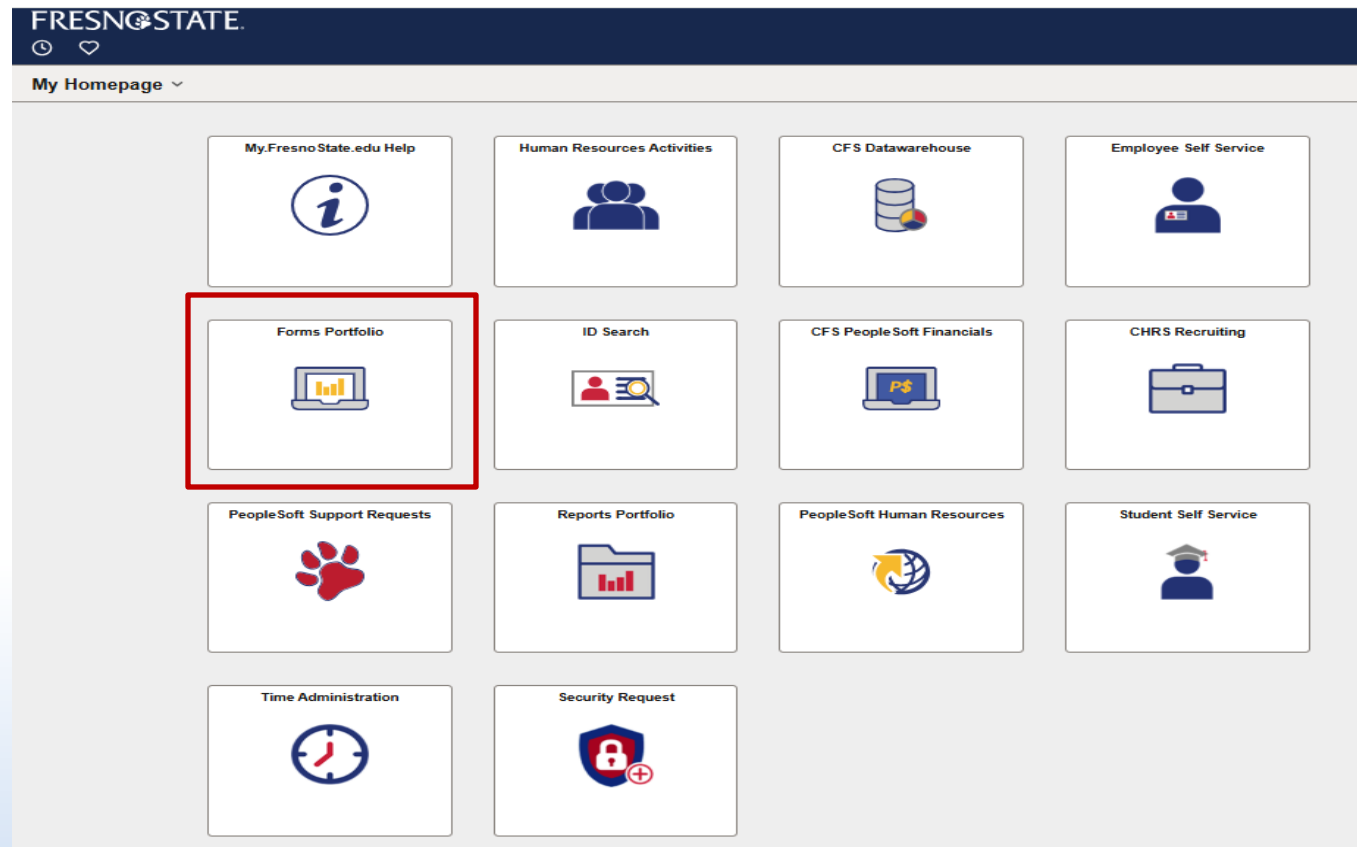


What is an ABJ Form?

- 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.”

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

[+ Add Another Row](#)

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

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

[Discard](#) [Save](#) [Submit](#)

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		

[+ Add Another Row](#)

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		

[+ Add Another Row](#)

Balance:

\$0.00

- 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.

EF - Adjusted Budget Journal - ABJ - Instructions Inbox x

kualibuild-api@mail.fresnostate.edu

to me ▾

Attached below is your completed electronic form. Please print out and route this PDF to the proper recipient including any signatures as requested on the PDF document.

One attachment • Scanned by Gmail ⓘ  Add to Drive



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

Adjusted Budget Journal — 1 of 1 pages

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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