COST TRANSFER ENTRY

This documentation is for the Cost Transfer Preparer.
To add a new **Cost Transfer**, click on *Add a New Value*.

To search for an existing **Cost Transfer**, enter the search by Journal ID, Transaction Date, Department, Class, Project, or Cost Transfer Status.
Add a New Value >> Click the Add button.
Fill out the **Cost Transfer Entry** tab. Complete all fields as required.

**Header Section**
- **Payroll field** – only checked if for a payroll cost transfer
- **Department field** – initiating department for transfer
- **Draft** – allows the user to save a draft version of the transfer that is partially done or out of balance.
- **Justification field** – required justification for transfer
- **Option Email** – for cross department or other notifications sent once the transfer has been approved by Financial Services
- **Copy Journal ID** – use to copy detail entry from existing journal

To use the **Copy Journal ID** functionality:
- Enter the Journal ID in the field or click the magnifying glass to search or an existing journal to copy

Click the **Copy Button**

**Clear Button** can be used to delete all detail values if the wrong journal is selected
Cost Transfer Entry tab continued

Detail Section

- **CFS** – enter all CFS values as required
- **Ref** – 10 digit reference field
- **Descr** – 30 digit description field
- **Empl ID** – only used for payroll transfers
- **Pay End Date** – only used for payroll transfers

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

+ – click to add more rows of data. Each new row of data will copy the CFS and other details from the last entry on the transfer.

Payroll Cost Transfers

- **Empl ID** – required on each line of data
- **Pay End Date** – required on each line of data
- can only enter expense (between 511000 and 529999) or cash GL-Accts. Expense must be same on from and to side of the transfer
Once all data entry is complete, attachments added as needed, and the cost transfer is saved, the entry person will return to the **Entry** tab and click the **Submit for Approval** button.

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*Cost Transfer Attachments* tab.

**Add Button** – Click to add attachment – **PDFs are the best!!!**

Click **Choose** file to browse for file and then click **Upload** to attach.

**View Button** – click to view attachment

**Delete Button** – click to delete the attachment

**+** – for adding more attachments

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After submitting the transfer for approval the designated departmental approver(s) will receive an email notifying them that a transfer is ready to be approved.

The entry person also receives an email stating that the transfer is pending approval.

```
From: CostTransfer@ouhsc.edu
To: John Doe
Cc: 
Subject: Dept Cost Transfer - Pending Approval

Cost Transfer CT30000014 is pending approval.

Please login to FT920 to review.
```
COST TRANSFER DENIED

This is for the Cost Transfer Entry person when an Approver has denied a Cost Transfer.
OUHSC MAIN MENU >> Cost Transfers >> Cost Transfer Entry

You can use the Cost Transfer Status filter to find Cost Transfers that have been **Denied**.
Entry person opens the **Denied** transfer and a **Reset button** will be available. Click the **Reset button**.

This will reset the status of the transfer and open entry fields to allow the appropriate changes to be made.

Once all changes have been made and the transfer is saved, the entry person will again click the **Submit for Approval** button to send it to the departmental approver(s) for approval.

After submitting for approval, once again the designated departmental approver(s) will receive an email notifying them that a transfer is ready to be approved.

The entry person also receives an email stating that the transfer is pending approval.
COST TRANSFER APPROVER

This is for the person(s) that will be approving Cost Transfers.
The **Cost Transfer Status** will be defaulted to **Pending**.

Click **Search**.
Review the information on the **Cost Transfer Entry** screen.

If all is okay, click on **Approve button**. An email will be sent to the Cost Transfer Enterer and to Financial Services for approval.

The approver is finished with the transfer; although, they can always go back and review previous transfers. **Once approved** by Financial Services, no changes are allowed.
To deny a cost transfer, the approver must add notes into the **Deny Reason** box then click the **Deny button**. Once denied, the entry person will receive an e-mail notifying them that the transfer was denied.