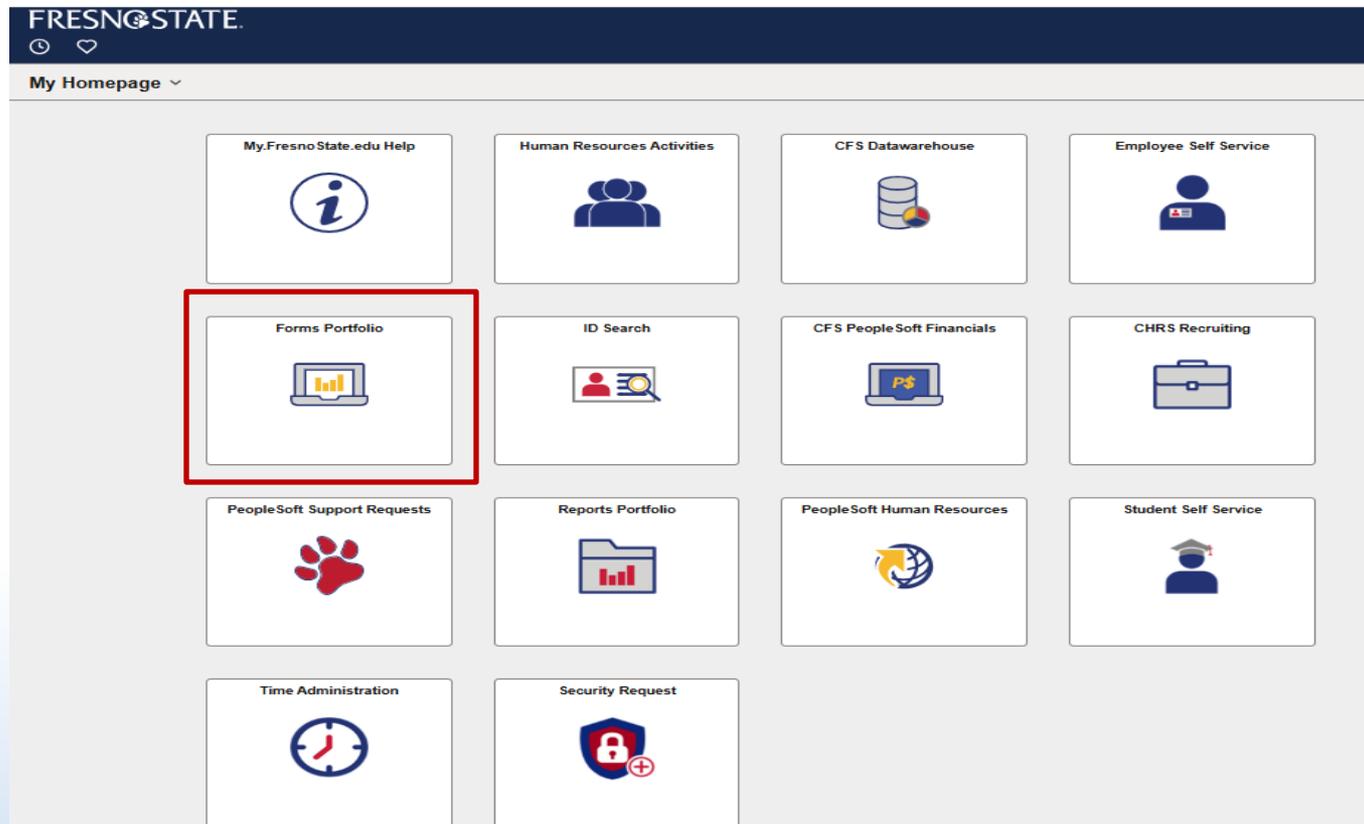


What is an ABJ Form?

- The ABJ form is used to adjust the budget.
- The ABJ form is only used to adjust the budget within the General Fund, 90000.
- Please round to the nearest whole dollar.

How to Access the ABJ form?

The ABJ form is accessible through My Fresno State Home Page, FORMS Portfolio:



- * Click Fresno Forms Portfolio
- * Then select “Adjusting Budget Journal.”

FRESNO STATE

← | 🕒 | ❤️

Forms Portfolio

- Fresno Forms Portfolio**
- OnBase Forms and Review

Finance			
★	Adjusting Budget Journal (ABJ)	Electronic Form	The Adjusting Budget Journal is used to transfer budget funds from PeopleSoft accounting chartfield location to another. Details...
★	Departmental Deposits	Electronic Form	Departmental Deposits are intended for departments with twenty deposits or less and/or less than \$5000 in a fiscal year. Details...
★	Direct Pay & Hospitality Approval	Electronic Form	The Direct Pay & Hospitality Approval Form is used for Student and Employee Reimbursements Only to request a check payment. Details...
★	Financial Signature Approval (FSA)	Forms Application	Authorized Signature form and approvals for Financial Services. Identifies departmental authorized signers for purchase requisitions, direct pays, invoices, petty cash requests, journal entries (TOES), payroll transfer forms (TOPS), and travel applications and expense claims. Details...
★	Item Type	Electronic Form	The Item Type Request Form is used by departments to request a new charge, payment, or financial aid item, or to update an existing item type. Details...

The first section of the form contains general information about the department processing the ABJ and a brief description of the adjustment.

FRESNO STATE
Digital Transformation

EF - Adjusting Budget Journal - ABJ (UF)

Enter the general information for the journal:

Phone/Ext: Start typing here...	Mailstop: Start typing here...
Department/Office: * Start typing here...	
Description: * Start typing here...	
Comments: Start typing here...	

The second part of the form is the chartfield, also called the chartstring. It comprises two sections:

1. The top portion is the chartfield where the funding is coming from.
2. The bottom portion is the chartfield where the funding is going to.

If you need to add another row for either of the sections, click 

The “From” and “To” sections should balance to **zero**.

EF - Adjusted Budget Journal - ABJ Created at Feb 25, 2026 3:28 PM 

Enter the chartfield information to transfer from:
[View chartfield value descriptions and information.](#)

Department *	Account *	Fund *	Org ID *	Program	Class *	Project	Amount1 *	Emp/Pool	Employee Name
DIVISION RESERVES	660898	90000	70041		20000		\$500.00	Start typing here...	Start typing here...
							sum: \$500.00		



Enter the chartfield information to transfer to:
[View chartfield value descriptions and information.](#)

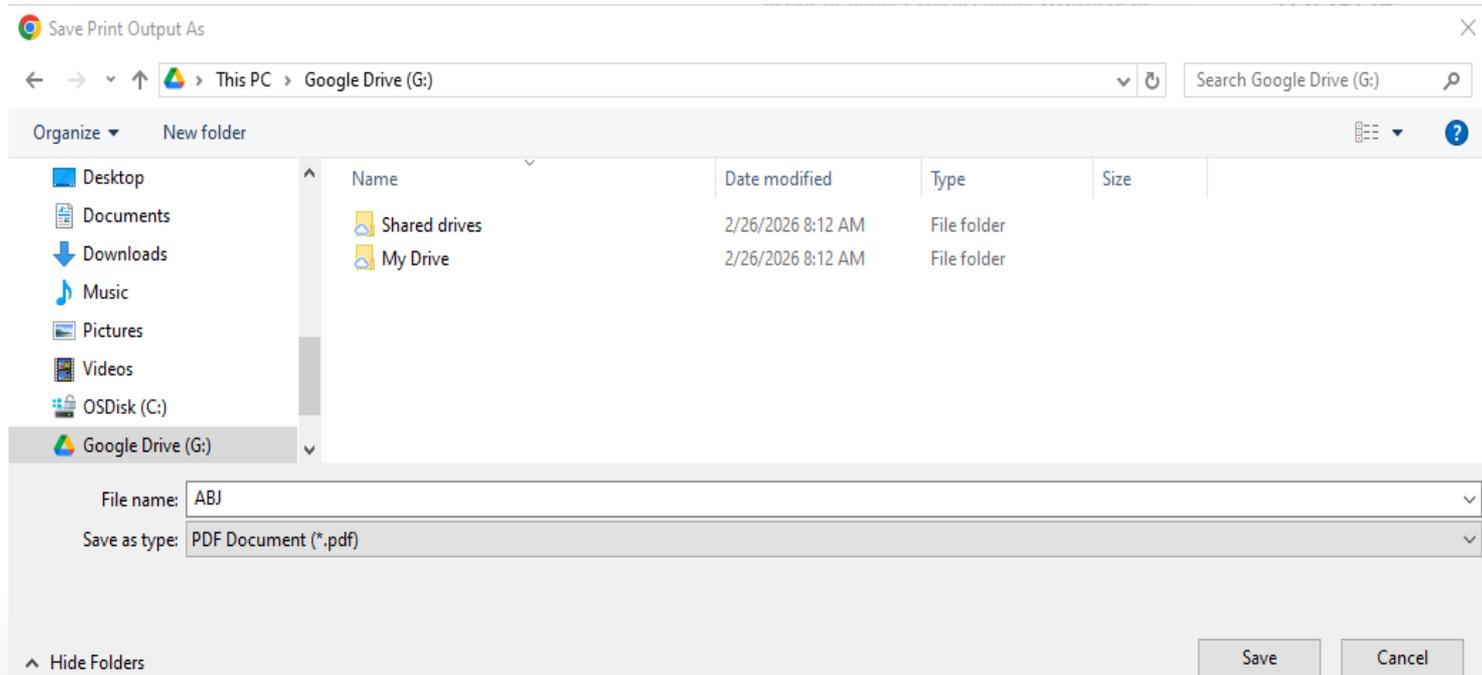
Department *	Account *	Fund *	Org ID *	Program	Class *	Project	Amount2 *	Emp/Pool	Employee Name
Office Of The Provost	660898	90000	20120				\$500.00	Start typing here...	Start typing here...
							sum: \$500.00		



Balance: 

- Once you have the form filled out and balanced out to zero, you are now ready to submit.
- After clicking the submit button, you will receive an email from kualibuild-api@mail.fresnostate.edu with your ABJ form attached.
- Open the ABJ form. All the fields on the ABJ form will be highlighted. It is necessary to remove the highlights for the ABJ to be uploaded correctly to Adobe Sign.

- Now you can save your file



Adobe Sign

- Please go to the Budget website for the Adobe Sign upload instructions @

<https://adminfinance.fresnostate.edu/budget/training/adobesign-process.html>

- If you have any questions, call our office at (559) 278-3902 or send us an email at:

JEFFREY BLANKS

Director of Budget & Resource Management

(559) 278-5295

jeffblanks@mail.fresnostate.edu

LISA CHAVEZ

Associate Manager of Budget & Resource Management

(559) 278-5293

lisachavez@mail.fresnostate.edu

JEAN AGUAYO

Senior Budget Analyst of Budget & Resource Management

(559) 278-7224

jaguayo@mail.fresnostate.edu