Reference Guide for Net Position Transfers

ACCOUNT	ACCOUNT NAME	DESCRIPTION OF USE
78005	Tfr-curr/curr-STIP	To transfer STIP after TDR posting to 49140/59140; net position transfers are not allowed on agency fund 2xxxx (actual expense/revenue should be moved)
78010	Tfr-curr/curr-deficit support	To transfer funds for operational deficit on unrestricted funds (5xxx)*
78020	Tfr-curr/curr-dean's support	To transfer Dean's Office support to departments*
78030	Tfr-curr/curr-Chanc/VC support	To transfer Chancellor's support to departments*
78040	Tfr-curr/curr-faculty support	To transfer funds for faculty support on unrestricted funds (5xxx)*
78050	Tfr-curr/curr-other support	To transfer funds between unrestricted funds (5xxx, 3xxx, general state 1900) for general support or reallocation*
78070	Tfr-curr/curr-spon proj resid	To transfer a closed clinical trial (fund 4400) sponsored project **residual/surplus** balance to a unrestricted fund (5xxx)
78080	Tfr-gift/curr-gift bal	To transfer funds from gift (fund 7000 or 7100) to unrestricted (funds 5014 or 5018), gift intent/purpose must be honored on unrestricted source & cannot be to Project 1111111
78085	Tfr-gift/gift-gift bal	To transfer gift-to-gift net position between related (same parent) gift projects [10]
78090	Tfr-endow/curr-endowmt bal	To transfer funds from endowment (fund 77xx) to unrestricted (funds 5014 or 5018), endowment intent/purpose must be honored on unrestricted source & cannot be to Project 1111111
78095	Tfr-endow/endow-endow bal	To transfer endowment-to-endowment net position between related (same parent) endowment projects [10]
78400	Tfr-curr/plant-cap outlay	To transfer funds from current funds (5xxx or 7xxx) to capital/plant; journals are processed by the Dean's Office
78500	Tfr-curr/loan-emergency loan	To transfer funds from current funds (5xxx or 7xxx) to loan service (fund 6xxx)

Transfers from SFFDN to SFCMP

Business Unit	Account (same dept ID, project, function)
SFFDN	54550, 7000 gift or 7700 endowment debit
SFCMP	43501, 7000 gift credit
SFCMP	43201, 7700 endowment credit

note: transfers of $1M or greater requires submission of Transfer of Foundation Funds Request; Foundation processes transfer journal

Other Important Information for Net Position Transfers

1) Net position transfer journals must be submitted to CP/CO/BO by the 2nd business day of the month
2) Net position transfers are processed on source code 535
3) All journals require a current net position report on the debited source(s) as backup; if chartstring is in deficit, transfer is typically not allowed without supporting documentation
4) Net position transfers are used to allocate funding; expenses posting to the wrong chartstring should be corrected with the posting expense accounts
5) *Net position transfers are usually NOT allowed between different UCOP fund groups; exceptions: plant, loans, FFEs, and gift/endowment-to-unrestricted.
6) MyReports net position balances are normalized, a credit = deficit balance
7) Total debit & credit lines need to equal for each transfer account
8) When processing a net position transfer reversal or correction, please attach a copy of the original journal
9) Do not use the default journal line description, input an account description to make GLV and reporting easier
10) Net position transfer between related Gift or Endowment (Account 78085/78095), attach Net Position Report to show parent/child relation. Transfer between non-related Projects will be denied.
11) When in doubt, please contact Randy Chan or Denise Lau

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