Budget Transfer Process Guide

California State University, Chico

Last Updated: February 2022

Budget Transfer

- **What is a budget transfer?**

  ➢ Budget transfers are requests from departments to move budget from one chart field to another chart field

- **Why do we use them?**

  ➢ Allocate available funds according to a set plan

    ➢ Allocating by campus account clearly shows the ongoing budget need to operate the department by expense type.

  ➢ Reallocate funds to reflect changes to the plan

  ➢ Method for allocating new funds received during the fiscal year

Budget Transfer

Best Practices to Consider

- Expenses should be budgeted at least by category according to your spending plan

- Limit reallocating budget to 2-3 times per year...when there are major changes to the spending plan

- Generally, low dollar budget amounts add little value to the spending plan

  ➢ Don't include cents

  ➢ Budget to the nearest hundred or thousand when able

Budget Transfer continued

- Always run a report before transferring budget, double-check that there is enough budget within the chartfield that you're pulling the budget from.

- Do not use to zero out BBA (Budget Balance Available) for a chart field...eliminates the ability to evaluate actual spending against the budgeted plan

- Budget doesn't have to be perfect! Being under or over budget by line item helps you see where adjustments are needed for next year's plan.

  ➢ BBA cannot be negative by college/department

Budget Transfer

Guidelines

- All work-study must stay within account 602001

- Do not use budget transfers to zero out an incorrect actuals charge

  ➢ If an actual charge had been posted incorrectly, contact FAR@csuchico.edu

- Not used to pay another department, contact FAR to post an Actuals transfer of funds

- Student Learning Fee awards must be spent within their assigned chart field unless the modification is approved by the college, division, or CFAC

- When copy/pasting, always use paste values, if there are formulas that are copied into the transfer template it will cause the upload to fail.

- Watch for extra spaces in the chart field values

- Accounts only have alphas in the 4th character, never anywhere else (660U73 not 66OU73)

Budget Transfer

Mandatory fields to fill in

- Journal Date – 8 characters, no dashes or hyphens
- Journal ID - First 8 characters of your userID, then 2 numbers using a sequential order
- Header Description – Maximum length of 254 characters (Currently only the first 30 characters are returned in Insight or CFS Data Warehouse reporting)
- Fund – Never cross funds
- Dept – Department ID
- Account – Six digit revenue or expense account number
- Amount – Must balance, we're never creating or reducing the budget, just reallocating
- Line Description - Maximum length of 30 characters

Budget Transfer
Visual Guidelines

Budget Scenarios

"Labels" the type of budget being allocated – the majority of people will use OPERATING.

Scenario	Purpose	Who
INITIAL	Campus Budget Plan	Budget Office
AOXPOST	Allocation Orders & CPOs	Budget Office
ROLLENCPP	Prior year encumbrance balance	Budget Office
ROLLFORWRD	Prior year BBA	Budget Office
CRRYOVER	Rollover from division	Division/College Budget Manager
BASE	Division Allocations	Division/College Budget Manager
BASEADJ	New year adjustment to base	Division/College Budget Manager
ONETIME	Onetime allocations	Division/College Budget Manager
ONGOING1X	Ongoing costs that are not part of base	Division/College Budget Manager
OPERATING	Everything else	Anyone

Please contact the Budget Office for additional information.

- budgetcfs@csuchico.edu
- 530-898-5931

Thank you!