

**SHARE BUDGET JOURNAL**

| <b>Form Type</b> | <b>Purpose</b>  | <b>Radio Button</b> |
|------------------|---|---------------------|
| OP-Bud 3         | Establishing new budget under Section 4   | Original            |
| OP-Bud 4         | Establishing new or reauthorized special appropriation budgets  | Original            |
| OP-Bud 5         | Re-establishing a budget based on valid encumbrances  | Original            |
| CAP-Bud          | Establishing new capital project budget(s) or adjusting re-authorized capital project budget(s)                 | Original            |
| CAP-Bud 5        | Re-establishing a budget based on valid encumbrances for capital projects                                       | Original            |
| BAR              | Increasing or decreasing existing budget(s)   | Adjustment          |
| CBAR             | Increasing or decreasing existing capital project budget(s)   | Adjustment          |
| CBAR             | Establishing new capital project budget(s) from sources other than a capital appropriation (i.e. federal funds) | Adjustment          |

**SHARE BUDGET TRANSFER  
(Debits & Credits must Equal)**

| <b>Form Type</b> | <b>Purpose</b>   | <b>Radio Button</b> |
|------------------|--|---------------------|
| BAR              | To transfer existing budget from one category to another category within the same fund, same program | Adjustment          |
| BAR              | To transfer existing budget from one fund to another fund  | Adjustment          |
| BAR              | To transfer existing budget from one program to another program                                      | Adjustment          |
| BRF              | Budget adjustment when the language in the appropriation does not specify a category                 | Adjustment          |
| CBRF             | Budget adjustment when the language in the appropriation does not specify a category                 | Adjustment          |