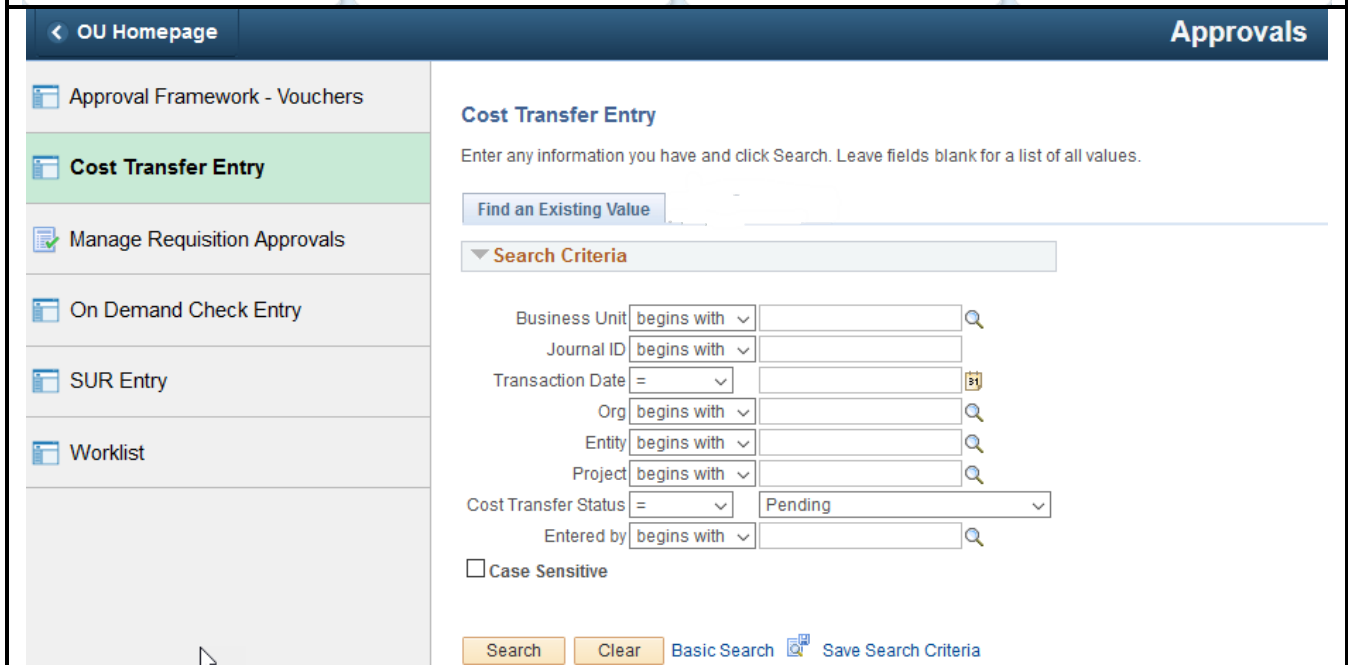
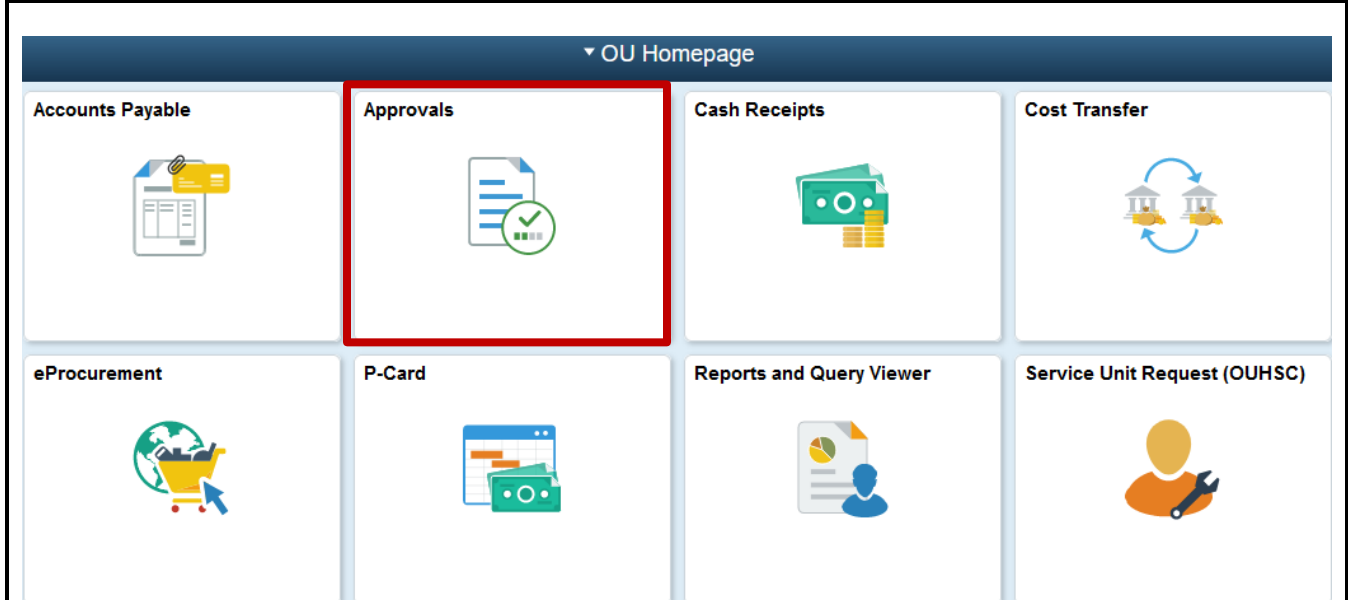


Step	Action
1	After logging into PeopleSoft Financials, you will access Cost Transfer Approval via the Homescreen under <b>Approvals</b> and then click on <b>Cost Transfer Entry or Worklist</b> . You can also get to the screen via <b>Nav Bar &gt; Navigator &gt; OU Main Menu &gt; Cost Transfer &gt; Cost Transfer Entry or Nav Bar &gt; Navigator &gt; Worklist &gt; Worklist</b>



2	Users can search for a <b>Pending</b> Cost Transfer on the Cost Transfer Entry screen under <b>Find an Existing Value</b> tab or via their <b>Worklist</b> . Users can use any of the search criteria to search for the Cost Transfer or just click Search and it will show you all <b>Pending</b> Cost Transfers for your organizations.
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**Worklist**

Worklist for [redacted]

Detail View Publish as Feed Worklist Filters [dropdown] Feed [dropdown]

**Worklist Items**

1-1 of 1 View All

From	Date From	Work Item	Worked By Activity	Priority	Link

2 Approvers will want to make sure that **Justification** is correct. If not correct or if not enough information is supplied, the cost transfer may be denied.

Approvers will want to make sure that the **Chartfield Information** is correct. Be sure to double check the debits and credits of the cost transfer. If it is not correct, the approver can **Deny** the Cost Transfer and send it back to the enterer for re-entry. Approvers cannot change any **Chartfield Information** as it will be greyed out for them.

Approvers will want to review any **attachments** and make sure that the required attachments are available for review by the final approvers.

Cost Transfer **Attachments**

Business Unit OUHSC Journal ID NEXT Transaction Date 06/27/2020

Personalize | Find | 1 of 1 | Last

Attached File	View	Delete
1 OU_ACTIVITY_EXAMPLE.xlsx	View	Delete

Save Notify Add Update/Display

Cost Transfer Attachments

Business Unit OUHSC Journal ID CT00000006 Transaction Date 06/22/2020

Distribution Status None Status New  Draft

Cost Transfer  Payroll Transfer \*Org ADH01001  Budget  OU Foundation

\*Justification Moving expense from ADH01001 to ADH03001. Expense on original voucher was to incorrect organization.

Optional Email [input]

Copy Journal ID [input] Copy Clear

Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date
1 111290	EDGEN	ADH01001	00116	00000				10.00	012345678	VOUCHER 012345678		
2 600100	EDGEN	ADH01001	00116	00000				-10.00	012345678	VOUCHER 012345678		
3 111290	EDGEN	ADH03001	00116	00000				-10.00	012345678	VOUCHER 012345678		
4 600100	EDGEN	ADH03001	00116	00000				10.00	012345678	VOUCHER 012345678		
Debit Amount		20.00		Credit Amount				-20.00				

3 Approvers can **Deny** by clicking the Deny button and putting in deny comments. An email will be sent to the entry person. The entry person may update and resubmit for approval.

Approvers can **Approve** by clicking the Approve button. An email is then sent to the Financial Services department letting them know there is a Cost Transfer waiting for them to approve.

**Approvals**Comments