Journal Entry Form 0200 Instructions

1. **Name** – Departmental name, followed by optional description.
2. **Category** – Check one box only.
   - **Cash Receipts**
     - Cash Reports (Includes cash, check, and credit card receipts)
   - **NSCT**
     - Non-Salary Cost Transfers for non-sponsored project accounts
   - **NSCTR**
     - Non-Salary Cost Transfers involving a sponsored project account (i.e., Entity 05 OR RDF/TRM accounts)
   - **IDC**
     - Interdepartmental Charge
   - **JE**
     - Journal Entry
3. **Description/Explanation** – Detailed description of transaction(s) up to 240 characters. The first 24 characters will appear as the transaction description on the monthly level reports unless overridden by a line-item description in Section 27 below. (This is an optional field if you are entering a description in No. 27.)
4. **Date** – Month and Year (mm/yy) the transaction is to be posted. If the transaction is a cash receipt, the date must be the date (mm/dd/yy) the cash/checks(s) is deposited in the bank or the date (mm/dd/yy) credit cards are settled.
5. **Department Address** – Room/Building or Building/Campus.
6. **Reference** – Additional reference as follows: THIS REFERENCE IS NOT RELATED TO THE REFERENCE SEGMENT OF THE ACCOUNT NUMBER.
   - For IDC’s, include 2-digit IDC authorization code and department name
   - For all other entries, use an applicable reference for departmental use (optional)
7. **Cash** – Total dollar amount of coin/currency (to be completed only if “Cash Receipts” in Section 2 is checked). NOTE: Not applicable to direct depositors.
8. **Check** – Total dollar amount of checks (to be completed only if “Cash Receipts” in Section 2 is checked). NOTE: Not applicable to direct depositors.
9. **Total** – Grand total of deposit (Cash + Checks). NOTE: Not applicable to direct depositors.
10. **Bank Recon No.** – To be completed by the Student Payment Center when the deposit is prepared.
11. **Validation By** – To be completed by the Student Payment Center when the cash or check(s) is delivered.
12. **Cash Received From/By** – To be completed by the Student Payment Center when the cash or check(s) is delivered.
13. **Prepared By/Phone** – Print or type the name of the preparer of the document and his/her campus telephone number.
14. **Prepared By** – Signature of the preparer of the document.
15. **Authorized By/Phone** – Print or type the name of the approved account administrator and his/her campus telephone number (name cannot be the same as the preparer).
16. **Authorized By** – Signature of approved account administrator (name cannot be the same as the preparer).

* For Student Payment Center Use Only

**NOTE:** For multiple page submissions, the above information must be the same on all pages.

**Account Number/Debits/Credits/Description 18-27**

18. 2-digit entity segment must be completed.
19. 5-digit department segment must be completed.
20. 4-digit subcode segment must be completed.
21. 5-digit purpose segment – Account number of restricted, student loan, endowment, plant, agency, or balance sheet account. (Required for Entities 04, 06, 07, 09, 24, 25, 28, 47, and 48)
22. 6-digit project segment – Sponsored Research (Required for Entity 05 only).
23. 5-digit (No alpha) reference segment – To be used at the department’s discretion. Automatically defaults to 00000 if not used.
24. Future – Do Not Use At This Time.
25. **Debits** – Transaction(s) dollar amount offset by one or more credit amounts.
26. **Credits** – Transaction(s) dollar amount offset by one or more debit amounts.
27. **Description** – The description shown here will appear as the transaction description on the monthly level reports. (The default is the description shown above in Section 3.) This field is optional only if the description in No. 3 is the correct description for every line item.

**Attach all supporting documents, e.g. level reports, deposit tickets, settlement reports, lockbox reports, etc. Incomplete forms will be returned unprocessed.**

**THIS FORM MUST BE TYPEWRITTEN OR PRINTED CLEARLY. ILLEGIBLE FORMS WILL BE RETURNED UNPROCESSED.**