

Instructions for Filling Out the ITF Template

There are two fields in the header section of the template as you can see in the screenshot below.

Please use the template to create the ITF and submit to itof@berkeley.edu for processing. Please enter information only in the light blue shaded areas. You may insert or delete rows in between row 5 and 20. Please

Subject Line		Explanation					Comments - (Sys Budget Office Use Only)									
① UCB Transfer To UCOP		② This ITF is to return the unexpended balance in the amount of \$20,000 back to UCOP for FY23 Postdoctoral Fellowship support for Dr. John Doe.														
③ Entity Level C	④ Account Level E	⑤ Account Level D	⑥ Fund Level D	⑦ Fund Level C	⑧ Function Code	⑨ Department	⑩ Project	⑪ Program	⑫ GL Transfer From (DR.)	⑬ GL Transfer To (CR.)	⑭ Perm. Trf. From (DR.) [Omit Cents]	⑮ Perm. Trf. To (CR.) [Omit Cents]	⑯ Description	⑰ Campus Comments	⑱ Flex 1	⑲ Flex 2
Line 1 1111	98011A		18102	18102	44	0032545			20,000.00				1-7XXXX-18102-32545-44-CP1PCP-CPK65		CP1PCP	CPK65
Line 2 2041	785015		D8102	18102	44	1522010				20,000.00			04-2-18102-1522010-44			
Line 3 1111	41119A		18102	18102	00	0032545				20,000.00			1-7XXXX-18102-32545-44-CP1PCP-CPK65		CP1PCP	CPK65
Line 4 2041	406000		D8102	18102	00	1522010			20,000.00				04-2-18102-1522010-44			

- ① **Subject Line:** Please specify which campus you are transferring the funding to (e.g., "UCB Transfer to UCOP").
- ② **Explanation:** Fully explain why the funding is being transferred and add any other information as needed. There is a limit of 500 characters to this field (including spaces).

For each transfer, the following 4 lines need to be entered.

- Line 1: Expense line for UCB (Dr.)
- Line 2: Expense line for the receiving campus (Cr.)
- Line 3: Revenue line for UCB (Cr.)
- Line 4: Revenue line for the receiving campus (Dr.)

For Lines 1 and 3, please refer to the following instructions. For Lines 2 and 4, request the CCOA chartfield information from the receiving campus.

- ③ **Entity Level C:** Choose the one based on where you are transferring the funding from and enter it into the template.
 - 1111 - UCB Campus
 - 1141 - UCB UCOP

Note: Lines 1 and 3 need to have the same Entity Level C code.

- ④ **Account Level E:** For Line 1 (UCB Expense line), choose the CCOA Level E Account from the list below based on the campus that you are making the transfer to (or receiving the transfer from).

Transfer to/from Campus	Account Level E
UCSF	98002A
UCD	98003A
UCLA	98004A
UCR	98005A
UCSD	98006A
UCSC	98007A
UCSB	98008A
UCI	98009A
UCM	98010A
UCOP	98011A

For Line 3 (UCB Revenue line), choose the CCOA Level E Account from the list below based on the fund type you are transferring.

Fund Type	Account Level E
State General Fund (19xxx)	41010A
Special State Appropriations (18xxx)	41119A
Federal Appropriations (210xx)	42000A
All other funds	48198A

- **⑥⑦ Fund Level D and Fund Level C:** Use the [UCB-CCOA Funds list](#) to determine the CCOA Funds (Level D and Level C) and enter into the template.

Note: CCOA Level D Fund is the local fund value and the same as BFS Fund code for Berkeley. CCOA Level C Fund is the common value across the UC system and should be the same code for both sending and receiving campuses.

- **⑧ Function Code:** Choose the CCOA Function Code from the list below:

Function Code	Description
40	Instruction and Departmental Research
41	Summer Session
43	Academic Support
44	Organized and Sponsored Research
60	Libraries
61	University Extension
62	Public Service
64	Maintenance and Operation of Plant
68	Student Services
72	Institutional Support and General Admin
78	Student Financial Aid
80	Provisions for Allocations
00	No Function

Note: Line 3 (UCB Revenue line) always uses Function Code "00".

Note: Cross function is not allowed for Special State Appropriations (18xxx) transfers.

- **⑨ Department:** CCOA Department code for UCB is "00" followed by the 5-digit BFS Dept ID. For example, if your BFS Dept ID is 32545, enter "0032545" into the template.
- **⑩ Project:** Optional field. Leave it blank if no project code is used.
- **⑪ Program:** Optional field. Leave it blank (UCB uses specific BFS CF1 codes for mapping to CCOA Program. See below about where to enter BFS CF1).
- **⑫⑬ GL Transfer From (DR.) and GL Transfer To (CR.):** Enter the Actuals amount to be transferred.
- **⑭⑮ Perm. Trf. From (DR.) and Perm. Trf. To (CR.):** Enter the amount for Perm Budget transfer if applicable.
- **⑯ Description:** Enter Local chartstring of the transfer

- ⑰ **Campus Comments:** Optional field. Enter comments as needed.
- ⑱ **Flex 1:** This field should only be used to enter CF1 code of UCB local chartstring. The value entered in this field will be populated when the BFS journal is generated if an exactly matching active CF1 code exists in BFS. Enter "Blank" if no CF1 is used.
- ⑲ **Flex 2:** This field should only be used to enter CF2 code of UCB local chartstring. The value entered in this field will be populated when the BFS journal is generated if an exactly matching active CF2 code exists in BFS. Enter "Blank" if no CF2 is used.