Budget Journal Form

A Budget Journal is used to adjust the budget for non-grant funding sources. If the budget adjustment is 9 rows (or less) of data the Budget Journal form can be used. If the budget adjustment is 9 rows (or more) of data the Budget Journal Import Template should be used instead. If a salary related budget adjustment was previously included on a payroll form or Recruiting Solutions offer then it will be processed based on that information and a form does not need to be submitted on a Budget Journal Form.

Journal Date – Date of the adjustment.

Budget Journal ID – Leave blank. The Budget Office will complete this field with a system generated ID.

Ledger Group – Based on the type of adjustment.
> FNDDTL – Fund Detail Ledger, expense accounts for appropriated funds and some restricted funds
> CSHDTL – Cash Detail Ledger, expense accounts for local funds
> PRJDTL – Project Detail Ledger, expense accounts for funds using projects that are not grants
> REVENUE – Revenue Ledger, revenue accounts for appropriated and some restricted funds
> CASHR – Cash Revenue Ledger, revenue accounts for local funds
> PROJREV – Project Revenue Ledger, revenue accounts for funds using projects that are not grants

Account – Select the budget level account code(s) from the drop down that is appropriate for the adjustment.

Fund – Enter the fund number(s) that will be involved in the adjustment.

Department – Enter the department number(s) that correspond with the fund numbers.

Project – Project number (if applicable). Grant project numbers should not be used on this form, only projects that use the Project ledger.

Budget Increase – Enter the amount the fund/department combination on that line should increase.

Budget Decrease – Enter the amount the fund/department combination on that line should decrease.

Adjustment Type – Select Permanent or Temporary. Permanent adjustments will carry over to the next fiscal year. Temporary adjustments are for the current fiscal year only.

Description – Enter a description of the adjustment being made.

Department Name – Department initiating the form.

Phone Number – Phone number of the person initiating the form.

Signature – Approval

Additional Resources:
Chart of Accounts – Shows the budget level account code descriptions. Located on the Budget Office website Resources and Job Aids page.
Fund Numbers – Accounting Office website page with information on fund numbers and types.