

Batch Number (Allocated by FMIS)

University of Tasmania

General Ledger Batch Header

BATCH TYPE (Tick one) Actual Encumbrance Budget

CATEGORY

PERIOD (Month – Year)

CONTROL TOTAL

NUMBER
IN BATCH

BATCH DESCRIPTION:

AUTHORISATIONS

Prepared by

Date ____ / ____ / ____

BC Authorisation

Date ____ / ____ / ____

Data check / upload

Date ____ / ____ / ____

Financial Services Authorisation

Date ____ / ____ / ____

Financial Services Authorisation > 50k

Date ____ / ____ / ____

FUNDS CHECKING

Passed Funds Check?

Yes

No