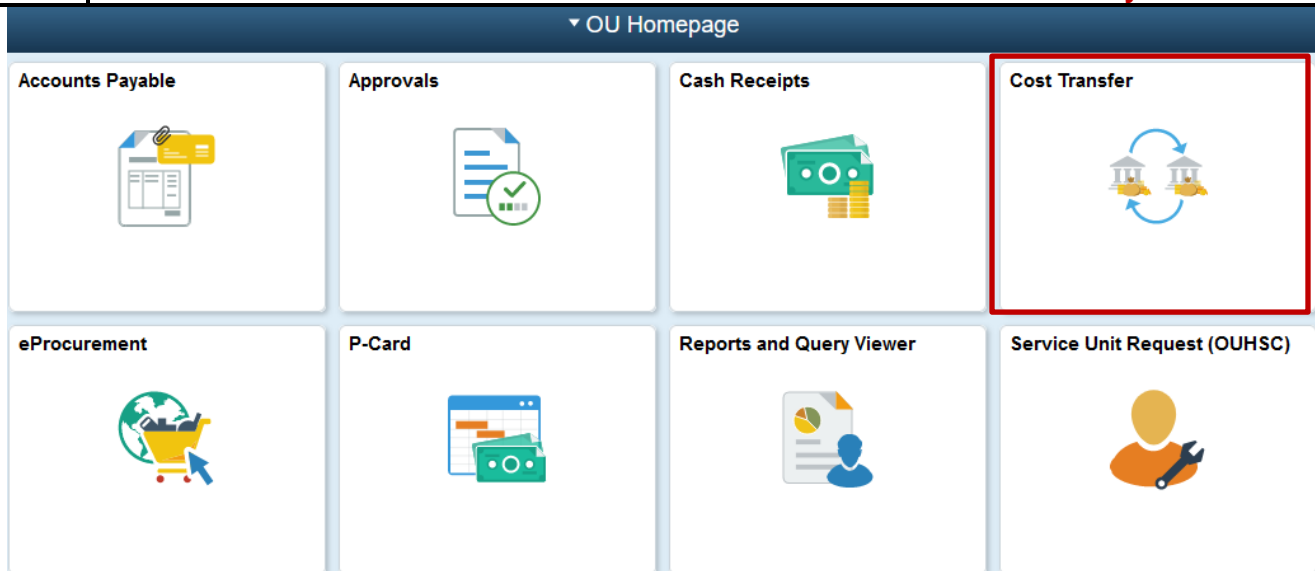




Step	Action
1	After logging into PeopleSoft Financials, you will access Cost Transfers via the Homescreen under <b>Cost Transfers</b> and then click on <b>Cost Transfer Entry</b> . You can also get to the screen via <b>Nav Bar &gt; OU Main Menu &gt; Cost Transfers &gt; Cost Transfer Entry</b>



2	Click on <b>Cost Transfer Entry</b> . You can search for the Denied Cost Transfer by putting <b>Denied</b> in the Cost Transfer Status field. You can also search by using the <b>Journal ID (Cost Transfer)</b> number or use any of the other Search Criteria fields.
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**Cost Transfer Entry**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

Business Unit: begins with [OUHSC]

Journal ID: begins with [ ]

Transaction Date: = [ ]

Org: begins with [ ]

Entity: begins with [ ]

Project: begins with [ ]

Cost Transfer Status: = [Denied]

Entered by: begins with [ ]

Case Sensitive

**Search Results**

/view All First 1-2 of 2 Last

Journal ID	Transaction Date	Org	Entity	Project	Cost Transfer Status	Cost Transfer Type	Entered by
CT00003477	10/06/2020	ADH01001	00000	(blank)	Denied	GA	Taylor,Twyla Juanzell
CT00003477	10/06/2020	ADH01001	M0732	(blank)	Denied	GA	Taylor,Twyla Juanzell



**3** Select the denied Cost Transfer from the Search Results. When the cost transfer is selected, it will remain in a **Denied** Status until the user selects the **Recycle** button under the Approval Comments section.

**Note: Be sure to read the Approvals Comments to see why the Cost Transfer was denied before hitting the Recycle button. The comments will disappear once the Recycle button is selected.**

**4** After reviewing the Comments, click the **Recycle** button. This will reset the Cost Transfer to a **New** status and allow you to make any necessary changes.

Cost Transfer | Budget Change | Attachments

Business Unit OUHSC Journal ID CT00003477 Transaction Date 10/06/2020  
 Distribution Status None Status Denied  Draft  
 Cost Transfer  Payroll Transfer \*Org ADH01001  Budget  OU Foundation

\*Justification Updating GL Account

Optional Email

Copy Journal ID

Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date
1 955900	CLNOP	MED10008	00124	M0732				70.00	BW200523	TEST		
2 111701	CLNOP	MED10008	00124	M0732				-70.00	BW200523	OVERPAY-HYDE.B		

Debit Amount 2140.00 Credit Amount -2140.00

Entered by Taylor,Twylla Juarezell Entered on 10/06/2020

**Approvals**

Comments This is a test for denied cost transfers.

**Department Approval**  
 ▶ BUSINESS\_UNIT=OUHSC, JOURNAL\_ID=CT00003477:Denied

**General Accounting**  
 ▶ BUSINESS\_UNIT=OUHSC, JOURNAL\_ID=CT00003477:Denied

**5** Once you make the changes, you will **Save** the Cost Transfer and then click **Submit for Approval**. The Cost Transfer will be then sent back through the workflow process.

Cost Transfer | Budget Change | Attachments

Business Unit OUHSC Journal ID CT00003477 Transaction Date 10/06/2020  
 Distribution Status None Status New  Draft  
 Cost Transfer  Payroll Transfer \*Org ADH01001  Budget  OU Foundation

\*Justification Updating GL Account

Optional Email

Copy Journal ID

Account	Fund	Org	Function	Entity	Source	Purpose	Project	Amount	Ref	Descr	Empl ID	Pay End Date
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2 111701	CLNOP	MED10008	001:					-70.00	BW200523	TEST		

Debit Amount 2140.00 Credit Amount -2140.00

Entered by Taylor,Twylla Juarezell Entered on 10/06/2020

**Approvals**

Comments