



# JOURNAL ENTRY WORKSHEET

ADJUSTING JOURNAL ENTRY (AJE)

<u>DEBIT TO / TRANSFER TO ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AJE = DEBIT</u>
<b>TOTAL DEBITS:</b>		<b>\$0.00</b>

<u>CREDIT TO / TRANSFER FROM ACCOUNT</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AJE = CREDIT</u>
<b>TOTAL CREDITS:</b>		<b>\$0.00</b>

BALANCE +/-: \$0.00

REASON FOR ENTRY:

\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

SUPPORTING DOCUMENTATION:

ADMIN FINANCIAL REPORT:

VENDOR QUOTE SHEET:

APPLICABLE EMAIL(S):