

## GENERAL FUND BUDGETING OF CASH TRANSFERS IN

Following the implementation of expenditure control rules for the General Fund, cash transfers in will not be recognized as available resources unless they are offset by a matching increase in expense budget. Therefore, when doing a cash **transfer-in** journal entry for the General Fund you must also do an accompanying budget journal entry. Cash transfers out are not impacted by this rule so no budget adjustment is needed.

The following screenshots and steps show how to budget a cash transfer in the General Fund:

\*Business Purpose: BJE to record expense budget in order to recognize a cash transfer into this general fund 10 FOPPS. Cash transfer JE ID# 0000556805 dated 8/13/07.

Use Current Temporary budget ledger

Accounting & Business Support

\*Ledger Group: B\_CUR\_TEMP Fiscal Year:

Include JE ID# of the cash transfer. Note: you can enter multiple transfers.

Select	Line	SpeedType	Fund	Org	*Account	Amount	Stat	Stat Amt	Journal Line Description
<input type="checkbox"/>	1	11021010	10	1051	460000	1,000.00			Operating Expense Gen Budget
<input type="checkbox"/>	2	11021010	10	1051	995000	-1,000.00			Cash Trnsfrs In General Budget

Debit amount of cash transfer into appropriate expense acct

Credit amount of the cash transfer into 995000

Speedtype that received the Transfer In

1. Process the cash transfer.
2. Create a budget journal in the current temporary budget ledger.
  - a. Enter a header description, which includes the journal entry number of the cash transfer.
  - b. Enter the FOPP or speedtype number of the program receiving the transfer in.
  - c. Credit the amount of the cash transfer in to the voluntary cash transfers in general budget account 995000.
  - d. Debit the amount of the cash transfer into an expense account(s). The expense account should reflect the intended use of the funds, such as operating expense 460000.
3. Validate the budget journal.
4. The campus budget office will verify the cash transfer journal entry, then review and approve the budget journal entry.
5. Verify that the budget journal has been posted in the finance system.

**Contact Planning, Budget and Analysis budget staff with questions.**  
Email: [UCB.Budget@Colorado.edu](mailto:UCB.Budget@Colorado.edu)  
Phone: 303-492-8631  
Web: <http://www.colorado.edu/pba/>