

# Submitting a Journal Entry

2024

The logo for Southern Methodist University (SMU), consisting of the letters 'SMU' in a bold, blue, serif font with a registered trademark symbol (®) to the right. The logo is positioned in the bottom right corner of the page, partially overlapping the background image of the horse statues.

SMU®

# Journal Entry Form

SOUTHERN METHODIST UNIVERSITY

JOURNAL\_ENTRY\_UPLOAD\_TEMPLATE

Complete These Required Fields:

4) Account Number

# How to Fill out a Journal Entry Form

1. Enter JE Date
2. Enter your name under JE prepared by
3. Enter your phone extension for questions
4. On line 12, describe the transaction
5. Fields required – Account Number 4 digits, Fund 2 digits, Org Number 6 digits, Line Description, Amount
6. Other Information:
  - Projects are typically for grants
  - Subclass is not required but if you have been assigned one for this activity, please include.
  - Do not skip lines
  - Reference

