

Trinity University Journal Entry Form

Instructions:

1. Complete the pdf with your journal entry request and save.
2. Open the ***Request for Accounting Adjustments or Journal Entries*** form and select ***Journal Entries***.
3. Complete the approver information.
4. Upload this Journal Entry form and supporting documentation in the space provided.
5. Select submit.

Prepared by: _____

Date: _____

Type of Journal Entry: _____

Operational Transaction ID: _____

Reason or justification for the entry:

Not required for Transfer of funds

Original Entry Posted/Transfer From		
WORKTAG	SPEND/REVENUE CATEGORY	AMOUNT
Total From:		\$

New Worktag and/or Spend/Revenue Category		
WORKTAG	SPEND/REVENUE CATEGORY	AMOUNT
Total To:		\$

Ck.Figure
Should be zero

[Go to Request for Accounting Adjustment or Journal entries Google Form Link](#)