The UNIVERSITY of OKLAHOMA
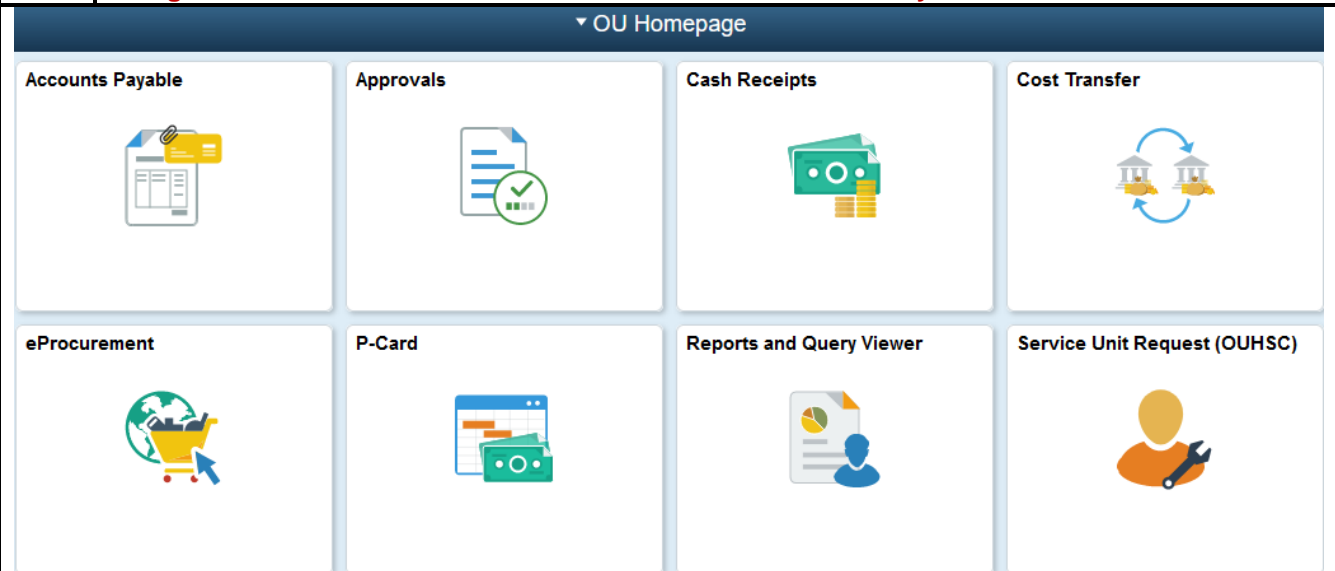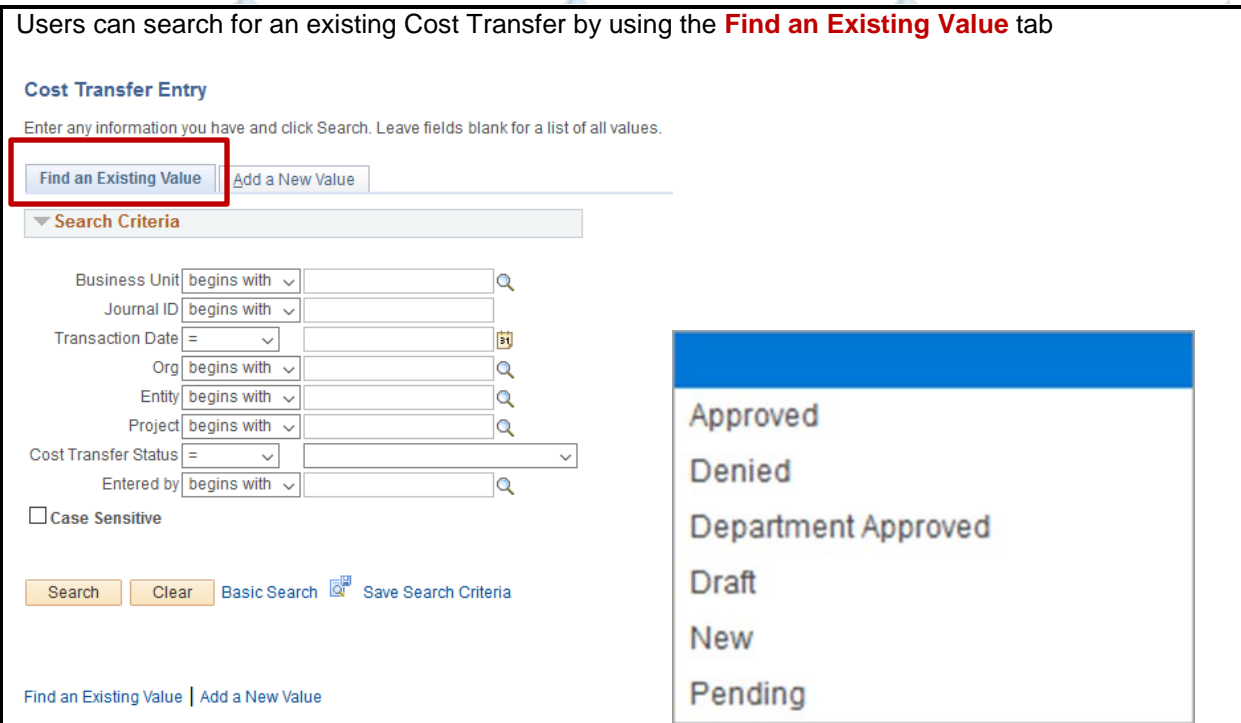
Step	Action
1	After logging into PeopleSoft Financials, you will access Cost Transfer via the Homescreen under **Cost Transfer** and then click on **Cost Transfer Entry**. You can also get to the screen via **Nav Bar > Navigator > OU Main Menu > Cost Transfer > Cost Transfer Entry**

▼ OU Homepage

Accounts Payable

Approvals

Cash Receipts

Cost Transfer

eProcurement

P-Card

Reports and Query Viewer

Service Unit Request (OUHSC)

Step	Action
2	Users can search for an existing Cost Transfer by using the **Find an Existing Value** tab

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

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 ⌄
☐ Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

Approved

Denied

Department Approved

Draft

New

Pending

Step	Action
3	Users can add a new 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.

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Cost Transfer Entry

| Find an Existing Value | Add a New Value |

Business Unit OUHSC

Add

| Cost Transfer | Attachments |

Business Unit OUHSC   Journal ID NEXT   Transaction Date 06/18/2020

Distribution Status None   Status New

☐ Cost Transfer   ☐ Payroll Transfer   *Org [　　　　]   ☐ Budget   ☐ OU Foundation

| | 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. |

| Cost Transfer | Attachments |

Business Unit OUHSC   Journal ID NEXT   Transaction Date 06/21/2020

Distribution Status None   Status New   ☐ Draft

☑ Cost Transfer   ☐ Payroll Transfer   *Org [　　　]   ☐ Budget   ☐ OU Foundation

*Justification [　　　　　　　　]

Optional Email [　　　　　　　　]

Copy Journal ID [　　　] | Copy | Clear |

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

Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date
1												

| 4 | For a non-payroll cost transfer, the user will select the **Cost Transfer** 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. | | | | | | | | | | | |

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	Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date
1	🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍					🔢 ➕ ➖

5	The Cost Transfer module is an easy way to transfer money from one chartfield spread to another, but there are some rules and guidelines that must be followed. Cost Transfers are required to have cash lines. If no cash lines are keyed, the Cost Transfer will be denied. It seems logical to just move the expense, but the cash has to follow. PeopleSoft is looking for the cost transfer to balance by chartfield spread (Fund, Org, Function, Entity, Source, Purpose and Project). If not balanced by chartfield spread, the user will receive an error message and not be able to save it. 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. Each Cost Transfer has to have a minimum of 4 lines with it having two cash lines and two expense or revenue lines. 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. Enter number of rows to add: 1 OK Cancel The easiest way to remember how the signs go on a cost transfer is follow the cash. Cash is positive if you are giving cash back to an organization. Cash is negative if you are taking cash from an organization. Generally, the first two lines of the cost transfer are the original entries that hit the general ledger, one line for cash and one line for expense or revenue. The second two lines are where you want to transfer the cash and/or revenue and expense. The entries must offset each other no matter how many lines you separate the original transaction into. The entries can be done in any order the user prefers.
6	For Non-Payroll and Non-Sponsor cost transfers, the General Accounting department requires different types of attachments and/or has restrictions based on the type of cost transfer the user is entering. For payment to campus departments for goods and services using revenue or expense codes that start with 950, 951, or 955, the user will need to attach a copy of the invoice. For payment to campus departments for support or funding using revenue or expense codes that start with 99, the user will need to attach a copy of the OU_CASH query that has been totaled. If the cash

	is less than the transfer or the chartfield spread is negative then an explanation of where cash is coming from is required. For covering cash deficits using revenue or expense codes that start with 99, the user must attach the OU_CASH query that has been totaled. The to chartfield spread must have a deficit. The transfer cannot cause the deficit in the From chartfield spread nor can the From chartfield spread be in a deficit. If the user is just correcting a GL Account, then the user will need to use the original GL Account and the Correct GL Code and then attach the OU_ACTIVITY query showing the original entry. If the user is making a correction to the chartfield spread, the user will need to use the original GL Account on both sides and attach a copy of the OU_ACTIVITY query showing the original entry. If the user is transferring with the EDGEN fund for cash or budget using GL Account 994100 then the user will have to attach the OU_CASH query that is totaled. Any cash transfer between org and/or functions will require a budget revision as well, which can be done on this same cost transfer. If the user is using EGFEE fund, cash transfers are not allowed and the user cannot move or change deposits. If the user is using the NONSP fund, then cash transfers are not allowed into this fund and users cannot move deposits into this fund. If the user is using the AUFEE fund, then no cash transfers are allowed. If the user is using the OUFND fund then the user needs to attach a copy of the check or the payment source. If the user is moving the deposit, they must provide proof that the money received was not from the OU Foundation. Also, the user cannot change the GL Revenue code. If the user is using the AGENC fund, then the cost transfer cannot cause a deficit in the cash balance.
7	Before allowing you to save the cost transfer, PeopleSoft runs through edit checks. **Is budget established?** PeopleSoft checks to make sure there is an established budget on the From and To lines for the chartfield spread. **Are you using the correct cash account?** PeopleSoft checks to make sure that you are using the correct cash account for the fund. **Is the cost transfer balanced by chartfield spread?** PeopleSoft checks to make sure that you have a balanced cost transfer by chartfield spread. **Do the debits and credits equal?** Debits and credits must equal for the cost transfer to be saved. **What chartfield spread did the employee get paid from?** For payroll cost transfers, PeopleSoft checks to make sure the Employee ID and the pay end date have the original chartfield spread entries that the employee was paid from. It also checks to make sure you are not trying to move an amount more than their original pay lines.
8	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.

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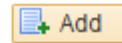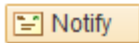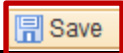|	
	Click **Save** to check to make sure the Cost Transfer passes all of the edit checks. Click **Submit for Approval** to submit the cost transfer to the org approver via workflow. Once Submit for Approval has been clicked, the cost transfer will be greyed out. The **Comments** box is for the org approver 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.
	Approvals Comments [ ] [Submit for Approval] [Save] [Notify] [Add] [Update/Display]
9	In the example below, the user is moving the expense entry from org ADH01001 to ADH03001. Even though the cash accounts and the expense accounts are the same, the organizations are different; therefore, both the expense and the cash need to be moved. The user will need to attach a copy of the OU_ACTIVITY query showing when the original entry took place. The **Attachments** tab allows the user to enter as many attachments as necessary.

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 [   ]
Copy Journal ID [   ] [Copy] [Clear]

Personalize | Find | View 2 | 🔳 | 🔳   First 1-4 of 4 Last

	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

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Cost Transfer	**Attachments**

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

Personalize | Find | | First ◁ **1 of 1** ▷ Last

	Attached File	View	Delete		
1	OU_ACTIVITY_EXAMPLE.xlsx	View	Delete	+	−

Save Notify Add Update/Display