indicates an invalid value.

▼ Search Results

2 results - Business Unit "NORMN" Transaction Date "2025-10-27" +1 more

Journal ID	Transaction Date	Org	Entity	Project	Cost Transfer Status	Entered by	Routing	
CT00119820	10/27/2025	ADN03001	00000	(blank)	Draft	(blank)	(blank)	>
CT00119821	10/27/2025	ADN03001	00000	(blank)	Draft	(blank)	(blank)	>

Duplicate journals from same import file loaded twice

Run Control ID Jrnl

Report Manager

Process Monitor

Run

Load Parameters

*Business Unit: NORMN Header Org: ADN03001 Type: CT Journal ID:

Attached File	Add Attachment
1	<input type="button" value="Add Attachment"/>

Click to find CT journals available to delete

Look Up Journal ID

Cancel Help

Search Results

View 100 First 1-2 of 2 Last

Journal ID
CT00049072
CT00093321

Load Parameters

*Business Unit: OUHSC Header Org: MED14210 Type: PR Journal ID: PR00123612

Invalid value -- press the prompt button or hyperlink for a list of valid values (15,11)

The value entered in the field does not match one of the allowable values. You can see the allowable values by pressing the Prompt button or hyperlink associated with field, which is currently focused.

OK

NOTE: if the delete box is checked and run button is clicked, the system will delete the selected Journal ID and no file will be uploaded regardless if there is an attached document. Once the delete box is checked the system overrides all import functionality and will only delete the Journal ID selected.