

# How To Request A Journal Transfer

**Steps:**

1. Navigate to My Business Services.  
[www.cgc.maricopa.edu/mybusinessservices](http://www.cgc.maricopa.edu/mybusinessservices)

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2. Click on *Requests*.
3. Click on *Budget*.
4. Click on *Transfer*.
5. Click on *Journal Transfer*.

- Request
- Budget
- Transfer
- Journal
  - Journal Transfer
  - Reclassification of Expense

6. Type in the *purpose* of the journal transfer.

Purpose

7. Input the total amount of all transfer lines in the Total Transfer Amount field

Total Transfer Amount

8. Input the *From Account* information - fund, unit, and charge center with a dash between digits.

Account  
From:

Hint: you can enter partial account numbers or account names in the account fields to search for accounts.

9. Input the *From Object Code*. If the desired object code is a capital object code starting with 57XXX or 58XXX, add the *Sub-object Code*.

- Use 1500 - < \$1,000
- Use 1000 - ≥ \$1,000 but ≤ \$4999.99
- Use 5000 - ≥ \$5,000

Object Code  Sub Object Code

Hint: If you don't know which object codes to add, click the [Object Code Listing](#) link for a list of Expense codes and their definitions.

10. Enter the fund, unit, and charge center for the *To Account*.

To: Fund Unit ChargeCenter

11. Input the *To Object Code* and *Sub-object Code*, if needed.
12. Enter the \$ amount to be transferred between the *From* and *To* accounts.
13. Click the *Add* button to add the line information inputted in steps 8 through 12.

14. Repeat steps 8 and 13 for multiple line requests. All of the transfer lines will populate in the Transfer List table.

Approval Status	FROM	TO	Amount
Pending	110-450-151450-54100-0	110-450-151450-52000-0	100.00

15. Add any necessary notes to College Business Services to clarify the request in the *Notes* field.

16. Click *Submit*.

17. Logout of *My Business Services*.

For options on different types of requests which can be submitted to College Business Services, please refer to the *My Business Services Users' Manual*, for more information.

*My Business Services - Version I*  
*College Business Services*  
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