To request a budget transfer select the appropriate form for your request (Budget Journal Entry vs. Journal Entry) and fill in the referenced areas of information.

**Budget Journal Entry Form**: This form is used when transferring budgets between like funds (i.e. Operating Funds (51161) to another Operating Fund, or Operating Funds (51161) to the Payroll Fund (52110).

1. **Starting at Row 12**: Fill in only the following fields, all others are for the Budget Operations Office use

   - **Header Description**: Brief description of the purpose for the transfer, 30 characters or less.
   - **Dept ID**:
   - **Fund Number**:
   - **Project Number** (If applicable):
   - **Budget Period**: This would be the current fiscal year
   - **Amount**: Enter the amount to be transferred
   - **Line Description**: Enter additional detail regarding the purpose of the transfer request here

2. Repeat the above for all additional lines of the Journal.
3. Click on Hyperlink to actual excel spreadsheet
**Example A:** The request is to transfer funds from Operating Budget L230100000 - 51161 to Operating Budget L761300000 – 51161

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal ID</th>
<th>Ledger</th>
<th>Budget Type</th>
<th>Header Description</th>
<th>Account</th>
<th>DeptID</th>
<th>Fund Code</th>
<th>Project</th>
<th>Budget Period</th>
<th>Class Field</th>
<th>Prog. Code</th>
<th>Amount</th>
<th>Journal Class</th>
<th>Line Description</th>
<th>Journal Line Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMLOW</td>
<td>APPROP</td>
<td>Original</td>
<td>Xfer for Prof Developme n</td>
<td>L230100000</td>
<td>51161</td>
<td>2013</td>
<td>-50.00</td>
<td>Transfer to L761300000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UMLOW</td>
<td></td>
<td></td>
<td></td>
<td>L761300000</td>
<td>51161</td>
<td>2013</td>
<td>50.00</td>
<td>Transfer from L230100000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Journal Entry Form:** This form is used for all transactions, with the exception of transfers between two Operating Budget (Both Budgets are under Fund 51161), or Operating (Fund 51161) to a Payroll Budget (Fund 52110)

1. **Starting at Row 13:** Fill in only the following fields, all others are for the Budget Office use.
   - **Header Description** - Brief description of the purpose for the transfer, 30 characters or less.
   - **Dept ID:**
   - **Fund Number:**
   - **Project Number** (If applicable):
   - **Budget Period:** This would be the current fiscal year
   - **Amount:** Enter the amount to be transferred
   - **Line Description:** Enter additional detail regarding the purpose of the transfer request here

2. Repeat the above for all additional lines of the Journal.
3. Click on Hyperlink to actual excel spreadsheet

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Account</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Class</th>
<th>Project/Grant</th>
<th>Analysis Type</th>
<th>Monetary Amount</th>
<th>Line Description (30)</th>
<th>Line Reference (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMLow</td>
<td>xxxxxx</td>
<td>53500</td>
<td>L761300000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>Transfer to L600600000</td>
<td>L600600000</td>
</tr>
<tr>
<td>UMLow</td>
<td>xxxxxx</td>
<td>51161</td>
<td>L600600000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-100</td>
<td>Transfer from L761300000</td>
<td>L761300000</td>
</tr>
</tbody>
</table>