Adjustments to Current Year Expenses/Revenues

DOES NOT PERTAIN TO SPONSORED RESEARCH FUND

An expense/revenue is residing within an incorrect fund, orgn or account

- Is this a current fiscal year expense/revenue?
  - Yes
    - Is the item a salary expense?
      - Yes
        - Complete a salary reallocation
      - No
        - Complete a JV for expenses
  - No
    - Is the item a revenue item?
      - Yes
        - Is the revenue item relating to student fees or tuition?
          - Yes
            - Cannot transfer student tuition or fees out of the operating fund. Send email to budgdept@uvic.ca for confirmation
          - No
            - Complete a JV for revenue item
      - No
        - Complete a JV for expenses

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Budget Office may elect to complete IFT

EXCEPTION

Board approved tuition or student fee transfers
Adjustments to Prior Year Expenses/Revenues

DOES NOT PERTAIN TO SPONSORED RESEARCH FUND

Is this a current fiscal year expense/revenue?
- Yes: Previous Page
- No: Is the expense/revenue moving cross funds (i.e. from fund 4**** to 10000)?
  - Yes: Is the expense/revenue item greater than $20,000?
    - Yes: Send and email to Financial Accounting for an Interfund transfer
    - No: Is the item a revenue item?
      - Yes: Is the revenue item relating to student fees or tuition?
        - Yes: Complete a JV using accounts (sub codes) 5997 and 9297
        - No: Complete a JV using accounts (sub codes) 5997 and 9297
      - No: Complete a JV
        - Note on JV in the description “prior year” and the reference document
  - No: Is the expense/revenue within the operating fund (10000)?
    - Yes: Is the expense/revenue greater than $2000?
      - Yes: Complete a JV
        - Note on JV in the description “prior year” and the reference document
      - No: Complete a budget transfer
    - No: Complete a JV
      - Note on JV in the description “prior year” and the reference document

Send an email to Financial Accounting for an Interfund transfer

Cannot transfer student tuition or fees. Send email to budgdept@uvic.ca for confirmation.