Instructions for Filling Out the ITF Template

There are two fields in the header section of the Template – Subject Line and Explanation.

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

Subject Line	Explanation	Comments - (Sys Budget Office Use Only)
① UCB Transfer To UCSF	② Transfer of $6,000 to UCSF for research work done at UCSF in FY24/25. UCB Local chartstring 1-56726-60050-14084-40-CPCOHL-CPI87, UCSF Local Chartstring 5000-305070-2017963-44	

	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	98002A	78002D	60050	1200C	40				6,000.00				1-56726-60050-14084-40-CPCOHL-CPI87		CPCOHL	CPI87
Line 2	1211	077201	78501D	05018	1200C	44					6,000.00			02-5000-305070-2017963-44			
Line 3	1111	48198A	44000D	60050	1200C	00					6,000.00			1-56726-60050-14084-40-CPCOHL-CPI87		CPCOHL	CPI87
Line 4	1211	04000A	44000D	05018	1200C	00				6,000.00				02-5000-305070-2017963-44			

① **Subject Line**: Please copy the value from the ITF Lookup Tool. This field specifies which campus you are transferring the funding to.

② **Explanation**: Fully explain why the funding is being transferred and add any other information as needed. If the ITF is for Fund 199xx - State General Fund One-time Appropriations that go through reimbursement process, please add a note **NO FINANCIAL JOURNAL-CLAIMS THROUGH REIMBURSEMENT** here. There is a limit of 500 characters to this field (including spaces).

For each transfer, the following 4 lines need to be entered. Please use the ITF Lookup Tool to identify the Entity Level C ③, Account Level E ④ and Account Level D ⑤, Fund Level D ⑥ and Fund Level C ⑦, and Function Code ⑧ and copy these values to the respective fields on the ITF Template.

- 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.)

Note: The receiving campus' Fund Level D and Function Code (Lines 2 and 4) need to be obtained from them. CCOA Level C Fund is the common value across the UC system and should be the same code for both sending and receiving campuses. Function Code needs to be the same between campuses for Special State Appropriations (Funds 18xxx) transfers.

Enter the info below manually to the ITF template:

- 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 **GLTransfer 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.

Note: If an ITF involves multiple transfers to a campus, and all transfers share the same UCB chartstring, please consolidate them into a single UCB line.