



Request for Budget Journal Transfer (BJE) – Funds 30 & 31

If your department is unable to create a BJE due to access or other restrictions, complete the transfer request form and contact CCO for assistance.

Basic Parameters

1. Transfers are being processed between projects that have the same sponsor restrictions
 - a. BJE's to/from subrecipient or participant cost projects are not allowed. Contact your Grant Officer or Contract Officer in [OCG](#) to obtain necessary sponsor approval
2. Transfers are between the same account codes, or are reasonable and within the same budget category (ex. 530101 to 530101 or 460000 to 530101)
3. If transfers are moving to or from a SpeedType with an F&A rate, apply F&A rate as appropriate
 - a. In most cases, transfers will occur between SpeedType with the same F&A rate
 - b. Exceptions can be made for certain awards, such as those from "Various" sponsors. In this case, the account codes will be split to include an appropriate amount of F&A. For example, transferring \$100 of operating budget from the source SpeedType could be split to \$90 of operating and \$10 of F&A on the receiving SpeedType
4. The transfer request form is **not required** if the transfers are occurring between SpeedTypes within the same org
5. The transfer request form with signatures **is required** if the transfers are occurring between Departments/Institutes
6. Recommend one transfer request form per transfer, especially if signatures are required
7. The transfer request form is not used for Cost Share SpeedTypes
8. Be sure the transfer does not result in a negative budget amount or deficit available balance.

Process

1. Review Budget Transfer request form (*if required, based on item 5 above under Basic Parameters*), for reasonableness, accuracy, and completeness
2. Open m-Fin Award report and m-Fin Operating Summary
 - a. Check F&A rates for involved projects



- b. Check the projects have sufficient budget in the account code being transferred
- c. Make sure F&A is correctly calculated on form
- 3. Open PeopleSoft Award Profile
 - a. Make sure involved projects are on same award
 - a. On the CU Funding Inquiry tab, confirm projects are on same contract line (*be sure to select view all if necessary*)
 - i. If not on same contract line, confirm appropriateness of transfer (i.e., no sponsor restrictions)
- 4. Open PeopleSoft to create Budget Journal Transfer (Create/Update Journal Entries)
 - a. On the Header page, select Ledger Group, choose **B_CUR_CONT**
 - b. In the Long Description, enter detailed description regarding why the transfer is necessary
 - c. Attach the form demonstrating departmental approvals, when necessary
 - d. Be sure lines are correctly entered and debits/credits balance
 - i. NOTE: Budget journals have *no edit check* to ensure debits and credits balance
 - e. If F&A is also transferred, confirm it is correctly calculated
 - f. On the Journal Line enter **BUD** for the An Type
 - g. If satisfied with the above, complete entry and submit journal
 - h. Secondary approval within your department/unit is not required
 - i. All budget journal entries that are submitted will be routed to the appropriate grant accountant for approval.