

AGENCY NAME BUDGETARY CONTROL ENTRY

DOCUMENT ID:
 APP CODE:

Page ____ of ____

TYPE OF ENTRY:	
JOURNAL VOUCHER	<input type="checkbox"/>
BUDGET TRANSFER	<input type="checkbox"/>
BUDGET CREATION	<input type="checkbox"/>
ENCUMBRANCE ADJ	<input type="checkbox"/>
COMMITMENT ADJ	<input type="checkbox"/>

GL EFFECTIVE DATE:
 DATA TYPE CODE:
 CLOSED PERIOD ADJ:

TOTAL DEBITS: \$ _____ . _____
 TOTAL CREDITS: \$ _____ . _____
 Data Type 1 Total \$ _____ . _____

Line #	COMPANY	ACCOUNT	CENTER	AMOUNT	DR/CR	LINE DESCRIPTION	ACCT RULE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

JUSTIFICATION: _____ Prepared by: _____ Date: _____
 _____ Approved by: _____ Date: _____
 _____ Entered by: _____ Date: _____

INSTRUCTIONS: Preparer must complete the following: Document ID (per instructions), GL Effective Date, Page, Company, Account, Center, Amount, DR/CR, Description (optional), Total Debits, Total Credits, Prepared By, Date and Explanation. The description cannot exceed 30 characters; it will be keyed exactly as written. All forms must be reviewed and approved by someone in the preparer's section. Every line must be valid and funds must be available prior to submitting the entry to be keyed.