College of Visual Arts
General Journal Entry Form

Current Date: _____ Original date: _____

Reviewed by:_____

JE#: _____ (from Data Entry screen)

Originator: _____
(Print Name)

Signature: _____
(Approved by)

Type of Entry:

☐ Departmental Charges/Transfers - moving charges between departments
☐ Corrections - correcting a previously charged item in the same department
☐ Corrections - Other

Explanation: _____

Fund	General Ledget Acct	Dept	Restriction	Debit $	Credit $	Description (up to 35 characters)

Note: total debits must equal total credits

Debit=amount to be charged to correct general ledger account
Credit=amount to be removed from the incorrect general ledger account