

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 the form here: <https://planning.ucsc.edu/budget/coa-fund-tranfers/itf-request-form-9.1.23.xlsx> 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:

The ITF document template allows you to create transactions in Excel and automatically load them into ITF Online. Please enter information only in the light blue shaded																		
Subject Line										Explanation							Comments - (Sys Budget Office Use Only)	
UCSC to UCOP										Returning unused funds to UCOP COA: 20515-34384-2562150-785075-442-000-RG34384-000000								
Entity Level C	Account Level E	Account Level D	Fund Level D	Fund Level C	Function Code	Department	Project	Program	GL Transfer From (DR)	GL Transfer To (CR)	Perm. Trf. From (DR) [Omit Cents]	Perm. Trf. To (CR) [Omit Cents]	Description	Campus Comments	Flex 1	Flex 2		
									10,000.00					12345-441234-808000				
APPROVALS (for requests submitted by mail)																		
Local Department Level Signature										Date Signed: 10/1/2023								
Local Division Level Signature										Date Signed: 10/1/2023								

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

The ITF document template allows you to create transactions in Excel and automatically load them into ITF Online. Please enter information only in the light blue shaded																		
Subject Line										Explanation							Comments - (Sys Budget Office Use Only)	
UCSC to UCOP										Returning unused funds to UCOP COA: 20515-34384-2562150-785075-442-000-RG34384-000000								
Entity Level C	Account Level E	Account Level D	Fund Level D	Fund Level C	Function Code	Department	Project	Program	GL Transfer From (DR)	GL Transfer To (CR)	Perm. Trf. From (DR) [Omit Cents]	Perm. Trf. To (CR) [Omit Cents]	Description	Campus Comments	Flex 1	Flex 2		
1711	T0814D	78011D	12345	7000C	44	441234			10,000.00					12345-441234-808000				
1711	T81000	44000D	12345	7000C	00	344000				10,000.00				12345-344000-T0814D				
2051	785075	78507D	12345	7000C	44	2562150				10,000.00								
2051	440000	44000D	12345	7000C	00	2562150			10,000.00									
APPROVALS (for requests submitted by mail)																		
Local Department Level Signature										Date Signed: 10/1/2023								
Local Division Level 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:

The ITF document template allows you to create transactions in Excel and automatically load them into ITF Online. Please enter information only in the light blue shaded

Subject Line															Explanation			Comments - (Sys Budget Office Use Only)		
UCOP to UCSC															Transfer to UCSC. UCOP COA: 20515-34384-2562150-786075-442-000- RG34384-000000					
Entity Level C	Account Level E	Account Level D	Fund Level D	Fund Level C	Function Code	Department	Project	Program	GL Transfer From (DR.)	GL Transfer To (CR.)	Perm. Trf. From (DR.) [Omit Cents]	Perm. Trf. To (CR.) [Omit Cents]	Description	Campus Comments	Flex 1	Flex 2				
														12345-441234-808000						
APPROVALS (for requests submitted by mail)															Date Signed:					
Local Department Level Signature:															Date Signed:					
Local Division Level Signature:															Date Signed:					

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

The ITF document template allows you to create transactions in Excel and automatically load them into ITF Online. Please enter information only in the light blue shaded

Subject Line															Explanation			Comments - (Sys Budget Office Use Only)		
UCOP to UCSC															Transfer to UCSC. UCOP COA: 20515-34384-2562150-786075-442-000- RG34384-000000					
Entity Level C	Account Level E	Account Level D	Fund Level D	Fund Level C	Function Code	Department	Project	Program	GL Transfer From (DR.)	GL Transfer To (CR.)	Perm. Trf. From (DR.) [Omit Cents]	Perm. Trf. To (CR.) [Omit Cents]	Description	Campus Comments	Flex 1	Flex 2				
1711	T0814C	78511D	12345	7000C	44	441234								12345-441234-808000						
1711	TB1000	44000D	12345	7000C	00	344000								12345-344000-T0814C						
APPROVALS (for requests submitted by mail)															Date Signed:					
Local Department Level Signature:															Date Signed:					
Local Division Level Signature:															Date Signed:					

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