



Inter-Fund (JE16) Journal Authorization Form

This form provides a FIS user with access to process inter-fund journals (JE16 authority).

Inter-fund journals are used for expense or fund transfers between different fund codes.

Fill in the information below and email this form to fissecurity.acct@mcgill.ca

| Section 1: Finance User Information | |
|---|------------------------------------|
| Name: <i>(last name, first name)</i> _____ | |
| McGill ID: _____ | Phone No: _____ |
| Position Title: _____ | |
| Department: _____ | |
| Org Code: _____ (see www.mcgill.ca/apb/unit) | |
| Email Address: _____ | |
| <i>I understand that training must be completed before I am granted access to process inter-fund (JE16) journals –FIS 439/FIS 339: Processing Expenditure and Fund Transfers</i> | |
| Requestor’s signature/approval: _____ | Date: _____ dd/mmm/yyyy |
| Section 2: Departmental Approver/Direct Supervisor | |
| I hereby approve the above individual to process inter-fund journals as specified above. | |
| Name: <i>(last name, first name)</i> _____ | |
| Title: _____ | Phone No: _____ |
| Signature/Approval: _____ | Date: _____ dd/mmm/yyyy |
| Section 3: For FIS Security Use Only | |
| Date Received: _____ dd/mmm/yyyy | Banner Userid: _____ initials |
| Prerequisites: <input type="checkbox"/> FIS 339/FIS 439 | _____ dd/mmm/yyyy initials |
| OR for training received prior to September 2011 | |
| <input type="checkbox"/> Hands-on Training | _____ dd/mmm/yyyy initials |
| <input type="checkbox"/> Journals, Adjustments & Transfers | _____ dd/mmm/yyyy initials |
| User Notified via email (JVR rule group granted): | _____ dd/mmm/yyyy initials |