



JOURNAL ENTRY FORM

Purpose: This form is used to record accounting transactions or adjust previously recorded accounting transactions in the district's finance system. Debits are used to increase expenditures or decrease revenues, where credits are used to decrease expenditures and increase revenues.

Account Code	Debit	Credit	Comments
	\$ -	\$ -	

Journal entry group:	Default	Fiscal Year:	2019-2020
Batch:		Date Entered:	

Description:

(include description or explanation for journal entry)

Prepared by:		Approved by:
(name and position)		