Instructions for the JPMC Commercial Card Journal Entry Form

Purpose of the Form:

To reclassify Commercial Card expenses. Account codes and funds are restricted to those for card transactions.

How to Complete the Form:

Date, Entered by, Approval, Department, and Phone No.: Enter header information as requested using tab to move from field to field.

Grand Total: Field automatically calculates the line amounts and <u>must equal zero before submitting</u>. Any entries not equaling zero will be returned to the department.

Account: Enter the six-digit account code or choose from the drop-down list. Account codes are restricted to accounts authorized for Commercial Card activity.

Fund: Enter the two-digit fund number. Fund numbers are restricted to funds authorized for Commercial Card activity.

Cost Center: Enter the seven-character cost center.

Program: The program field is automatically filled.

Class: Enter the three-character class.

Project/Grant: Enter the eight-character project/grant when applicable. This will only be used on lines with a 44 fund. For all other funds, leave the field blank.

Amount: Enter the monetary amount of the transaction. The monetary amount of each line is either a debit (+) or credit (-). The debits and credits must equal to bring the Grand Total to zero. Any journal submitted not adhering to this will be returned unprocessed to the department.

Card Holder Name, Last & First: Enter the cardholder's last and first names in the appropriate boxes. Only the first 10 characters will be included on the Period Detail Report.

Original Transaction Month & Date: Enter the two-digit month and year that the original transaction occurred. Transactions in different months can be processed on a single entry. However, please note that if a current month's transaction is included, the entire entry will not be processed until the current month's transactions are posted.

Transaction Number: Enter the 13-digit transaction number associated with the purchase. This information will be verified by Accounting before posting.

Submitting the Completed Forms for Processing:

Email the form to the Microsoft Outlook mailbox (JournalEntries@niu.edu).

The processed journal is displayed in the Period Detail Report with a source code of PCJ.