

Budget Transfer Process Guide

A decorative graphic consisting of several horizontal lines of varying thicknesses, including a thick grey line and several thin white lines, extending from the right side of the page towards the center.

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

BUD									
Journal Date	Journal ID	Header Description	CheckTotal	Max of 254 chars					
09012021	JJAMES07	New year budget allocation for D12500 - University Budget Office	0.00	< Must equal zero!					
2	3	4	5	6	7	8	9	10	
Fund	Dept	Account	Monetary Amount	Class	Program	Project	Line Description	FY	
G1006	D12500	616S02	35,000.00				Alloc for Questica Software	2021	
G1006	D12500	660003	250.00				General Office Supplies	2021	
G1006	D12500	670C18	300.00				Annual Network costs	2021	
G1006	D12500	670C33	1,000.00				Annual MFP costs	2021	
G1006	D12500	660U73	(36,550.00)				2021-22 Budget Distribution	2021	
								2021	
								2021	
								2021	
								2021	
								2021	
								2021	
								2021	
								2020	
								2020	

Double check for extra spaces

Try to keep numbering sequential if possible

Make sure you have sufficient budget to cover the negative

Maximum of 30 char, abbrev to keep meaningful

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
ONGOINGIX	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!