

# CROSS BALANCE TRANSFERS

Revised February 17, 2026

## OVERVIEW

Cross Balance Transfers (CBTs) are used to transfer funds between two different fund numbers. Generally, CBTs should only be processed when a fund in the 6xxxx series is involved (e.g. 62246, 62165, 69970, or S&S funds).

**PREREQUISITE:** Proficiency in processing [Transfers of Funds \(TOFs\)](#)

## STEPS TO PROCESS A CROSS BALANCE TRANSFER

1. Process the Transfer of Funds (see Notes for the TOF below)
  - a. Email the completed TOF to yourself via the TOF system
2. Complete the [CBT-specific journal entry](#) (See Notes for the CBT JE below)
3. Forward the email generated from Step 1a. to the appropriate [UCLA Business & Finance Solutions \(BFS\) fund manager](#).
  - a. Attach the completed CBT JE to the email
  - b. The BFS Fund Manager will process the corresponding Journal Entry (JE)
  - c. Example of email to BFS Fund Manager:

Hi Susan,  
 I processed a cross balance transfer (see below). Please process the corresponding journal (see attached).  
 Thanks,  
 Rae

## NOTES FOR THE TOF

- The TOF will contain at a minimum 4 lines, as the TOF will move funds To/From the 119xxx accounts linked to each fund.
- Always list the DEBIT FAU first.

**Example of the 4 lines required for a CBT TOF:**

| Loc | Account | cc | Fund  | Project | Sub | Source | Description            | Temp Debit | Temp Credit |
|-----|---------|----|-------|---------|-----|--------|------------------------|------------|-------------|
| 4   | 401357  | AF | 62246 |         | 08  |        | T: 43210-AF, Overdraft | 62.50      |             |
| 4   | 119850  |    | 62246 |         |     |        | T: 43210-AF, Overdraft |            | 62.50       |
| 4   | 119800  |    | 43210 |         |     |        | F:401357-AF-62246      | 62.50      |             |
| 4   | 441357  | AF | 43210 |         | 08  |        | F:401357-AF-62246      |            | 62.50       |

- The correct linked 119xxx account for each fund can be found via the Web Reports or QDB/FPM:

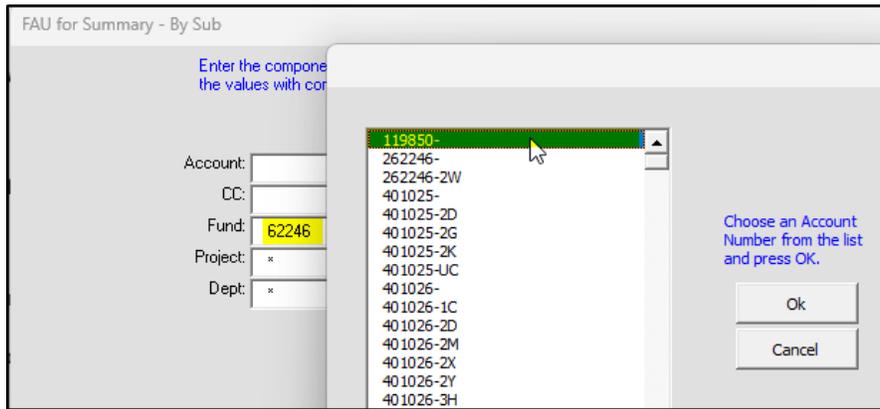
Account:

CC:

Fund:  Find Accounts

Project:

Dept:



- ❖ Be sure to look up the 119xxx account for each fund involved in the transaction

**NOTES FOR THE CBT JOURNAL ENTRY**

- Justification/Explanation section should replicate what was included in the TOF in Step 1.
- FAU information should replicate what was included in the TOF in Step 1.
- Update the "Include note:" section with the correct funds:

*After you click submit, at the top right of the TOF screen, click on "Email" and send email to yourself. Forward that email to Susan Ngo in Accounting, along with this completed template.*



**Include note:** "I processed a cross-balance account transfer from 62246 to 43210. Please process the corresponding journal."

**Email the template to Susan Ngo to process journal below.**

- Update Reference field highlighted in Orange, with the TOF Trans No:

| Journal |        |       |         |     |        |        |             |           |       |        |
|---------|--------|-------|---------|-----|--------|--------|-------------|-----------|-------|--------|
| Account | CC     | Fund  | Project | Sub | Object | Source | Description | Reference | Debit | Credit |
| 4       | 119850 | 62246 |         |     |        | 0799   | T:34527     | 71457     | 62.50 |        |
| 4       | 119820 | 34527 |         |     |        | 0799   | F:62246     | 71457     |       | 62.50  |

- TOF Trans No can be found within the completed TOF emailed to yourself in BCT Step 1a:

|              |                    |                 |            |            |                                       |         |         |
|--------------|--------------------|-----------------|------------|------------|---------------------------------------|---------|---------|
| Prepared By: | MAN, RAELEN GARIFE | Effective Date: | 01/22/2025 | Type Entry | 14                                    | Wip No: | 3267804 |
| Phone:       | 310-995-9326       | Trans No:       | 071457     | Dept:      | 4 -1565 -MEDICINE-DEPT ADMINISTRATION |         |         |

- Update the Employee Name and Extension fields highlighted in Orange with preparer information:

|   |              |
|---|--------------|
| Type Employee Name (i.e. Chris Bronsdon): | Raellen Man  |
| Type Employee Extension (i.e. x45510:)    | 310-995-9326 |