

BUDGET TRANSFER INSTRUCTIONS

Budget Planning & Administration

WHAT IS A BUDGET TRANSFER?

A budget transfer moves budgeted funds from one chart-string to another. Budget transfers can only be processed between the same Fund and not different Funds. The requestor must have Delegation of Authority (DOA). The Budget Transfer form is available on the [ABA Forms page](#).

HOW DO I COMPLETE THE FORM?

Fill in the following data:

- **Transfer Description (No Character Limit)** – detailed explanation of journal (will not reflect in FDW)
- **Net Amount** – automatically calculated and must equal \$0, no data input needed
- **Account** – six-digit numeric expenditure chart-field
- **Fund** – five-digit alpha-numeric chart-field
 - Budget transfers can only be processed between the same Fund and not different Funds
 - Correct: MDS01 to MDS01
 - Incorrect: MDS01 to CL004
- **DeptID** – five-digit numeric department chart-field
- If applicable, please provide:
 - **Program** – four-digit numeric program chart-field
 - **Class** – five-digit alpha-numeric chart-field
 - **Project** – 15-digit alpha-numeric chart-field (typically for Facilities construction projects)
- **Scenario** – Use one of the five options:
 - ALLOC - Division allocations (initial spread of baseline to program centers)
 - COMP - Compensation Increases (baseline adjustments)
 - BUDTX – General Budget Transfer (used for most transfers)
 - ONETIMEDIV – Onetime division allocation
 - GHOST – Budget transfers for Self-Support/Trust funds (e.g. CCE, TExxx, Housing, Lottery, Parking)
- **Line Description (Max – 30 Characters)** – short explanation for the specific line of the transaction (must not exceed 30 characters, including spaces)
- **Amount** – enter the amount as a negative for the chart-string you are taking budget away from and enter the amount as a positive for the chart-string(s) you are adding budget to

In the example below, we are distributing \$15,000 in budgeted funds from Account 660003, Fund MDS01, DeptID 12345, to two different chart-strings: Account 660003, Fund MDS01, DeptID 54321, Class 2345A and Account 606002, Fund MDS01, DeptID 65432. Note that the net amount is 0.00.

Transfer Description:		Distribution of OE Allocation.					Net Amount:	0.00
Account	Fund	DeptID	Program	Class	Project	Scenario	Line Description (Max - 30 Characters)	Amount
660003	MDS01	12345				BUDTX	AY Dept OE Allocation	-15000.00
660003	MDS01	54321		2345A		BUDTX	AY Dept OE Allocation	10000.00
606002	MDS01	65432				BUDTX	AY Travel	5000.00

HOW DO I SUBMIT A BUDGET TRANSFER?

Email completed budget transfer request forms to bpa-01@csus.edu.

