



ACCOUNTING JOURNAL ENTRY FORM FY 2019-2020

JE # []

Recurring: Yes [] No []

Transaction Date [] Prepared By [] Date []

Date Approved [] Approved By []

Description of Journal Entry (please be specific) []

Line #	G/L Account (6)	Fund (2)	Deptid (8)	Program Site (5)	Project (15)	Grant (10)	Class (5)	Budget Year (4)	Amount		Journal Line Description Examples: PO(P), VOUCHER (V), TRV, ETC.
									DR	CR	
1								2020			
2								2020			
3								2020			
4								2020			
5								2020			
6								2020			
7								2020			
8								2020			
9								2020			
10								2020			
11								2020			
12								2020			

TOTAL (must always =.00) 0.00

→ Supporting documentation must be attached to journal entry form.

TOTAL DEBITS CURRENT PAGE = 0.00 Add together all positive numbers on this page only.

* Calculator tape verifying net effect on cash must be attached summing total debits and credits to each cash account.

TOTAL DEBITS JOURNAL ENTRY = 0.00 ** Add together all positive numbers for the entire journal entry. This box represents the "running" total (i.e. page 1 total, page 2 total equals page 1 plus page 2 etc). This is a balancing tool. Please do not skip this step.

→ Multiple Journal Entry pages must be signed on every page.

NET EFFECT (IF ANY) ON CASH = * Sum any entries to Cash account 101010 and record the result.

** If JE is more than one page, TOTAL JOURNAL ENTRY DEBITS field must be completed.