

Do not complete shaded areas.

BATCH HEADER (Controller's Office use only)

BATCH NAME \_\_\_\_\_ CONTROL TOTAL \_\_\_\_\_

JOURNAL ENTRY HEADER

NAME **1**

CATEGORY **2**  CASH RECEIPTS  NSCT  NSCTR  IDC  JE  OTHER


DESCRIPTION/EXPLANATION **3**

DATE **4** DEPT. ADDRESS **5** REFERENCE **6** PHONE

PREPARED BY (Print Name) **14** AUTHORIZED BY (Print Name) **16** PHONE

PREPARED BY (Sign Name) **15** AUTHORIZED BY (Sign Name) **17**

CASH RECEIVED FROM **12** PHONE CASH RECEIVED BY **13**

 University of Pittsburgh  
Journal Entry Form  
PROCEDURES 05-06-01, 05-06-02

CASH **7** CHECK **8** TOTAL **9**

CASHIER'S STAMP

RECEIPT NOT VALID UNLESS STAMPED

BANK RECON NO: **10**

VALIDATION BY: **11**

LINE	ACCOUNT NUMBER	DEBITS	CREDITS	DESCRIPTION
1	<b>18</b> <b>19</b> <b>20</b> <b>21</b> <b>22</b> <b>23</b> <b>24</b> <b>25</b> <b>26</b> <b>27</b>			
2				
3				
4				
5				
6				
7				
8				
9				
10				
TOTALS				
		TOTAL DEBITS MUST EQUAL TOTAL CREDITS		

White - Controller or Cashier's Office  
Canary - Originator