

## Creating a Check Request to Transfer Foundation Funds



This guide is designed for approvers in myUF Payment Solutions. To complete the process described below, you must have the UF\_SY\_BUSUNIT\_UFLOR role *and* either the UF\_AP\_Reviewer *or* UF\_AP\_Approver security role in myUFL. For a complete coverage of content and skills related to myUF Payment Solutions, please see the following online course: PST970 myUF Payments for Approvers.

To access myUF Payment Solutions, use the following steps:

- Visit <http://my.ufl.edu>
- Click the Access myUFL button
- Enter your GatorLink username and password
- Click the Login button
- Click **Main Menu > My Self Service > myUF Payment Solutions**

In this guide, you will practice the steps for creating a check request to transfer funds from the UF Foundation to your department cost center.

1. Click **Check Request**.
2. Click **OK** at the Create Check Request message.
3. The Check Request Number and the Invoice Date automatically display. Write down the Check Request Number for future reference and to use on the Search page

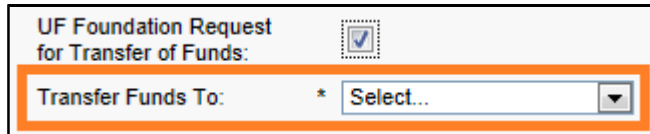
Check Request Number:	10243485
Invoice Date:	<input type="text" value="09/15/2016"/> 
Date Needed:	<input type="text"/> 

4. Click the calendar icon to enter the **Date Needed**.
5. Click the dropdown menu to select the month.
6. Enter the **Amount**.
7. Enter the **Check Description** (e.g. "**Transfer from UF Foundation**").
8. When dealing with a transfer, the vendor should be the University of Florida. Type "**University of Florida**" in the **Vendor Search** field.
9. Click the **search** icon.
10. For a check request to transfer funds from the Foundation, the vendor should always be UF Finance and Accounting. Click the **University of Florida | 0000002174 | 1 | Finance and Accounting | Gainesville | FL | 32611-3200** list item.
11. Scroll down the page.

The business purpose and reason for the transfer must be included in the **Purpose** section. If the transfer is from a Professorship or Eminent Scholar Chair fund, the purpose must identify the current recipient. Transfers from the Foundation do not need to be routed to a Fund Administrator for approval.

12. Click the **checkbox** next to UF Foundation Request for Transfer of Funds.

13. The **Transfer Funds To** dropdown displays after checking the box.



UF Foundation Request  
for Transfer of Funds: ☒

Transfer Funds To: \*

14. Click the **Transfer Funds To** dropdown menu.

15. Click the **UF Cost Center** list item.

16. Check the box (you see to the right here) if the transfer requires IRB or IACUC oversight. Transfers that fall into this category must be allocated to a 209 fund code and a "G" source of funds that matches the "F" source of funds for the Foundation. We will skip this step in this example.

Does the transfer of funds  
require IRB or IACUC  
oversight?: ☐

17. Click the **Business Unit** dropdown menu and click the **UFLOR** list item.

18. Enter the **Department** that will receive the transfer.

19. Enter the desired information into the **Fund** field.

20. Enter the desired information into the **Program Code** field.

21. Enter the **Account**.

22. Click the **Budget Reference** dropdown menu, and click the **CRRNT-CURRENT BUDGET** list item.

23. Choose the appropriate **Source of Funds** from the Foundation.

24. Scroll to the beginning of the row.

25. Click the **Save** icon.



Allocations

Actions ☒

26. Click the large **Save** button.



27. Provided that all ChartField information is correct, the **Approve** button will become active. Click the **Approve** button submit the check request to approval workflow.

28. Here you have the option to click the **Upload Trailing Documents** button to provide documentation as a backup for this check request.



Click the **green arrow** icon to skip this step.

29. Click **OK**.

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If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP(4357)
  - [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu)
- Procedures, Policies and Directives, contact University Disbursements:
  - 392-1241
  - [Disbursements@ufl.edu](mailto:Disbursements@ufl.edu)