*	Universion of Toron
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TO:

JOURNAL ENTRY TO BE USED FOR CORRECTIONS TO ACCOUNT ASSIGNMENT, OR TO THE NET AMOUNT OF A FINANCIAL TRANSACTION

DATE:	
REF. NO.:	
DOC. NO.:	
ORIGINATING DEPT.:	

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Quantity			Des	scription				Unit Pr	ice	Total	
								т	otal	\$	-
Department Contact:					Authorized A	oproval:					
						•					
Name			Telephone		Signature			Ti	tle		
POSTING	GENERAL				j						

	POSTING	GENERAL					j							
	KEY:	LEDGER	TAX			COST	INTERNAL						EARMARKED F	FUNDS
COMPANY	DEBIT (40)	ACCOUNT	CODE*		BUSINESS	CENTRE	ORDER	FUNDS		COMMITMENT	1	LINE ITEM TEXT (MAX.	DOCUMENT	LINE
CODE	CREDIT (50)	(G/L)	J9 OR S9	AMOUNT	AREA **	(0	OR)	CENTRE	FUND	ITEM ***	ASSIGNMENT	19 CHARACTERS	NUMBER	ITEM
		TOTAL:		\$ -		Copies:	Customer (1)	•	Originating De	epartment (1)				

- Notes:

 * The tax code for internal expense allocations is J9. The tax code for internal revenue allocations is S9.

 ** Will default from cost centre master record; only needs to be input if no cost centre or internal order entered.

 ** Will default from cost centre master record; only needs to be input if no cost centre or internal order entered.
- *** Will default from general ledger master record and should not be changed; exception: if spending budget is loaded onto different commitment item ie. UTFA, SPECIAL1, etc.

University of Toronto

JOURNAL ENTRY

FOR ADJUSTMENTS AND CORRECTIONS ONLY

Please attach to Journal Entry Form

DATE:
REF. NO.:
DOC. NO.:
ORIGINATING DEPT.:

Company Code:	Description:

				DEBIT					CREDIT					
BUSINESS AREA	G/L ACCT	AMOUNT	COST CENTRE	INTERNAL ORDER	FUND	C/F CTR	COMMITMENT ITEM	COST CTR	INTERNAL ORDER	FUND	C/F CTR	COMMITMENT ITEM		
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	TOTAL	Φ.												

TOTAL: \$ - If further space is required for additional entries, please use form 1021SUPP.

Copies: Customer

Originating Department