

**EL PASO COMMUNITY COLLEGE
BANNER JOURNAL ENTRY**

Date: _____

Purpose of Form 1) *To initiate a record for a new transaction.*

2) *To transfer or adjust charges and credits from one account to another.*

- *For assistance in completing this form, contact your Accounting Specialist.*
- *Submit journal entry to General Accounting at ASC.*
- *Originator of journal entry, notify proper Budget Heads or Department Heads of adjustments, corrections, or transfers affecting their budgets.*

TO BE COMPLETED BY DATA CONTROL / ACCTG
DC FORM FGAJVCQ / FGAJVCD
JOURNAL TYPE JE16

DOCUMENT # _____
ENTERED BY _____

	DEBIT			CODE <small>(Optional)</small>	DESCRIPTION <small>(Abbreviate to 20 Spaces)</small>	AMOUNT	CREDIT			CODE <small>(Optional)</small>
	FUND	ORGANIZATION	ACCOUNT				FUND	ORGANIZATION	ACCOUNT	
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

Total Amount

Number of entries
(# of lines used x 2)

Document Total (Total Amount x 2)

BANK 10

EXPLANATION: _____

Signature of Originator

Approval required by the Budget Head or Department Head

Reviewed by General Accounting

Print Name

Print Name