Budget Transfer Overview

The Budget Transfer process allows campus departments to request that the Budget Operations office transfer funds from one chartfield to one or more chartfields. Previously this functionality was offered online as part of Peoplesoft/CMS. Now the process is available as a Microsoft Excel form.

Budget Transfer Process

- Requester obtains the Budget Transfer Form at [http://finance.fullerton.edu/Budget/Forms/](http://finance.fullerton.edu/Budget/Forms/).
- Requester fills out the Budget Transfer Form in Microsoft Excel (instructions are on second tab of form) and saves it on their computer. Macros should remain disabled.
- Requester emails Budget Transfer Form as an attachment to the appropriate approver.
- Approver reviews Budget Transfer Form and returns to Requester if there are any changes.
- Approver forwards completed Budget Transfer Form to [DL-Budget@fullerton.edu](mailto:DL-Budget@fullerton.edu) to approve.
- Budget Operations verifies that Approver has authority to approve the transfer.
- Budget Operations reviews transfer and ensures that the funds are available for transfer.
- Budget Operations completes transfer and updates the Budget Transfer Form to include the Journal ID associated with the transfer.
- Budget Operations emails Requester and Approver to notify them that the transfer has been completed; the updated Budget Transfer Form is attached to the email.