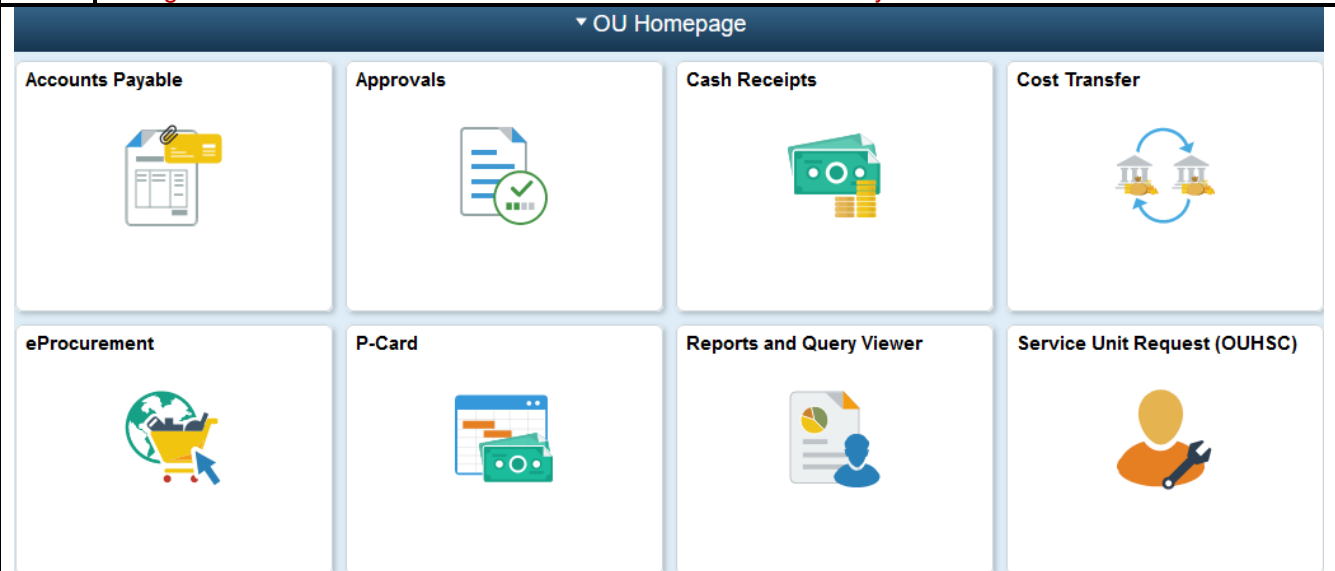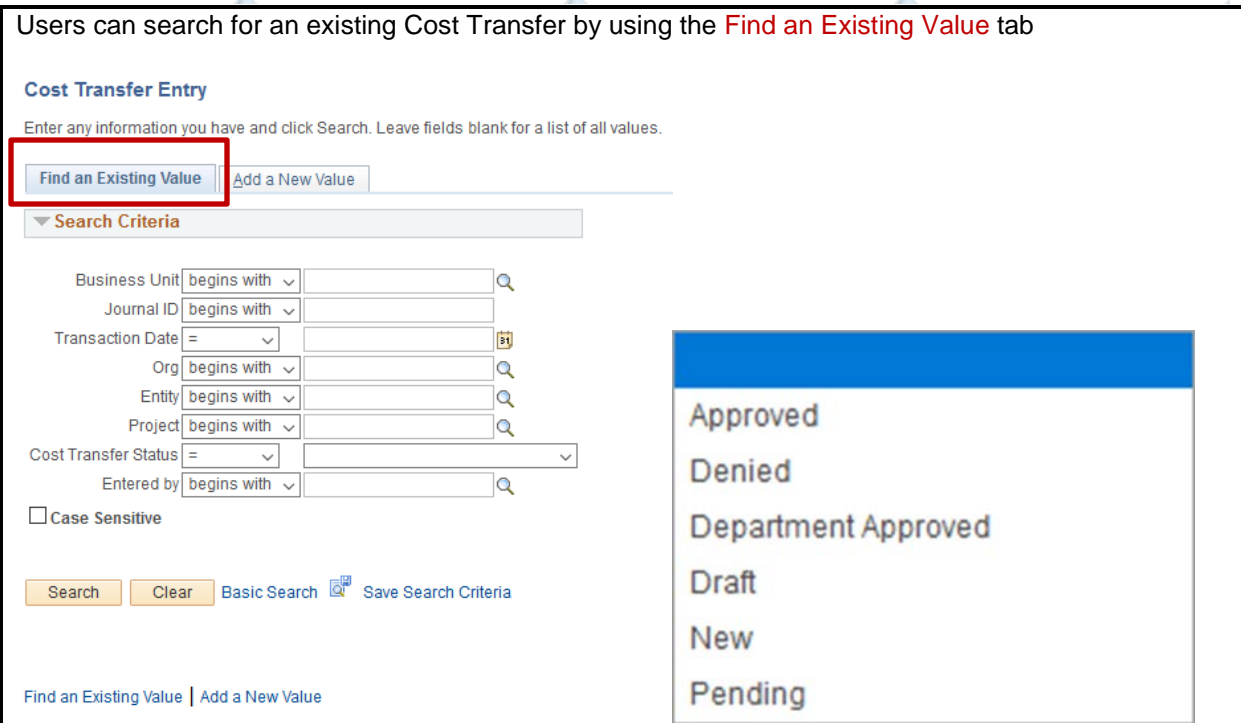*The UNIVERSITY of OKLAHOMA*

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

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

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.
4	For a payroll cost transfer, the user will select the Payroll Transfer checkbox.

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

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. |

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 🔍	🔍	🔍	🔍	🔍	🔍	🔍	🔍					📅 ⊞ ⊟

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

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	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	Cost transfers for non-sponsor payroll transactions have a few extra rules that apply. The Empl ID and the Pay End Dates have to be filled out in order for PeopleSoft to check the transaction against the original pay end date transaction by employee. The amount of the cost transfer has to be less than or equal to the total amount paid per chartfield spread per pay end date. Total amount will be adjusted by any previous transfers posted. Only one cost transfer per Empl ID/Pay End date can be entered per day. Multiple employees and multiple pay end dates can be processed on the same cost transfer. Users cannot combine a non-payroll cost transfer and payroll cost transfer on the same entry. Fringe should not be included on cost transfers. Allocations are processed at the end of the month that will adjust the fringe for the chartfield spread based on the current year's rate.

7	For 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 a change in pay source that is permanent, the user will need to have the original pay codes and attach an executed EPAF. Users cannot change the GL Accounts and cannot move more money than was paid. Users do not need to include fringe as it will be picked up on the fringe allocations. For a change in pay source that is a one-time change, the user will need to have the original pay codes. No attachments are needed, but the justification must clearly state that this is a one-time change. The users should not need to make cost transfers adjustments month after month if this is truly a one-time change.
8	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.
9	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.

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Approvals

Comments [   ]

[Submit for Approval]

[🖫 Save] [☷ Notify]   [🗐 Add] [🖉 Update/Display]

| 10 | In the example below, the user is moving the expense entry from subclass 00000 to subclass M5000. Even though the cash accounts and the expense accounts are the same, the subclasses are different; therefore, both the expense and the cash need to be moved.

The user will not need to add an attachment. PeopleSoft checks the system for the original chartfield spread based on employee id and pay end date. The user will need to note that this is a one-time change in the justification. |

Cost Transfer   Attachments

Business Unit OUHSC   Journal ID PR00000008   Transaction Date 06/24/2020
Distribution Status None   Status New   ☐ Draft
☐ Cost Transfer ☑ Payroll Transfer *Org OUP00061 🔍 ☐ Budget ☐ OU Foundation
*Justification [One-time cost transfer for M. Mouse to correct subclass]
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	111701 🔍	CLNOP 🔍	OUP00061 🔍	00224 🔍	00000 🔍	🔍	🔍	🔍	475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020 📅	⊞	⊟
2	511011 🔍	CLNOP 🔍	OUP00061 🔍	00224 🔍	00000 🔍	🔍	🔍	🔍	-475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020 📅	⊞	⊟
3	111701 🔍	CLNOP 🔍	OUP00061 🔍	00224 🔍	M5000 🔍	🔍	🔍	🔍	-475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020 📅	⊞	⊟
4	511011 🔍	CLNOP 🔍	OUP00061 🔍	00224 🔍	M5000 🔍	🔍	🔍	🔍	475.25	04/11/2020	M. MOUSE SUBCLASS CORRECTION	555555	04/11/2020 📅	⊞	⊟