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*
- 15 - Service Center
- 21 - Restricted Gifts (journal will go through UI Foundation's queue for their approval)
- 30 - Auxiliary Enterprises
- 1R - General Education Reserves

- **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

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 Budget Office.

- 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.

- Typically, funds transfers cannot be made in the 16 fund type - Student Fees. Exceptions will be completed by GA with approval from Budget Office.

- 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 Budget Office.
  - 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 Budget Office approval.
  - 123 - Start-up/Special Initiative Funds: To be completed by GA with approval from Budget Office.

- Transfers between 1R funds can be completed by departments. Per Trina, for transfers between 1R funds, use F9222 for both credit and debit. Transfers in/out of 1R funds to another fund type (e.g. Capital Projects, Scholarships, Vandal Strategic Loans and Start-Up/Initiative Funds) must be completed by GA with Budget Office approval.

Process:

1. Go to FGAJVCD (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).

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 S*ave* 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.

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 Budget Office at budget@uidaho.edu