



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

## 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.

<p><i>For Budget Office use only:</i></p> <p><b>Business Unit:</b> DHCMP</p> <p><b>Journal Date:</b></p> <p><b>Journal Ledger:</b> Budget</p> <p><b>Source:</b> BGT</p> <p><b>Journal Header Description:</b></p> <p><b>Journal ID:</b></p> <p><b>Date Posted:</b></p>	<p><i>For Budget Transfer Only:</i></p> <p><b>Department:</b> Division/Department Name</p> <p><b>Extension:</b> 4 digit Ext.</p> <p><b>Reason for Transfer:</b> Appropriate Reason for the Transfer Request</p> <p><b>Date:</b> dd/mm/yy (request date)</p> <p><b>Requested by:</b> Requestor's Name</p> <p><b>Authorized Signature:</b> Approver's Name</p>
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#### Populating the fields:

The fields should be populated as detailed below:

							<b>Control Total:</b>	<b>0.00</b>
<b>Account</b>	<b>Fund</b>	<b>Dept ID</b>	<b>Program</b>	<b>Class</b>	<b>Proj/Grant</b>	<b>Scenario</b>	<b>Line Description</b>	<b>Monetary Amount</b>

- **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:

<http://www.csudh.edu/budget-plan-admin/budget-info-forms/index>

Forward your completed **Budget Transfer Form** to the Budget Office: [budgetoffice@csudh.edu](mailto:budgetoffice@csudh.edu).