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College of the Redwoods, Business Office
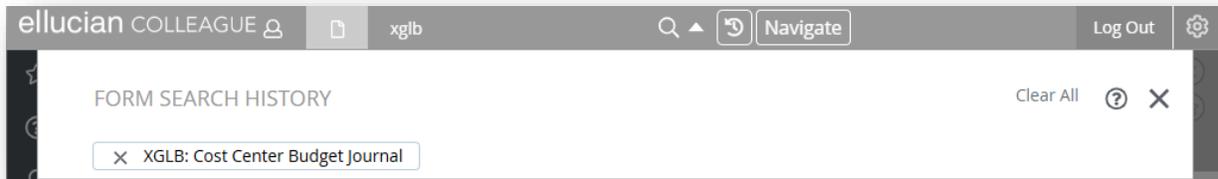## XGLB – Budget Transfer

Purpose/Use:

The Cost Center Budget Journal (XGLB) is used to transfer approved budgeted funds between general ledger (GL) line items within the same cost center, program, and subfund. This process allows departments to reallocate existing budget throughout the fiscal year to address operational needs such as increased expenses, planned purchases, or other anticipated costs. Use of the XGLB ensures that total budget authority remains unchanged while maintaining balanced accounting entries.

Process:

Step 1: Open XGLB – Cost Center Budget Journal

Use the search function in Datatel and type in moniker "XGLB". Select XGLB: Cost Center Budget Journal
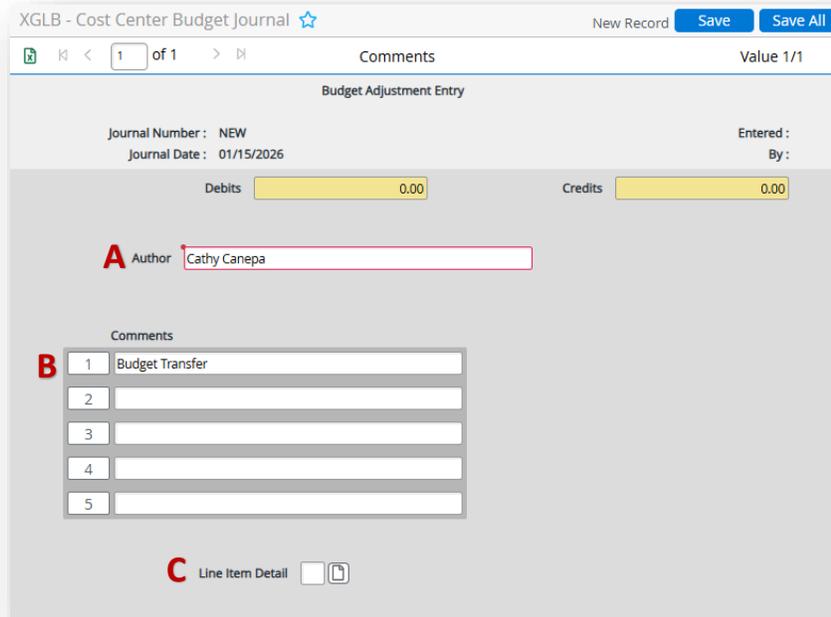

Step 2: Input Required Information

Enter information into the following fields:

      A. Author
          1. Enter your full name

      B. Comments
          1. Enter "Budget Transfer" or enter the specific reason for budget transfer

C. Line Item Detail

Drill into line item detail by clicking into the paper icon:

1. Line 1: Your Debit Entry
   a. Enter GL Code that you want to move funds **INTO**
   - The description of that GL line will auto-populate in the yellow box directly below the GL number.
   b. Enter description
   - Enter the reason for the move (examples below)
     Examples:
     ➢ *Increase in printing cost*
     ➢ *Travel for XXX conference*
     ➢ *Purchase of computer*
     ➢ *Budget transfer (if you don't have specific information)*
   - This is limited to 30 characters.
   c. Enter **debit** amount
   - For expenditures, the GL code that is increasing will always be debited.

2. Line 2: Your Credit Entry
   a. Enter GL Code that you want to move funds **FROM**
   - The description of that GL line will auto-populate in the yellow box directly
   - Often, funds will be moved from Cost Center Contingency, object code 57990, but they can also be moved from another GL line (see exceptions below).
   b. Enter description
   - If you tab/press enter, it will copy the previous description used in line #1.
   - This is limited to 30 characters
   c. Enter **credit** amount
   - For expenditures, the GL code that is decreasing will always be credited.

NOTE: Debits and Credits MUST be in balance (be equal) before saving.

Step 3: Press Save

Step 4: Press Ok when given the Budget Journal Number

Special Notes:

1. Departments will be unable to transfer budget to salary and benefit GL codes (expense object codes beginning with 51xxx, 52xxx, and 53xxx). If this is needed, please reach out to: budget@redwoods.edu

2. Departments will be unable to transfer between different subfunds, cost centers, or programs (first 3 segments of the GL code). If this is needed, please reach out to budget@redwoods.edu