

HOW TO PROCESS A TRANSFER OF FUNDS (TOF)

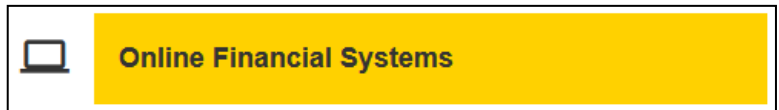
Revised December 31, 2022

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/>



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

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

A screenshot of the UCLA Finance website navigation menu. The menu is divided into three main sections: "FINANCIAL SYSTEM REPORTS", "APPLICATIONS", and "FINANCIAL SYSTEM KEY ENTRY". The "FINANCIAL SYSTEM KEY ENTRY" section is expanded, showing options like "Non-Payroll Expenditure Adjustment", "Transfer of Funds", and "Recharge System". A red arrow points from the "Transfer of Funds" option to the "UC PATH" section, which includes "Project Code Maintenance", "General Liability", and "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.

UCLA BUSINESS SYSTEMS | TRANSFER OF FUNDS

Accounting | Main Menu | Logout
You are logged in as C. Y. RUJANURUKS

Home > TOF Document

CREATE TEMP

Print PDF | Open Template | Save as Template | Excel Import

Prepared By: RUJANURUKS, C. Y. Effective Date: 07/29/2013 Type Entry: 14 Wip No: Status: NEW
mm/dd/yyyy

Phone: 3102066287 Trans No: Dept: 4 - 1565 - MEDICINE-DEPT ADMINISTRATION

Explanation: JD/Y1/59795 TRANSFERRING YR. 1 FUNDS TO THE HSR CENTER/DEPT OF NPI FOR SALARY/BENEFITS FOR DIANA LIAO, PROGRAMMER @ 5% EFFORT: \$12,014 SALARY + \$2,643 BENEFITS @ 22% = \$14,657 TDC + \$7,914.82 @ 54% IDC = \$22,571.82 TC.

Characters left: 37

#	Loc	Account	CC	Fund	Project	Sub	Object	Source	Description	Temp Debit	Temp Credit
1	4	441356	Y1	59795	LIAO	02	0000		TO: 441587-JD 02	12,014.00	
2	4	441587	JD	59795	LIAO	02	0000		FR: 441356-Y1 02		12,014.00
3	4	441356	Y1	59795	LIAO	06	0000		TO: 441587-JD 06	2,643.00	
4	4	441587	JD	59795	LIAO	06	0000		FR: 441356-Y1 06		2,643.00
5	4	441356	Y1	59795	LIAO	9H	0000		TO: 441587-JD 9H	7,914.82	
6	4	441587	JD	59795	LIAO	9H	0000		FR: 441356-Y1 9H		7,914.82
7	4						0000				
8	4						0000				
9	4						0000				
10	4						0000				
11	4						0000				
12	4						0000				
13	4						0000				
14	4						0000				
15	4						0000				
16	4						0000				
17	4						0000				
18	4						0000				
19	4						0000				
20	4						0000				
Totals:										22,571.82	22,571.82

Add empty rows

Save Validate Submit Cancel

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/FFFF 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:

UCLA Userid: BICYR Date: 07/29/13 Time: 15:27:52 Main Menu Logout

Post Authorization Notification Selection Results

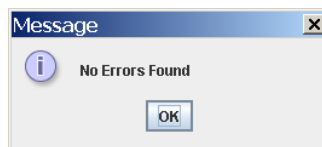
Notification Selection Criteria:
 Date : From 01/01/11 To 07/29/13
 Doc Type: TOF Doc ID: All Subject: All
 Org: All Div: All SubDiv: All Dept: All
 Loc: All Acct: All CC: All Fund: All Proj: All Sub: All Obj: All
 Amt: All
 Preparer: BICYR Reviewer: All
 Actions: All OpenType: ALL

Click on column header to sort, or click [here](#) to specify new selection criteria.

Doc Type	Doc ID	Actions/Subject	Date	Preparer
TOF	011888	Temp - HZ/29323 ALLOCATING SUB 08 ADDITIONAL FUNDS INTO VARI	07/29/13	RUJANURUKS, C. Y.
TOF	011814	Temp - HZ/37648 CORRECTION OF TOF # 102012 DATED 04/23/13. \$	07/26/13	RUJANURUKS, C. Y.
TOF	011755	Temp - LD/57844 ADJUSTING INDIRECT AND DIRECT COST ALLOCATIO	07/26/13	RUJANURUKS, C. Y.
TOF	011127	Temp - LD/29927 ALLOCATING YR. 2 FUNDS TO THE PHYSIOLOGY DEP	07/18/13	RUJANURUKS, C. Y.
TOF	011116	Temp - LD/29927 ALLOCATING MODULAR YR. 2 FUNDS FROM SUB 08 I	07/18/13	RUJANURUKS, C. Y.
TOF	011113	Temp - TC/HZ/30115 RETURNING UNOBLIGATED FUNDS TO HOME COST	07/18/13	RUJANURUKS, C. Y.
TOF	011083	Temp - HZ/78026 TRANSFERRING FUNDS FROM 781344-HZ TO 401344.	07/18/13	RUJANURUKS, C. Y.
TOF	010876	Temp - JK/38144 ALLOCATING UNRESTRICTED FUNDS FROM SUB 08 IN	07/16/13	RUJANURUKS, C. Y.
TOF	010753	Temp - HZ/TC/55223 SEPARATING OUT UNRESTRICTED ANADARKO GIFT	07/12/13	RUJANURUKS, C. Y.
TOF	125803	Temp - HZ/09549 ALLOCATING UNRESTRICTED SUB 05 FUNDS INTO SU	07/05/13	RUJANURUKS, C. Y.

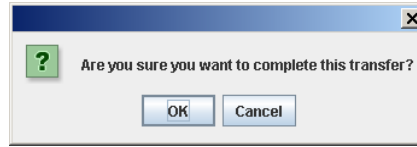
Displaying record 1 thru 10 of 200 records. Page 1 of 20

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.

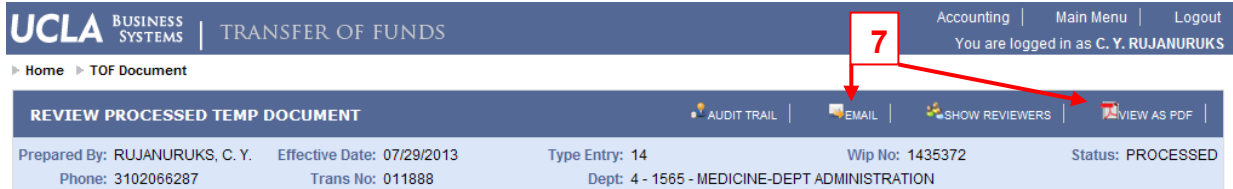


You may receive an Error message at this point. All Errors will have to be resolved prior to moving forward.

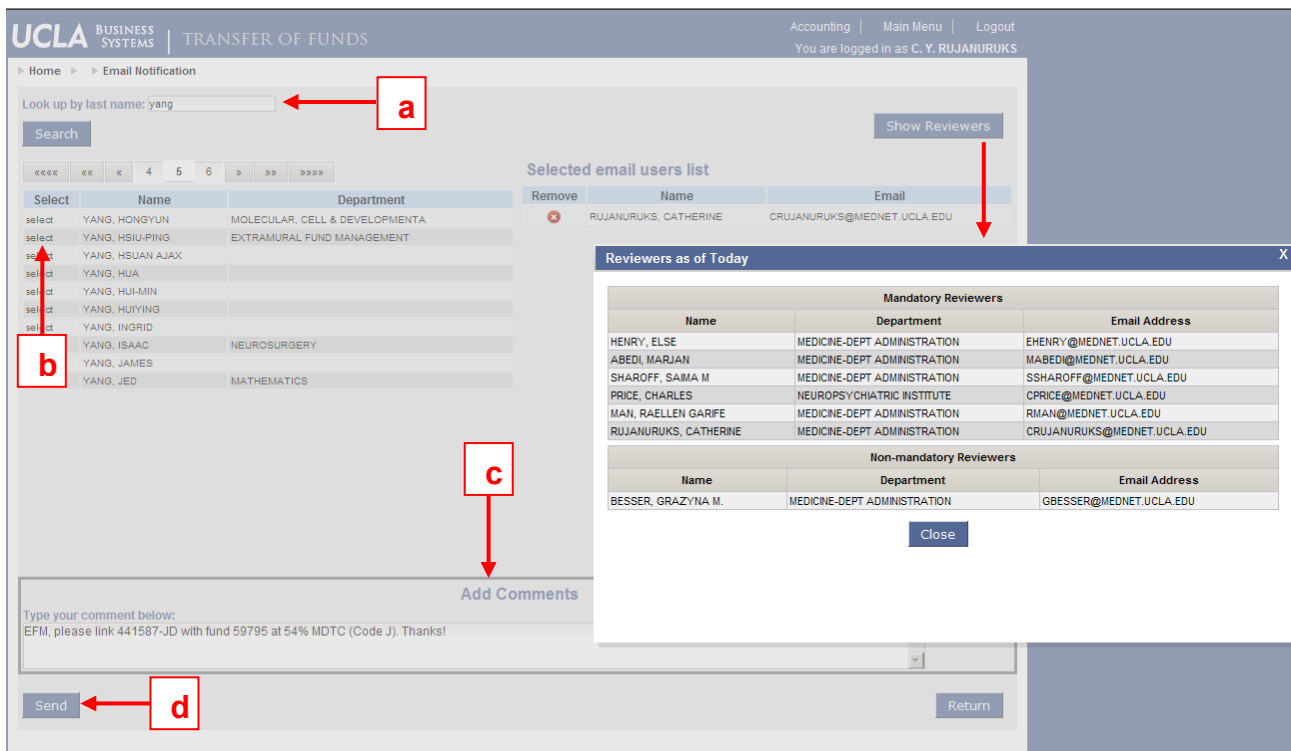
6. Next, click on the **Submit** button. You will then get the notification below, giving you one more opportunity to cancel the transaction before completing the transfer. If you wish to proceed, click on the OK button.



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!
 - 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.