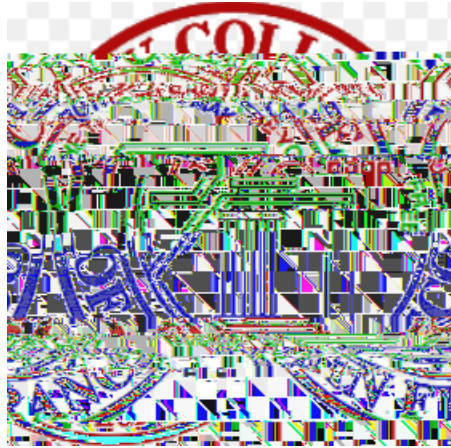


# CITY COLLEGE OF SAN FRANCISCO



## BUDGET TRANSFER MANUAL

This manual is aimed at end users who want to perform budget transfers within their own budget(s). If you have any questions or concerns please do not hesitate to contact [Purchasing@ccsf.edu](mailto:Purchasing@ccsf.edu).

Additional information and documents can be found on our intranet website:  
<https://citycollegesf.sharepoint.com/sites/AdministrativeServicesPurchasing>

Budget Basics, Management and Transfer Webinar Zoom Recording:

<https://cccconfer.zoom.us/rec/compose?m14RID=9&from=mailto:cs000126@ccsf.edu&fromT1UfBDC/C210D>

componentName=vanity-url-

dERv0\_2UC6RX5fjKJONbE\_CmwH-BQ92S-

63A%2F%2Fcccconfer.zoom.us%2Frec%2Fpla

DPGHkDx8E9TtiFNR1d4iBYDkqINRCVer-

3Dtrue

Note: you must be logged into your CCSF employee ID in myRAM in order to access the intranet.

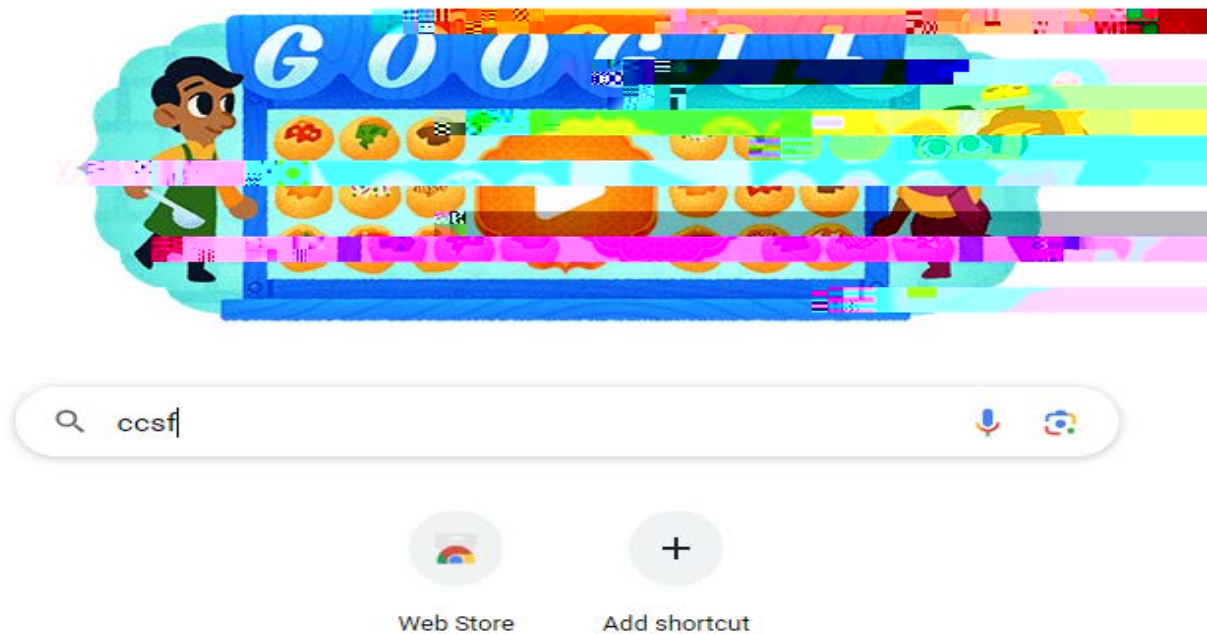


# Logging into myRAM Portal

Step 1: Start Google Chrome as your web browser.

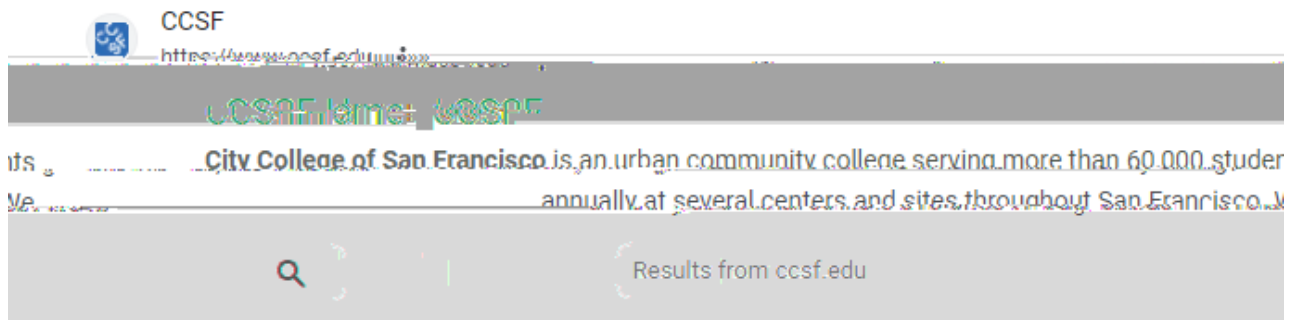


Search for CCSF or navigate to ccsf.edu

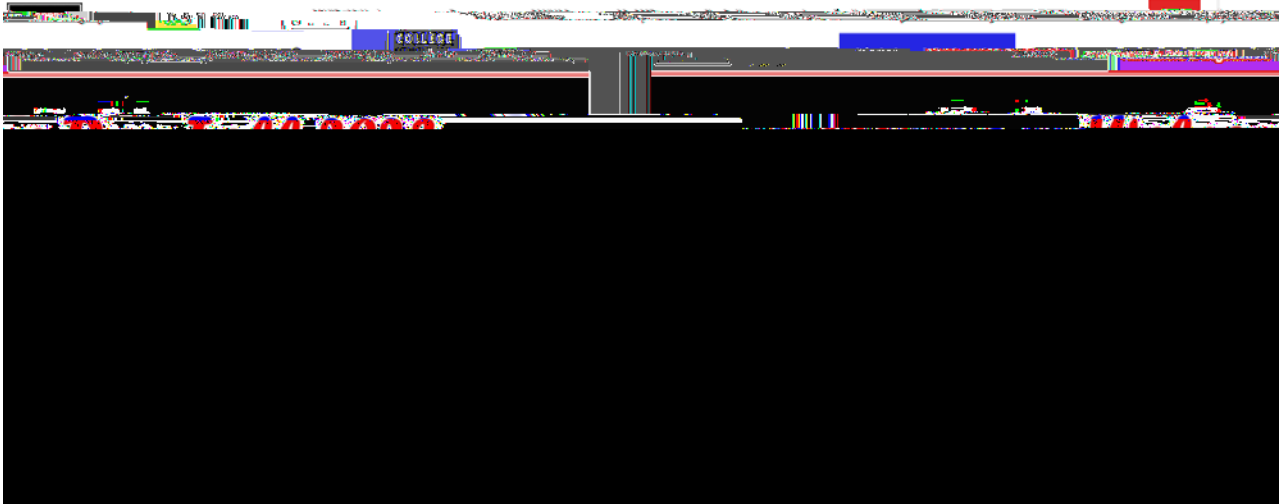




Click on CCSF Home:



This will bring you to CCSF's Home Page.



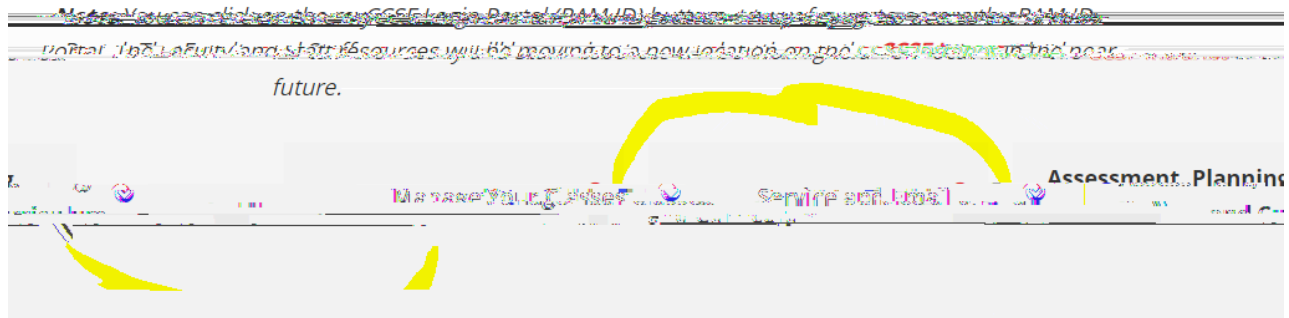
Click on the MYCCSF Link on the top of the page:





Scroll down the page until you find For Faculty & Staff. Click on Service and Email:

## For Faculty & Staff

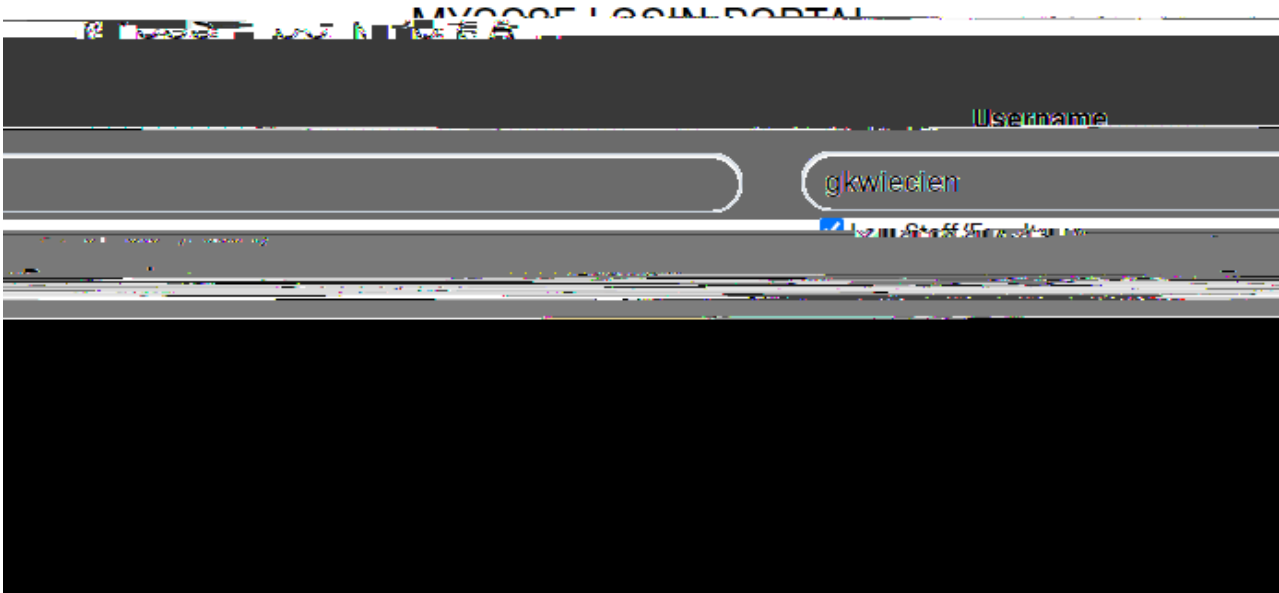


Click on myCCSF Login Portal (RAM ID):

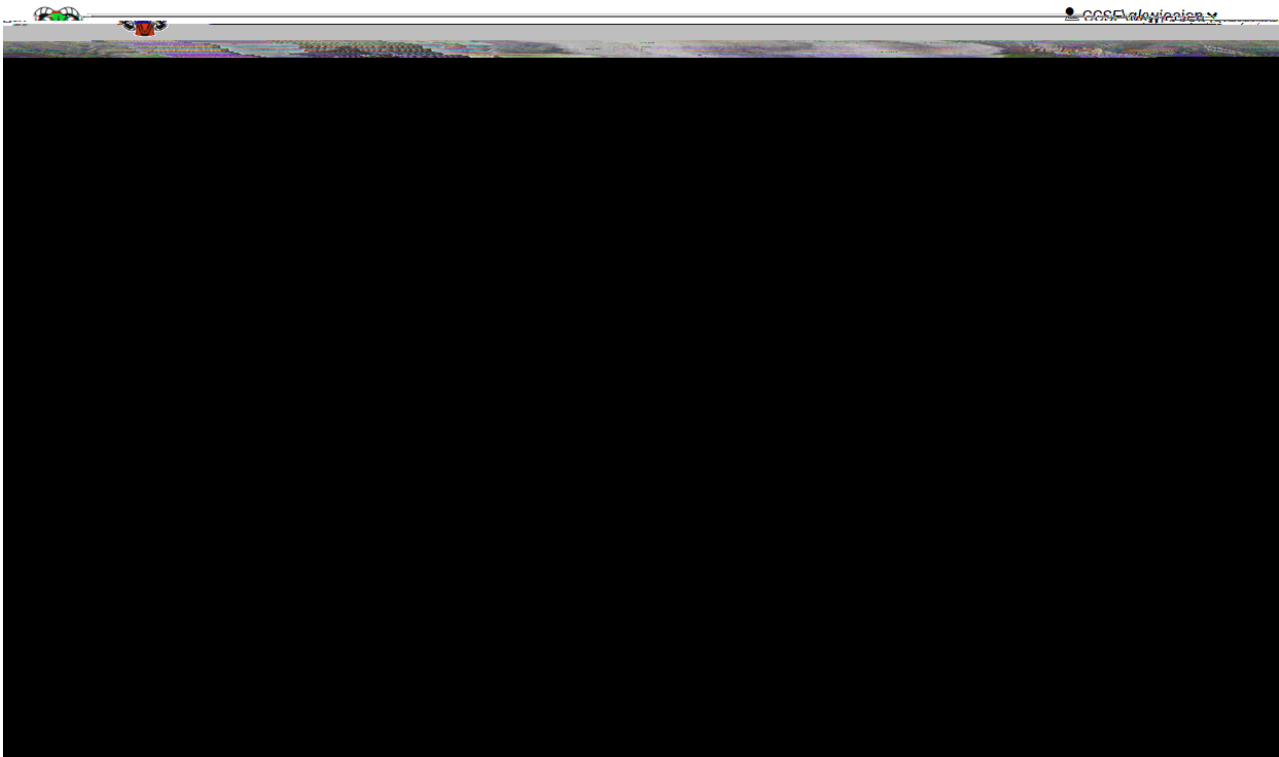




Please log in:



Click on the myRAM Portal logo:







Which brings you to the main Budget Transfer page:

## BUDGET TRANSFER STEPS

Using the above form as template, you will need to follow the steps listed below in order to fill out the form and submit it to complete a budget transfer. See yellow highlights below.

**First Step:** Type in the amount you want to transfer in the Transfer Amount box

**Second Step:** tab to the FOAPAL section and type in 5, then tab to index, then tab to fund and put the fund you

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