Budget Journal Entry Form (BJE) Reference Guide

1. To submit a Budget Journal Entry request, go to the Budget Forms and Requests page on the OPB website. You will be prompted to log in with your NetID and password if you are not already logged into the system.
   a. This will bring you to a page that outlines the instructions of the form and the information that you will need to have accessible to complete the form.
   b. Once you have read this information, at the bottom of the screen there is a link to the budget journal request form that opens in a new window (this is good for if you need to refer back to the directions on the previous page).

You will arrive at the screen below. To complete the forms, complete the steps below:

2. Insert your Net ID and hit the tab button. Your email address, phone extension, and department will populate.
   a. Then proceed to insert the effective date of the journal entry
   b. If your request is time sensitive please mark it as so and include details the description.

3. Give a brief description of what the purpose of your request is in 250 characters or less.

4. Provide the type of budget you would like to complete (temporary = BD40 or continuing = BD20)

5. Under the Line Item Information section, click the Add button on the right side. Boxes to key the following content will appear:
   a. Index
   b. Account
   c. Amount
   d. Plus or Minus (money going to or from)
   e. Description of entry
   f. Document reference

   **NOTE:** All entries must balance so that the PLUS entries and MINUS entries are equal to each other.

6. Attach additional supporting detail information (most compatible by copying information into Microsoft Word document).

7. Click the Submit and you will receive a confirmation email that your request has been received and an additional once the request is approved by OPB. If your request is denied by OPB there will be an explanation in a follow up email and you will be prompted to resubmit the form.