

Interlocation transfer of funds must be entered into UCOP’s ITF system and fully approved by UCOP before funds are received. This ITF system requires the entry of the ITF CCoA, which can be derived from the UC Davis local AE GL chart string. The other campus will need this information to be able to enter the ITF into UCOP’s system. Please use this guide to find the ITF CCoA that should be provided when receiving funding from another campus.

Two chart strings are required, Expense and Revenue lines. Required Fields: Entity, Account Level E, Fund Level D, Function Code, & Department

**EXPENSE LINE:**

**Entity:** Should always be 1311. This is the highest-level entity code for our campus and is the way that UCOP differentiates which campus the ITF is for. This code should be used regardless of if transfer is for campus (3110), Schools of Health (3111), Med Center (3210) or any other local campus entity.

\*please note ANR is now separate from UCD and has its own entity code 1331. If you are trying to receive to a ANR chart string, 1331 should be used instead.

**Account Level E:** Changes depending on which campus is sending us funds. Please use the chart below to select which expense account should be used.

ACCOUNT	ACCOUNT DESCRIPTION	NOTES
785010	Intercampus recharge credit with UCB	Receiving Funding from UC Berkeley
785020	Intercampus recharge credit with UCSF	Receiving Funding from UC San Francisco
785040	Intercampus recharge credit with UCLA	Receiving Funding from UC Los Angeles
785050	Intercampus recharge credit with UCR	Receiving Funding from UC Riverside
785060	Intercampus recharge credit with UCSD	Receiving Funding from UC San Diego
785070	Intercampus recharge credit with UCSC	Receiving Funding from UC Santa Cruz
785080	Intercampus recharge credit with UCSB	Receiving Funding from UC Santa Barbara
785090	Intercampus recharge credit with UCI	Receiving Funding from UC Irvine
785100	Intercampus recharge credit with UCM	Receiving Funding from UC Merced
785110	Intercampus recharge credit with UCOP	Receiving Funding from UC Office of the President
785120	Intercampus recharge credit with ANR	Receiving Funding from Agriculture and Natural Resources

**Fund Level D:** This is the fund in which you want to receive the funding. This fund should be the same as the fund on your local chart string.

- Exception: If you are receiving funding in **COFI fund 13U00**, you will need to change the fund to match the other campus. The COFI fund can only receive funding from the following funds:  
<https://financeandbusiness.ucdavis.edu/bia/budget/resources/cofi/eligible-fund-sources>

COFI Funds 13U00 (Legacy 19900)		
07427	14001 (20095)	17920 (69240)
19900	10500 (20290)	17921 (69250)
19903	13U83 (39800)	13U83 (69820)
19904	75079 (56996)	13U83 (69823)
19905	13U26 (66110)	13U72 (69825)
19933	13U22 (68800)	13U73 (69826)
19941	13U83 (69006)	13U76 (69831)
19942	13U51 (69085)	13U83 (69993)
14000 (20094)		

\* Legacy fund in parenthesis

- If the fund the other campus is using is in the COFI list, then change the fund to match the other campus.
  - EX: You want to receive funding in 13U00, and the other campus is sending funds from fund 69085.
    - 69085 is in the COFI list.
    - In Aggie Enterprise 69085 translates to 13U51
    - So, use 13U51 on the ITF form.

**Fund Level C:** This is the Fund Parent 2 of the fund you want to receive funds in. For COFI 13U00 transfers this is the Fund Parent 2 of the fund you are using on the ITF form.

**Please Note:** The fund level C of both campuses must match or UCOP will not approve the transfer due to cross funding issues.

You can find the fund level C by using the [COGNOS](#) AE Chart of Accounts Segment Report:

- Step 1: Select GL Fund for report type and click next at bottom of page.

### AE Chart of Account Segment Report

The screenshot shows a dropdown menu titled "Select Report Type". The options listed are: GL Entity, GL Fund (highlighted in blue), GL Financial Department, GL Natural Account, GL Purpose, GL Program, GL Project, and GL Activity.

- Step 2: Select all for the Fund Parent 4.
  - Search for the fund you want to look up in the Fund Child Posting Level section and select the fund.
  - Click Submit at the bottom of the page.

### AE Chart of Account Segment Report

The screenshot shows the "GL Fund" configuration page. It has several sections:
 

- Fund Parent 4 \*Required:** 1000A - Unrestricted A, 2000A - Restricted Expendable, 3000A - Restricted Unexpendable, 4000A - Net Investment in Capital A, 5000A - Agency Funds A. A "Select all" button is highlighted.
- Fund Parent 3 \*Optional:** 1000B - Unrestricted B, 1400B - Tuition B, 1500B - Designated, 1800B - Special State Appropriations B, 1990B - State General Fund B, 1993B - UC General Funds B, 1999B - Specific State Appropriations B, 2000B - Contracts and Grants, 2085B - Federal Appropriations, 2100B - State Appropriations Other B, 2200B - Restricted Gifts B. A "Select all" button is highlighted.
- Fund Parent 2 \*Optional:** 1000C - Unrestricted Gifts. A "Select all" button is highlighted.
- Fund Parent 1 \*Optional:** 1011D - Unrestricted Endowment Income Reg. A "Select all" button is highlighted.
- Fund Child Posting Level \*Optional:** Includes a "Keywords" search box with "13U51" entered and a "Search" button. Below it, "Results" shows "13U51 - UCOP Systemwide Assess" with an "Insert" button highlighted. A "Choice" box also shows "13U51 - UCOP Systemwide Assessme".

- Step 3: Report should show you what Fund Parent 2 your fund falls under.

GL Fund									
Fund Parent 4	Fund Parent 4 Description	Fund Parent 3	Fund Parent 3 Description	Fund Parent 2	Fund Parent 2 Description	Fund Parent 1	Fund Parent 1 Description	Fund Child Posting Level	Description
1000A	Unrestricted A	1000B	Unrestricted B	1300C	Other Unrestricted C	13U2D	Unrestricted General	13U51	UCOP Systemwide Assessment 69085

**Function:** Function should be the same as the purpose code on the local chart string.

- Exception: If you are using purpose code 45, please use function code 44 instead. Purpose code 45 is specific to UCD and is not in UCOP's ITF system.

**Department:** Department code directly translates to the department code on your local chart string.

**Project & Program:** These two values are not required to submit the ITF. Due to the constant creation of new projects & programs, many times these values are not up to date in UCOP's ITF system. Therefore, please leave these two fields blank, and include the project & program in the Campus Comments Field instead.

**REVENUE LINE:**

**Entity:** Should always be 1311

**Account Level E:** This account changes based on what fund you want to receive funds in. Please use the chart below to select which revenue account should be used.

ACCOUNT	ACCOUNT DESCRIPTION	NOTES
481000	State appropriations - general	Use for any transfers to 199XX Funds
406000	Special state appropriations	Use for any transfers to 18XXX Funds
405000	Federal appropriations	Use for any transfers to 2XXXX Funds
440009	Other operating revenue	Use for all other funds that do not fall into one of the categories above

**Fund Level D:** Same fund level D as expense line.

**Fund Level C:** Same as fund level C as expense line.

**Function Code:** Always 00

**Department:** Same department as expense line.

**EXAMPLE OF COMPLETED ITF CCOA:**

**Scenario 1:**

Receiving Funding from UCOP.

Local AE Chart String: 3110-36240-4306001-785110-44-000-FPMOTO3991

Entity Level C	Account Level E	Fund Level D	Fund Level C	Function Code	Department	Project	Program	GL Transfer From (DR.)	GL Transfer To (CR.)	Campus Comments
1311	785110	36240		44	4306001				5,000.00	3111-36240-4306001-785110-44-000-FPMOTO3991--
1311	440009	36240		00	4306001			5,000.00		3111-36240-4306001-785110-44-000-FPMOTO3991--

**Scenario 2:**

Receiving Funding from UCB.

COFI Transfer to 13U00, the other campus is sending us funds from 19900, which is on the COFI list.

Local AE Chart String: 3110-13U00-LDHI001-785010-72-000-0000000000-200510-0000

Entity Level C	Account Level E	Fund Level D	Fund Level C	Function Code	Department	Project	Program	GL Transfer From (DR.)	GL Transfer To (CR.)	Campus Comments
1311	785010	19900		72	LDHI001				20,000.00	3110-13U00-LDHI001-785010-72-000-0000000000-200510-0000
1311	481000	19900		00	LDHI001			20,000.00		3110-13U00-LDHI001-785010-72-000-0000000000-200510-0000

If you need assistance figuring out your ITF CCoA or with any ITF issues, please submit a SNOW ticket and we will be happy to assist you. [https://servicehub.ucdavis.edu/servicehub?id=ucd\\_cat\\_item&sys\\_id=69aaee7a1bf7291094087bff034bcb48](https://servicehub.ucdavis.edu/servicehub?id=ucd_cat_item&sys_id=69aaee7a1bf7291094087bff034bcb48)