Ohio Northern University
Office of the Controller
Ada, OH 45810

General Journal Entry   Date: _____

DR   _____   _____

            CR   _____   _____

Document Total: _____

Banner Description: _____
(Provide a brief description of the journal entry - limited to 32 characters)

User ID: _____ (this is your banner log in)
Entered By (Initials): _____
Date Entered: _____
JE #   _____ (this is the banner assigned J00 #)

Banner Text: _____

Provide a detailed purpose for the journal entry. Include as much information that is needed for the approver to clearly understand the purpose of this entry. (examples: who, what, where, when, why and how are good starting points)	

Attach documentation for this entry to this Form.
Each user will hold their entries until the end of the day in J document number order and clipped together.
At the end of the day, the entire clipped packet will be given to the Approver.
Journal Entries will be filed by the J document number and by month.