HOW TO PROCESS A TRANSFER OF FUNDS (TOF)
*Revised December 31, 2022*

Purpose and Use of the TOF system
- The TOF system is utilized by authorized preparers to record permanent or temporary budgetary transfers. These transactions only affect the APPROPRIATIONS column of the ledgers.
- Due to the budgetary nature of these transactions, TOFs can only be processed between the same fund number. Budgetary funds can be transferred from one account, cost center, or sub to another, but **NEVER** transferred from one fund number to a different fund number.
- Budgetary TOF is used to establish a budget or adjust a budget. Examples include, but are not limited to:
  - Office of Research Data Management (ORDM) establishes appropriation received from agency by transferring funds into the PI's acct/cc/fund.
  - PI collaborates with a Co-Investigator in another department at UCLA, so fund manager transfers funds approved by PI to the Co-Investigator's department.
  - Fund manager transfers funds from sub 08 – Unallocated, to the appropriate subs based on the approved budget.

How to Process an Online TOF

Go to https://www.finance.ucla.edu/

Online Financial Systems
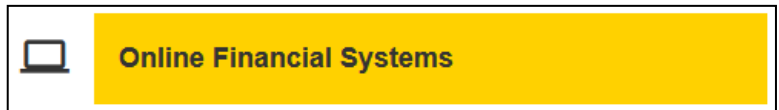
Scroll down and click on the **Online Financial Systems** option on the left

Access the TOF system using your **UCLA Logon and Password**.

FINANCIAL SYSTEM REPORTS
- ► UCLA Financial Web Reports (CDW) *Feedback*
- ► UCLA Financial Web Reports
- ► Payroll Reports
- ► CG Reports
- ► PAC/BruinBuy Reports
- ► BAR Reports
- ► CASHNET Reports

APPLICATIONS
- ► Consolidated Gift Fund Management
- ► Web DocumentDirect
- ► PAN - Post Authorization Notification
- ► CASHNET - Processing Cash Receipts
- ► CASHNET - Services Application
- ► Express Guest Profile

FINANCIAL SYSTEM KEY ENTRY
- ► Non-Payroll Expenditure Adjustment
- ► Transfer of Funds
- ► Recharge System

UC PATH
- ► Project Code Maintenance
- ► General Liability
- ► Suspense Redirect

Click on the **Transfer of Funds** option.

Click on the **Temp Only** button.

Side Note: What is a **Permanent Transfer**?

> A **Permanent Transfer of Funds** affects the Budget System. This system manages the ongoing, year to year budget that is provided by the State, Endowments, and Income Producing Funds (e.g. Sales & Service funds). At the beginning of each fiscal year, the Permanent Budget approved by the State is allocated to the campus and loaded into the FS System, becoming the Temporary Operation Budget populating the appropriation column of the General Ledger. Permanent Transfer of Funds need to be made for the following reasons:
> 1. Merit increases or changes in FTE
> 2. Increase/decrease in ongoing activities
> 3. Anytime the Budget System needs to be adjusted
>
> **Generally, Permanent Transfer of Funds is processed at the campus level, not by departmental staff.**

Complete the Transfer of Fund online form shown below.

1. **Open Template** or **Excel Import** – To streamline the process, you may choose to use a template you have pre-saved and/or upload an [Excel Import Template](#) rather than typing an explanation from scratch or manually typing every transaction field.

2. **Effective Date** – If the previous month's ledger has not yet closed, you can back date the Effective Date to the last day of the month so that the TOF hits the closed ledger quicker.
Example: Today's date is August 4, 2008. The July ledger has not yet closed. Change the Effective date to 07/31/2008, so that the TOF is reflected on the July ledger instead of the August ledger.

NOTE: How do I know if I can still affect the previous month's ledger or not? Check **the FS Month-End Deadline** schedule: https://www.finance.ucla.edu/corporate-accounting/fs-month-end-deadlines

3. **Journal Explanation** – Make sure you include a detailed explanation as to why the TOF is being processed. Be especially descriptive when processing TOFs on contract and grant funds.

For transfers involving contract or grant funds to an investigator in another department/division, the following information should be included in the Journal Explanation:

TOF EXPLANATION EXAMPLE:
CC/FFFFF TRANSFERRING YR. 1 FUNDS TO DEPT. OF HEM-ONC FOR
SALARY/BENEFITS FOR CO-INVESTIGATOR, DR. JOSEPH BRUIN @ 2% EFFORT
ACCORDING TO THE APPROVED BUDGET. BREAKDOWN IS AS FOLLOWS:
$3,224 SALARY + $548 BENEFITS @ 17% = $3,772 TOTAL DIRECT COST
$980.72 F&A @ 26% MTDC. $4,752.72 TOTAL COST TRANSFERRED.

ANY OVERDRAFT WILL BE THE RESPONSIBILITY OF THE RECEIVING DEPARTMENT.

PI: ALAN FOGELMAN
AGENCY: NIH/NCI
AWARD #: R01 HL012345
BUDGET PER: 09/01/08-08/31/09
PROJECT PER: 09/01/08-08/31/13
TOTAL AWARD AMT: $2,123,456
PROJECT TITLE: DETERMINING HEART FUNCTIONS

NOTE: Adding the CC/FFFF (cost centers/fund) involved in the TOF will assist you in finding
the TOF in the PAN system if you ever have to search for a copy of the transaction. See
below PAN Notification Selection Search:

4. Verify all the debit & credit amounts are equal.

5. Click on the **Validate** button. Once you receive the Message below, click on the OK button.
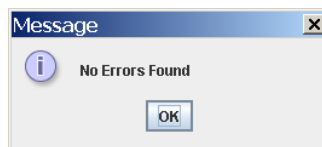

You may receive an Error message at this point. All Errors will have to be resolved prior to moving
forward.

6. Next, click on the **Submit** button. You will then get the notification below, giving you one more opportunity to cancel the transaction before completing the transfer. If you wish to proceed, click on the OK button.
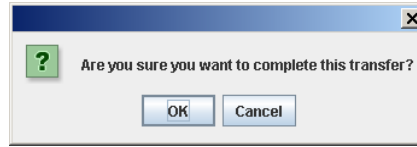
7. **Email** – Once submitted, you can add yourself (and others if necessary) as a recipient of the transaction or you can print the "View as PDF" for your fund binders.
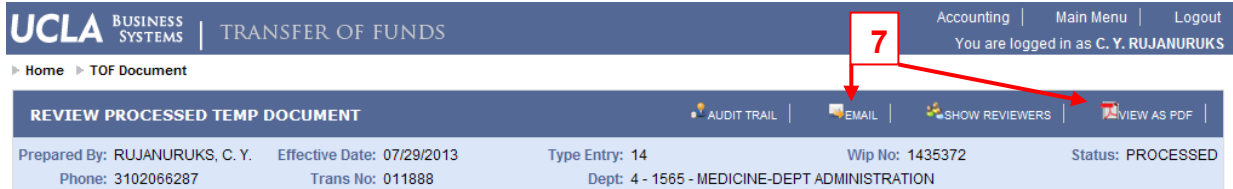
REMEMBER: Even if you are listed as a Mandatory Reviewer for TOFs in your division, the TOF system will remove your name as a reviewer if you are also the preparer.
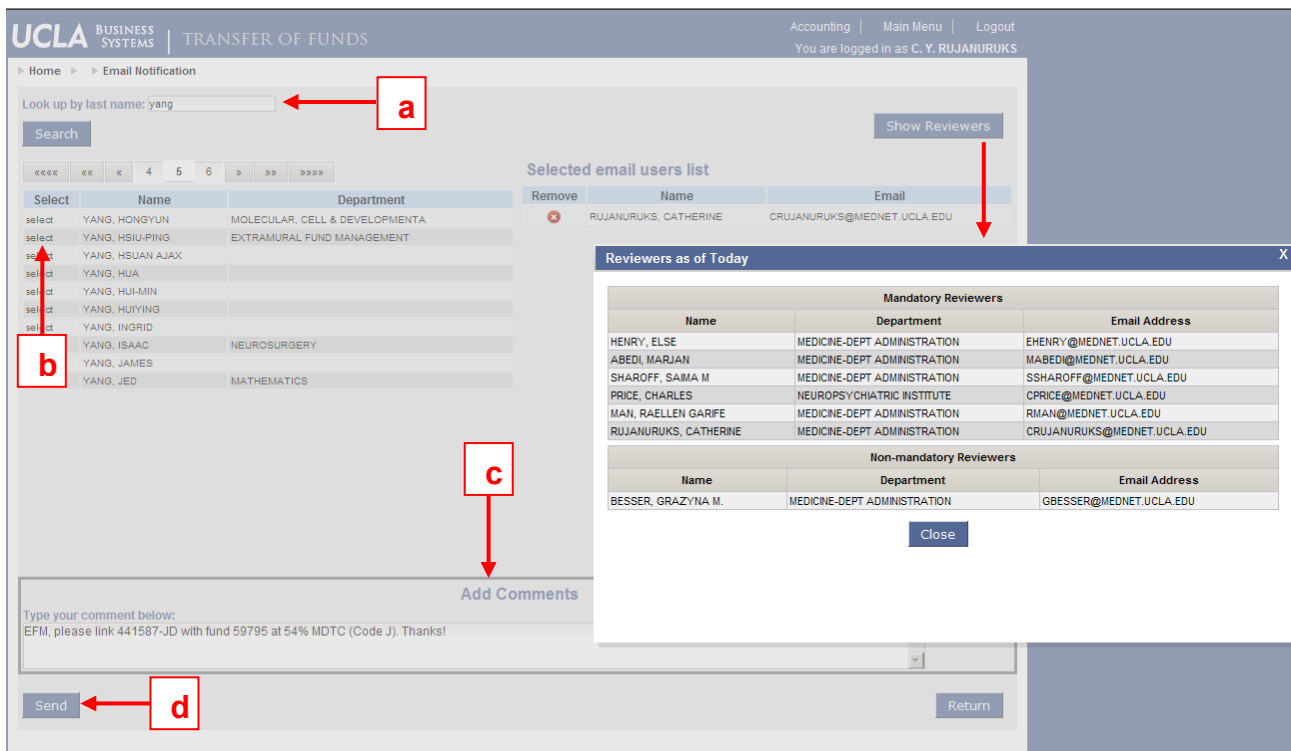
To add additional reviewers:
  a) Look up by last name
  b) "Select" appropriate person
  c) If you wish to **Add Comments**, type your comments in the blank space
       o Example: ***You have to cc General Accounting (GA) for unrestricted funds and EFM for contract & grant funds if you would like GA/EFM to establish the links between the Acct/CC and the Fund if this is the first time the acct/cc has been***

    used with a specific fund. Hint: You will get a warning message when you try to post the TOF if this is the case.
- Sample Comment: EFM, please link account/cost center 441234-AB with fund 34567 @ 56% MTDC (code J) F&A rate. Thank you!
- o If you do not need to add Comments, just leave this section blank.

  d) Click "Send".

If you added yourself as a reviewer, you will receive an email notification with a copy of the transaction.

Print out this email to PDF, attach any backup documentation, and save in the appropriate shared drive.

The TOF will appear on your general ledger as a Type Entry 14 the next business day. Make sure to reconcile the transaction on the ledger with the copy of your TOF filed in the shared drive.