

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:

- Row three:
 - Journal Date**
 - Transfer Description** (no character limit)
 - Net Amount** – automatically calculated and must equal \$0, no data input needed
- Line six:
 - Account** – six-digit numeric expenditure ChartField
 - Fund** - five-digit alpha-numeric ChartField
 - Reminder: 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 ChartField
 - If applicable, please provide:
 - Program** – four-digit numeric program ChartField
 - Class** – five-digit alpha-numeric ChartField
 - Project** – 15-digit alpha-numeric ChartField (typically for Facilities construction projects)
 - 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 ChartString you are taking budget away from and enter the amount as a positive for the ChartString(s) you are adding budget to
 - 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)

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.

Journal Date	Journal ID	Ledger		Source			Transfer Description	Net Amount
1/1/2025		Budgets		BTG			Division allocation to departments	0.00
			Optional					
Account	Fund	DeptID	Program	Class	Project	Scenario	Description (Max - 30 Characters)	Amount
660003	MDS01	12345				ALLOC	AY Dept OE Allocation	-15000.00
660003	MDS01	54321		2345A		ALLOC	AY Dept OE Allocation	10000.00
606002	MDS01	65432				ALLOC	AY Travel	5000.00

HOW DO I SUBMIT A BUDGET TRANSFER?

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

