

Trinity University

Journal Entry Form

Instructions:

- 1. Complete the pdf with your journal entry request and save.
- 2. Obtain approver signature or esignature.
- 3. Upload this Journal Entry form and supporting documentation in Workday under Journal Request.

Approved by: _____

Reason or justification for the entry:

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