

# MOUNT HOLYOKE

MOUNT HOLYOKE COLLEGE

## JOURNAL ENTRY (JE) - INTERNAL USE

DATE

<b>CO</b>	Year	Period	Type	Source Code		COMMENTS
<b>0010</b>	<input style="width: 100%; height: 20px;" type="text"/> <small>(4 max)</small>	<input style="width: 100%; height: 20px;" type="text"/> <small>(2 max)</small>	<b>I</b>	<b>JE</b>		<input style="width: 100%; height: 20px;" type="text"/> <small>[15 max]</small>

CO	Accounting Unit	Account	Sub-Account	Activity (if required)	Amount		Units			
					DEBIT	CREDIT	DEBIT	CREDIT		
<input style="width: 40px; height: 20px;" type="text"/> <small>(4 max)</small>	<input style="width: 100%; height: 20px;" type="text"/> <small>(6 max)</small>	<input style="width: 100%; height: 20px;" type="text"/> <small>(5 max)</small>	<input style="width: 80px; height: 20px;" type="text"/> <small>(4 max)</small>	<input style="width: 80px; height: 20px;" type="text"/> <small>(6 max)</small>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-
<b>1</b>	Line Description		<input style="width: 100%; height: 20px;" type="text"/>							
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<b>2</b>	Line Description		<input style="width: 100%; height: 20px;" type="text"/>							
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-
<b>3</b>	Line Description		<input style="width: 100%; height: 20px;" type="text"/>							
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-
<b>4</b>	Line Description		<input style="width: 100%; height: 20px;" type="text"/>							
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<b>5</b>	Line Description		<input style="width: 100%; height: 20px;" type="text"/>							
<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	-
<b>6</b>	Line Description		<input style="width: 100%; height: 20px;" type="text"/>							

<b>Explanation:</b>  Prepared by: _____ Ext: _____ Date: _____ Reviewed by: _____	<table style="width: 100%; text-align: center;"> <tr> <td colspan="2"><b>TOTAL AMOUNT</b></td> <td colspan="2"><b>TOTAL UNITS</b></td> </tr> <tr> <td><b>DEBIT</b></td> <td><b>CREDIT</b></td> <td><b>DEBIT</b></td> <td><b>CREDIT</b></td> </tr> <tr> <td><input style="width: 80px; height: 20px;" type="text"/></td> </tr> </table> Totals checked and JE released by: _____	<b>TOTAL AMOUNT</b>		<b>TOTAL UNITS</b>		<b>DEBIT</b>	<b>CREDIT</b>	<b>DEBIT</b>	<b>CREDIT</b>	<input style="width: 80px; height: 20px;" type="text"/>			
<b>TOTAL AMOUNT</b>		<b>TOTAL UNITS</b>											
<b>DEBIT</b>	<b>CREDIT</b>	<b>DEBIT</b>	<b>CREDIT</b>										
<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>	<input style="width: 80px; height: 20px;" type="text"/>										