1.) LOG INTO CFS > CO Portal/CFS Access > CFS Login

2.) Click Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

3.) To add a new budget transfer click the “add a new value” tab and use the current date then select “add”. (Note: if the previous month’s ledger has not closed you can select a date from the previous month so that the transfer will show up in that month’s reports).

4.) In the “header” section long description put your first initial and last name as well as a description of what type of transfer you are conducting. Do not alter the other settings on the header page.
5.) Click on the “lines” tab. You can add more lines by clicking on the “plus” button circled in red below.

6.) You can enter the debits and credits in any order you would like just remember debits (-) are where the budget is being transferred from and credits (positive numbers) are where the budget is being transferred to. Enter the account, fund, department (as well as program, class, and project if needed), as well as the amount. The amounts of total debits and total credits should be the same.

7.) For scenario, select which type of budget transfer you are making. Two of the most common scenarios are “OBT” which is a one-time budget transfer, or BBT which is a base budget transfer.

8.) Scroll to the right and type in a short description on each line that will help identify what the transfer was for in the future.

9.) Once all necessary fields have been populated and the total debits and total credits are equal select “edit journal” from the dropdown menu and select “process.”
10.) You will know that your journal is valid when you see a “V” in the journal status. At this point the Budget Office will review the entry and post it.

![Journal Entry Example]

11.) If an error is encountered, which does not allow the journal status to be valid, check the following:

- Are the “scenario” fields populated with a valid scenario on each line?
- Are valid dept. IDs, funds, account codes (as well as class, project, or program codes if appropriate) entered on each line?
- Are the amount fields populated on each line?
- Is there a journal line description on each line?

After correcting any errors click “process” next to “edit journal” again, which will make the journal valid so that the Budget Office may review the entry and post it.