



The Southern Baptist Theological Seminary

Interdepartmental Transfer/ Journal Entry

Account No.					Ident. No./Proj Code	Name	Description	Amount	Amount
1. Fund 2. Department 3. Unique fund 4. Object 5. Building*					Must be provided for all receivable and deposit transactions	1. Indicate name only for receivable and deposit accounts. 2. This field will not appear in the computer records.	1. Indicate reason for or nature of debits or credits. 2. Name may be included for clarification. 3. The wording on this entry will appear in the computer records.	Debits (Charges)	Credits
1	2	3	4	5					
								Total Debits	Total Credits

Prepared by: _____
 Approved by: _____
 Folio: _____ Date _____
(Note this date used in computer records)

For Accounting Services Only:	J/L _____
Entered by _____	Date _____
Posted by _____	Date _____

Total Debits
and
Total Credits
Must Equal

*Leave blank unless charges are to be recorded to a building.