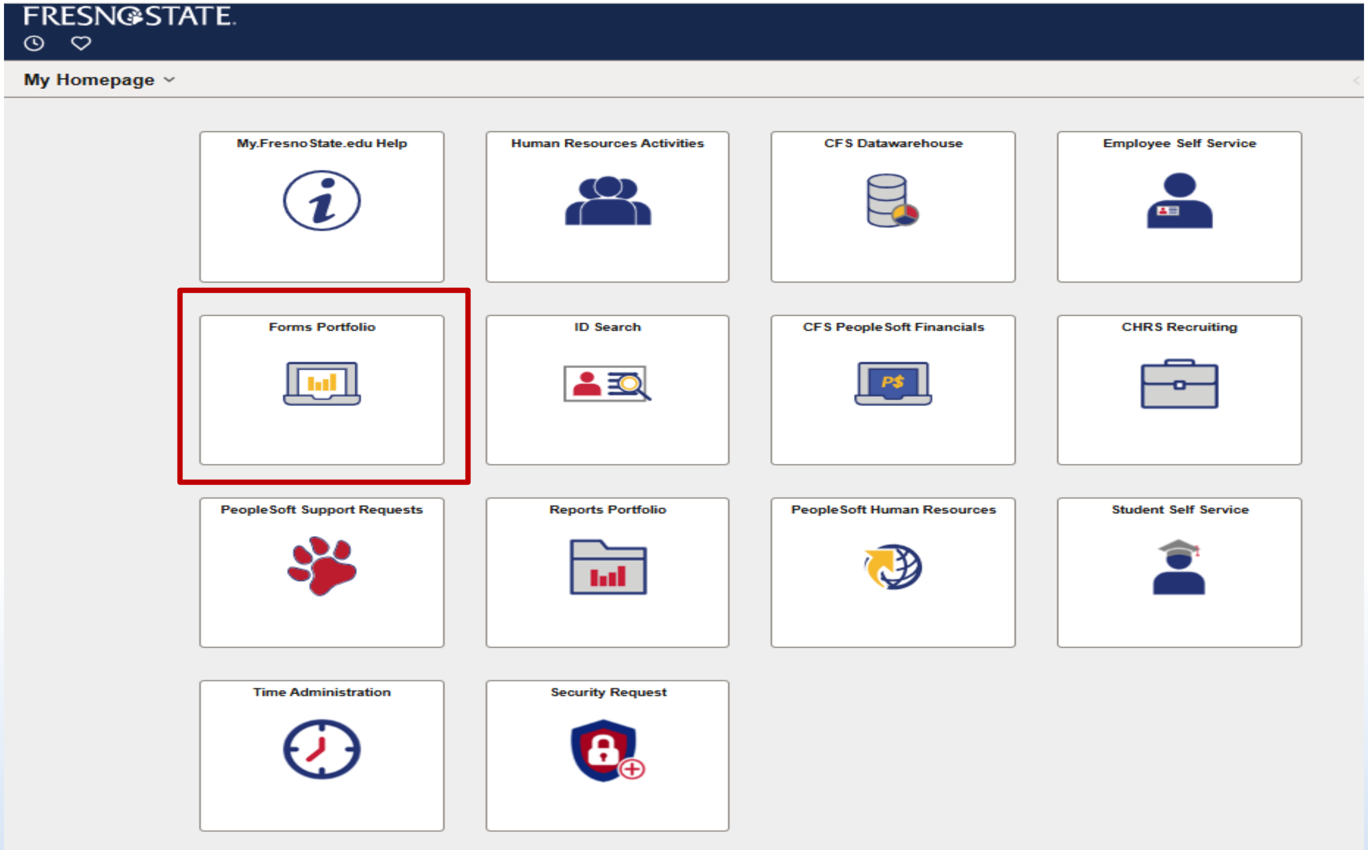
What is an ABJ Form?

- 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:



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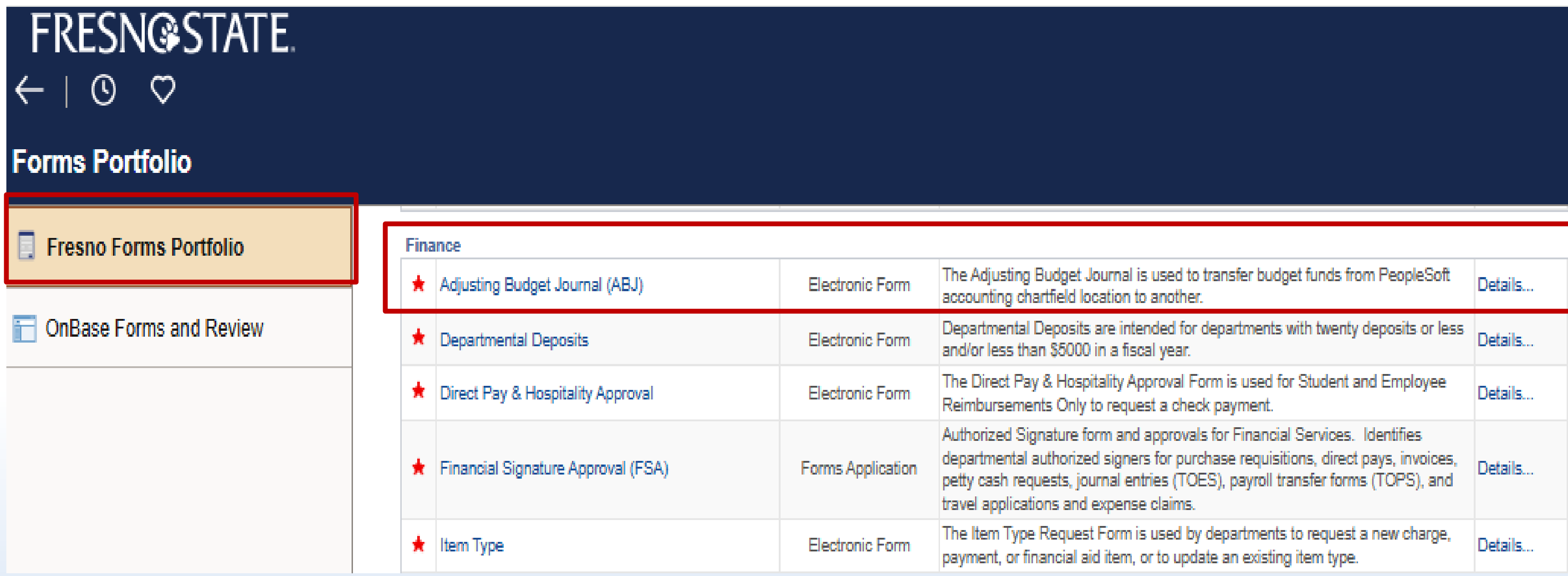
* Click Fresno Forms Portfolio
* Then select “Adjusting Budget Journal.”



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

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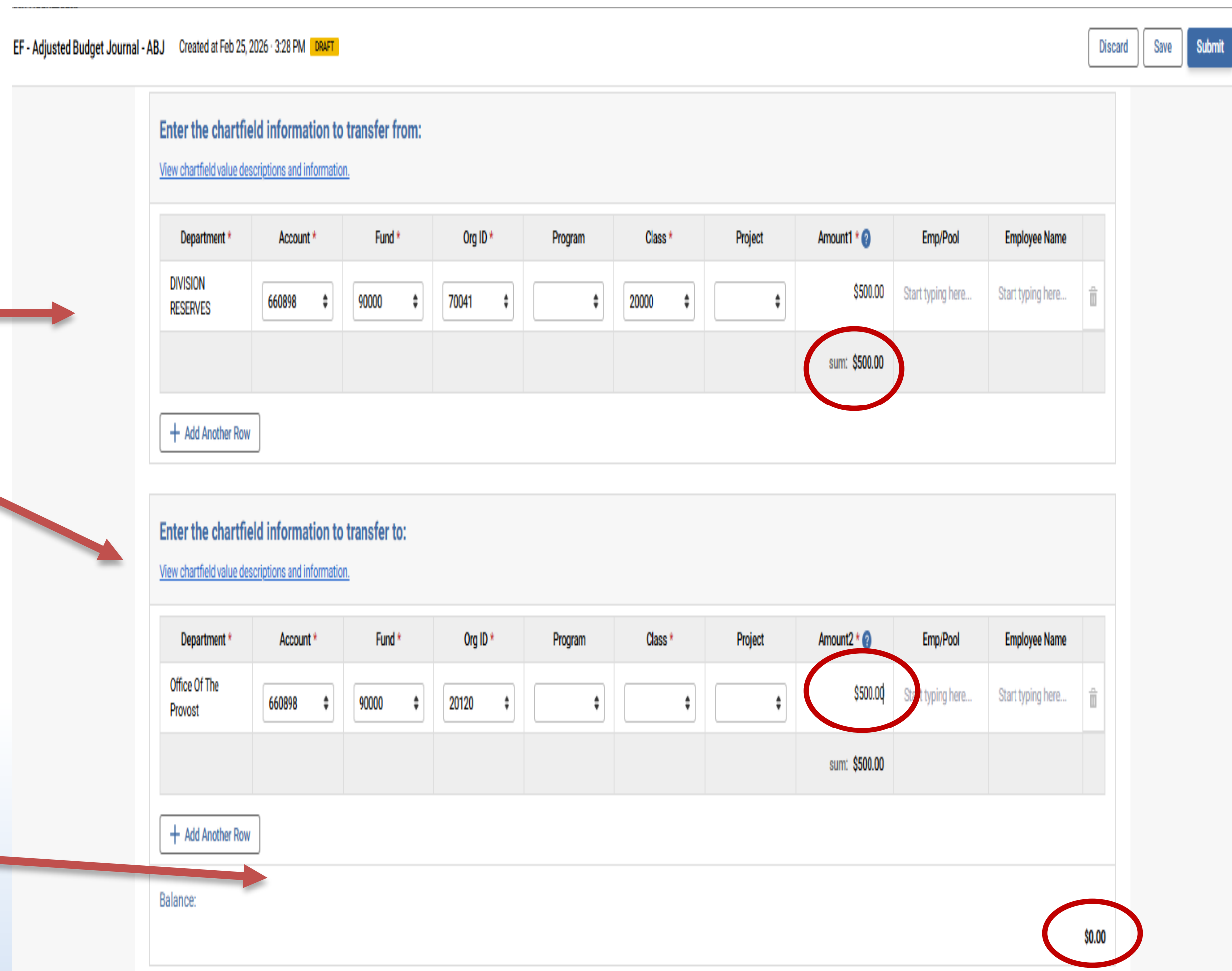
The second part of the form is the chartfield, also called the chartstring. It comprises two sections:

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 + Add Another Row

The "From" and "To" sections should balance to **zero.**



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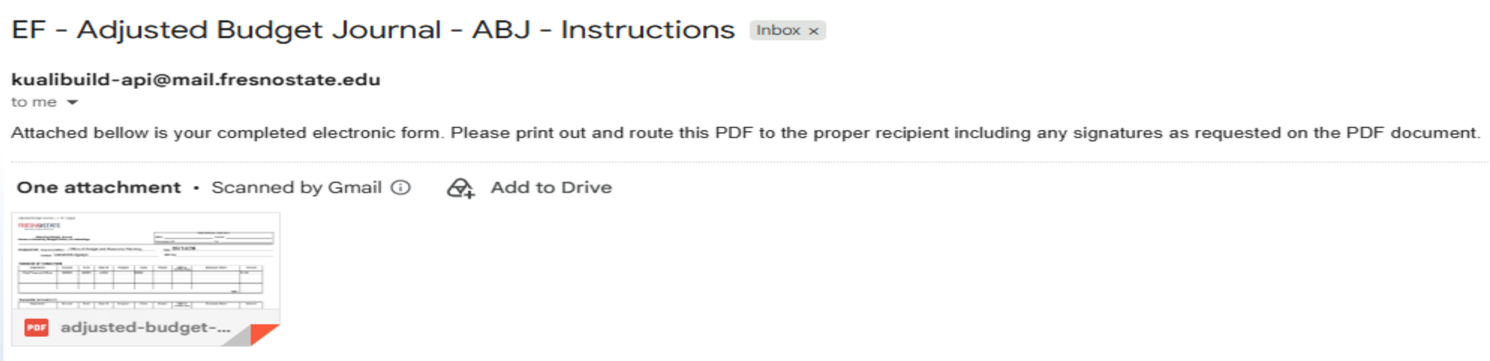
- Once you have the form filled out and balanced out to zero, you are now ready to submit.
- After clicking the submit button, you will receive an email from **kualibuild-api@mail.fresnostate.edu** with your ABJ form attached.



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- Open the ABJ form and save the it as one of your file.

Adjusted Budget Journal — 1 of 1 pages

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Adjusting Budget Journal
Route to University Budget Office, via AdobeSign

FOR OFFICIAL USE ONLY
ABJ# ______ Journal ______
Processed: HR ______ Fin ______

REQUESTOR: Department/Office: Office of Budget and Resource Planning Date 05/14/26

Contact: Cassandra Aguayo M/S / Ext ______

TRANSFER OF FUNDS FROM

Department	Account	Fund	Dept. ID	Program	Class	Project	EMP ID Or Pool Acct	Employee Name	Amount
Chief Financial Officer	660003	90000	41000		00000				$1.00
								Total	

TRANSFER OF FUNDS TO

Department	Account	Fund	Dept. ID	Program	Class	Project	EMP ID Or Pool Acct	Employee Name	Amount
Budget and Resource Planning	660003	90000	41105		00000				$1.00
								Total	$1.00

Description: This is a Test

Comments: Test Only

APPROVALS: Department: ______ Dean/Director ______ Vice President ______

- Now you can upload the ABJ form to Adobe Sign.

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:

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