

Budget Journal and Journal Entry Instructions

To request a budget transfer select the appropriate form for your request (Budget Journal Entry vs. Journal Entry) and fill in the referenced areas of information.

Budget Journal Entry Form: This form is used when transferring budgets between like funds (i.e. Operating Funds (51161) to another Operating Fund, or Operating Funds (51161) to the Payroll Fund (52110).

1. Starting at Row 12: Fill in only the following fields, all others are for the Budget Operations Office use

Header Description - Brief description of the purpose for the transfer, 30 characters or less.

Dept ID:

Fund Number:

Project Number (If applicable):

Budget Period: This would be the current fiscal year

Amount: Enter the amount to be transferred

Line Description: Enter additional detail regarding the purpose of the transfer request here

2. Repeat the above for all additional lines of the Journal.
3. Click on Hyperlink to actual excel spreadsheet

Budget Journal and Journal Entry Instructions

Budget Journal Entry Form: Continued

Example A: The request is to transfer funds from Operating Budget L230100000 - 51161 to Operating Budget L761300000 – 51161

| <i>Budget Journal Entry</i> HEADER DETAIL | | | | | | LINE DETAIL | | | | | | | | | | |
|--|------------|--------------|--------|-------------|---------------------------|--------------------|------------|-----------|---------|---------------|-------------|------------|--------|---------------|--------------------------|------------------------|
| Business Unit | Journal ID | Journal Date | Ledger | Budget Type | Header Description | Account | DeptID | Fund Code | Project | Budget Period | Class Field | Prog. Code | Amount | Journal Class | Line Description | Journal Line Reference |
| UMLOW | | | APPROP | Original | Xfer for Prof Development | | L230100000 | 51161 | | 2013 | | | -50.00 | | Transfer to L761300000 | |
| UMLOW | | | | | | | L761300000 | 51161 | | 2013 | | | 50.00 | | Transfer from L230100000 | |

Budget Journal and Journal Entry Instructions

Journal Entry Form: This form is used for all transactions, with the exception of transfers between two Operating Budget (Both Budgets are under Fund 51161), or Operating (Fund 51161) to a Payroll Budget (Fund 52110)

1. Starting at Row 13: Fill in only the following fields, all others are for the Budget Office use.

Header Description - Brief description of the purpose for the transfer, 30 characters or less.

Dept ID:

Fund Number:

Project Number (If applicable):

Budget Period: This would be the current fiscal year

Amount: Enter the amount to be transferred

Line Description: Enter additional detail regarding the purpose of the transfer request here

2. Repeat the above for all additional lines of the Journal.
3. Click on Hyperlink to actual excel spreadsheet

| UMass Lowell Journal Entry | | | | | | | | | | |
|----------------------------|---------|-------|------------|---------|-------|---------------|---------------|-----------------|--------------------------|---------------------|
| Business Unit | Account | Fund | DeptID | Program | Class | Project/Grant | Analysis Type | Monetary Amount | Line Description (30) | Line Reference (10) |
| UMLOW | xxxxxx | 53500 | L761300000 | | | | | 100 | Transfer to L600600000 | L600600000 |
| UMLOW | xxxxxx | 51161 | L600600000 | | | | | -100 | Transfer from L761300000 | L761300000 |