

UCOP Business Resource Center

Fiscal Close Classes!



INTERLOCATION TRANSFER OF FUNDS (ITF)

What is an Interlocation Transfer of Funds?

An Interlocation Transfer of Funds is a Budgetary transaction that transfers funds from one location/campus to another.

Why would I need to process an ITF?

If your department has agreed to fund a project at a campus, an ITF would be processed.

Are ITFs the same as Cost Transfers?

No. An ITF moves **funds** (*budgetary*) from your FAU to a campus chart string. A cost transfer moves **expenses** (*financial*) from one FAU/chart string to another FAU/chart string.

What information do I need to submit when I request an ITF?

- The ITF form can be found [here](#).
- On the ITF form you must include the following information:
 - Subject Line
 - Explanation
 - Loc 1 (Campus Loc, 1=BK, 2=SF, 3=DV,4=LA, 5=RV, 6=SD, 7=SC, 8=SB, 9=IR, 0=Merced)
 - Loc 2 (1=local, 2=Systemwide)
 - Corporate Account (for M, your FAU Account number, for campus, the Legacy Account number)
 - Fund (For M, your FAU Fund number, for campus, the Legacy Fund number)
 - Sub
 - Transaction Description
 - GL Transfer From (DR.) (\$ amount)
 - GL Transfer To (CR.) (\$ amount)
 - Full Accounting Unit (the campus local chart string)

Note: You only prepare the ITF if you are sending funds to the campus (your FAU has the debit). If you are receiving funds, the campus will initiate the ITF.

How do I submit an ITF?

Send all completed forms and documentation to the BRC in ServiceNow. From the Opening page select Request Service > Business Resource Center > Compliance, Accounting, Audit and Policy (CAAP) >Interlocation Transfer of Funds.

INTERLOCATION TRANSFER OF FUNDS (ITF), CONT.



When may I submit an ITF that will show in this Fiscal Year?

The deadline for Fiscal Close is **May 15th**. If you miss the May deadline your transfer cannot be processed in this Fiscal Year.

How do I identify an ITF transaction on my ledger?

ITF transactions appear on your detailed general ledger the month following submission. They appear in the Appropriation column and have a type entry 15.

What if I have additional questions about ITFs?

Please send questions to your Budget Coordinator. The list of Budget Coordinator assignments can be found [here](#).

ITFs are processed as a batch at month-end. ITFs are due 11 working days prior to month end, except in May and June (see below for May deadline; there are no June submissions). If you miss a deadline during the year, your ITF will be processed in the subsequent batch.