


## Chapter 4 – Check Requests–UF Foundation Transfers



Beginning August 1, 2014, the UF Foundation will begin automatic transfers of funds from the Foundation accounts to the sister 171 fund in UFLOR automatically on a monthly basis. There will be a 30 day lag time. So any funds received by the end of a given month will be transferred on the first of the subsequent month...July funds received will be transferred on 9/1 and so on.

The MPS system will still be available for use to make transfers of funds if necessary.

The fund transfer process is done via a Check Request. The information below is what is needed to complete a request to transfer funds:

1. Invoice Date
2. Amount
3. Vendor (always 0000002174-UF/Finance & Accounting)
4. Invoice Number (Optional)
5. Purpose
6. Check the “UF Foundation Request for Transfer of Funds” checkbox
7. Select the type of “Transfer Funds To:”
8. Check the “Does the transfer of funds require IRB or IACUC oversight?” if applicable
9. Complete the Allocations line with chartfield information
10. Click on the Approve icon to complete the transaction 

### Check Request

		Check Request Number: 10081750 Invoice Date: 7/22/2014 Date Needed: <input type="text"/> Amount: * 1,000.00 Check Description: UFF Transfer
Vendor Search: <input type="text"/>  Vendor Number: * 0000002174 Vendor Address: University of Florida Finance and Accounting Gainesville, FL 32611-3200 Payment Terms: ZERO Invoice Number: * 10081750	Vendor Info: <input type="text"/> Issue To: <input type="text"/> Address 1: <input type="text"/> Address 2: <input type="text"/> City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/> Country: <input type="text"/>	
Purpose: <input type="text" value="Transfer funds from the UF Foundation to be used for Scholarships."/> **Must be routed to Fund Administrator for approval**	Special Instructions: Request Same Day Payment by AP: <input type="checkbox"/> Send Check with Attached Form: <input type="checkbox"/> Call for Pickup: <input type="checkbox"/> <input type="text"/> Mail to Alternate Address: <input type="checkbox"/> <input type="text"/> Justification: <input type="text"/>	
UF Foundation Request for Transfer of Funds: <input checked="" type="checkbox"/>	Does the transfer of funds require IRB or IACUC oversight?: <input checked="" type="checkbox"/>	

### Allocations

Actions	Business Unit	Amount	Department	Fund	Program Code	Account	Budget Reference	Source of Funds	Flex Code	Cris	UFID	PC Business Unit	Project ID	Activity ID	Resource Type	Resource Category	Resource Subcategory	Voucher Description
 	UFLOR	1,000.00	16360100	209	2200	430000	CRRNT	G000820				GRANT	00101013	1				F005514

11. The chartfield line input in MPS is checked against valid GL combinations in PS so it has to be a legitimate chartfield string. Below are examples of the different types of chartfield strings:

	DeptID	Fund	Program	Account	Source	Budget Ref	Flex	Project BU	Project	Activity	Voucher Description
UF Cost Center	17210100	171	1100	430000	F006994	CRRNT	-	-	-	-	-
Another Component Unit	16360100	209	2200	430000	G000820	CRRNT	-	GRANT	00101013	1	F005514
UF Scholarship	24010000	251	9900	752000	L104500	CRRNT	7603D24052	-	-	-	F005514
Construction	75030000	599	9300	787000	-	CRRNT	-	CONST	W1495764	CCST	F005514

Normally the 430000 account is used for all requests but that account is not valid for Scholarship or Construction transfers. Input your “F” source in the Source field for UF Cost Center transfers and in the Voucher Description field for all others. The Foundation will use that source to identify where to transfer the funds from in their system.

12. Requests for transfer in MPS **DO NOT** require Fund Administrator approval. There is no need to route for further approval unless required within your College or Division.