Control Record:

	Journal Lines:	2		10,000.00	(10,000.00)		Journal Author: <Enter uniqname>
				Total Debits	Total Credits		

Header:

Journal ID: <Enter assigned JE #>   **Journal Date:** <Enter journal date>   **Source:** JU   **Authorization:** _____

Transaction Reference: <Optional, enter at your discretion>

Description: <Sample> TS FYxx Depreciation Expense to the appropriate recharge chartfield.

This document represents a **draft** *version of the journal entry. For a final, posted version of this journal entry, obtain a printed version from M-Pathways or the Datawarehouse.*

Lines:

	Account	Fund	DeptID	Program	Class	Project/Grant	Monetary Amount	Journal Line Reference	Line Description	Stat Amount
1	624850	52000	XXXXXX	RCHRG	73000	XXXXXX	10,000.00	<Optional>	TS (period) Depr'n Expense	
2	421100	83000	XXXXXX	RCHRG	73000	XXXXXX	(10,000.00)	<Optional>	TS (period) Depr'n Expense	
			A	**B**		**C**	**D**	**E**	**F**	

A   Enter the department ID for the recharge where the depreciation is included

B   Enter the program for the recharge where the depreciation is included

C   Enter the project/grant for the recharge where the depreciation is included

D   Enter the depreciation expense amount being transferred to the recharge chartfield as a debit, with a credit for the exact amount in account 421100

E   Optional field

F   Enter the journal description. The above is only a sample, this text should be whatever is useful to your department.

Note: Items in blue are to be completed by department
Account, fund, and class are fixed chartfield items and should not be changed