



# Journal Cover Sheet

Journal No

Period

Date Format:  
MMM-YY JAN-07

Originator: \_\_\_\_\_

Date: \_\_\_\_\_

Authorisation: \_\_\_\_\_

Username: \_\_\_\_\_

Balance Type

Category eg:  
IJL or GJL

Description

Control Total

**Journal Instructions:**

1. Details of the required journal entry must be shown on the journal cover sheet.
2. A clear description must be included specifying the source giving rise to the entry.
3. All supporting documents must be attached to the journal cover sheet.
4. Written details must be clear, legible and neatly presented.
5. Journal entries must be signed by the originator and properly authorised.
6. Total debits and total credits must be equal to the Control Total.
7. Journal documents must be filed immediately in journal number order.

Line	BC	Activity	Account	FS	Entity	Debit	Credit	Description
10								
20								
30								
40								
50								
60								
70								
80								
90								
100								
110								
120								
130								
140								
150								
<b>Totals</b>								

Journal Notes/Account Description

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