



Journal Entry Request Form

Complete the Journal Entry Request Form to request the creation of an adjustment between General Ledger (GL) account codes. You may need to download the form and save it to your computer prior to completing the form. When completing this form, please keep in mind the difference between Journal Entries and Budget Transfers.

Journal Entries are used to move **Actual** transactions that have already taken place. Creating a Journal Entry moves a transaction from one account to another account where the transaction actually belongs. Some examples of a journal entry are:

1. Transfer to cover cost of attending another department's event or service.
2. Reimburse for expense incurred by another department on your behalf.
3. To correct original transaction posted. i.e., Pcard transaction posted to incorrect GL.

Budget Transfers are used to move budgeted funds from one GL account to another. Creating a Budget Transfer increases the *budgeted funds* available for use in an account by moving *budgeted funds* from another account. [See Budget Transfer Instructions.](#)

****Do not use the Journal Entry Request Form for Budget Transfers.** Please complete the Request for Budget Entry form and email it to Sue Hooks at shooks@stmarys-ca.edu.**

Instructions: Enter information pertaining to the journal entry you would like created. The **Debit GL Code #** will increase the total expenses of the GL code to be charged for the expense and the **Credit GL Code #** will decrease the total expenses of the GL code.

Once the form is completed, please email to gbs2@stmarys-ca.edu.

For additional information or questions, please contact Gary Stewart at ext 4205 or by email gbs2@stmarys-ca.edu