



OFFICE OF THE SENIOR VICE PRESIDENT –
BUSINESS AND FINANCE

OFFICE OF THE PRESIDENT
1111 Franklin Street
Oakland, California 94607-5200

April 29, 2003

JOG MEMBERS

Subject: Interlocation Transfer of Funds System (ITF)

This letter reissues, with clarifications, the file layouts and data element definitions of the Interlocation Transfer of Funds system (ITF). No substantive system changes have been made, and no action by campuses is required.

The ITF system generates campus-specific transaction files which are used to feed local General Ledger and Permanent Budget systems. The transaction files are produced by the second working day of each month for prior month transfer activity, and are placed on the UCOP FTP site for campus pick-up under the following names:

- FTPUSRn.GET.ITFGL.mmmmy (General Ledger transactions)
- FTPUSRn.GET.ITFBS.mmmmy (Permanent Budget transactions)

Additional background on ITF can be found in the JOG letter of July 2, 2002.

Revised file layouts and data element definitions are attached. Certain data elements which in practice were not used are now called filler for the sake of clarity. The two-part data element Explanation, formerly 250 characters long, is now designated as a 50-character Subject Line field followed by a 200-character Explanation field. These two fields occupy the same positions as the previously described 250-byte Explanation field.

If you have questions regarding ITF specifications, please contact Robert Baum at (510) 987-0396 or Robert.Baum@ucop.edu.

Kristine Hafner
Associate Vice President
Information Resources
and Communications

cc: Robert Baum, Information Management
Patrick Collins, Information Management
Vish Conjeevaram, Information Systems & Computing
Jon Good, Information Systems & Computing
Denise Ledesma, Budget Office
Carla Raffetto, Information Management

INTERCAMPUS TRANSFER OF FUNDS FILE
GENERAL LEDGER FILE

PHYSICAL CHARACTERISTICS

FTP FILE NAME: FTPUSRc.GET.ITFGL.mmmyy
 Where 'c' represents the campus number

RECORD FORMAT: Fixed block

RECORD LENGTH: 370

DATA ELEMENT	LENGTH	FIELD POSITION	PICTURE	COMMENTS
Type Entry	2	001-002	X(2)	Value "15"
Location Code	1	003-003	X(1)	Values 1 thru 9 and J thru R
Account Number	6	004-009	X(6)	
Fund Number	5	010-014	X(5)	
Subaccount Code	1	015-015	X(1)	
Filler	4	016-019	X(4)	
Document Date-G/L	5	020-024	X(5)	format mmddy
Transaction Description	18	025-042	X(18)	
Filler	1	043-043	X(1)	
Document Number	5	044-048	X(5)	
Voucher Journal Number	5	049-053	X(5)	format mm799 where mm is the fiscal month
Filler	17	054-070	X(17)	
General Ledger Transfer Amount	10	071-080	S9(8)V99	
**Campus- Specific Full Accounting Unit	40	081-120	X(40)	
**Subject Line	50	121-170	X(50)	
**Explanation	200	171-370	X(200)	

*** New element (not present in the pre-ITF FTP file)*

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Type Entry*

Type: *ALPHANUMERIC*

Length: 2

Format: N/A

General Description: The code indicating how a transaction is recorded in the General Ledger.

Code Interpretation:

Comments: Constant value of '15' for Interlocation Transfers.

Revision Date:

Data Element Name: *Location Code*

Type: *ALPHANUMERIC*

Length: *1*

Format: *N/A*

General Description: A code indicating the campus and local or systemwide administrative responsibility.

Code Interpretation:

- '1' - Berkeley -- Local
- '2' - San Francisco -- Local
- '3' - Davis -- Local
- '4' - Los Angeles --Local
- '5' - Riverside -- Local
- '6' - San Diego -- Local
- '7' - Santa Cruz -- Local
- '8' - Santa Barbara -- Local
- '9' - Irvine -- Local
- 'J' - Berkeley -- UW
- 'K' - San Francisco -- UW
- 'L' - Davis -- UW
- 'M' - Los Angeles -- UW
- 'N' - Riverside -- UW
- 'O' - San Diego -- UW
- 'P' - Santa Cruz -- UW
- 'Q' - Santa Barbara -- UW
- 'R' - Irvine -- UW

Comments:

Revision Date:

Data Element Name: *Account Number*

Type: *ALPHANUMERIC*

Length: 6

Format: N/A

General Description: Number identifying a specific Balance Sheet, Revenue or Expenditure account.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Fund Number*

Type: *ALPHANUMERIC*

Length: 5

Format: N/A

General Description: Number identifying a specific source of funding.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Subaccount Code*

Type: *ALPHANUMERIC*

Length: *1*

Format: *N/A*

General Description: Code indicating a specific category of expenditure.

Code Interpretation:

- '0' - Salaries—Academic
- '1' - Salaries—Staff
- '2' - General Assistance
- '3' - Supplies & Expense
- '4' - Equipment & Facilities
- '5' - Code available for special items
- '6' - Employee benefits
- '7' - Code available for special items
- '8' - Code available for unallocated funds and special items
- '9' - Recharges to other departments

Comments: Refer to Accounting Manual section A-115-2 for further information.

Revision Date:

Data Element Name: *Document Date-G/L*

Type: *ALPHANUMERIC*

Length: 5

Format: Mmddy

General Description: The date the document detailing the temporary transfer of funds was approved.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Transaction Description*

Type: *ALPHANUMERIC*

Length: *18*

Format: *N/A*

General Description: A brief description of the transaction line-item

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Document Number*

Type: *ALPHANUMERIC*

Length: 5

Format: Snnnn

General Description: The number assigned to the document detailing a transfer of funds.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Voucher Journal Number*

Type: *ALPHANUMERIC*

Length: 5

Format: mm799

General Description: This number consists of two parts. The first two bytes contain Fiscal month, and the last 3 bytes contain constant value of 799.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *General Ledger Transfer Amount*

Type: *NUMERIC*

Length: *10*

Format: *9(8)V99*

General Description: The amount of money to be transferred for a specific General Ledger transfer transaction.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Campus-Specific Full Accounting Unit*

Type: *ALPHANUMERIC*

Length: *40*

Format: *N/A*

General Description: The full Accounting Unit as defined by the local campus.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Subject Line*

Type: *ALPHANUMERIC*

Length: *50*

Format: *N/A*

General Description: A short text field for a brief description of the document.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Explanation*

Type: *ALPHANUMERIC*

Length: *200*

Format: *N/A*

General Description: A long text field permitting a detailed document description.

Code Interpretation:

Comments:

Revision Date:

INTERCAMPUS TRANSFER OF FUNDS FILE
PERMANENT BUDGET FILE

PHYSICAL CHARACTERISTICS

FTP FILE NAME: FTPUSRc.GET.ITFBS.mmmyy
 Where 'c' represents the campus number

RECORD FORMAT: Fixed block

RECORD LENGTH: 370

DATA ELEMENT	LENGTH	FIELD POSITION	PICTURE	COMMENTS
Document Number	5	001-005	X(5)	
Document No. Suffix	2	006-007	X(2)	Not in use
Document Date-BS	6	008-013	X(6)	Format: mmddyy
UC Location Code 1-Major Location	2	014-015	X(2)	
SAU Code	1	016-016	X(1)	
UC Location Code 2-Universitywide Indicator	1	017-017	X(1)	
Account Number	6	018-023	X(6)	
Fund Number	5	024-028	X(5)	
Subaccount Code	1	029-029	X(1)	
Filler	1	030-030	X(1)	
Transaction Class	1	031-031	X(1)	Values "A" or "I"
Transaction Type	2	032-033	X(1)	Value "2"
Filler	7	034-040	X(7)	
Permanent Budget Transfer Amount	9	041-049	9(9)	
Sign-Permanent Budget Transfer Amount	1	050-050	X(1)	Values "+" or "-"
Transaction Description	30	051-080	X(30)	
**Campus Specific Full Accounting Unit	40	081-120	X(40)	
**Subject Line	50	121-170	X(50)	
**Explanation	200	171-370	X(200)	

*** New element (not present in the pre-ITF FTP file)*

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Document Number*

Type: *ALPHANUMERIC*

Length: 5

Format: Snnnn

General Description: The number assigned to the document detailing a transfer of funds.

Code Interpretation:

Comments:

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Document Date-BS*

Type: *ALPHANUMERIC*

Length: 6

Format: Mmddy

General Description: The date a document detailing a permanent transfer of funds was approved.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *UC Location Code 1-Major Location*

Type: *ALPHANUMERIC*

Length: 2

Format: N/A

General Description: A code identifying a specific University of California campus.

Code Interpretation:

- '01' - Berkeley
- '02' - San Francisco
- '03' - Davis
- '04' - Los Angeles
- '05' - Riverside
- '06' - San Diego
- '07' - Santa Cruz
- '08' - Santa Barbara
- '09' - Irvine

Comments:

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name:	SAU Code
Type:	ALPHANUMERIC
Length:	1
Format:	N/A
General Description:	Code indicating the particular systemwide unit responsible for administering a systemwide account. Required for expenditure accounts only.
Code Interpretation:	'4' Division of Agricultural & Natural Resources '5' Universitywide Academic Program '6' Office of the President '7' Regents Officers '8' University Programs '9' University Provisions '0' Other Programs
Comments:	
Revision Date:	

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *UC Location Code 2-Universitywide Indicator*

Type: *ALPHANUMERIC*

Length: *1*

Format: *N/A*

General Description: Code indicating whether administrative responsibility is local or Universitywide.

Code Interpretation: '1' Local (Campus, affiliated institution, US government owned/
contractor-operated laboratory)
'2' Universitywide

Comments:

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Account Number*

Type: *ALPHANUMERIC*

Length: 6

Format: N/A

General Description: Number identifying a specific Balance Sheet, Revenue or Expenditure account.

Code Interpretation:

Comments:

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Fund Number*

Type: *ALPHANUMERIC*

Length: 5

Format: N/A

General Description: Number identifying a specific source of funding.

Code Interpretation: Refer to Accounting Manual section A-115-2.

Comments:

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Subaccount Code*

Type: *ALPHANUMERIC*

Length: *1*

Format: *N/A*

General Description: Code identifying a specific category of expenditure.

Code Interpretation:

- '0' - Salaries--Academic
- '1' - Salaries--Staff
- '2' - General Assistance
- '3' - Supplies & Expense
- '4' - Equipment & Facilities
- '5' - Code available for special items
- '6' - Employee benefits
- '7' - Code available for special items
- '8' - Code available for unallocated funds and special items
- '9' - Recharges to other departments

Comments: Refer to Accounting Manual section A-115-2 for further information.

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name:	<i>Transaction Class</i>
Type:	<i>ALPHANUMERIC</i>
Length:	<i>1</i>
Format:	<i>N/A</i>
General Description:	A code identifying an update transaction as either an adjustment, increment, adjustment deletion or increment deletion.
Code Interpretation:	'A' Adjustment 'I' Increment
Comments:	
Revision Date:	

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Transaction Type*

Type: *ALPHANUMERIC*

Length: 2

Format: N/A

General Description: A code indicating the type and source of the transaction.

Code Interpretation:

Comments: Constant value of '2 ' for Interlocation Transfers.

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Permanent Budget Transfer Amount*

Type: *NUMERIC*

Length: 9

Format: 9(9)

General Description: The amount of an appropriation, income, or deletion transfer transaction for the Permanent Budget.

Code Interpretation:

Comments:

Revision Date:

Data Element Name:	<i>Sign-Permanent Budget Transfer Amount</i>
Type:	ALPHANUMERIC
Length:	1
Format:	N/A
General Description:	Symbol or sign indicating whether amount is negative or positive.
Code Interpretation:	'+' positive '-' negative
Comments:	
Revision Date:	

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Transaction Description*

Type: *ALPHANUMERIC*

Length: *30*

Format: *N/A*

General Description: A brief description of the transaction line-item

Code Interpretation:

Comments:

Revision Date:

BUDGET SYSTEMS DATA DICTIONARY

Data Element Name: *Campus-Specific Full Accounting Unit*

Type: *ALPHANUMERIC*

Length: *40*

Format: *N/A*

General Description: The full Accounting Unit as defined by the local campus.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Subject Line*

Type: *ALPHANUMERIC*

Length: *50*

Format: *N/A*

General Description: A short text field for a brief description of the document.

Code Interpretation:

Comments:

Revision Date:

Data Element Name: *Explanation*

Type: *ALPHANUMERIC*

Length: *200*

Format: *N/A*

General Description: A long text field permitting a detailed document description.

Code Interpretation:

Comments:

Revision Date:
