



# Budget Transfer Request Training Guide

In order to process a budget transfer, a request form is required. Please locate the Excel spreadsheet at:

[http://afd.calpoly.edu/budget/Forms/SLO\\_Budget\\_Journal.xls](http://afd.calpoly.edu/budget/Forms/SLO_Budget_Journal.xls)

Budget Transfers must net to zero.

The total debits (+) must equal the total credits (-)

➤ **SAVE THE TEMPLATE AS A MICROSOFT EXCEL SPREADSHEET**

Save as type must be: Microsoft Excel Workbook (.xls)

➤ In the top portion of the form, fill in the following sections:

				Prepared By:	Sam Mora			NET=	0.00
<b>Request Criteria</b>				Orig Dept:	Provost/VPAA			.CC:	Kimi Ikeda
Date	Reference #	Journal Class	Original Journal ID				Via:	Debra Sherburne	
7/26/2010				Description:	Transfer Funding for Faculty Assigned Time				

- **Date:** Current date
- **Orig Dept:** Department of person submitting the request
- **CC:** Include any staff member in department affected by entry; please remember to include them in the email request
- **Prepared By:** Your name
- **Description:** Purpose of the transfer
  
- Required Chartfields are Account, Fund and DeptId. Use Program, Project and Class as needed. Line Desc should support purpose of the transfer; please refrain from using commas and not exceed 30 characters.

Account	Fund	DeptId	Program	Class	Project	Accounting Use	Line Desc	Accounting Use Only	Amount
840000	SL001	120000					CENG-Faculty Assigned Time		-5144.00
840000	SL001	112500					CENG-Faculty Assigned Time		5144.00

➤ Email the completed Budget Transfer form to [budgettransfers@calpoly.edu](mailto:budgettransfers@calpoly.edu)