

JOURNAL ENTRY	
(staple here) Originating Date _____ Originator _____ Authorizing Signature & Date _____ Authorizing Signature & Date _____	Business Office Reference No: _____ Business Office Approved Date: _____ Business Office Completed by & Date: _____
Reason: _____	

<input type="checkbox"/> *CHECK # _____ Req/PO # _____ Payee: _____ (Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or Inv History Screen #AP9324 or KF0298)	<input type="checkbox"/> *CASH RECEIPT# _____ DEPOSIT # _____ Payer: _____ (Attach Keystone <u>Screen Print</u> of Cash Receipt Inquiry Screen #KF9111)
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<input type="checkbox"/> *ENCUMBERED/OPEN PURCHASE ORDER # _____ Vendor Name: _____ (Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or PO Detail Inquiry Screen #P02287)	<input type="checkbox"/> *PAYROLL TRANSACTION _____ Pay Date: _____ Employee Name: _____ (Attach Keystone Inquiry- Wildcard Budget Account Analysis Report & circle the employee name/entry)
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<input type="checkbox"/> *REQUISITION IN PROGRESS# _____ Vendor Name: _____ (Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or Requisition Detail Inquiry Screen #RQ0039)	<input type="checkbox"/> *OTHER & GENERAL REIMBURSEMENT/ADJUSTMENT _____ Group/Event: _____ (Attach copy of Internal Billing (NS, Open Swimming) or Keystone "Inquiry-Acct Analysis Summary Report or Journal Entry Inquiry Screen #GL9031)
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<input type="checkbox"/> *P-CARD CREDIT Vendor _____ OrigChrg Ck # _____ (Attach Keystone "Inquiry-Account Analysis Summary Report & circle the entry or Inv History Screen #AP9324 or KF0298)

BUDGET AMENDMENTS are handled thru an email to Molly Johnson & the Assistant Director of the Business Office from the Principal -
*****Please do not use this form for Budget Amendments*****

ORIGINAL ACCOUNT CODE (before Jrl Entry)	AMOUNT	MOVE TO THIS ACCOUNT CODE (after Jrl Entry)	AMOUNT
Fund-Function-Object-Location-Grant-Activity		Fund-Function-Object-Location-Grant-Activity	
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
TOTAL	\$ -	TOTAL	\$ -