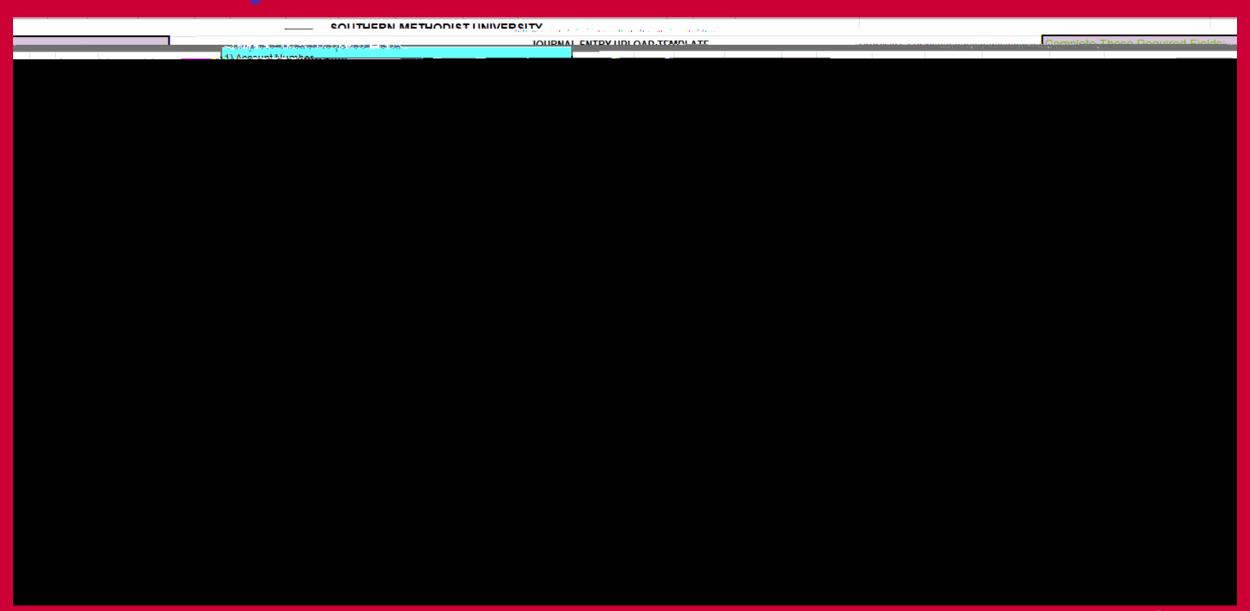


Journal Entry Form





How to Fill out a Journal Entry Form

- 1. Enter JE Date
- 2. Enter your name under JE prepared by
- 3. Enter your phone extension for questions
- 4. On line 12, describe the transaction
- 5. Fields required Account Number 4 digits, Fund 2 digits, Org Number 6 digits, Line Description, Amount
- 6. Other Information:
 - Projects are typically for grants
 - Subclass is not required but if you have been assigned one for this activity, please include.
 - Do not skip lines
 - Reference



