CSUDH Budget Transfer Request Form (Budget Journal)

When preparing a Journal Entry, the following restrictions should be observed:

- The Budget Transfer Form must not be altered in any way.
- The budget transfer total must net to zero. Total debit (+) must equal to total credit (-).
- In the Line Description fields, no commas (,) should be used.
- In the Monetary Amount field, no cell should contain zero (0) values.

Completing the Budget Transfer Form:

Header:
Divisions should only complete the Green shaded section on the right.

<table>
<thead>
<tr>
<th>For Budget Office use only:</th>
<th>For Budget Transfer Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit: DHCMP</td>
<td>Department: Division/Department Name</td>
</tr>
<tr>
<td>Journal Date:</td>
<td>Extension: 4 digit Ext.</td>
</tr>
<tr>
<td>Journal Ledger: Budget</td>
<td>Reason for Transfer: Appropriate Reason for the Transfer Request</td>
</tr>
<tr>
<td>Source: BGT</td>
<td>Date: dd/mm/yy (request date)</td>
</tr>
<tr>
<td>Journal Header Description</td>
<td>Requested by: Requestor’s Name</td>
</tr>
<tr>
<td>Journal ID:</td>
<td>Authorized Signature: Approver’s Name</td>
</tr>
<tr>
<td>Date Posted:</td>
<td></td>
</tr>
</tbody>
</table>

Populating the fields:
The fields should be populated as detailed below:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept ID</th>
<th>Program</th>
<th>Class</th>
<th>Proj/Grant</th>
<th>Scenario</th>
<th>Line Description</th>
<th>Monetary Amount</th>
</tr>
</thead>
</table>

- **Account** (Required) – Enter 6 character Account value. Example: 660003 for Supplies and Services.
- **Fund** (Required) – Enter the 5 character Fund value. Example: AADHT for Operating (General) fund.
  
  Note: *No inter-fund transfers are allowed.*
- **DeptID** (Required) – Enter 5 character Department ID value.
- **Program** (Optional) – Enter 5 Character Program value.
- **Class** (Optional) – Enter 5 character Class value.
- **Project** (Optional) – Enter 6 character Project or grant value.
- **Scenario** (Required) – Divisions can use two possible scenarios
  
  ORIGINAL – is used to record divisional baseline (permanent) allocations distributions/transfers.
  
  REVISED – is used to record departmental transfers for temporary/one-time/carry-over funds.
  
  Note: *Divisions are not allowed to use both scenarios in the same journal.*
CSUDH Budget Transfer Request Form (Budget Journal) – Cont.

- **Line Description** (Required) – Enter an appropriate description for the journal entry. Example: 13/14 BASELINE DISTRIBUTION. Maximum allowable character are 30 (including spaces).
- **Monetary Amount** (Require) – The cells should be number formatted with two decimal places. Do not use comma.
- **Control Total** – The total budget amounts should add to zero (0).

The **Budget Transfer Form** can be downloaded from the following link:


Forward your completed **Budget Transfer Form** to the Budget Office: hmasoud@csudh.edu.