



University
of Toronto

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.: _____

TO: _____

Quantity	Description	Unit Price	Total
Total			\$ -

Department Contact:	Authorized Approval:

Name Telephone Signature Title

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

