

Four Steps to Create Electronic Transfer Request – Campus Version

1. Electronic Transfer Request Checklist

Items with asterisk (*) are required.

A suggestion: It will be easier if you look up the “Transfer To” Fund number in IFAS and scan any document(s) BEFORE beginning this process.

*1. Enter your Phone Number

FAR Details:

*2. Select FAR

Transfer Details:

*3. Select “Transfer From” Fund Name
4. Select Unit Budget Reporting code (optional)

*5. Enter Amount (cannot exceed available Balance).

*6. Enter “Transfer To” Fund Number (5 digit Fund No. and X e.g. 30940X).

Click “Add Line” for multiple transfers and/or to split a transfer to multiple funds or expense codes.

*7. Enter Transfer Purpose

Attach Documentation:

8. Click **Add Attachments** button

KU ENDOWMENT The University of Kansas **Transfer Request Form**

*** = Required Fields**

Date: 7/26/2010 Prepared By: WFUSER *Phone: **1**

Transfer Request Number:

*Fund Account Representative approval: Select One From Below **2**

Note: Amount to be transferred cannot exceed the currently available balance in the "from" account.

*From Fund	From Unit Budget Reporting Code	From Description	From Object Code	*Amount	*To Fund #	To Fund Name	To Description	To Object Code
Select One From Below	Select One	Filled by Endowm	Filled by Endowm	0.00	Enter 5 digit Fund No		Filled by Endowm	Filled by Endowm

ADD LINE DELETE LINE **3** **4** **5** **6**

*Enter Purpose of Transfer here (max 255 characters) **7**

Add Attachments **8**

As the Fund Account Representative for this fund, my **electronic approval** certifies that the information provided about this transfer is accurate to the best of my knowledge and belief. I also certify that the transfer requested is consistent with the purpose of the fund, the purposes of the KU Endowment Association, and is solely to benefit the University of Kansas.

Action Bar: Accept Clear

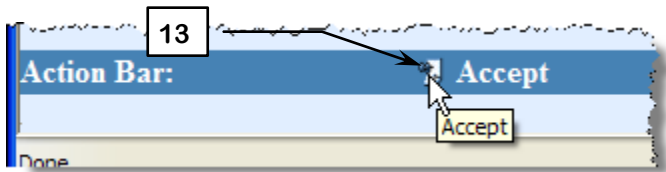
2. Attach Documentation

Attach Documentation:

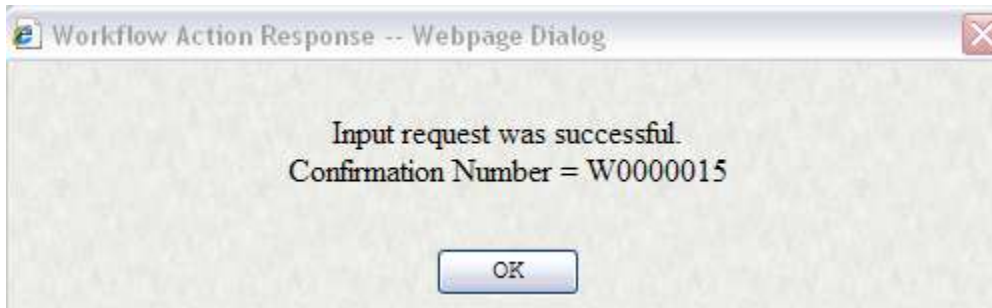
9. Type in description of documentation
10. **Browse** to file
11. **Attach document** (click only once – and be patient!)
12. When complete, click **Accept Attachments** at the bottom

When the Attachment(s) show in the list, close the Web Form Attachment window.

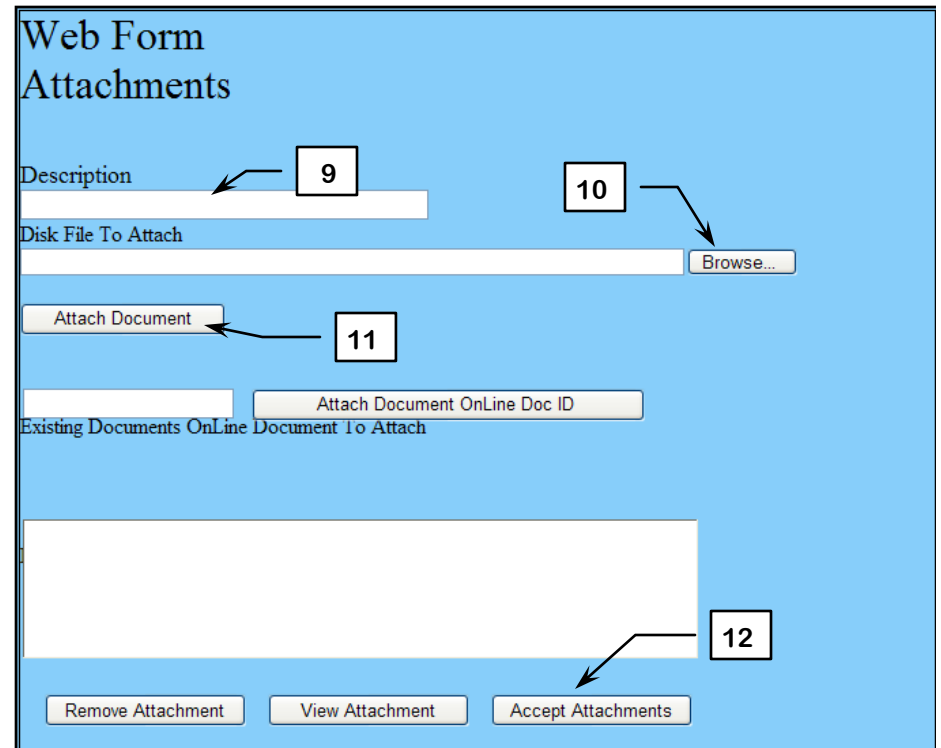
Back on the Transfer Request form, click “**Accept**” on the Action Bar (13).



Confirmation:

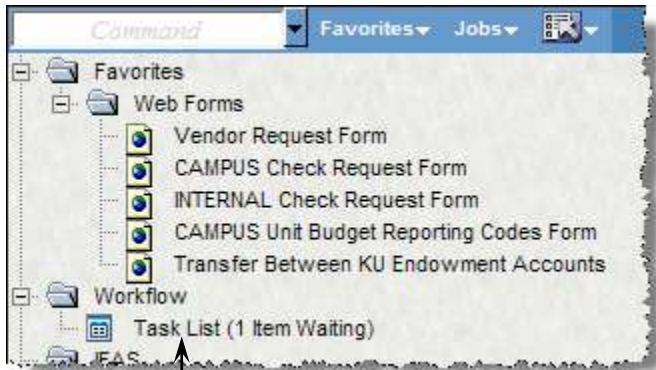


When this procedure is complete, review your transfer request:

A screenshot of a web form titled "Web Form Attachments" on a blue background. The form contains several fields and buttons. Callout boxes with numbers 9 through 12 point to specific elements: 9 points to the "Description" text box; 10 points to the "Browse..." button next to the "Disk File To Attach" field; 11 points to the "Attach Document" button; 12 points to the "Accept Attachments" button at the bottom right. Other visible elements include an "Attach Document OnLine Doc ID" field, an "Existing Documents OnLine Document To Attach" field, and buttons for "Remove Attachment" and "View Attachment".

3. Review Transfer Request

In the Main Window:



Click the Task List to open the Review window. It may take a couple of minutes for the item to appear in the Task List. Click Refresh on Internet Explorer to check.

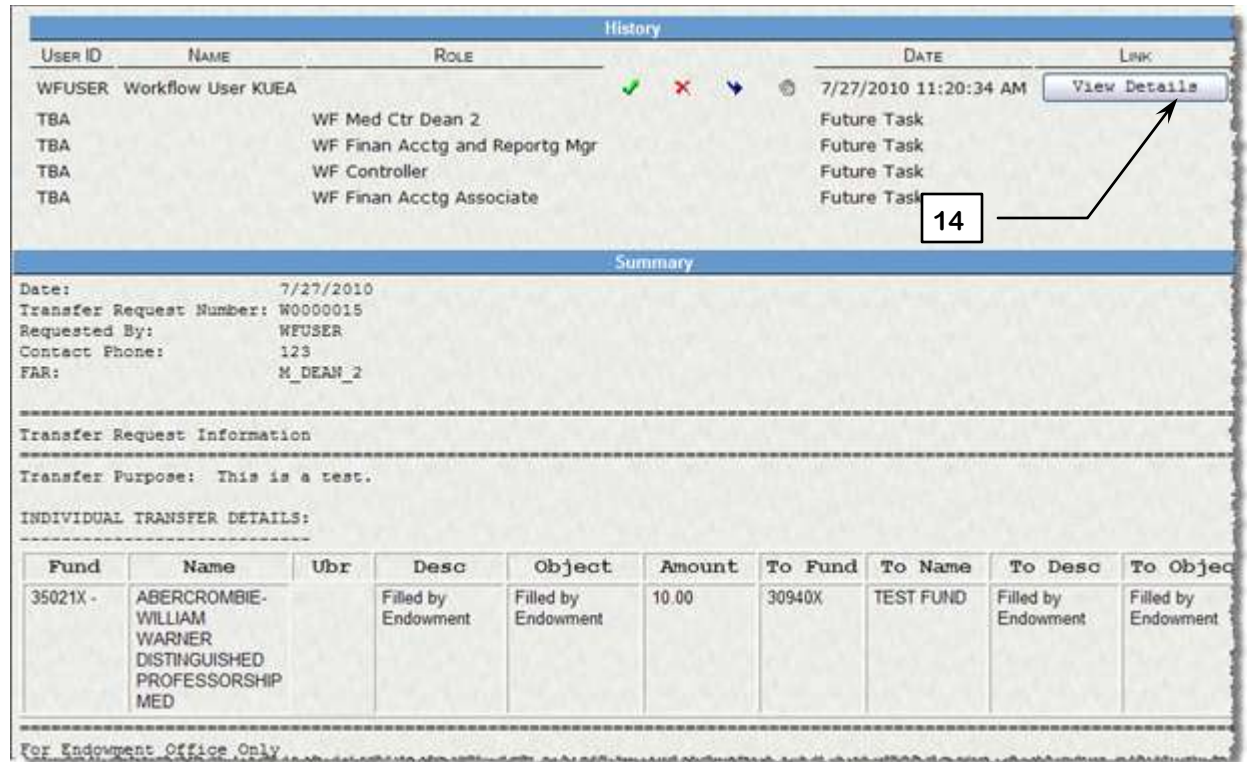
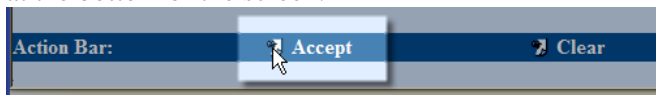
In the right pane, check for accuracy:

- Fund Number (from)
- Ubr Description (if entered)
- Amount
- To Fund Number
- Correct FAR
- Correct Attachments

If changes need to be made, click the **View Details** button (14) to return to the filled in Transfer Request form.

Reminder:

After editing, be sure to click **Accept** in the Action Bar at the bottom of the screen:



Do not click Approve at the top right.



4. Approve and Submit Request

To approve and submit the transfer request in the Left Pane:

15. Check all transactions that you wish to approve.

16. Click the checkbox icon to approve.

17. Enter any comments for the FAR in the **Comments** box and click **Submit**. These comments will be available for everyone in the approval path to see.

Feedback showing you have successfully processed the transfer request confirms the request is now being routed to the next person in the approval path.

