

Budget Journals

Revised: 10.19.07

Budget journals are used to:

1. Initially establish a budget in a fund (may be either a one sided or 2 sided entry [debit/credit])
2. Revise (increase or decrease) a budget in a fund (may be either a one sided or 2 sided entry [debit/credit])
3. Transfer a budget amount from one account to another account

All transfers should be made at the budget account level as shown in the following tables:

EXPENSE ACCOUNT NUMBERS FOR BUDGET JOURNALS	
BUDGET LEVEL 5 - Budget Line	
511000 Salaries - Regular - Benefited	602000 IT - Communications
512000 Salaries - Other	611000 Professional Development
513000 Temp - Salaries - NonBenefitted	621000 Operating Fees and Services
514000 Overtime	623000 Professional Fees and Services
515000 Salaries - Faculty	624000 Subcontracts and Subrecipients > \$25,000
516000 Fringe Benefits	62500 Medical, Dental and Optical
521000 Travel	631000 Miscellaneous Expenses
531000 Supplies - IT Software	641000 Interest Expense
532000 Supply/Material - Professional	651000 Cost of Goods Sold
533000 Food and Clothing	661000 Waivers/Scholarships/Fellowships
534000 Bldg, Grounds, Vehicle Supply	681000 Capital Assets
535000 Miscellaneous Supplies	682000 Land and Buildings
536000 Office Supplies	683000 Other Capital Payments
541000 Postage	691000 Equipment Over \$5,000
542000 Printing	693000 IT Equipment Over \$5,000
551000 IT Equipment under \$5,000	700001 Other
552000 Other Equipment under \$5,000	701000 Bond Payments
561000 Utilities	702000 Depreciation Expense

571000 Insurance	715001 Other Additions/Deductions
581000 Rentals/Leases - Equipment & Other	722001 Transfers Out
28200 Rentals/Lease - Bldg/Land	730002 Facilities & Administration
591000 Repairs	

REVENUE ACCOUNT NUMBERS FOR BUDGET JOURNALS		
PARENT 400000	CHILD	
	440000 Licenses, Fees & Permits	471000 Medical Charges Services/Sales
	441000 Fines - Forfeitures - Escheat	472000 Leases, Rents, and Royalties
	772000 Cash/Investment Earnings	478000 Contributions & Donations
	450000 Federal Awards	479000 Interdepartmental Revenue
	451000 State Awards	480000 Other Misc Revenue
	452000 Private Awards	481000 Sales of Capital Assets
	460000 Tuition and Fees	483000 Proceeds of Debt
	46100 Appropriations	484000 Indirect Costs
	462000 Charges for Services/Sales	490000 Transfers In
	470000 Auxiliary Services	

Budget journals made between salaries, operating or equipment on appropriated funds require Vice-Presidential approval. All budget journals for faculty salary accounts require the Vice President for Academic Affairs approval prior to submitting the Budget Office.

PROCEDURES:

Budget Journal Forms are available on the Accounting Services web site (<http://www.und.edu/dept/accounts/forms.html>). The forms are prepared by the department, signed and then forwarded to the Budget Office, Stop 8233, for processing.

Do **not** process budget journals to transfer cash between funds; use a Journal Entry.

Do **not** process budget journals to make corrections to processed transactions; use a Journal Entry or Journal Voucher. Please refer to the Payment Documents or Journal Entry/Journal Voucher sections for additional information.