UNIVERSITY OF OREGON
FOUNDATION

TCDR Instructions: Preparers

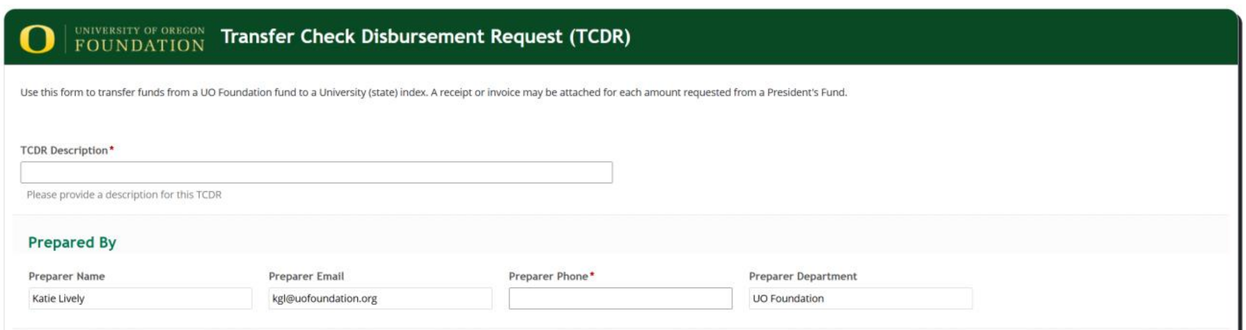
More information about the TCDR process is available on the TCDR Instructions Homepage.

Accessing the TCDR Form

- Sign into the VPN.
- Follow this link to Okta: https://login.uofoundation.org/.
- Log in with your credentials.
- Choose the **Laserfiche Forms** chicklet in Okta.
- Select **Start Process** from the top navigation bar.
- Click **Start** next to the TCDR process.

Preparing the TCDR Form

All fields on the TCDR form are visible on a single screen. Required fields will be marked with a red *.



TCDR Description

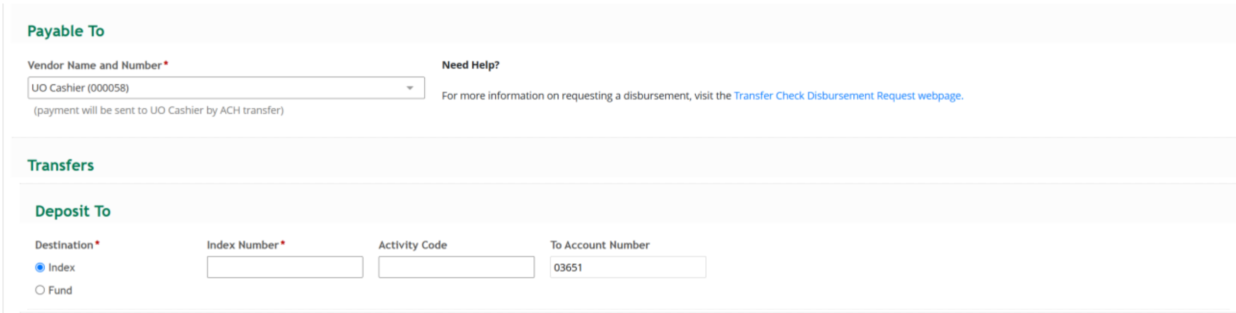
Provide a brief description of the request. This description will be for the entire TCDR. You will have the ability to add more detailed descriptions for each fund disbursement. The text in this field will appear on fund activity reports distributed by the Foundation to authorized signers and reporting contacts.

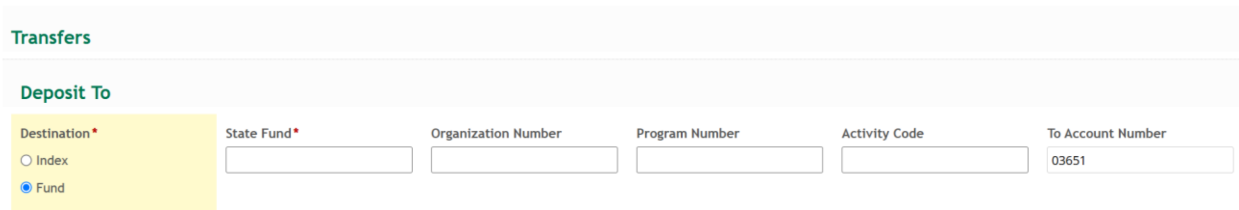
Use the following guidelines:

- This field has a limit of 60 characters. Abbreviations are acceptable. Please check spelling before submitting the request.
- Do not include donor names in this field.
- Use any combination of alphanumeric or special characters in upper or lower case.
- Consider including the original fund(s) and requested state index in this field.

Prepared By

Name, email, and department will populate in this section automatically. Your phone number will need to be entered manually. This section is required so that the UOF Accounts Payable team knows who to contact if any questions arise during the review process.





Payable To

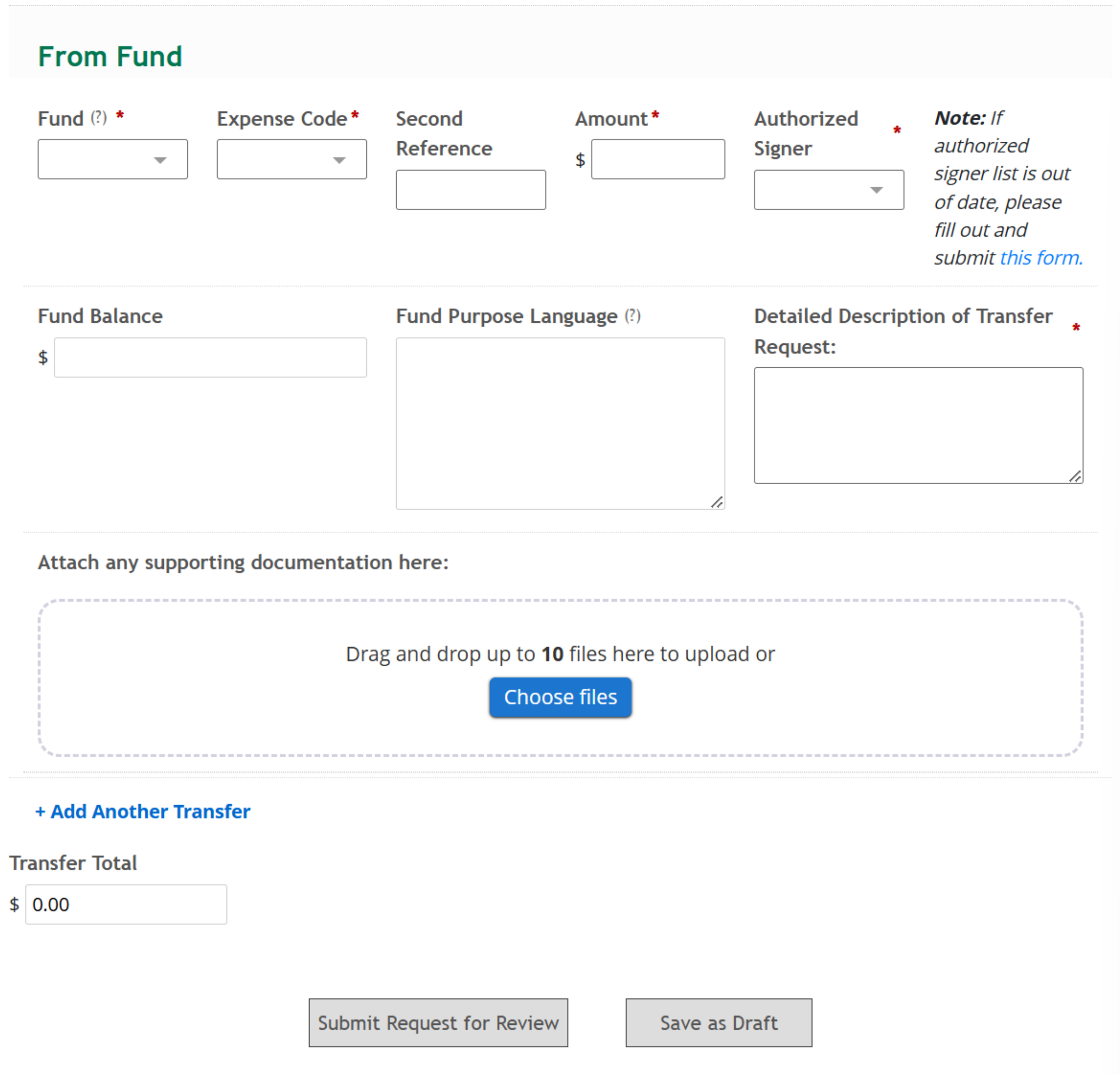
Select the appropriate vendor from the available options. Unlike the CDR form, whose vendor picklist includes every vendor in the UOF accounting system, the TCDR form is limited to four options:

- UO Cashier (000058)
- UO Cashier-SO (4505648)

Deposit To

Destination: Select Index if known; select Fund if index is not known.

- Fill out the following fields after selecting Index or Fund:
  - **Index Number:** Free text field for the state index number. Displays only when Index is selected.
  - **Organization Number:** Free text field for the organization number. Displays only when Fund is selected.
  - **Program Number:** Free text field for the program number. Displays only when Fund is selected.
  - **Activity Code:** Free text field for the activity code associated with the transfer request. Displays for both Index and Fund.
  - **To Account Number:** This field populates automatically and is read-only. Displays for both Index and Fund.



From Fund

This section contains the following fields:

- **Fund:** Use this dropdown to search by fund name or number. You can type to search.
- **Expense Code:** Use this dropdown to search by expense code (e.g.: General Ledger).
- **Second Reference (optional):** This will feed the 2nd reference field in the accounting system and campus reports, along with the detailed invoice distributions in the accounting system.
- **Amount:** This is the amount being distributed from the selected fund. Additional distributions can be selected later. Filling out this field also updates Transfer Total field at the bottom of the page.
- **Authorized Signer:** The fund selected will drive which authorized signers appear in the dropdown.
- **Fund Balance:** This is the current balance available in the fund, minus any unposted activity.

- **Fund Purpose Language:** This is the official purpose of the fund. Please review this text and consider the intended use of the fund as you make your selection.
- **Detailed Description of Transfer Request:** Use this space to provide additional information about the request for that specific fund. The use of funds must meet donor intent.
- **Attach any supporting documentation here:** Drag or upload all applicable supporting documentation. *Supporting documentation is optional for TCDRs.*
- **+Add Another Transfer:** Click this link if you wish to request multiple funds or distributions.
- **Transfer Total:** Read-only field that automatically calculates the sum of all transfers.

Submit Request for Review

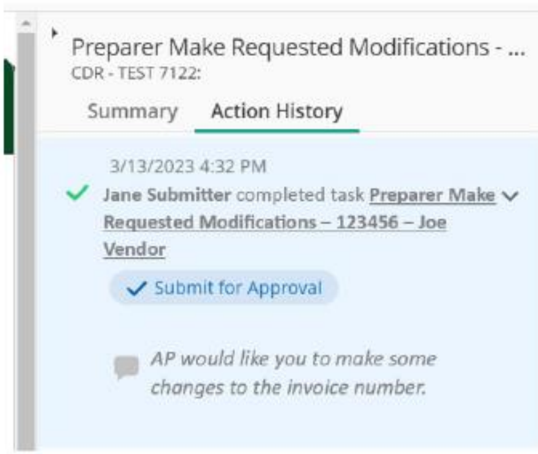
At the end of the form, there are a few options:

- **Submit Request for Review:** Submitting the request will route the TCDR to the first approver for review.
- **Save as Draft:** Select this option to save your work and return to it later.

Providing Edits or Clarification to Other Participants

If another participant in the process (such as the Accounts Payable team or an approver) has questions or requests changes, the preparer will receive an email from laserfiche@uofoundation.org. Click the link in the email to view the form and review the comments from the sender.

Comments from the sender can be found on the right side of the screen under **Action History**.



The bottom of the form contains a comment box to insert any noteworthy details.

Click the appropriate button at the bottom of the screen to proceed. Options include sending the form back to the approver or cancelling the request.

Edits vs. Clarifications

If the approver requests clarifications, you will have the ability to add comments and reply directly to the person requesting the feedback (or to cancel the request). Keep in mind that the only edit you can make in this scenario is the TCDR Description. This is to ensure that no significant changes are made to the form after it has undergone approvals.

If you want to make more extensive edits, then you can select **Revise Entire TCDR** at the bottom of the page, and the form will be unlocked for you to make as many edits as you wish. Once resubmitted, it will be routed to the beginning of the approval process.

Email Confirmation

You will receive email confirmation from laserfiche@uofoundation.org once the payment is processed.