Interlocation Transfers of Funds (ITF) Guide for UCSC Departments

Effective 9/1/23, a new system for processing Interlocation Transfer of Funds (ITF) was implemented for the University of California. This new system requires the use of accounting elements consistent with the new systemwide Common Chart of Accounts (CCOA), which was implemented on July 1, 2023. Instructions and forms for ITFs have been updated. Budget Analysis and Planning (BAP) will continue to process all outgoing and incoming ITF's and is available to support units in preparing forms for these transfers. Questions about ITFs should be directed to itf-bap-group@ucsc.edu.

Please use <u>this form</u> if your department needs to transfer funds to another UC Campus or Multi-Campus Research Unit (MRU) or if your Department is receiving funds from another UC Campus or MRU and you need to provide them the CCOA account string.

Outgoing Funds:

If your department needs to transfer funds to another UC Campus or MRU – Please fill out the following information on the ITF Request form:

- Subject Line- Which UC campus or MRU is this transfer going to?
- Explanation- Brief description of the purpose of the transfer. (If any) Please include any specific programs or projects involved in this transfer. Feel free to include the receiving campus's local account string in the explanation box.
- GL Transfer From (DR) (Cell J5): Amount being transferred
- Campus Comments (Cell O5): Your unit's full local account string (Fund-Org-sub-activity(optional))
- Departmental Approval and date approved

Once this information has been completed, please send BAP an excel copy of this form using the shared email: itf-bap-group@ucsc.edu. In your email, include the receiving campus account string in the new CCOA format. The other campus will need to provide this information to you which includes:

Entity Level C, Account Level E, Account Level D, Fund Level D, Fund Level C, Function Code, Department, Project, Program, Description, Campus Comments, Flex 1, Flex 2

Green = Required

Yellow = Optional

BAP will then convert the provided UCSC local account string to the new Common Chart of Account format and enter the receiving campus account string. Once this has been completed, BAP will process the transfer and provide your department with a confirmation email that includes the form number (SXXX).

Example of completed ITF form from Department for outgoing transfers:

ubject Line Explanation						Comments - (Sys Bud	get Office Use Only)	4								
UCSC10 UCOP					Returnung u		P COA: 20515-34384	-2562150-785075-								
Entity	Account Level	Account Level			Function				GL Transfer From		Perm. Trf. From (DR.)	Perm. Trf. To (CR.)				
Level C	E	D	Fund Level D	Fund Level C	Code	Department	Project	Program	(DR.)	GL Transfer To (CR.)		[Omit Cents]	Description	Campus Comments	Flex 1	Flex 2
								J	10,000.00					12345-441234-B08000		
									,							
																_
																_
																-
																_
																-
																-
PPROVAL	S (for requests s	ubmitted by mail)														
ocal Depart	tment Level Signa	ature:	Signature					Date Signed:	10/1/2023							
			Signature					Date Signed:	10/1/2023							

Example of completed ITF form after BAP conversion for outgoing transfers:

The ITE do	cument template	allows you to cre	ata transactions	in Excel and auto	matically los	d them into ITE O	nline Please enter is	oformation only in the	he light hlue shaded							
The ITF document template allows you to create transactions in Excel and automatically load them into ITF Online. Please enter is Subject Line Explanation							normation only in a	Comments - (Sys Bud	7							
oubjoot En	10				Explanation				Commonto (Cyc Duc	got omeo ooo omy						
					Returnung u	nsed funds to UCC	OP COA: 20515-34384	-2562150-785075-								
UCSC to U						34384-000000		180	OI T		n T.(F (DD)	D T.(T. (OD.)				
Entity Level C	Account Level	Account Level	Found Level D	Fund Level C	Function Code	Department	Project	Program	GL Transfer From (DR.)	GL Transfer To (CR.)	Perm. Trf. From (DR.) [Omit Cents]	[Omit Cents]	Description	Campus Comments	Flex 1	Flex 2
1711	T0814D	78011D	12345	7000C	44	441234	Project	Program	10,000.00		[Omit Cents]	[Omit Gents]	Description	12345-441234-B08000	Flex I	FIEX 2
1711	TB1000	44000D	12345	7000C	00	344000			10,000.00	10,000.00				12345-344000-T0814D		_
2051	785075	78507D	12345	7000C	44	2562150				10,000.00				1201001100110		
2051	440000	44000D	12345	7000C	00	2562150			10.000.00							
																-
																-
																_
																_
APPROVA	LS (for requests s	ubmitted by mail)														
Local Depa	rtment Level Sign	ature:	Signature					Date Signed:	10/1/2023							
ocal Divisi	on Level Signatur	e:	Signature					Date Signed:	10/1/2023							

Incoming Funds:

If your department is receiving funds from another UC Campus or MRU you may be asked to complete an ITF form for that campus. If this is the case, please send itf-bap-group@ucsc.edu an email and include your Unit's Full Local Account String (Fund-Org-sub-activity(optional)). Please include the other campus's ITF request form as an attachment. BAP will then convert your local account string to CCOA format and forward you the form to provide to the Campus/MRU. If no ITF request form is provided, please download the ITF request form here and fill out the following information:

- Subject Line- What campus or MRU is sending the funds?
- Explanation- Brief description of the purpose of the transfer. (If any) Please include any specific programs or projects involved in this transfer. Feel free to include the sending campus's account string in the explanation box.

Campus Comments (Cell O7): Your unit's full local account string (fund-org-sub-activity(optional))

Please send an email to itf-bap-group@ucsc.edu. BAP will then convert your account string to CCOA format and forward you the form to provide to the Campus/MRU.

Example of completed ITF form from Department for incoming transfers:

			•													
		allows you to crea	ate transactions				nline. Please enter ir							-		
Subject Lir	10				Explanation	1			Comments - (Sys Bud	get Office Use Only)						
					Transfer to I	ICEC LICOR COA	: 20515-34384-25621	EN 70EN7E 442 NNN								
UCOP to U	csc				RG34384-00	0000	(, 20010-04004-20021)	30-703073-442-000-								
Entity Account Level Account Level					Function			GL Transfer From		Perm. Trf. From (DR.)	Perm, Trf, To (CR.)					
Level C	E	D	Fund Level D	Fund Level C	Code	Department	Project	Program	(DR.)	GL Transfer To (CR.)		[Omit Cents]	Description	Campus Comments	Flex 1	Flex 2
							_									
														12345-441234-B08000		
400001/4																
APPROVA	LS (for requests so rtment Level Signa	ubmitted by mail)						Date Signed:								
Local Divis	ion Level Signature	ture.						Date Signed:								

Example of completed ITF form after BAP conversion for Incoming transfers:



Please email itf-bap-group@ucsc.edu if you have any outstanding questions or concerns.