

Journal Entries

Any time you need to make a correction between accounts or transfer money between accounts you will be using a journal entry form. These forms go to the Business Office Annex (Mem 110) for processing. The on-line form is shown below. It details an example of correcting an original vendor payment that charged services but it should have been travel and meals.

Journal Entry <small>Use this form to correct only entries that have been debited to the '100' key.</small>		Whitman College Business Office	
DATE SUBMITTED <u>October 22, 2001</u>		<small>Use to correct entries to departmental accounts. Do not use to effect budget changes. Please reference or attach any documents that support this entry. Before each entry please include a general ledger description of 30 spaces or less.</small>	
SUBMITTING OFFICE <u>BOA</u>		BUDGET YEAR <u>2001/02</u>	
		POSTING DATE (NO ONLY) <hr/>	

General Ledger Code (14-digits)	Debit amount	Credit amount	Department name
1-00-49-40008-0300		30.00	Business Office
1-00-49-40008-0300	30.00		Business Office
Car 1-002-1008 0210001			
	30.00	30.00	

FURTHER JUSTIFICATION OR EXPLANATION
 Meal reimbursement should have been charged to travel instead of service.

INITIATED BY	DATE	SUBDISTR OFFICER	DATE
<u>KRY</u>	<u>October 22, 2001</u>	<hr/>	<hr/>
DEPARTMENT OR	DATE	BUSINESS OFFICE	DATE
DIVISION APPROVAL	<hr/>	APPROVAL	<hr/>

Notice we credited the original incorrect expense account and debited the correct one. This will zero out the original expense and put it in the right expense category. Make sure you attach some backup that agrees with your voucher number, amount and date.

Let's say your budget wants to help support a speaker that ASWC – Public Speakers is bringing to campus, the JE would look like this:

Journal Entry

Whitman College Business Office

Use Budget account for entry only
Make sure date is reflecting the "Fiscal Year"

Use to correct entries to departmental accounts. Do not use to effect budget changes. Please reference or attach any documents that support this entry. Before each entry please include a general ledger description of 30 spaces or less.

DATE SUBMITTED
October 23, 2001

NUMBER (NO ONLY)

SUBMITTING OFFICE
BOA

BUDGET YEAR
2001/02

POSTING DATE (NO ONLY)

General Ledger Code (4-digits)	Debit amount	Credit amount	Department name
1-00-49-30002-0300	60.00		Business Office
2-00-41-30002-0300		60.00	ASWC - Public Speakers
Main Fund J. Don Street			
	60.00	60.00	

FURTHER JUSTIFICATION OR EXPLANATION

INITIATED BY	DATE	BUDGET OFFICER APPROVAL	DATE
<u>KRY</u>	<u>October 23, 2001</u>	_____	_____
DEPARTMENT OR DIVISION APPROVAL	DATE	BUDGET OFFICE APPROVAL	DATE
_____	_____	_____	_____

Notice that the services account was used for both transactions. When we pay guest speakers we pay from a services account. Make sure you attach some backup like the e-mail agreeing to help fund this event and for how much.