Transfer of Funds (TF)

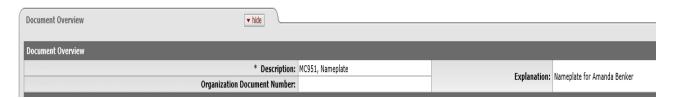
Document Overview:

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).

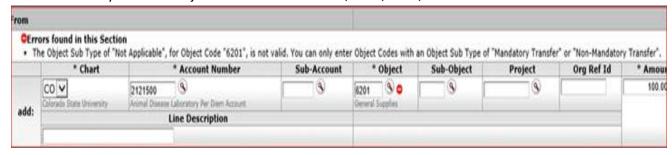
How to Complete the Document:

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.

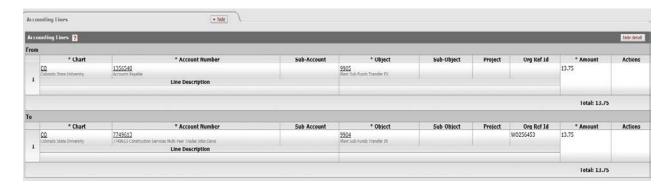
Complete the Transfer of Funds Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field.



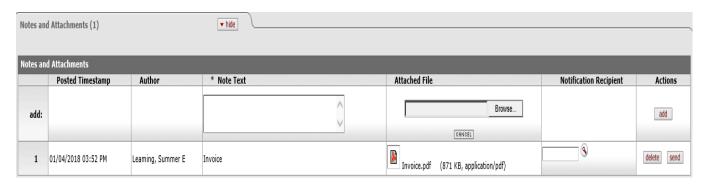
Complete the accounting lines section transferring funds "From" one account and "To" the account requiring the funding. Only transfer object codes (9900, 9902, 9904, and 9905) can be used in the TF document. If other object codes are used, an error will occur. An example below shows the error received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



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.

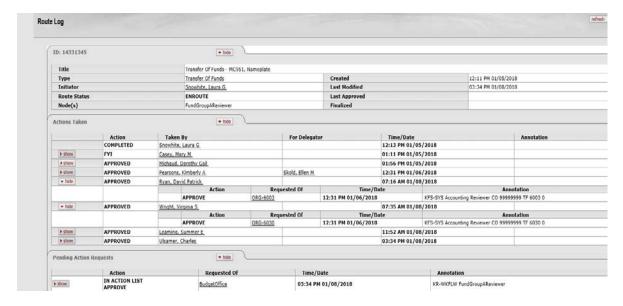


Support for the amount moving should be attached to the Notes/Attachments section in PDF or TIFF format.



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 subfund (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 (77xxxxxx) account is being used in the document.



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	<u>Component</u>	Application ID	<u>Parameter Name</u>	Parameter Description	<u>Parameter Value</u>	Parameter Constraint Code
KFS-FP	<u>TransferOfFunds</u>	KFS	FUND GROUP BALANCING SET	The Transfer of Funds document relies on	AF;CL	A
KFS-FP	<u>TransferOfFunds</u>	KFS	OBJECT LEVELS	Object Level(s) restricted from use on a	BLDG;CINP;EQUP;LAND;LBKS;LNDI	D
KFS-FP	<u>TransferOfFunds</u>	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

EQUP - 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)