1. A Transfer transaction will move the entire expense from the project currently charged and place the charge on the same project but different task or to a different project and task entirely. To create a Transfer cost transaction, select Costing and then click on Transfer to open the Transfer Expenditure Item screen.

2. Type the receiving project number in the Project Number field.

3. Select the Task Number from the drop-down menu.

4. If the receiving project is a non-sponsored project you are not required to complete the Contract Number, and the Funding Source fields.

5. Click the Submit button.

6. Type the receiving project number in the Project Number field.
7. Select the **Task Number** from the drop-down menu.

8. If the receiving project is a **sponsored project** the **Contract Number**, and the **Funding Source** fields will populate automatically.

9. Click the **Submit** button.

10. A Justification screen will pop up. Enter the justification for the transfer. Click the **OK** button.

11. This transaction has been sent to your Finance Approver for approval.