

## Journal Entry Request Form Instructions

The journal entry request form is to be used for all requests such as movement of expenses, corrections to accounts, IDT of expenses and other similar transactions. Below is a description of each field.

**From Old Account/Support Account** - This is the account you want the entry moved from. If there is a support account, use this field for both account and support account. If you are completing an IDT, this account is the account you want the revenue to be posted to.

**Object Code** – This is the four digit object code that you are moving the expense from. If this is an IDT, this will be the object code you want to offset the IDT to.

**Amount** – The amount should reflect the total dollar amount to be moved to the new account.

**New Account/Support Account** - This is the account you want the entry moved to. If there is a support account, use this field for both account and support account. If you are completing an IDT, this field is for the account you want to charge the IDT to.

**Object Code** – This is the four digit object code that you are moving the expense to. If this is an IDT, this will be the object code you want to charge the IDT to.

**Amount** – The amount should reflect the total dollar amount to be moved to the new account.

**Date of Transaction** – This is the date the transaction posted in famis. If this is an IDT, the date will be the date you are requesting the IDT.

**Batch Ref** – The batch reference is located in famis on the various transaction detail screens, i.e. 23, 46, 48, 63, 76 and 78 or the transactions section in canopy. This is the reference that pertains to what batch created the original entry, i.e. JE1201, CA1120, PCR11. If this is an IDT, there will not be a batch reference since it is not a correcting entry.

Below is an example of what you would see on Screen 23 in Famis or in the transactions section in Canopy. The BatRef is highlighted to show you where to get the information to fill in this section.

### Famis Screen 23

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset
4010	060	0091101	11/25	BO,CASSIE A EYRING	209.97		PCR11	000375

### Canopy (transactions)

Subcode	TC	Ref1	Ref2	Ref4	Description	Amount	Batch Date	Batch Ref	D Or C	Offset
4010	060		0091101	SUMMUS	BO,CASSIE A EYRING	\$209.97	11/25/2009	PCR11		<a href="#">000375-1615</a> <a href="#">Details</a>

**Transaction Description** – This is the description of the transaction as shown in famis. In the print screen above, the description would be BO, CASSIE A EYRING. If this is an IDT, it would be the description you would like us to type in the request, i.e. Copier IDT March 10.

**Justification** – Each entry you request requires a justification. If there are several entries on the form, please number each justification with the corresponding line number on the entry. So if there was an entry on line 1 and 2, the justification will look something like the following: 1. to correct object code, 2. Posted to incorrect account. If you need additional space, please add another page and make note of it in the justification section. *Reminder: these justifications do not have to be long and detailed with background on the account, just a short explanation of the purpose of the move. All supporting documentation should be kept in your office in case of an audit.*

Example:

**JOURNAL ENTRY REQUEST FORM**

FROM OLD ACCOUNT			TO NEW ACCOUNT			TRANSACTION INFO		
Old Account/ Support Acct	Object Code	Amount	New Account/ Support Acct	Object Code	Amount	Date Of Transaction	Batch Ref	Transaction Description
1 284510	4010	100.00	284510	5616	100.00	12/21/2009	JE1210	BO, JANE SMITH
2 284510	5616	50.00	245001	5616	50.00	01/25/2008	JE0120	BO, JOHN DOE
3 284510	5616	250.00	284505-10000	5616	250.00	02/19/2010		IDT for copier charges
4								
5								
6								
7								
8								
9								
0								

**JUSTIFICATION**

1. correct object code, coded incorrectly, 2. posted to incorrect account, 3. IDT for copier charges for Dec 2009

Requested By:  Date: