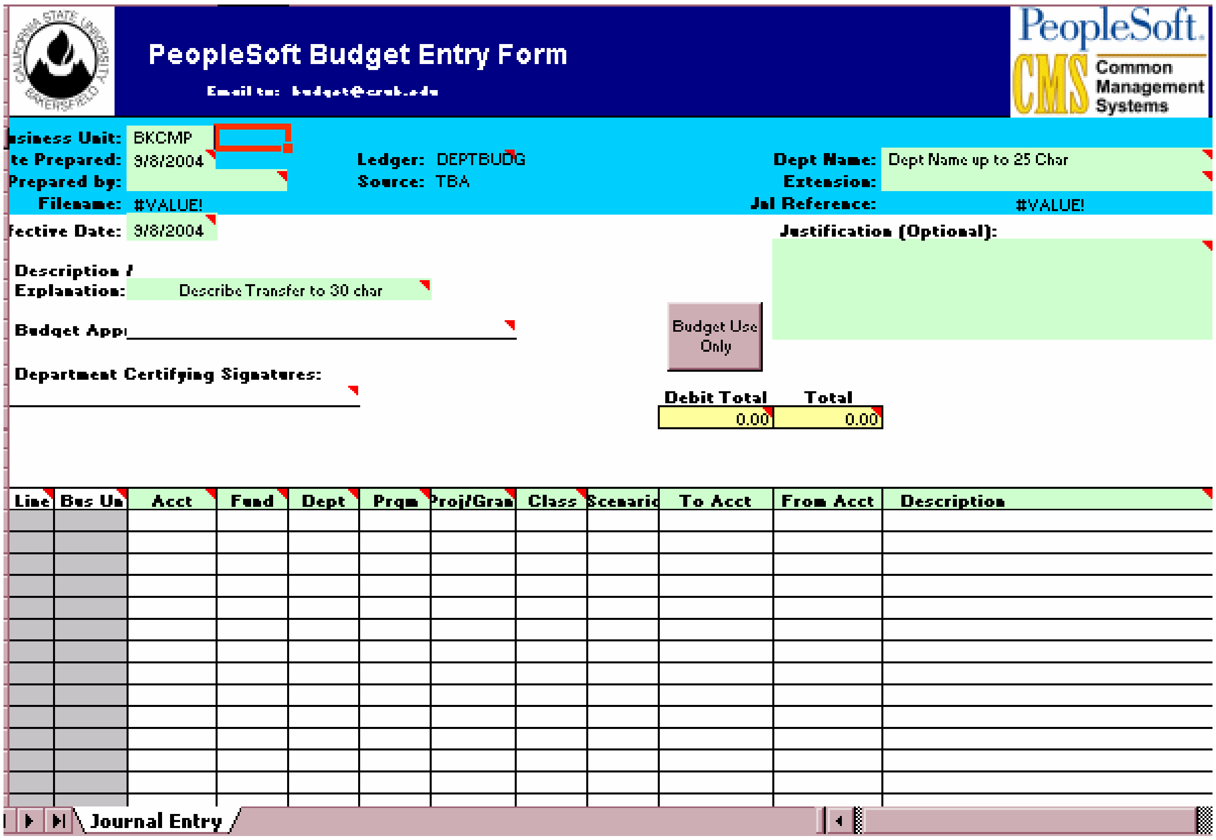
Budget Transfer Form Instructions

Step #1: Download Budget Transfer Form from Budget Office Website.
http://www.csub.edu/BAS/fiscal/budget/index.shtml



<u>GREEN CELLS –Use the Tab key to guide you to the fields that need to be completed, as many of them are hard coded and cannot be changed.</u>

a) Business Unit

The budget transfer form is designed for use with any of the five business units at CSUB.
**BKCMP – CSUB campus (stateside)*
**BKFDN – CSUB Foundation*
**BKASI – Associated Students Inc.*
**BKFFR – Foundation for Research*
**BKSTU – Student Union.*

The user should enter the business unit in which their budget is located. Use the pull down menu to select a value. (The default value is set for BKCMP.)

b) Date Prepared

The date prepared will automatically default.

Document Last Updated: 05/06/04
Approved: Michelle J. Mills

c) Ledger
This field defaults to *DEPTBUDG*. This is where all departmental budget transfers will occur.

d) Dept Name
Enter the name of the Department for which you are employed.

e) Prepared by
Enter your name

f) Source
This field defaults to *TBA.* This is an acronym for Transfer of Budget Allocation.

g) Extension
Enter your campus telephone extension.

h) Filename and Journal Reference
These fields will default by what the user names their file.

WHITE SECTION –Use the Tab key to guide you to the fields that need to be completed, as many of them are hard coded and cannot be changed.

Both the Line and Bus Un columns are formulated to automatically populate, please do not try to change the formatting in these columns.

i) Effective Date
The effective Date will default to the current date; please do not change this date.

j) Justification
This area is for the user to explain the reasons for the transaction. This area will be reviewed and verified by the Budget Office staff.

k) Description/Explanation
Utilize this area as a reference for your records.

l) Account
Enter the account chart field from which you intend to transfer the budget "To" or "From". Be sure to use the proper alphanumeric account, for which you want to transfer funds to or from. (i.e. B60001 for Salaries & Wages, B60002 for Benefits, B60003 for Supplies & Services).

m) Fund
Enter the proper fund from which you intend to transfer budget to or from (i.e.AD204 for General Fund). ***You cannot transfer budget between funds.***

n) Dept
Enter the Dept ID from which you intend to transfer budget to or from, for example **DXXXX**.

o) Prgm / Project-Grant / Class
These chartfields are only necessary if an original budget has been posted with these chartfields attached.

p) Scenario
This field will automatically default to FIRMS, please do not change.

q) Debit Amount / Credit Amount
Enter the amount you wish to Debit or Credit to the account you have listed. Do not use the minus "-" sign in either of these cells, and only one cell "Debit" **or** "Credit" may occupy a line at a time. You may start with either a credit or a debit.

This form also has multiple features to assist users in creating valid PeopleSoft journal entries. There are warning edits to ensure that debits equal credits and that the chart-fields used follow the PeopleSoft definitions (alpha vs. numeric, number of digits, etc.) The user must fill out required fields, make sure that debits equal credits and resolve any warning messages. The file should be saved and emailed to *budget@csub.edu* . Please be sure to keep a copy for your records

Step #2: Email the spreadsheet to budget@csub.edu

The email address *budget@csub.edu* has been established for the Budget Office and department end users. User's attach the TBA to an email and sends the spreadsheet(s) to the above address once they have been approved at the department level. Each day, the email address is checked in the Budget Office for new journal entries. You will receive a confirmation via email with a TBA number associated with the journal entry.