

# 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	<input type="text"/>	<input type="text"/>	JE	<input type="text"/>
	(4 max)	(2 max)		

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"/>
(4 max)	(6 max)	(5 max)	(4 max)	(6 max)	

Line Description (30 max)

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"/>
(4 max)	2	(5 max)	(4 max)	(6 max)	

Line Description (30 max)

Required Explanation (attach any relevant support documents):

	DEBIT	CREDIT
TOTALS	\$0.00	\$0.00

Prepared by:  Ext.:

Date:

Email:

Authorized by:

**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