



Budget Journal Guidelines, Examples and MS Report View

Updated 10.26.22

Budget Journal Guidelines



General Principles:

- 1) All budget JV allocations/transfers should be balanced (net impact \$0) to maintain the BOV approved budget by fund.
- 2) Budget JV allocations “Within” Fund Type L2 (e.g. E&G, AE, IND, CF, etc) can be processed as permanent or temporary adjustments. All units should continue to process E&G, AE and IND budget JVs; however, Other Fund Type L2 transfers (e.g. CF, Other restricted, etc.) should be sent to your Budget Office contact (see budget/actual rule codes). Note: Central Office transfers for cross-functional and multi-disciplinary programs will follow this process.
- 3) Budget JV allocations that “Cross” Fund Type L2 (e.g. E&G, AE, IND, CF, etc) should be processed as “temporary transfers”. The JV allocation will require the following:
 - To maintain BOV approved budgets by fund, the budget JV should include transfer accounts to reflect a net impact of \$0, as mentioned above. Please make sure the appropriate E&G transfer accounts are used (see the E&G and Other JV transfer accounts).

Budget Journal Guidelines (continued)



General Principles:

- 3)
 - All Cross Fund Type L2 budget JVs should be sent to your Budget Office contact for processing.
 - To reflect the expense within the unit, an actual JV must be processed using the same transfer accounts reflected on the budget JV.
 - Please make sure the Budget Office has approved the budget JV before the actual JV is processed.
- 4) Cross fund budget and actual JVs that are managed centrally (e.g. capital), will be communicated to the units before they are processed. This will allow the central office to receive the accurate FOAPAL string to allocate or remove the funds.
- 5) Cross-functional and multi-disciplinary budget allocations will be included in the units' overall budgets and should be forecasted. Any unspent funds will be carried forward at year-end.

Budget and Actual Journal Rule Codes

Unit	Budget JV		Actual JV
	Permanent	One-time	
Core Office (Budget & Provost)	BD01-Original; BD02-Revised/Permanent (all funds)	BD04- Temporary (all funds)	XSR- Revenue and Expense Adjs
	XIDR-Indirect Adjs		XCAP -Budget Capital Adjs
Unit Level	XEGP- E&G Permanent Budget Transfer	XEGT- E&G Temporary Budget Transfer	XSR- Revenue and Expense Adjs
	XAEP- Aux Ent Perm Budget Transfer	XAET- Aux Ent Temporary Budget Transfer	
		⁽¹⁾ All budget JVs for Cross Fund L2 transfers (E&G, AE, IND, CF, etc) and Within Fund L2 transfers (excl/E&G, AE and IND) --Should be sent to your Budget Office contact for processing	
	XIDR-Indirect Adjs		

⁽¹⁾ The current E&G and AE budget rule codes were created solely for those funds. As such, the E&G and AE budget rule codes can't be used to process "Within Fund L2 transfers" for other funds (e.g. CF, Other restricted, etc). As we continue to review the budget JV process, please send budget JVs for Cross Fund L2 transfers and Within Fund L2 transfers (excl/E&G, AE and IND) to your Budget Office contact.

E&G and Other JV Transfer Accounts



	Budget JV	Actual JV
Action		
E&G Cross-fund Transfers	81554 - Transfers in E&G	81554 - Transfers in E&G
	82554 - Transfers out E&G	82554 - Transfers out E&G
Other Cross-fund Transfers	81535- Transfer in Other	81535- Transfer in Other
	82535- Transfer Out Other	82535- Transfer Out Other

Budget Journal Examples



1. Budget reallocation within the same Fund Type L2 (e.g. E&G, AE, IND, CF, etc).

This type of journal can be processed as a permanent or temporary adjustment. Note: Central office transfers for cross-functional and multi-disciplinary programs will follow this process.

Budget Journal

Fund Type L2	Fund L5	Fund L5 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Budget JV Sign
E&G	10117	E &G Budget Reserve	M12345	71100	Contractual Svcs Budget Pool	10100	PROJ01	XEGT	Funding for COA Project	(\$10,000)	Net Impact \$0, no change to E&G bdgt	-
E&G	10111	Univ. E&G	M98765	71100	Contractual Svcs Budget Pool	10100	PROJ01	XEGT	Funding for COA Project	\$10,000		+
Total E&G										\$0		

Note: All "Within" Fund L2 Budget JVs (excl/ E&G, AE and IND) should be sent to your Budget Office contact.

Budget Journal Examples (continued)



2. Budget reallocation across a Fund Group (e.g. E&G, AE, IND, CF, etc).

This type of journal should be processed as a temporary transfer using permanent or one-time funding. However, there are some exceptions for permanent budget reallocations/restructuring (e.g. self-supporting). Note: Central office transfers for cross-functional and multi-disciplinary programs will follow this process.

Budget Journal

Fund Type L2	Fund L5/L6	Fund L5/L6 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Budget JV Sign
E&G	10111	Univ. E&G	M12345	70000	Bud Pool	10100	FAC001	XEGT	Fac Start-up: Smith	(\$25,000)	Net Impact \$0, no change to E&G bdgt	-
E&G	10111	Univ. E&G	M12345	82554	Transfer out E&G	10100	FAC001	XEGT	Fac Start-up: Smith	\$25,000		+
Total E&G										\$0		
Carryforward	160234	Faculty Pool	M54321	73800	Travel	10502	FAC001	XEGT	Fac Start-up: Smith Budget	\$25,000	Net Impact \$0, no change to CF bdgt	+
Carryforward	160234	Faculty Pool	M54321	81554	Transfer in E&G	10502	FAC001	XEGT	Fac Start-up: Smith Budget	(\$25,000)		-
Total Carryforward										\$0		

Actual Journal

Fund Type L2	Fund L5/L6	Fund L5/L6 Name	Org	Account	Acct Name	Program	Activity	Rule Code	Description	Amount	Note	Actual JV D/C
E&G	10111	Univ. E&G	M12345	82554	Transfer out E&G	10100	FAC001	XSR	Fund Fac Start-up: Smith	\$25,000	Actuals Incr	Debit
Carryforward	160234	Faculty Pool	M54321	81554	Transfer in E&G	10502	FAC001	XSR	Fund Fac Start-up: Smith	(\$25,000)	Actuals Dcrs	Credit
Total										\$0		

Note: All "Cross" Fund L2 Budget JVs should be sent to your Budget Office contact. Please make sure the Budget Office has approved the Budget JV before you process the Actual JV.

Budget Journal Example – Budget Impact



Original Budget							
E&G Fund				CF Fund			
	Budget	Actual	Variance		Budget	Actual	Variance
EXPENSES				EXPENSES			
Travel			-	Travel			-
All Other				All Other			
Elements-70000	25,000		25,000	Elements-70000			-
Transfers In			-	Transfers In			-
Transfers Out			-	Transfers Out			-
Total	25,000	-	25,000	Total	-	-	-

Budget Journal							
E&G Fund				CF Fund			
	Budget	Actual	Variance		Budget	Actual	Variance
EXPENSES				EXPENSES			
Travel			-	Travel	25,000		25,000
All Other				All Other			
Elements-70000			-	Elements-70000			-
Transfers In			-	Transfers In	(25,000)		(25,000)
Transfers Out	25,000		25,000	Transfers Out			-
Total	25,000	-	25,000	Total	-	-	-

Actual Journal							
E&G Fund				CF Fund			
	Budget	Actual	Variance		Budget	Actual	Variance
EXPENSES				EXPENSES			
Travel			-	Travel	25,000		25,000
All Other				All Other			
Elements-70000			-	Elements-70000			-
Transfers In			-	Transfers In	(25,000)	(25,000)	-
Transfers Out	25,000	25,000	-	Transfers Out			-
Total	25,000	25,000	-	Total	-	(25,000)	25,000

* Budget and actual journals should be processed based on anticipated expenses and possibly adjusted, if needed.