CONCORDIA COLLEGE™

Journal Entry Form

Date_____ Phone_____
For the month of

Requested by _____
Print name Signature

Approved by_____
Print name Signature

BUSINESS OFFICE USE ONLY

Reviewed by _____
Keyed by_____
JE type_____
Doc# _____ (from Data Entry screen)
Bank Code (ifJE16)_____

Explanation_____

Fund						Org.						Account				Prog.		Activity			Debit $	Credit $	Description (up to 35 characters)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21			

Journal Totals _____ _____ (note: total debits must equal total credits)

Debits + Credits _____

42619/PDF/1208