

COST TRANSFER ENTRY

This documentation is for
the Cost Transfer Preparer.

OUHSC MAIN MENU >> Cost Transfers >> Cost Transfer Entry

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ORACLE

Cost Transfer Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Journal ID:

Transaction Date:

Department:

Class Field:

Project:

Cost Transfer Status:

[Basic Search](#) [Save Search Criteria](#)

To add a new **Cost Transfer**, click on **Add a New Value**.

To search for an existing **Cost Transfer**, enter the search by Journal ID, Transaction Date, Department, Class, Project, or Cost Transfer Status.

Add a New Value >> Click the Add button.

Cost Transfer Entry

Fill out the **Cost Transfer Entry** tab. Complete all fields as required.
Header Section

Payroll field – only checked if for a payroll cost transfer

Department field – initiating department for transfer

Draft – allows the user to save a draft version of the transfer that is partially done or out of balance.

Justification field – required justification for transfer

Option Email – for cross department or other notifications sent once the transfer has been approved by Financial Services

Copy Journal ID – use to copy detail entry from existing journal

Cost Transfer Attachments

Journal ID NEXT Transaction Date 06/16/2015 Status New

Payroll *Department

*Justification

Optional Email

Copy Journal ID Copy Clear

Submit for Approval

Submit for Approval

To use the **Copy Journal ID** functionality:

Enter the Journal ID in the field or click the magnifying glass to search for an existing journal to copy

Click the **Copy Button**

Copy Journal ID

Clear Button can be used to delete all detail values if the wrong journal is selected

Cost Transfer **Entry** tab continued

Detail Section

CFS – enter all CFS values as required

Ref – 10 digit reference field

Descr – 30 digit description field

Empl ID – only used for payroll transfers

Pay End Date – only used for payroll transfers

	Account	Fund	Dept	Program	Class	Project	Amount
1	<input type="text"/>						

Ref	Descr	Empl ID	Pay End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personalize | Find | View All | First 1 of 1 Last

+ -

+ – click to add more rows of data. Each new row of data will copy the CFS and other details from the last entry on the transfer.

ou.edu needs some information

Script Prompt

Enter number of rows to add:

OK

Cancel

Payroll Cost Transfers

Empl ID – required on each line of data

Pay End Date – required on each line of data

– can only enter expense (between 511000 and 529999)
or cash GL-Accts. Expense must be same on from and to
side of the transfer

Cost Transfer **Attachments** tab.

Attached File	Add	View	Delete
1	Add	View	Delete

Add Button – Click to add attachment – **PDFs are the best!!!**

File Attachment

Choose File No file chosen

Upload Cancel

click **Choose** file to browse for file and then click **Upload** to attach

View Button – click to view attachment

Delete Button – click to delete the attachment

+ – for adding more attachments

Once all data entry is complete, attachments added as needed, and the cost transfer is saved, the entry person will return to the **Entry** tab and click the **Submit for Approval** button.

Journal ID NEXT Transaction Date 06/16/2015 Status New

Payroll *Department

Submit for Approval

After submitting the transfer for approval

Submit for Approval

the designated departmental approver(s) will receive an email notifying them that a transfer is ready to be approved.

The entry person also receives an email stating that the transfer is pending approval.

From: CostTransfer@ouhsc.edu
To: John Doe
Cc:
Subject: Dept Cost Transfer - Pending Approval

Cost Transfer CT30000014 is pending approval.

[Please login to FT920 to review.](#)

COST TRANSFER DENIED

This is for the Cost Transfer
Entry person when an
Approver has denied a Cost
Transfer.

OUHSC MAIN MENU >> Cost Transfers >> Cost Transfer Entry



You can use the Cost Transfer Status filter to find Cost Transfers that have been **Denied**.

Cost Transfer Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Search Criteria

Journal ID:

begins with

Transaction Date:

=

Department:

begins with

Class Field:

begins with

Project:

begins with

Cost Transfer Status:

=

- Approved
- Denied
- Department Approved
- New
- Pending

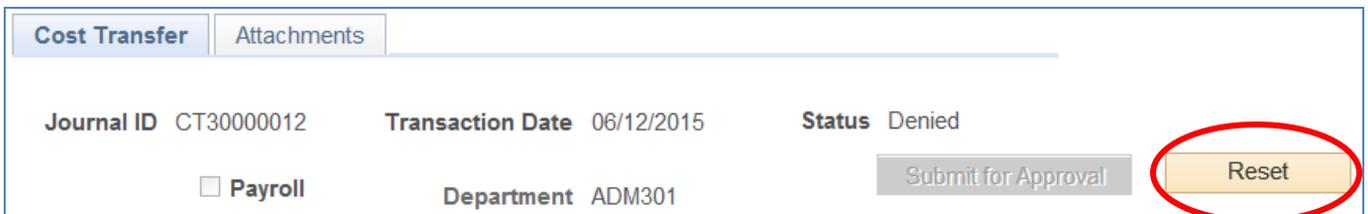
Search

Clear

Basic Search

Find an Existing Value | Add a New Value

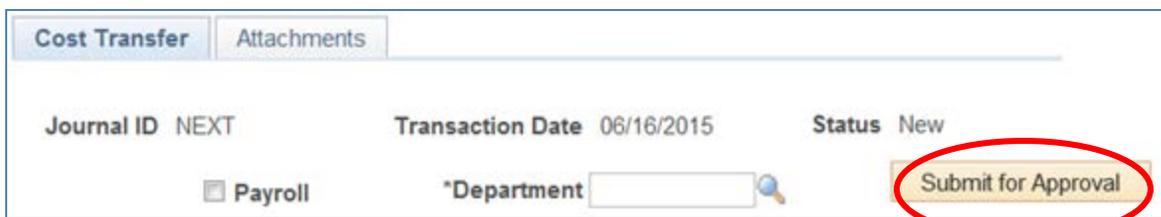
Entry person opens the **Denied** transfer and a **Reset button** will be available. Click the **Reset button**.



The screenshot shows a web interface for a 'Cost Transfer' entry. At the top, there are two tabs: 'Cost Transfer' (selected) and 'Attachments'. Below the tabs, the form displays the following information: 'Journal ID' CT30000012, 'Transaction Date' 06/12/2015, and 'Status' Denied. There is a checkbox for 'Payroll' which is currently unchecked, and a 'Department' field with the value 'ADM301'. At the bottom right, there are two buttons: a greyed-out 'Submit for Approval' button and a yellow 'Reset' button, which is circled in red.

This will reset the status of the transfer and open entry fields to allow the appropriate changes to be made.

Once all changes have been made and the transfer is saved, the entry person will again click the **Submit for Approval** button to send it to the departmental approver(s) for approval.



The screenshot shows the same web interface as the previous one, but now the 'Status' is 'New'. The 'Journal ID' is 'NEXT', and the 'Transaction Date' is '06/16/2015'. The 'Department' field is empty and has a search icon to its right. The 'Submit for Approval' button is now yellow and is circled in red.

After submitting for approval, once again the designated departmental approver(s) will receive an email notifying them that a transfer is ready to be approved.

The entry person also receives an email stating that the transfer is pending approval.

COST TRANSFER APPROVER

This is for the person(s)
that will be approving
Cost Transfers.

OUHSC MAIN MENU >> Cost Transfers>> Cost Transfer Entry

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Cost Transfer Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ Search Criteria

Journal ID: begins with ▾

Transaction Date: = ▾ 31

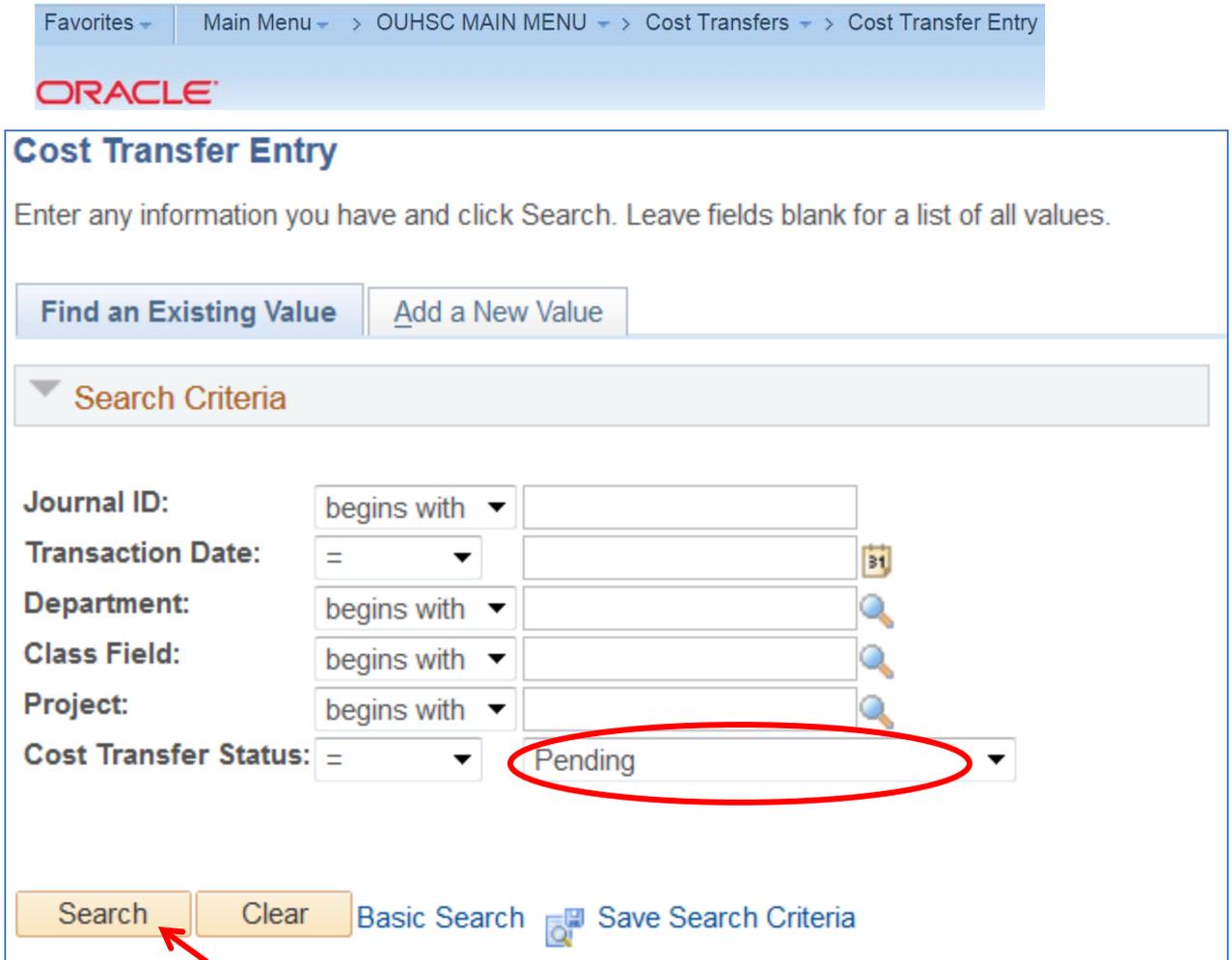
Department: begins with ▾ 🔍

Class Field: begins with ▾ 🔍

Project: begins with ▾ 🔍

Cost Transfer Status: = ▾ **Pending** ▾

[Search](#) [Clear](#) [Basic Search](#) 🔍 [Save Search Criteria](#)



The **Cost Transfer Status** will be defaulted to **Pending**.

Click **Search**.

Cost Transfer
Attachments

Journal ID CT30000011
Transaction Date 06/11/2015
Status Pending

Payroll
Department ADM001
Submit for Approval

Justification ASDF

Optional Email

	Account	Fund	Dept	Program	Class	Project	Amount	Ref
1	111701	EDWCH	COM095	00012	00000	EC223600	-20.000	W014
2	905910	EDWCH	COM095	00012	00000	EC223600	20.000	W014
3	111701	CLNOP	COM001	00014	00000		-60.000	W014
4	905910	CLNOP	COM001	00014	00000		60.000	W014

Debit Amount 10.00

Entered by TTOOMBS

Credit Amount -10.00

Entered on 06/11/2015

Approve

Deny

Deny Reason

Review the information on the **Cost Transfer Entry** screen.

If all is okay, click on **Approve button**. An email will be sent to the Cost Transfer Enterer and to Financial Services for approval.

The approver is finished with the transfer; although, they can always go back and review previous transfers. Once **approved** by Financial Services, no changes are allowed.

