

Journal Entries

Journal entries are used to move charges or credits from one account to another

- If a transaction is posted to an incorrect account.
- If a payment is being made internally from one department to another

There is a Journal entry form that can be used for this purpose, but an email will suffice as well. Explain in the email the purpose of the journal entry to be done. Indicate the accounts to be debited and credited, and the related amounts. If you are unclear about where the debits and credits go, explain in the email what you are moving, where it is to be taken from, and where it is going.

Unlike BTR's journal entries can be made from one fund number to another.

Do not send journal entries directly to the Controller's Office.