

MOUNT HOLYOKE

MOUNT HOLYOKE COLLEGE JOURNAL ENTRY (JE) - DEPARTMENT USE

DATE

COMMENTS (15 max)

Accounting Department Use Only				
CO	Year	Period	Type	Source Code
0010	_____	_____	I	JE
	<i>(4 max)</i>	<i>(2 max)</i>		

CO	Accounting Unit	Account	Sub-Account	Activity (if required)	DEBIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>(4 max)</i>	<i>(6 max)</i>	<i>(5 max)</i>	<i>(4 max)</i>	<i>(6 max)</i>	
Line Description (30 max) <input style="width: 100%;" type="text"/>					

CO	Accounting Unit	Account	Sub-Account	(if required)	CREDIT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>(4 max)</i>	<i>(6 max)</i>	<i>(5 max)</i>	<i>(4 max)</i>	<i>(6 max)</i>	
Line Description (30 max) <input style="width: 100%;" type="text"/>					

Required Explanation (attach any relevant support documents):

Prepared by: Ext.:
 Email:

Date:

Authorized by _____

	DEBIT	CREDIT
TOTALS	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

ACCOUNTING DEPARTMENT USE ONLY	
Reviewed by:	_____
Totals checked and JE released by:	_____

JE should be signed by someone who is authorized for the Accounting Unit. AFTER COMPLETION, RETURN TO FINANCIAL SERVICES, SKINNER HALL