

Step	Action									
1	After logging into Homescreen und get to the screen Entry or Nav Bar	PeopleSoft Financials er Approvals and then via Nav Bar > Navigato > Navigator > Worklis	, you will access Cost Tra click on Cost Transfer Er or > OU Main Menu > Co t > Worklist	ansfer Approval via the htry or Worklist You can also ist Transfer > Cost Transfer						
		▼ 011	Homenage							
A	te Devekie			Cart Transfer						
Accoun	its Payable	Approvais	Cash Receipts	Cost transfer						
			••••							
eProcu	rement	P-Card	Reports and Query Viewer	Service Unit Request (OUHSC)						
		•••								
જ ૦ા	J Homepage			Approvals						
📄 App	proval Framework - Vouche	rs Cost Transfer En	Cost Transfer Entry							
📄 Co	st Transfer Entry	Enter any information y	you have and click Search. Leave fields bla	ink for a list of all values.						
🛃 Mar	nage Requisition Approvals	Find an Existing Values	Find an Existing Value Search Criteria							
📄 On	Demand Check Entry	Business Unit								
		Journal ID								
E SU	R Entry	Transaction Date Org	= v begins with v							
📄 Wo	orklist	Entity	begins with 🗸							
		Cost Transfer Status	= V Pending	<u></u>						
		Entered by	begins with 🗸]0						
		Search	r Basic Search 🖉 Save Search Crite	eria						
2	Users can search	for a Pending Cost Tr	ansfer on the Cost Trans	fer Entry screen under Find						
	an Existing Value	tab or via their Worklis	st. Users can use any of t and it will show you all	the search criteria to search						
	your organization	S.								



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	Work	dist															
	Workli	st for		-													
	Detail	/iew		Publis	h as Fe	ed			Wor	klist Filters			/ 🔊 F	eed 👻			
	Workl	ist Items															
		Q										M	 1-1 of 	1 ~)		View	All
	From		Date F	rom		Wor	k Item		Worked By A	ctivity	Pi	riority Link		-			
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2	Apr	rover	e will v	Nant	to	mako	SUITO	that luc	tification	is co	rroct	If not corr	oct or i	fnot	enour	h	
2	info	rmatio	on is s	uppl	ied,	the c	ost tra	ansfer r	nay be c	lenied	l.			i not	choug	,	
1																	
	Арр	prover	s will v	want	to I	make	sure	that the	Chartfie	eld Info	ormati	on is corre	ct. Be	sure	to dou	ible)
	che	ck the	e debit	s an	d ci	redits	of the	cost tr	ansfer.	lf it is	not co	rrect, the a	approv	er ca	n Den	У	
	the	Cost	Trans	ter a	nds	send i	t back	to the	enterer	for re-	entry.	Approver	s cann	ot ch	ange a	any	/
1	Cha	artheld	Infor	mati	on a	as it w	ill be	greyed	out for t	hem.							
1														• • • •			
1	Арр	prover	s will v	want	to i	review	/ any	attachn	nents an	d mak	ce sure	e that the r	equire	d atta	achme	nts	;
	are	availa	able to	or rev	/iew	by th	e fina	appro	vers.								
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Cost T	ransfer Atta	chments															
В	usiness Unit O	UHSC JOL	Inal ID CT00	00006	Transa	ction Date 06	/22/2020										
Distrib	ution Status N	one	Status New			Draft											
⊠co	st Transfer	Payroll Trai	nsfer *Org AE	DH01001	Q [Budget	OU Founda	tion									
*Jus	tification Movin was t	ng expense from to incorrect org	m ADH01001 to anization.	ADH03001	1. Expens	se on original v	oucher										
Option	al Email																
Copy J	ournal ID	Q	Сору	Clear													
												Personalize F	ind View 2 🔄		First 🕚 1-4 of	4 🕑	Last
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Approvals		
Comments		
	Approve	Deny