

Transfer of Funds (TF)

Document Overview:

The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts. The TF document can be used to cover an overdraft, reimburse an account for an expense, or to fulfill a funding commitment. The two kinds of transfer transactions are mandatory and non-mandatory. Mandatory transfers are required to meet contractual agreements. Non-mandatory transfers are not required by any external agreements and are the most commonly used throughout the university. The Transfer of Funds Matrix located on the Business and Financial Services website under “Resources” lists allowable Transfer of Funds activity. Important note: Transfer of Funds documents should always have at least one “transfer in” object code (object codes 9900 or 9904) and at least one “transfer out” object code (object codes 9902 and 9905).

How to Complete the Document:

Review the Transfer of Funds matrix to confirm this is an allowable Transfer of Funds document (factoring in the sub-funds used). Review to confirm the entry cannot be completed by a Distribution of Income and Expense document instead. A Transfer of Funds document should only be used in cases where a Distribution of Income and Expense document cannot be used.

Complete the Transfer of Funds Document Overview section by adding a brief description of what is being done, then expand on it in the Explanation field.

DOCUMENT OVERVIEW

OVERVIEW

* Description: TEST

Organization Document Number:

Explanation: TEST

FINANCIAL DOCUMENT DETAIL

Total Amount: 13.75

Complete the accounting lines section transferring funds “From” one account and “To” the account requiring the funding. Only transfer object codes (9900, 9902, 9904, and 9905) can be used in the TF document. If other object codes are used, an error will occur. An example below shows the error received if we try to use an object code other than 9900, 9902, 9904, or 9905:

ACCOUNTING LINES Import Templates

FROM

Errors found in this Section

- The Object Sub Type of "Not Applicable", for Object Code "6201", is not valid. You can only enter Object Codes with an Object Sub Type of "Mandatory Transfer" or "Non-Mandatory Transfer".

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO Colorado State University	2121500 Animal Disease Laboratory Per...		6201 General Supplies				100.00		<input data-bbox="1372 1795 1396 1827" type="button" value="+"/>

TO

The below is an example if we use the correct object codes. In the below example, \$13.75 is being transferred from account 1356540 to account 7749613 for a Nameplate.

The screenshot displays the 'ACCOUNTING LINES' interface with two sections: 'FROM' and 'TO'. Each section contains a table with columns for CHART, ACCOUNT, SUB-ACCOUNT, OBJECT, SUB-OBJECT, PROJECT, ORG REF ID, AMOUNT, LINE DESCRIPTION, and ACTIONS.

FROM Section:

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO	Colorado State University						0.00		+
1	CO	Colorado State University	1356540	Accounts Payable	9905	Plant Sub Funds Transfer EX	13.75		⚖️ 🔄 🗑️
TOTAL:							13.75		

TO Section:

*CHART	*ACCOUNT	SUB-ACCOUNT	*OBJECT	SUB-OBJECT	PROJECT	ORG REF ID	*AMOUNT	LINE DESCRIPTION	ACTIONS
CO	Colorado State University						0.00		+
1	CO	Colorado State University	7749613	Construction Services ...	9904	Plant Sub Funds Transfer IN	13.75		⚖️ 🔄 🗑️
TOTAL:							13.75		

Support for the amount moving should be attached to the Notes/Attachments section in PDF or TIFF format.

The screenshot shows the 'NOTES AND ATTACHMENTS (1)' section. It includes a text input field for a note, an attachment area with a 'Choose File' button, and a table of existing attachments.

Note Text: [Empty text box]

Attachment: Choose File No file chosen. Remove Attachment

POSTED TIMESTAMP	AUTHOR	NOTE TEXT	ATTACHED FILE	NOTIFICATION RECIPIENT
1 08/18/2019 09:30 AM	Riba, Jackie	TEST	Invoice - 53.pdf (20 KB, application/pdf)	

Document Routing:

Once the document has been submitted, it will route to Fiscal Officers for each account used in the document. After fiscal officer approval, Department approvals (ORG-xxxx) are required. A Dean/VP approval (DIV-xxxx) also will be required if the document is greater than or equal to \$10,000. Campus Services also reviews all documents. Additional approvals will also occur dependent on the account sub-fund (ex. PLANT, SPONPR, and GIFT). Budget Office will be a final approver as well on accounts that fall under specific fund groups (ex. Fund Group A). Below is the routing of a transfer document that was for \$13.75. The Fiscal Officers (Gail Michaud and Kimberly Pearsons) approved, David Ryan and Virginia Wright approved for the department approval (ORG-6003 and ORG 6030) and Summer Leaming approved for Campus Services. Note that PLANT is a required approver after Campus Services because a PLANT (77xxxxx) account is being used in the document.

ID: 20110285 ▼ hide					
Title Transfer Of Funds - TEST					
Type Transfer Of Funds		Created		09:24 AM 08/18/2019	
Initiator Riba, Jackie		Last Modified		09:31 AM 08/18/2019	
Route Status ENROUTE		Last Approved			
Node(s) Account		Finalized			
Actions Taken ▼ hide					
Action		Taken By		Time/Date	
SAVED		Riba, Jackie		09:28 AM 08/18/2019	
COMPLETED		Riba, Jackie		09:31 AM 08/18/2019	
Pending Action Requests ▼ hide					
Action		Requested Of		Time/Date	
IN ACTION LIST APPROVE		Pearsons, Kimberly A.		09:31 AM 08/18/2019	
IN ACTION LIST APPROVE		Polzer, Grant Matthew		09:31 AM 08/18/2019	
				KFS-SYS Fiscal Officer CO 7749613	
				KFS-SYS Fiscal Officer CO 1356540	
Future Action Requests ▼ hide					
Action		Requested Of		Time/Date	
PENDING APPROVE		ORG-6030		09:31 AM 08/18/2019	
PENDING APPROVE		ORG-6003		09:31 AM 08/18/2019	
PENDING APPROVE		CampusServices		09:31 AM 08/18/2019	
PENDING APPROVE		PLANT		09:31 AM 08/18/2019	
PENDING APPROVE		BudgetOffice		09:31 AM 08/18/2019	
				KFS-SYS Accounting Reviewer CO 99999999 TF 6030 0	
				KFS-SYS Accounting Reviewer CO 99999999 TF 6003 0	
				KR-WKFLW CampusServiceReviewer	
				KR-WKFLW PlantFundReviewer	
				KR-WKFLW FundGroupAReviewer	

Document Exceptions/Restrictions:

Below are the parameters on the TF doc. Constraint Code “A” means “Allowed” and “D” is “Disallowed”.

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	TransferOfFunds	KFS	FUND_GROUP_BALANCING_SET	The Transfer of Funds document relies on...	AF;CL	A
KFS-FP	TransferOfFunds	KFS	OBJECT_LEVELS	Object Level(s) restricted from use on a...	BLDG;CINP;EQU;LAND;LBKS;LNDI	D
KFS-FP	TransferOfFunds	KFS	SUB_FUND_GROUPS	Sub-Fund Group(s) restricted from use on...	AGENCY;1AGENC;SLICE	D

Below is the explanation of these restrictions:

The Transfer of Funds document does not allow for object codes with an object level of:

BLDG - Buildings

CINP - Construction in Process

EQU - Capital Equipment

LAND - Land

LBKS - Library Assets

LNDI – Land Improvements

The Transfer of Funds document does not allow the AGENCY sub-fund (Chart Code of CO or PB), or the SLICE sub-fund to be used.

AGENCY - Agency Fund (CO chart code)

1AGENC - Agency Fund (PB chart code)

SLICE - Student Leadership Involvement (CO chart code)