

## **E-SIGN - BUDGET JOURNAL VOUCHER - INSTRUCTIONS**

The Budget Journal Voucher form is used to request **budget** expenditure or revenue transfers within a department budget or between budget units of the university. NOTE: The Budget JV is limited to 30 lines of budgetary information. Should you have more line items you will need to do a new JV.

### **INSTRUCTIONS:**

- I. Proceed through the entry fields using the **tab keys**, or via mouse point and click.
- II. All shaded areas are to be filled in by the Budget Office
- III. Department should fill in the following:

**PERMANENT or TEMPORARY:** Required field, used to indicate whether a transfer is a permanent change to the base budget or a temporary transfer for the remainder of the fiscal year. Point and click to enter a check mark in the appropriate field(s).

**TYPE OF TRANSACTION - EXPENDITURE OR REVENUE:** Required field, indicating whether the transfer is an expenditure or revenue transaction. Point and click to enter a check mark in the appropriate field(s).

**PRINTED NAME of BUDGET AUTHORITY:** Required field, Enter the name of the budget authority.

**SIGNATURE of BUDGET AUTHORITY & DATE:** Required field, budget authority signs and dates the Budget JV. (May not be rubber-stamped or signed on behalf of the budget authority.)

**CONTROL TOTAL:** Required field, Information defaults from the accounting information entered on the bottom half of the Budget JV. As a check on the accuracy of the defaulted information remember the absolute value of the budget journal voucher is the sum of all dollar values regardless of + or - sign.

**NET TOTAL:** Required field, Information defaults from the accounting information entered on the bottom half of the Budget JV. As a check on the accuracy of the defaulted information remember the net total is the sum of the dollar values based on + or - sign. Most budget journal vouchers will result in a net total equal to zero, as entries are offsets.

**DATE, REQUESTOR, PHONE, DEPARTMENT, MAIL STOP & LOGIN:** Required fields. Format for date is dd/mm/yy.

**KEY ADMINISTRATOR APPROVAL & DATE:** Required field when transfers involve more than one department. The key administrator is the dean for transfers between academic units within the same college or school, the Academic Vice-President for transfers between colleges or schools, or the division Vice-President for transfers between non-academic units within a division.

Enter all appropriate account code structure codes, refer to the Chart of Account Codes for appropriate, active codes.

**INDEX:** An optional field, the FAST INDEX.

**FUND, ORGN, PROG:** Required fields. (Orgn = Organization Code & Prog = Program Code)

**ACCT:** Required field, Account Code indicating whether a transaction is an expenditure or revenue.

**ACTV/LOCN:** Optional fields, Activity Code and Location Code.

**AMOUNT:** A required field, enter the dollar amount of the transaction. {Indicate reductions or transfers from accounts by showing those amounts in brackets ( )}.

**DESCRIPTION:** Required field. Provide a brief explanation about the purpose of the requested transfer or source of estimated revenue.

**Pos#/FTE:** Enter if transactions impact salary positions.

**EXPLANATION:** Provide a brief explanation of the purpose of the transfer. Attachments may be provided to show detail.

If you have any questions regarding this form or process, call the Budget Office at ext 3136.