

# Funds Transfer Instructions

A funds transfer is the movement of cash from one fund number to another fund number.

FT rule code can be used for the following fund types:

- 12 - Local Service
    - 120 - Revenue Generation
    - 122 - Facilities and Admin Dept Return *\*see restrictions below*
  - 16 - Student Fees
    - 160 - Other Student Fees *\*see restrictions below*
    - 161 - Student Lab and Course Fees *\*see restrictions below*
  - 21 - Restricted Gifts (journal will go through UI Foundation's queue for their approval)
  - 30 - Auxiliary Enterprises
  - 1R - General Education Reserves (per UB&P, use F9222 for both dr/cr between 1R funds)
  - 1S - General Education Summer Session (per UB&P, use F9222 for both dr/cr between 1S funds)
- **F9222** is the account code debit and **T9122** is the credit. "F" represents *from* while "T" represents *to* (the fund receiving the cash).
  - Please send exception requests and questions to [gnrlacctg@uidaho.edu](mailto:gnrlacctg@uidaho.edu)

## Rules associated with specific funds:

- In General Education and Centrally Allocated funds, there are limitations on how funds can be used. Therefore, funds transfers with fund types 10 and 11 are not allowed by departments. Exceptions will be completed by General Accounting (GA) with approval from UB&P (University Budget and Planning).
- Fund transfers cannot be made using state funds because STARS does not recognize "F" codes. This includes General Education, Research, Extension, FUR, WWAMI, WIMU and IGS.
- Funds transfers for 15 fund type will be completed by GA with approval from OSP-Service Centers.
- Funds transfers cannot be made in the 22 fund type - Sponsored Programs.
- Funds transfers cannot be made into or out of Agency accounts (fund type 80). If entries need to be done to close out the Agency accounts; complete cost or revenue transfers.
- In fund type 12 - Local Service, there are restrictions on the following "fund level 2" funds:
  - 121 - Internal Vandal Strategic Loan Funds: To be completed by GA with approval from UB&P.
  - 122 - Facilities and Admin Dept Return:
    - Transfers between 122 funds are allowable in all cases and can be completed by the department.
    - Transfers are not allowed into fund level 122 from other fund types.
    - Transfers out of fund level 122 can be completed by GA with UB&P approval.
  - 123 - Start-up/Special Initiative Funds: To be completed by GA with UB&P approval.
  - 124 - P3 Initiative Funds: Transfers into/out of fund level 124 are not allowed. Funds can be transferred between 124 funds.
  - UB&P is okay with: 120 to 123, 120 to 120, 1R to 123, 1R to 120, 1S to 123, 10 to 123.
- In fund type 16 - Student Fees, there are restrictions on the following "fund level 2" funds:
  - 160 - Other Student Fees:
    - Dedicated Student Activity Fees: Funds transfers are generally not allowed into or

out of these funds as we must be able to document that these fees were expended for the purposes for which they were collected per State Board policy. Please contact Trina Mahoney/UB&P to discuss exceptions.

- All Other Fees: Funds transfer between 160 funds which are not related to dedicated student activity fees are allowable but funds must stay within 160. These transfers can be entered by departments and will be routed to UB&P for approval.
- 161 – Student Lab and Course Fees:
  - Funds transfers are not allowed into or out of individual 161 funds with the following exception per State Board policy:
    - Fees supporting a common special cost (e.g. lab equipment, lab manager, etc.) can be combined so transfers to allocate funds to cover such shared expenses are allowed.
    - Funds transferred under this exception must stay within 161 and should be between related funds (e.g. funds within the same program or department).
    - These transfers can be entered by departments but must include adequate text describing the shared expense. They will be routed to UB&P for approval.
- Transfers from 1R to 1R and from 1S to 1S funds can be completed by departments. Per University Budget and Planning, for transfers between 1R or 1S funds, use F9222 for both credit and debit. Transfers into 1R and 1S funds are not allowed. Transfers out of 1R or 1S funds to another fund type (e.g. Capital Projects, Scholarships) must be completed by GA and UB&P approval unless otherwise noted above.

### Process:

1. Go to FGAVCD (Journal Voucher Entry).
2. Click Go to automatically get a “J document number”.
3. Today’s date will flood in. You can change the date to the previous period, if it has not closed.
4. Enter “Document Total” and type in the hash total (total of all sequences).

The screenshot shows a web interface for 'Journal Voucher Entry FGAVCD 9.3.5 (\* PPRD \*)'. At the top, it displays 'Document Number: J1210369' and 'Submission Number: 0'. Below this is a section titled 'JOURNAL VOUCHER DOCUMENT HEADER'. The form contains several fields: 'Transaction Date \*' with a date picker set to '09/10/2018'; 'Document Total' with a value of '500.00'; 'Distribution Total' which is currently empty; and 'Document Status' which is also empty. On the right side of the form, there are three checkboxes: 'NSF Checking' (checked), 'Defer Edit' (unchecked), and 'Document Text Exists' (checked). Below these checkboxes is a 'Create Source' field with the value 'Banner'.

5. Click on *RELATED* to access FOATEXT. Enter text that justifies the purpose of the transfer. Always put your name and phone number at the end of the text. Save your text by clicking on the Save icon, then exit

from this screen by hitting Ctrl+Q or the “X” in the top left hand corner..

**Preferred text follows this format:** Transfer from INDEX (FUND) to INDEX (FUND) in the amount of \$\_\_\_\_. This transfer provides funding for\_\_\_\_. Name, phone number

6. Go to next section (Alt+Page Down), tab to “Journal Type” (sequence 1 will auto flood in), type in FT.
7. **Enter the FOAPAL for the fund giving the cash:** Tab to *index*, type in the index number (*fund and org and if applicable, activity*) will auto flood in. Tab or mouse to *Acct* field, insert **F9222**, tab or mouse to the *amount* field, type in the dollar amount you wish to transfer then tab or mouse to the *Debit/Credit* field and type a “D”.
  - Tab or mouse to the *Description* field, start with your initials and a short description of what you are doing (ie: jv; Fr\_\_\_\_ to\_\_\_\_).
  - Arrow down to start the next sequence.

8. **Enter the FOAPAL for the fund receiving the cash:** Tab to *index*, type in the index number, *fund and org (if applicable, activity)* will auto flood in. Tab or mouse to *Acct* field, insert **T9122**, tab or mouse to the *amount* field, type in the dollar amount you wish to transfer then tab or mouse to the *Debit/Credit* field and type a “C”. Add description.

Journal Voucher Entry FGAJVCD 9.3.5 (\* PPRD \*)

Document Number: J1210369 Submission Number: 0

TRANSACTION TOTAL

Document Total 900.00

JOURNAL VOUCHER DETAIL

Status Postable Sequence 1 Journal Type FT - Funds Transfer

COA\* IV ...

Index 619944 ...

Fund 120870 ...

Orgn 619 ...

Acct F9222 ...

Prog 06SSX ...

Actv ...

Locn ...

Project ...

Percent ...

Amount\* 250.00

Debit/Credit Debit

NSF Override

Description\* jr, Fr 619944 (120) to 619941 (120)

Bank Code 12 ...

Deposit ...

Encumbrance ...

Item Number ...

Sequence ...

Action (None)

Commit Type ...

Document Reference ...

Budget Period ...

Accrual Indicator

Currency ...

Gift Date ...

Number of Units ...

1 of 1 Per Page

COMPLETION

Complete In Process

9. Page down and hit *complete*. If there is an error somewhere in your document, Banner will tell you in the auto help line at the bottom of your form; you must fix it before it can be completed. Once it's correct and completed, Banner will notify you, "Document J0123456 has been completed and forwarded to the approval process".
  
10. If you want a budget adjustment done to reflect your funds transfer, please email the University Budget and Planning at [budget@uidaho.edu](mailto:budget@uidaho.edu)