

# Preparing ITF's and Submitting to the BRC

A guide for BRC Clients on how to prepare and submit Interlocation Transfer of Funds for processing

## What's new with Interlocation Transfer of Funds (ITF's)

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- Effective January 2021 the ITF system now uses the COA for UCOP, UC Merced and UC San Diego
- You will use the COA Account and Fund in the Corporate Account and Fund fields in Line 1 of the ITF Excel Form
- You will also include your complete COA in the Explanation field
- The Account should be the 780XX5 account for the campus you are sending funds to (more details on how to determine this are included in this training)
- If you use PPM, you will also need to include your POETAF in the Explanation field
- ITF's should be submitted to the BRC Compliance, Accounting, Audit and Policy (CAAP) team using ServiceNow
- ITF's will be reviewed and approved by your Budget Coordinator during the submission process
- ITF's should be submitted using an Excel template

# Interlocation Transfer of Funds - Submission Form

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 areas. You may insert or delete rows in between row 5 and 18.

Subject Line			Explanation				Comments			
Loc1	Loc2	Corporate Account	Fund	Sub	Transaction Description	GL Transfer From (DR.)	GL Transfer To (CR.)	Perm. Trf. From (DR.) [Omit Cents]	Perm. Trf. To (CR.) [Omit Cents]	Full Accounting Unit

Loc2  
Requires  
1 digit

# How to complete the form

**Explanation**

COA: xxxxx-xxxxx-xxxxxxx-780xx5-xxx-xxx-xxxxxxx-xxxxxx-xxxxx-xxxxxx-xxxxxx  
 POET: xxxxxxx-xxxxxx-xxxxxx xxxxx-xxxxxxx  
 Explanation of why funds are being transferred to a campus. The COA and POET information is needed in the explanation until the ITF program is updated to allow the use of the COA. Use your FAU in the form below.

Subject Line	Explanation					Comments					
	Loc1	Loc2	Corporate Account	Fund	Sub	Transaction Description	GL Transfer From (DR.)	GL Transfer To (CR.)	Perm. Trf. From (DR.) [Omit Cents]	Perm. Trf. To (CR.) [Omit Cents]	Full Accounting Unit
UCOP Dept. COA* Leave this line blank	04	2	780xx5	xxxxx	8	Transfer to UCX for X	123,456.78				
Campus CAFP number* Leave this line blank	xx	x	xxxxxx	xxxxx	x	Transfer from UCOP for X		123,456.78			(if available, req'd for UCD)

Complete the Subject Line and Explanation, leaving the Comments field blank

**\*How to complete the accounts:**

UCOP Dept. FAU:	Campus	Loc1	Loc2
Loc1 = 04, Loc2 = 2	UCB	01	1
	UCB - "J"	01	2
Then provide the UCOP Expense Account and Fund from the COA and use sub 8 that you wish to transfer funds from	UCSF	02	1
	UCSF - "K"	02	2
	UCD	03	1
Campus Corporate Account Fund Profile (CAFP) number	UCD - "L"	03	2
Loc1 = Campus Location Number or Letter (see chart to right)	UCLA	04	1
	UCOP - "M"	04	2
Loc2 = 1 for local 2 for systemwide (see chart to right)	UCR	05	1
	UCR - "N"	05	2
Then provide the Corp. Account/fund of the appropriate CAFP (get this from the campus department you are sending funds to)	UCSD	06	1
	UCSD - "O"	06	2
	UCSC	07	1
	UCSC - "P"	07	2
	UCSB	08	1
	UCSB - "Q"	08	2
	UCI	09	1
	UCI - "R"	09	2
	UCM	10	1
	UCM - "S"	10	2

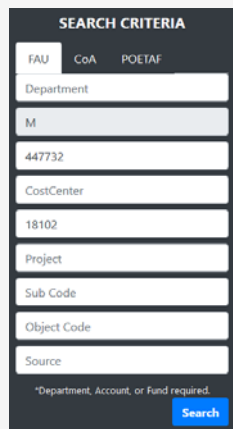
- Complete the Subject Line and Explanation fields (leave the Comments field blank)
  - In the Explanation field list the COA that will be used to transfer funds from
  - If you use POETAF, please include that information on the second line of the Explanation
  - Include the name, phone number and email for the campus contact
- Complete line 1 with the UCOP COA information that the funds should be transferred from
  - For UCOP: Loc 1 is always 04 and Loc 2 is always 2
  - Corporate Account: Use the COA 780XX5 Expense Account number assigned to the campus you are sending funds to (instructions on how to determine which account to use included in the following pages;)
  - Fund: Use your COA Fund
  - Sub: Use 8
- Complete Line 3: Provide the campus corporate account fund profile (CAFP) number you receive from your campus contact
  - This is the "UCOP" account that maps to the local campus account where the funds should be transferred to
  - For UCM and UCSD this will be their Common Chart of Account (CCOA)
- Use the chart to the left to determine Loc 1 and Loc 2.
  - If the campus uses their number location code, the Loc2=1.
  - If the campus uses their alpha location code, the Loc2=2.
- Include the Campus Chart String in the Full Accounting Unit field for the campus if available (as much as can fit)
  - This is the corresponding campus account that the CAFP account maps to.
  - If sending funds to UCD, the Full Accounting Unit is required.
  - It is always a good idea to include this if you have it for any campus.
- Save the form in Excel format and attach to your request in ServiceNow

## How to complete the form – Using the COA Translation Tool

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- ❑ Use the COA Translation Tool to convert your FAU to the new COA to identify your Entity, Financial Unit, Fund and Function (do not use any of the accounts that return in your search)

### [COA Translation Tool](#)



SEARCH CRITERIA

FAU CoA POETAF

Department

M

447732

CostCenter

18102

Project

Sub Code

Object Code

Source

\*Department, Account, or Fund required.

Search

Chart of Account					
Entity	Financial Unit	Fund	Account	Function	
20515	2562210	D8102	539400	441	

- ❑ Use the chart on the following page to determine which Intercampus Transfer Account (780XX5) to use

## How to complete the form – Selecting the UCOP Account Code for Transfers of Funds to Campuses

### UCOP ACCOUNT CODES FOR TRANSFERS OF FUNDS TO CAMPUSES

#### UCB

780015 INTERLOCATION TRANSFER OF FUNDS - UCB (DEBIT ENTRIES FOR UCOP)

#### UCSF

780025 INTERLOCATION TRANSFER OF FUNDS - UCSF (DEBIT ENTRIES FOR UCOP)

#### UCD

780035 INTERLOCATION TRANSFER OF FUNDS - UCD (DEBIT ENTRIES FOR UCOP)

#### UCLA

780045 INTERLOCATION TRANSFER OF FUNDS - UCLA (DEBIT ENTRIES FOR UCOP)

#### UCR

780055 INTERLOCATION TRANSFER OF FUNDS - UCR (DEBIT ENTRIES FOR UCOP)

#### UCSD

780065 INTERLOCATION TRANSFER OF FUNDS - UCSD (DEBIT ENTRIES FOR UCOP)

#### UCSC

780075 INTERLOCATION TRANSFER OF FUNDS - UCSC (DEBIT ENTRIES FOR UCOP)

#### UCSB

780085 INTERLOCATION TRANSFER OF FUNDS - UCSB (DEBIT ENTRIES FOR UCOP)

#### UCI

780095 INTERLOCATION TRANSFER OF FUNDS - UCI (DEBIT ENTRIES FOR UCOP)

#### UCM

780105 INTERLOCATION TRANSFER OF FUNDS - UCM (DEBIT ENTRIES FOR UCOP)

\*Note: Use the 78XXXX accounts as your departmental account when transferring funds from UCOP to a Campus


\*Note: When a 7XXXXX account is used, a Function Code must also be used in that COA

- Select the account assigned to the campus you are sending funds
- This will be used as the Account segment of your COA in the explanation AND the Corporate Account on line 1 of the ITF Excel Form

[7XXXXX Complete Cheat Sheet](#)

# How to submit an ITF using ServiceNow – Locating the ITF Request Form

- Once the Excel form is completed, submit to the Business Resource Center CAAP team using [ServiceNow](#)

-  **Request Service**  
Request Services, software, or hardware.
- Business Resource Center**  
General Requests for Non-Payroll Services
- Compliance, Accounting, Audit and Policy (CAAP)**
- Interlocation Transfer of Funds**  
Submit your approved Interlocation transfer of funds (ILTF)

Service Catalog > Request Service > Business Resource Center > Compliance, Accounting, Audit and Policy (CAAP) > Interlocation Transfer of Funds

Submit your approved Interlocation transfer of funds (ILTF)

Please attach the ILTF form to this request. Here is the link to the form on our web site: <http://www.ucop.edu/business-resource-center/files/xlsx>

**Requestor Info**

Name: Amy Vrizuella

Phone: (510)987-9135

Email: Amy.Vrizuella@ucop.edu

Department: BRC - Business Resource Center

**Request Information**

\* Requested on behalf of (yourself or someone else)

\* Request description

\* Business justification (purpose)

\* Department code

Department name

Rush: No

Use the paperclip to attach any documents

Additional comments or instructions

Submit Request Item

Submit

## How to submit an ITF using ServiceNow – Completing the ITF Request Form

**Requestor Info**

Name  
Amy Vrizuella

Phone  
(510)987-9135

Email  
Amy.Vrizuela@ucop.edu

Department  
BRC - Business Resource Center

**Request Information**


\* Requested on behalf of (yourself or someone else)

\* Request description  
ITF to UCX for \_\_\_\_\_

\* Business justification (purpose)  
Sending money from UCOP to UCX to support etc.

\* Financial Unit #

Rush  
No

Use the paperclip  to attach any documents

Additional comments or instructions

Submit Request Item

Submit

Put your name as Requested on Behalf Of to ensure you get all email correspondence regarding this request

Include a brief description of your request and the business purpose for the ITF

Enter your Financial Unit number

Attach your form using the paperclip and then click Submit

Your submission is the approval for us to process the ITF.



## What's next?

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- Your request will first be routed to your Budget Coordinator for review and approval
- Once approved, your request will be routed to the BRC CAAP team for processing
- Once the BRC CAAP team has processed the ITF, it makes one final stop in the Systemwide Budget Office
- Systemwide Budget will review and approve the request and the transfer will be made

## Monthly ITF Deadlines

<b>INTERLOCATION TRANSFER SCHEDULE 2021</b>	
<b>Month</b>	<b>Deadline for Submittal to BRC</b>
January	<b>01/14/2021</b>
February	<b>02/11/2021</b>
March	<b>03/16/2021</b>
April	<b>04/16/2021</b>
May	<b>05/14/2021</b>
June	*No ITF's processed in June
July	<b>07/16/2021</b>
August	<b>08/17/2021</b>
September	<b>09/16/2021</b>
October	<b>10/15/2021</b>
November	<b>11/12/2021</b>
December	<b>12/08/2021</b>

\*This is the last month to get all ITF's for the fiscal year processed. Please try to get these requests submitted as early as possible.

Questions?



## Who to contact for assistance with submitting ITF's?

[BRC-CAAP@ucop.edu](mailto:BRC-CAAP@ucop.edu)

There is a CAAP analyst assigned to cover the BRC CAAP team shared email Monday through Friday, 8am to 5pm.