1. Click on link that says “Transfer to Range of CostCenters Approval Page”.

2. Enter the information in the boxes and click on Search. The fiscal year and accounting period will change to 2013 and Period 1-12.
3. This should bring you to a page that lists all your cost centers with a link to the details page and an Approve button against each line. Click Approve, enter your name and click on the Approve? Tab. This should complete the Approval Process.