

TRANSFERS - uPlan Transfer versus GLJE Request

Last updated: February 2018

Purpose of this document is to outline criteria for transfer of funds – a uPlan transfer versus GLJE request (actuals).

For the purposes of this document:

Operating funds: F210 (Operating); F100 (Central Institution); F310 (Ancillary Enterprises); F320 (Capital (Operating)); F330 (Research (Operating))

Restricted funds: F520 (Capital); F551 (Special Purpose (AARP)); F552 (Undergraduate Scholarships); F53X (Sponsored Research); Exxxx (Endowments)

The term “faculty” is used to denote faculty and faculty support units.

PART A1: When to process a uPlan transfer versus GLJE Request (actuals)

SCENARIOS	PROCESSING UNIT TRANSACTION TYPE
WITHIN F210	
A. Transfer Within Faculty:	
Base, Temp or Flex transfers between deptID and budgeted program code combinations (incl. program 0)	Faculty approves and processes in uPlan.
When an unbudgeted program is used	Faculty prepares an Operating: Funds Transfer GLJE Request. Financial Services approves and processes transfer.
When class or project is used	
B. Transfer To/Between Faculties:	
Base, Temp or Flex transfers from a deptID and budgeted program code combinations (incl. program 0)	Faculty giving the allocation approves and processes in uPlan. Receiving faculty approves and processes the transfer within their faculty.
When an unbudgeted program is used	Faculty prepares an Operating: Funds Transfer GLJE Request. Financial Services approves and processes transfer.
When class or project is used	

SCENARIOS	PROCESSING UNIT TRANSACTION TYPE
WITHIN F100	
Note: Transfers within are rare.	
Base, Temp or Flex transfers from a deptID and budgeted program code (program 8xxxx) combinations	VP unit prepares and processes in uPlan.
When an unbudgeted program is used	VP unit prepares an Operating: Funds Transfer GLJE Request. Financial Services approves and processes transfer.
When class or project is used	

SCENARIOS	PROCESSING UNIT TRANSACTION TYPE
BETWEEN F100 AND F210 Note: Transfers between are rare.	
Base, Temp and Flex transfers	Transfers between F100 and F210 are approved and processed by Resource Planning.
When unbudgeted program is used in F210	VP unit prepares an Operating: Funds Transfer GLJE Request. Financial Services approves and processes transfer.
When class or project is used	

Note: if budgeted program has \$0 remaining or not enough \$ for the transfer, uPlan can process one time budget transfer that drives the temp allocation account into a negative. However, this is not available for permanent budget transfers.

PART A2: When to process a transfer via GLJE Request (actuals)

The following scenarios will require a GLJE Request (actuals):

- Within F210 that contains an unbudgeted program (i.e. not in COA_PROGRAM_DETAIL tree or uPlan system), class, or project (as noted in table above)
- Within F100 that contains an unbudgeted programs or budgeted programs when class or project is used
- Between F210 and F100 where one is an unbudgeted program, or budgeted program with class or project
- Between F210 or F100 and any other fund (operating or restricted)
- All other funds

Note: With the exception of the revenue allocation accounts (430000 – Base Allocation-BL, 430010 – Temp Allocation-BL, 430020 – Flex Allocation -BL), users can budget to any other revenue BL and expense BL account. Only F100 and F210 can access these three revenue allocation accounts.

Note: RSO may process via RSK (cash based) or CAC (budget based) for research funds, FS would process via FSK. RSO processes transfers within restricted funds; transfers between restricted and operating funds are approved by RSO and then forwarded to FS for approval and processing (there are some exceptions such as endowment transfers to research projects, and these exceptions are captured in the GLJE Standard Support Template).

PART A3: Transfer summary chart

COA USED	PROCESS
Transfers within F210	
DeptID & budgeted program (incl program 0)	uPlan
DeptID & non-budgeted program (excl program 0)	GLJE Request
Class or project	GLJE Request
Transfers between F210 and other funds (excl F100)	
	GLJE Request
Transfers within or between other funds (excl F210, F100)	
	GLJE Request
Transfers within F100	
DeptID & budgeted program	uPlan
Class or project	GLJE Request
Transfers between F210 and F100	
DeptID & budgeted program (incl program 0)	Request to Resource Planning
DeptID & non-budgeted program (excl program 0)	GLJE Request
Class or project	GLJE Request

PART B – Other Notes

uPlan transfer functionality is **only available** for F210 and F100.

- F210:
 - All deptIDs are required to have a revenue budget and/or spending plan
 - Transfers can only be performed on budgeted program codes; in the absence of a specified budgeted program code the default will be 0
 - All programs that flex must be in the budgeted program tree (COA_PROGRAM_DETAIL)
 - Class and project – no budget functionality
- F100
 - All programs are required to be budgeted
 - Class and project – no budget functionality
- uPlan transfers are restricted to the following revenue allocation accounts:
 - 430000 – Base Allocation-BL
 - 430010 – Temp Allocation-BL
 - 430020 – Flex Allocation-BL
- uPlan net transfers (by chartfield string) are uploaded to PeopleSoft (PS) monthly.
- Base and Flex transfers from a deptID/program combination cannot exceed available amounts, i.e. negative balances are not allowed. Conversely, the Temp allocation account can have negative balances.
- There is a \$100.00 line minimum limit for uPlan transfers.
- There is a \$250.00 line minimum limit GLJE request (actuals) .
- Flex allocation will be loaded in uPlan by Resource Planning in June/July, subject to finalization of the financial statements).