

Transfer of Funds (TF)

Document Overview:

The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. The TF document can be used to cover an overdraft, reimburse an account for an expense, or to fulfill a funding commitment. The two kinds of transfer transactions are mandatory and non-mandatory. Mandatory transfers are required to meet contractual agreements. Non-mandatory transfers are not required by any external agreements and are the most commonly used throughout the university. The Transfer of Funds Matrix located on the Business and Financial Services website under “Resources” lists allowable Transfer of Funds activity. Also important to note, Transfer of Funds documents should always have at least one “transfer in” object code (object codes 9900 or 9904) and at least one “transfer out” object code (object codes 9902 and 9905).

How to Complete the Document:

Review the Transfer of Funds matrix to confirm this is an allowable Transfer of Funds document (factoring in the sub-funds used). Review to confirm the entry cannot be completed by a Distribution of Income and Expense document instead. A Transfer of Funds document should only be used in cases where a Distribution of Income and Expense document cannot be used.

Complete the Transfer of Funds Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field.

Document Overview		hide
Document Overview		
	* Description: MC951, Nameplate	
Organization Document Number:		Explanation: Nameplate for Amanda Benker

Complete the accounting lines section transferring funds “From” one account and “To” the account requiring the funding. Only transfer object codes (9900, 9902, 9904, and 9905) can be used in the TF document. If other object codes are used, an error will occur. An example below shows the error received if we try to use an object code other than 9900, 9902, 9904, or 9905:

From								
Errors found in this Section • The Object Sub Type of "Not Applicable", for Object Code "6201", is not valid. You can only enter Object Codes with an Object Sub Type of "Mandatory Transfer" or "Non-Mandatory Transfer".								
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
add:	CO Colorado State University	2121500 Animal Disease Laboratory Per Diem Account		6201 General Supplies				100.00
Line Description								

The below is an example if we use the correct object codes. In the below example, \$13.75 is being transferred from account 1356540 to account 7749613 for a Nameplate.

Accounting Lines										
Accounting Lines ? hide detail										
From										
	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions	
1	CO Colorado State University	1356540 Accounts Payable		9905 Plant Sub Funds Transfer FI				13.75		
Line Description										
								Total: 13.75		
To										
	* Chart	* Account Number	Sub Account	* Object	Sub Object	Project	Org Ref Id	* Amount	Actions	
1	CO Colorado State University	7749613 [749613] Construction Services Multi Year Trades Job-Ovst		9904 Plant Sub Funds Transfer FI			W0256453	13.75		
Line Description										
								Total: 13.75		

Support for the amount moving should be attached to the Notes/Attachments section in PDF or TIFF format.

Notes and Attachments (1) hide						
Notes and Attachments						
	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:			<input type="text"/>	<input type="text"/> Browse... CANCEL		<input type="button" value="add"/>
1	01/04/2018 03:52 PM	Leaming, Summer E	Invoice	Invoice.pdf (871 KB, application/pdf)	<input type="text"/>	<input type="button" value="delete"/> <input type="button" value="send"/>

Document Routing:

Once the document has been submitted, it will route to Fiscal Officers for each account used in the document. After fiscal officer approval, Department approvals (ORG-xxxx) are required. A Dean/VP approval (DIV-xxxx) also will be required if the document is greater than or equal to \$10,000. Campus Services also reviews all documents. Additional approvals will also occur dependent on the account sub-fund (ex. PLANT, SPONPR, and GIFT). Budget Office will be a final approver as well on accounts that fall under specific fund groups (ex. Fund Group A). Below is the routing of a transfer document that was for \$13.75. The Fiscal Officers (Gail Michaud and Kimberly Pearsons) approved, David Ryan and Virginia Wright approved for the department approval (ORG-6003 and ORG 6030) and Summer Leaming approved for Campus Services. Note that PLANT is a required approver after Campus Services because a PLANT (77xxxxx) account is being used in the document.

Route Log					
ID: 14331345					
Title: Transfer Of Funds - MC951, Nameplate					
Type	Transfer Of Funds	Created	12:11 PM 01/05/2018		
Initiator	Snowhite, Laura G.	Last Modified	03:34 PM 01/08/2018		
Route Status	ENROUTE	Last Approved			
Node(s)	FundGroupAReviewer	Finalized			
Actions Taken					
Action	Taken By	For Delegator	Time/Date	Annotation	
COMPLETED	Snowhite, Laura G.		12:13 PM 01/05/2018		
FYI	Casey, Mary M.		01:11 PM 01/05/2018		
APPROVED	Michaud, Dorothy Gail		01:56 PM 01/05/2018		
APPROVED	Pearsons, Kimberly A.	Skold, Ellen H.	12:31 PM 01/06/2018		
APPROVED	Evan, David Patrick		07:16 AM 01/08/2018		
APPROVE		Requested Of	Time/Date	Annotation	
		OBG-6003	12:31 PM 01/06/2018	KFS-SYS Accounting Reviewer CO 99999999 TF 6003 0	
APPROVED	Wright, Virginia S.		07:35 AM 01/08/2018		
APPROVE		Requested Of	Time/Date	Annotation	
		OBG-6030	12:31 PM 01/06/2018	KFS-SYS Accounting Reviewer CO 99999999 TF 6030 0	
APPROVED	Leaming, Summer E.		11:52 AM 01/08/2018		
APPROVED	Ulsamer, Charles		03:34 PM 01/08/2018		
Pending Action Requests					
IN ACTION LIST		Requested Of	Time/Date	Annotation	
APPROVE		BudgetOffice	03:34 PM 01/08/2018	KR-WXFLW FundGroupAReviewer	

Document Exceptions/Restrictions:

Below are the list of parameters related to the TF document. If the Constraint Code is “A” it means “Allowed” and if it is “D” it means “Disallowed”.

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	TransferOfFunds	KFS	FUND_GROUP_BALANCING_SET	The Transfer of Funds document relies on...	AF;CL	A
KFS-FP	TransferOfFunds	KFS	OBJECT_LEVELS	Object Level(s) restricted from use on a...	BLDG;CINP;EQU;LAND;LBKS;LNDI	D
KFS-FP	TransferOfFunds	KFS	SUB_FUND_GROUPS	Sub-Fund Group(s) restricted from use on...	AGENCY;1AGENC;SLICE	D

Below is the explanation of these restrictions:

The Transfer of Funds document does not allow for object codes with an object level of:

BLDG - Buildings

CINP - Construction in Process

EQU - Capital Equipment

LAND - Land

LBKS - Library Assets

LNDI – Land Improvements

The Transfer of Funds document does not allow the AGENCY sub-fund (Chart Code of CO or PB), or the SLICE sub-fund to be used.

AGENCY - Agency Fund (CO chart code)

1AGENC - Agency Fund (PB chart code)

SLICE - Student Leadership Involvement (CO chart code)