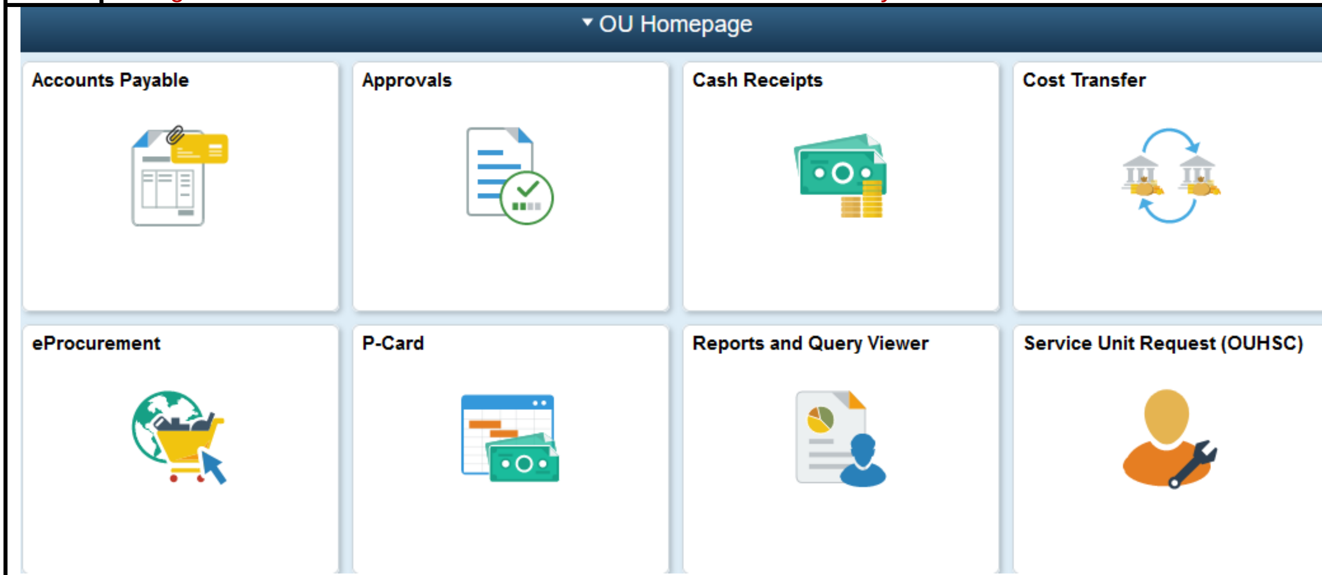
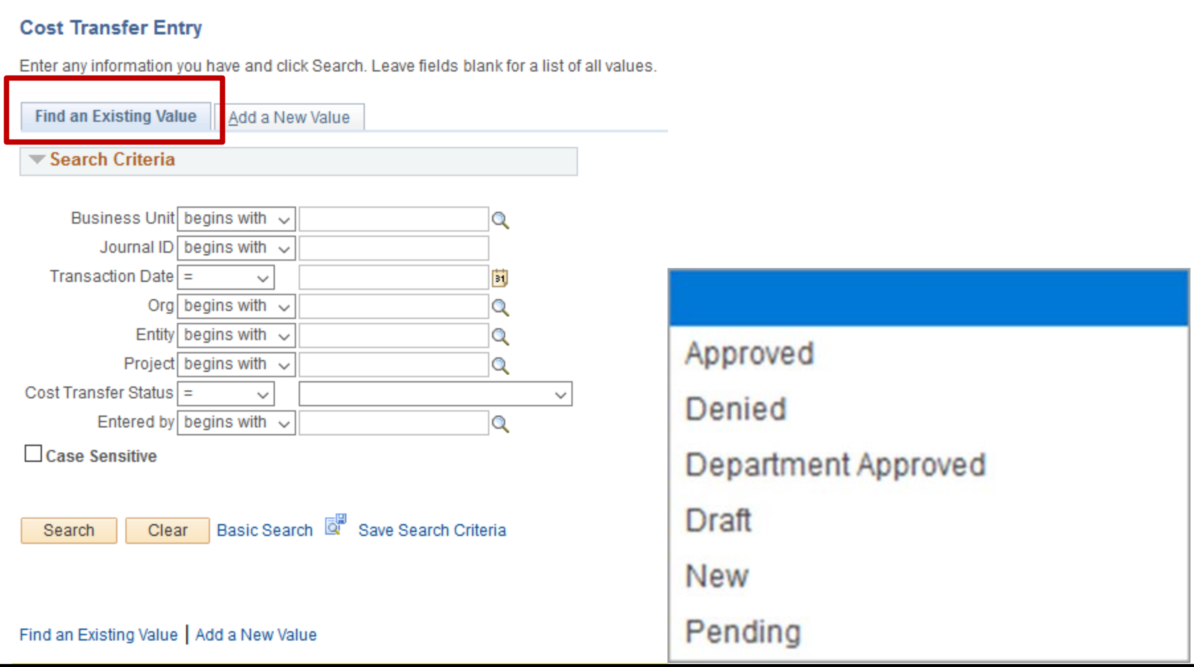
The UNIVERSITY of OKLAHOMA

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>After logging into PeopleSoft Financials, you will access Cost Transfer via the Homescreen under Cost Transfer and then click on Cost Transfer Entry. You can also get to the screen via Nav Bar > Navigator > OU Main Menu > Cost Transfer > Cost Transfer Entry</td></tr>
<tr><td colspan="2">
</td></tr>
<tr><td>2</td><td>Users can search for an existing OU Foundation Cost Transfer by using the Find an Existing Value tab

</td></tr>
<tr><td>3</td><td>Users can add a new OU Foundation Cost Transfer by using the Add a New Value tab. The Business Unit will default to the user's default Business Unit. Click Add. Add will take you to the Cost Transfer Entry screen where the user can begin their selections.</td></tr>
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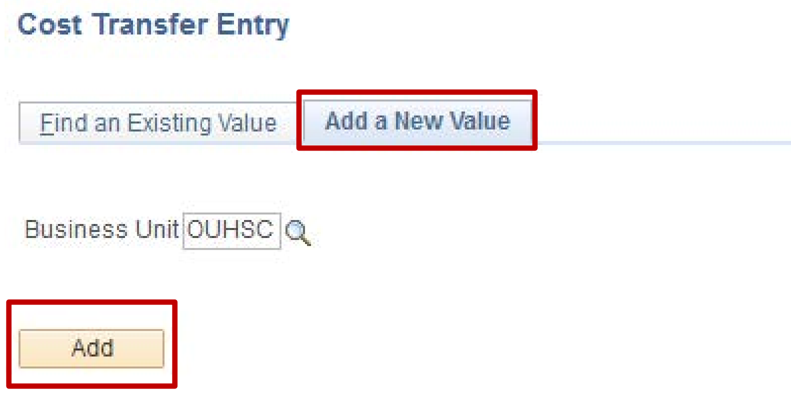
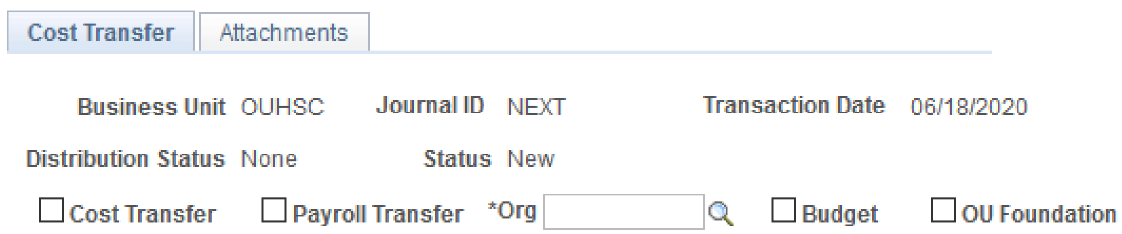
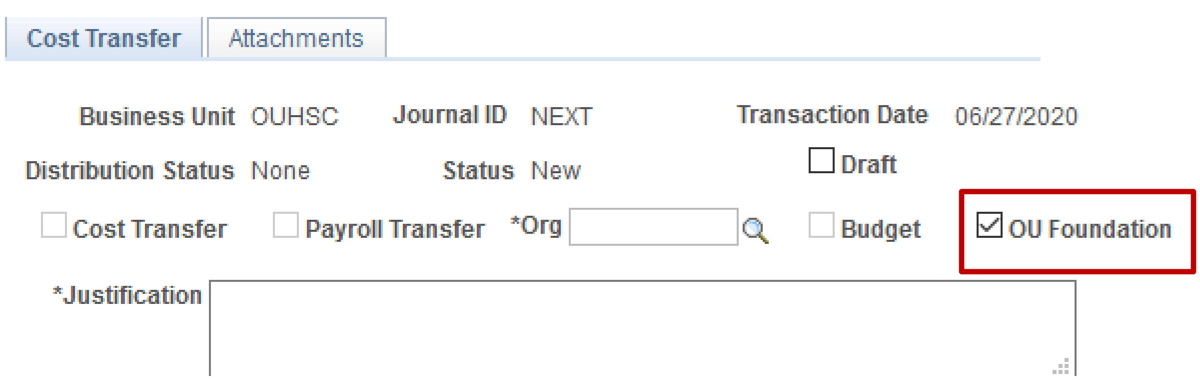




The Business Unit will be updated by the previous Add screen. The Journal ID will remain at NEXT until you have a valid Save. The Transaction Date will default to current date. The Distribution Status will remain at NONE until the cost transfer has been distributed to a journal entry. The Status will remain at NEW until the cost transfer has been submitted for workflow. The ORG field tells the system which organizational approver that this cost transfer will route to.

4 For an OU Foundation Cost Transfer, the user will select the OU Foundation checkbox.



Once that box is checked, the Draft box, the Optional Email, the Copy Journal ID, and the Chartfield Spread entry fields open up.

The Draft box is used to allow users to save the Cost Transfer in draft mode. The draft mode bypasses any edit checking.

The Justification field is used by the Financial Services department to understand why cash is being moved. If the justification is not clear, the cost transfer will be denied.

The Optional Email field can be used to notify other campus employees who may need a copy of the cost transfer.

The Copy Journal ID field can be used to copy the lines of a previously entered cost transfer. The Copy Journal ID features is handy especially when you have similar cost transfers often and you just may need to change the amounts and descriptions.

5 The OU Foundation checkbox will only be used to post transactions in the Foundation ledger within PeopleSoft that are not part of university business. For instance, any reimbursement from the Foundation that is currently done will be part of the normal process within the financial system. These transactions will use either the EDWCH or OUFND Fund and be posted to the university's ACTUALS ledger.

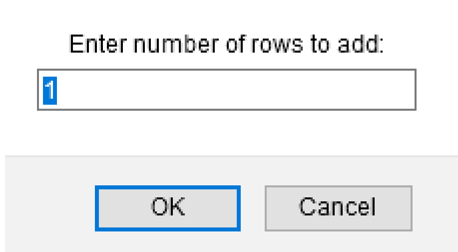
The OU Foundation checkbox is for any non-university business that departments currently track outside of PeopleSoft. This option will give departments the option to post this non-university business within PeopleSoft to a subsidiary ledger thereby allowing departments to report across both university and non-university activities. All other chartfields are available as part of this activity.

As an example, a department could use an Entity value associated with a faculty member and post University and Foundation activity for this faculty member and then run a report including all activity for this faculty member.

The Reference and Description fields are for departmental use. Users will want to put information into this field that allows them to recognize the transaction on their OU_ACTIVITY query or report.

Once the Cost Transfer is turned into a journal, no changes can be made. If changes need to be made, another cost transfer will need to be processed.

To add more lines, the user will click the + sign. The system will ask you how many rows to add and will copy down the previous row lines saving the user some key strokes.



6 Once the user is finished entering all of the cost transfer lines, then you are ready to Save and Submit for Approval. Be sure to add any attachment needed before submitting for approval.

Click Save to check to make sure the Cost Transfer passes all of the edit checks.

Click Submit for Approval to submit the cost transfer to the org approver via workflow. Once Submit for Approval has been clicked, the cost transfer will be greyed out.

The Comments box is for the org approver to add Comments when denying the cost transfer.

If the Org Approver denies the cost transfer, the enterer will receive an email that the cost transfer was denied. The enterer will then be able to go back into the cost transfer, make and save any changes, and submit it for approval again.