

Completed form must be attached to a journal entry.

YEAR END ONLY - POST BATCH TO (select one):

MAY

JUNE

JULY

BATCH REFERENCE No.
(6 digits)

First 3 digits are typically the initials of the preparer & last 3 are a number that corresponds to the transaction, i.e. 6 and your sequential # if it is a journal entry.

DESCRIPTION

BANK NO.

Leave blank unless a cash receipt or cash disbursement transaction. If cash receipt or cash disbursement entry, use correct bank #. Call 284-5198 if questions.

SPECIAL PROCESSING

Leave blank except if used with compound Journal Entry, then enter CJE.

TOTAL DOLLARS IN BATCH:

OF LINES IN BATCH:

MANUAL TOTAL

\$

MANUAL COUNT

AREA BELOW IS TO BE USED AT TIME OF ONLINE DATA ENTRY

ENTERED ONLINE BY _____

Place check mark after online entry is completed.

BATCH DATE (MM/DD/YY)

System time batch closed

BATCH TOTAL DOLLARS PER SYSTEM

\$

BATCH TOTAL COUNT PER SYSTEM

DIFFERENCE WITH MANUAL DOLLAR TOTAL

\$

DIFFERENCE WITH TOTAL MANUAL COUNT

EXPLANATION OF DIFFERENCE (IF ANY):

RECEIVED by Controller's Office Document Management:

POST TO:

GENERAL ACCOUNTING: