Deans, Directors, Department Chairs and Administrative Officers

**Re: Web-enabled Transfer of Funds Application**

Dear Colleagues:

General Accounting, in cooperation with Academic Planning and Budget and AIS, is completing development of a new web-enabled Transfer of Funds application with a targeted release date of December 13, 2004. The web-enabled application, (as with the existing mainframe system) is used to prepare both permanent and temporary budget adjustments, which will update the permanent budget system and the general ledger.

As of December 13, 2004, the mainframe based Transfer of Funds system will be replaced with the new web-enabled application. The Transfer of Funds application will be available on the On-Line Financial Systems menu. Currently authorized preparers, who have been assigned the “TOF” function through the DACSS system, will have access through their OASIS log on identification. The system will allow transfers between FAU’s with an assigned reviewer of each FAU receiving a post audit notification of the transaction. **Departments will now prepare and submit all transfers to adjust temporary or permanent budgets using the new web-enabled On-line Transfer of Funds system.**

TOF Preparers are being given access to a training tutorial to familiarize them with the web-enabled interface and features of the system.

The new on-line application provides department users with improved efficiency, timeliness and accuracy in processing Transfer of Funds transactions. Some of the special features of this new application are:

- The web-enabled electronic input process provides users with a more streamlined method to input data through templates, automatic input of preparer information, excel upload features and automatic totaling of transactions.

- The Transfer of Funds application will continue to provide timely update to budgetary figures as direct on-line temporary budget transfer entries are posted to the financial system on a real time basis by Account/Cost Center/Fund to the appropriate sub-code.

- The application will include "Front End" edits of FAU’s and other policy related matters. Certain rules are in place governing restrictions when transferring between functions, or sub-codes within certain funds, which are included in the “Front End”, edit process. These features help to insure that budget adjustments are appropriately recorded to UCLA’s varied funding sources and that the system is used only for the appropriate types of transactions.

- Enhanced control features are available through interface with an improved Post-Audit Notification (PAN) system. Through the DACSS application, preparers are granted access to post transactions to the application by their departmental DSA. Reviewers, however, will be notified through a consolidated email through the PAN system, twice daily, of all posted TOF transactions. Reviewers document their approval of such transactions by indicating their review within the application for each transaction.

- Complete electronic retrieval of documents is available on a distributed basis at all stages of processing. Preparers can retrieve “in progress” and completed documents. In addition, all users can retrieve completed and posted documents by transaction ID, logon ID and department code for research and management purposes.

We will be happy to answer any questions and provide any assistance needed to departments regarding usage of the new application. Please direct questions to me at Mwoldemu@finance.ucla.edu. We look forward to completing the development and rollout of this application to our Campus users.

Regards,

Maaza Woldemusie
Manager, General Accounting