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: 09/15/2016
Date Needed: ]

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.

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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](image)

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?](image)

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.
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.

   ![Trailing Documents](image)

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

29. Click **OK**.

If you need help with...

- **Technical issues**, contact the UF Help Desk:
  - 392-HELP(4357)
  - helpdesk@ufl.edu

- **Procedures, Policies and Directives**, contact University Disbursements:
  - 392-1241
  - Disbursements@ufl.edu