QDB/FPM – Main Menu - FS  
Report: “TOF Zero Out Account/Subs”

This report can help with TOF to zero out your accounts/subs very quickly!

You can run this report for any combination of FAUs; i.e. just one acct/cc/fund – or some of the acct/cc linked to a fund – or enter a fund number and asterisk for account and cost center to address the whole fund all at once. It will pull the latest ledger data.

Fill-in the missing Account-Cost Center-Sub for the last line of the entry, if total account balance is not zero.

IMPORTANT NOTE regarding ENCUMBRANCES: The amounts in this report INCLUDE any remaining encumbrances. If you need to exclude encumbrances, please adjust amounts manually.

To upload this data to the Campus TOF system,

   a. Log into OFSR, Transfer of Funds,
   b. Click on Excel Import
   c. Copy all data you obtained above, excluding the heading
   d. Switch back to Excel Import
   e. Paste inside the “Import Excel Data” box and click “Import”
   f. This will create a TOF entry under the “Saved” tab that you can “Submit”