Instructions for the P-Card Journal Entry Form

Purpose of the Form:

To reclassify P-Card expenses. Account codes and funds are restricted to those for P-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 must equal zero before submitting. 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 P-Card activity.

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

P-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 P-Card 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 Works transactions are posted.

Document Number: This information will be verified by Accounting before posting. Enter the number portion only of the document number assigned in Works. This number starts with TXN. When a document number is added to the form, “TXN” will appear before the number.

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.

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