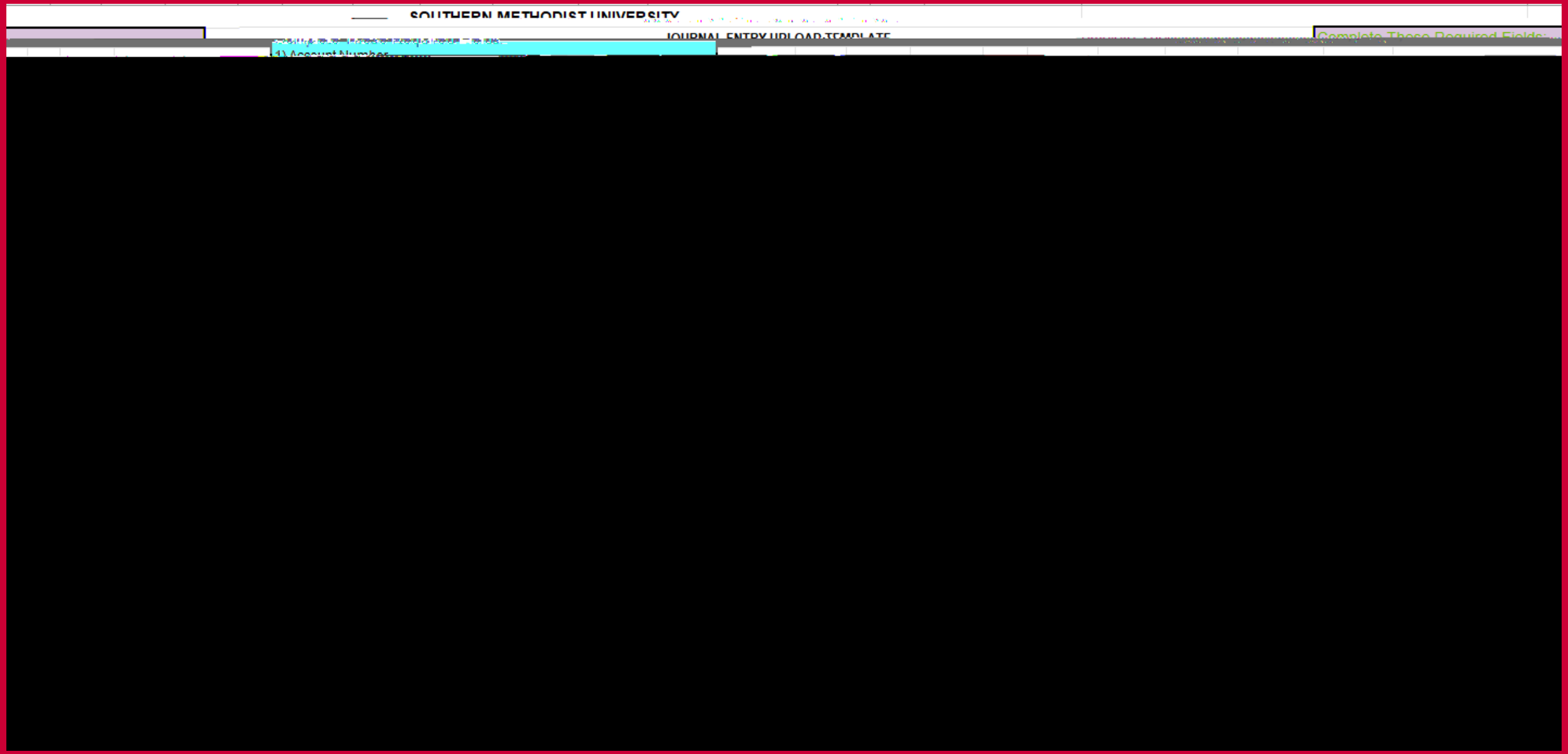
Submitting a Journal Entry

2024

SMU®

Journal Entry Form



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