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 Entry Form: *Continued*

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

Budget Journal Entry

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 Developme nt**		L230100000	51161		2013			-50.00		**Transfer to L761300000**	
UMLOW							L761300000	51161		2013			50.00		**Transfer from L230100000**	

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