



University of Toronto

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

DATE: 2 3 REF. NO.: 4 5 DOC. NO.: 4 5 ORIGINATING DEPT.:

TO: 1

Table with 4 columns: Quantity, Description, Unit Price, Total. Includes a Total row at the bottom right with a dollar sign and a box labeled 10.

Department Contact: 11 Telephone: 12 Authorized Approval: 13 Title: 14

Table with 14 columns: COMPANY CODE, POSTING KEY, GENERAL LEDGER ACCOUNT, TAX CODE, AMOUNT, BUSINESS AREA, COST CENTRE, INTERNAL ORDER, FUNDS CENTRE, FUND, COMMITMENT ITEM, ASSIGNMENT, LINE ITEM TEXT, EARMARKED FUNDS (DOCUMENT NUMBER, LINE ITEM). Includes a TOTAL row at the bottom left with a dollar sign and a box labeled 29.

TOTAL: \$ 29 Copies: Customer (1) 30 Originating Department (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 general ledger master record and should not be changed; exception: if spending budget is loaded onto different commitment item ie. UTFA, SPECIAL1, etc.

Field Number	Field Name	Step Description
1.	TO	Enter your department
2.	DATE	Enter today's date – the date on which the debit memo is processed.
3.	REF. NO. (Reference Number)	Supporting source document or transaction description
4.	DOC. NO. (Document Number)	This is the system generated document number when posting the journal entry. Record it on the form after processing is complete.
5.	ORIGINATING DEPT.	Enter the name of the department initiating the journal entry (if applicable) – your department.
6.	Quantity	
7.	Description	
8.	Unit Price	
9.	Total	Enter the total dollar amount of the item
10.	Total \$	Enter the total dollar amount of all items.
11.	Department Contact Name	Enter the name of the person processing the journal entry or the financial officer of the dept/unit. This serves as a contact point for the other dept/unit(s) affected by the journal entry. This is the person who can provide clarification, or additional information, if required.
12.	Department Contact Telephone	Enter the telephone number of the person processing the journal entry or the financial officer of the dept/unit.who can provide clarification, or additional information, if required.
13.	Authorized Approval/Signature	Print the name of the person authorized to approve the journal entry (delegated signing authority). Have the person authorized to approve the journal entry sign the form here.
14.	Authorized Approval/Title	Enter the title of the person authorized to approve the journal entry.
15.	COMPANY CODE	Enter the applicable company code.
16.	POSTING KEY DEBIT (40) CREDIT (50)	Enter the applicable posting key or description; debit (40) / credit (50)
17.	GENERAL LEDGER ACCOUNT (G/L)	Enter the appropriate General Ledger account:7xxxxx series for revenues, 8xxxxx series for expenses.
18.	TAX CODE* J9 OR S9	Enter the appropriate tax code. The tax code for internal expense allocations is J9. The tax code for internal revenue allocations is S9.
19.	AMOUNT	Amount to be corrected
20.	BUSINESS AREA	For UofT excluding Ancillaries, enter 1000.
21.	COST CENTRE OR INTERNAL ORDER	Enter either the applicable cost centre or internal order but not both.
22.	FUNDS CENTRE	Enter the applicable Funds Centre.
23.	FUND	If applicable, enter the fund number.
24.	COMMITMENT ITEM***	Fill in only if a 'special' commitment item is applicable i.e. if spending budget is loaded onto different commitment item e.g. UTFA, SPECIAL1, etc.
25.	ASSIGNMENT	Enter text for assignment/allocation if applicable. The assignment field can be used by the department for tracking/ reporting purposes.
26.	LINE ITEM TEXT (MAX 19 CHARACTERS)	Enter text relevant to the line item
27.	EARMARKED FUNDS/DOCUMENT NUMBER	Enter the manual reserve number.
28.	EARMARKED FUNDS/LINE ITEM	Enter the line item that is referenced from the manual reserve number entered above.
29.	TOTAL \$	This is the net amount of debits and credits, and should equal zero.
30.	Copies: Customer (1) Originating Department (1)	A copy must be kept on file and will serve as the internal audit trail for the journal entry.