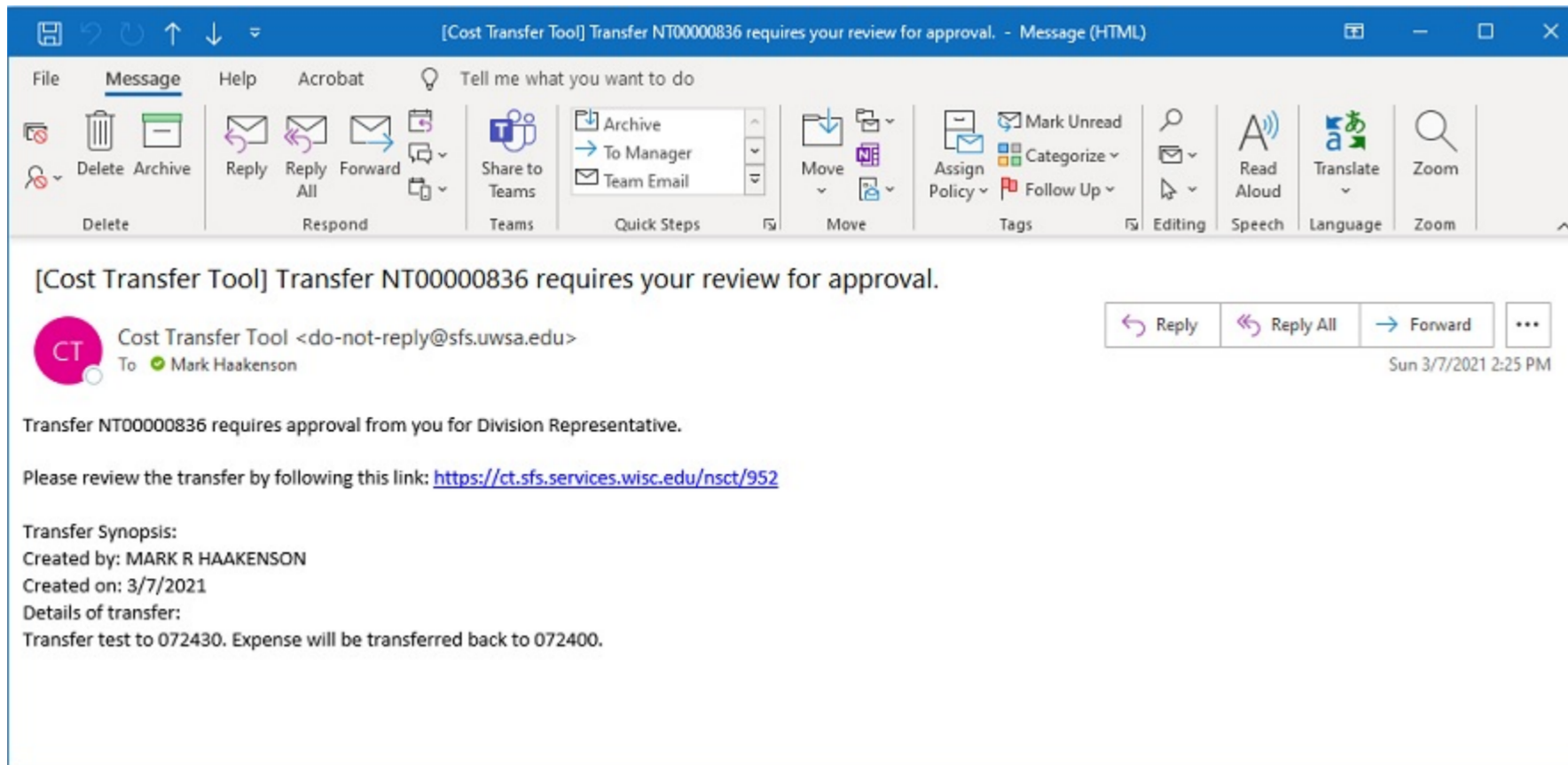


# COST TRANSFER TOOL - REVIEWING AND APPROVING COST TRANSFERS

This article outlines how to review and approve cost transfers in the Cost Transfer Tool.

## Notification

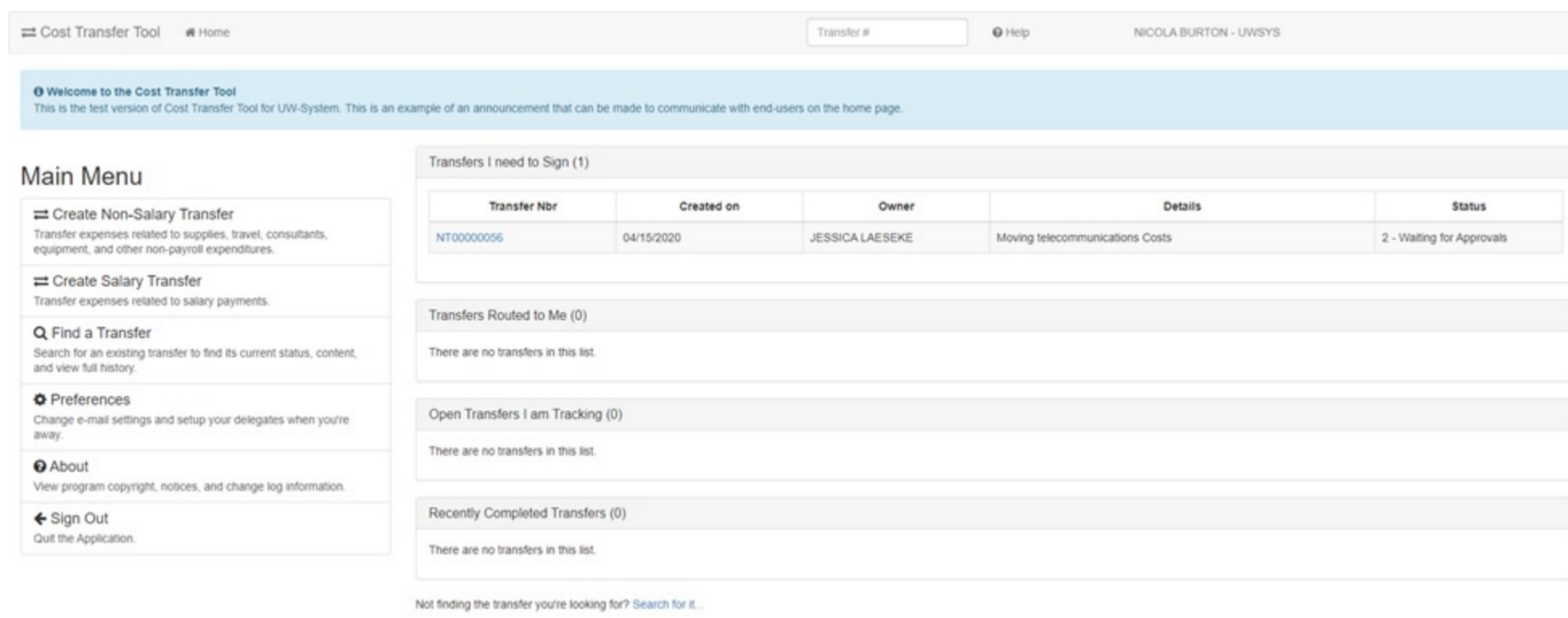
When a cost transfer has been submitted for approval, the WISER manager and their delegates will receive a notification that they must log into the Cost Transfer Tool to approve the transfer. The notification will look as follows:



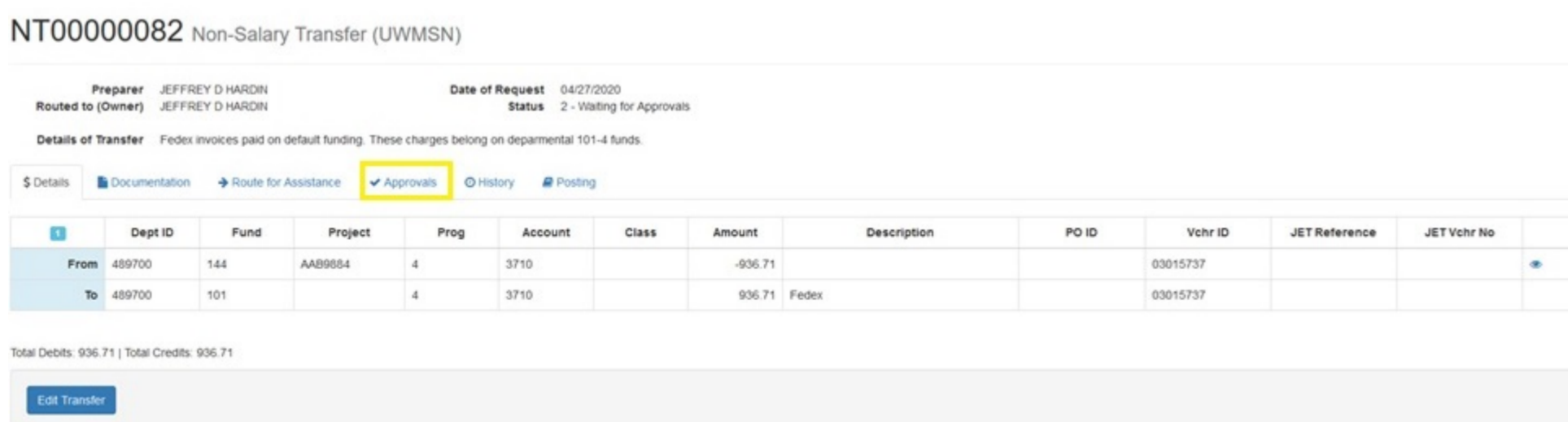
## Review & Approval

In order to approve a cost transfer, please follow these steps:

1. Log into the Cost Transfer Tool: <https://ct.sfs.services.wisc.edu/>.
2. Review the transfers listed in the "Transfer I need to Sign" section:



3. Click on the Transfer Number of a transfer that needs to be approved.
4. This will show the details of the transfer. Once reviewed, click on the "Approvals" tab in order to provide approval for the transfer:



5. On the Approvals page, click the green "Approve" button in order to provide approval for a transfer:

[Details](#) | [Documentation](#) | [Route for Assistance](#) | **Approvals** | [History](#) | [Posting](#)

2 total signatures required. 1 signature remaining. You can sign for at least one item on this transfer.

Signature Role	For	Signed by	Signed on
Division Representative	Division 40	NICOLA J BURTON	4/16/2020 2:49:42 pm
Central Office Approver			

Approve/Reject for Division Representative

Comment: [Auto-responses](#)

| 
  | 
  |

Send notification to:

- JESSICA LAESEKE
- NICOLA J BURTON

6. If a transfer should not be approved, it can be:

- a. Sent back to the Preparer
- b. Sent back to the Division Representative
- c. Corrected

By clicking the appropriate buttons on the Approvals tab.

7. These steps will complete the review and approval steps for a transfer.