

Instructions  
**JOURNAL ENTRY FORM INSTRUCTIONS**

Transfer of Actuals	Transfer of Budget
<p><b>Special Instructions:</b></p> <ol style="list-style-type: none"> <li>Each line of a journal entry may include pennies (cents).</li> <li>Revenue or expense may <b>NOT</b> be coded to a "pool" account, e.g. XX999.</li> <li>Inter-departmental chargebacks (using Object 91XXX) must ensure that <b>ALL</b> lines of the entry use the same Object.</li> <li>Revenue or expense may <b>NOT</b> be coded to a budget carry forward object code, e.g. 947XXX.</li> <li>Interfund or inter-campus transfers should use object 94XXX and <b>MUST</b> use the 94XXX for both sides of the entry.</li> </ol> <p><b>Proper Completion:</b></p> <p><b>A</b> Indicate the fiscal year of this entry, e.g. "2010-2011".</p> <p>Indicate the month of the desired posting, e.g. "May".</p> <p><b>B</b> Indicate Department generating the Entry.</p> <p><b>C</b> Optional field for comments that may be in addition to or clarification of the description.</p> <p><b>D</b> 1. Proper documentation <b>MUST</b> be included with your transfer. Proper documentation includes such things as:</p> <p>2. A print out of the Datatel or My UNB e-Services account which shows that the balance to be transferred exists. Please highlight the balance.</p> <p>3. A copy of any invoice or supporting documentation to support the transfer, e.g. a general ledger trial balance or specific invoice as appropriate. Please highlight relevant balances.</p> <p>4. Registration fee for an on-campus event: copy of <b>COMPLETED</b> registration form - names of attendees must be provided. If event is deemed entertainment (ie: banquet), an entertainment details form is to be provided.</p> <p><b>E</b> Full account number including object code. Refer to <a href="http://www.unb.ca/financialservices/faculty_staff/purchases_reimbursement/payment/general_ledgers.html">http://www.unb.ca/financialservices/faculty_staff/purchases_reimbursement/payment/general_ledgers.html</a> for explanation and object code listing.</p> <p><b>F</b> 1. A clear and concise description of what the entry is trying to achieve, e.g. "Transfer from 326000 to 326009."</p> <p>2. It is helpful to place "to Account Number" and "fr Account Number" in the Description. Note that Description is limited to 30 characters.</p> <p><b>G</b> Reference to Voucher #, PO #, previous Journal Entry #, etc associated with this entry.</p> <p><b>H</b> Ensure proper signing authorities have approved the charge(s) to the account(s) involved. Please print name clearly and sign.</p> <p><b>I</b> Indicate that the journal entry is <b>ACTUAL</b> and not Budget.</p> <p><b>Process:</b></p> <p>Entries that do not include the above information <b>will be returned</b> to the originating department.</p> <p>Entries reviewed and approved by the appropriate financial office (e.g. Financial Services) will be initialled and dated.</p> <p>Approved entries will be forwarded to Financial Services via inter-campus mail for data entry and posting.</p>	<p><b>Special Instructions:</b></p> <ol style="list-style-type: none"> <li>Each line of a budget entry <b>MUST</b> be rounded to the nearest dollar, i.e. no pennies.</li> <li>All interfund or inter-campus transfers (using Object 94XXX) <b>MUST</b> be a transfer of actuals via Journal Entry, i.e. Budget Entries are not permitted.</li> <li>Intentionally left blank.</li> <li>Transfers of budget carry forward <b>MUST</b> remain within object codes 947XXX.</li> <li>Intentionally left blank.</li> </ol> <p><b>Proper Completion:</b></p> <p><b>A</b> Indicate the fiscal year of this entry, e.g. "2010-2011".</p> <p>Indicate the month of the desired posting, e.g. "May".</p> <p><b>B</b> Indicate Department generating the Entry.</p> <p><b>C</b> Optional field for comments that may be in addition to or clarification of the description.</p> <p><b>D</b> 1. 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It is helpful to place "to Account Number" and "fr Account Number" in the Description. Note that Description is limited to 30 characters.</p> <p><b>G</b> Reference to Voucher #, PO #, previous Journal Entry #, etc associated with this entry.</p> <p><b>H</b> Ensure proper signing authorities have approved the charge(s) to the account(s) involved. Please print name clearly and sign.</p> <p><b>I</b> Indicate whether this entry should be "One-Time" or "Ongoing" at the top right hand corner. <b>"Ongoing" entries apply only to operating budgets and must be pre-approved by the RPB Team.</b></p> <p><b>Process:</b></p> <p>Entries that do not include the above information <b>will be returned</b> to the originating department.</p> <p>Entries reviewed and approved by the appropriate financial office (e.g. RPB Team) will be initialled and dated.</p> <p>Approved entries will be forwarded to Financial Services via inter-campus mail for data entry and posting.</p>



BUDGET USE ONLY	___	One-Time (A)
please check	___	Ongoing (C)

[illegible]

DATE \_\_\_\_\_