

# DIRECT JOURNAL ENTRY

*TO BE COMPLETED BY CENTRAL OFFICE*

**DEPOSIT ID:** \_\_\_\_\_ **SEQUENCE #:** \_\_\_\_\_

**ENTERED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **FACILITY NAME:** \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**PAYMENT ID:** \_\_\_\_\_ **LINE AMOUNT \$:** \_\_\_\_\_

**CUSTOMER ###:** 46700000 (use if check from GDC facility)  
(**must be 8 digits**) 00001996 (use for non GDC checks from miscellaneous customers)

**DESCRIPTION:** \_\_\_\_\_

**REFERENCE NO:** **17orgXXX**

*PLEASE FOLLOW REVENUE ACCOUNTS REFERENCE SHEET FOR THE FOLLOWING:*

**ACCOUNT:** \_\_\_\_\_ **FUND CODE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **FUNDING SOURCE:** \_\_\_\_\_

**PROGRAM:** \_\_\_\_\_ **CLASS: not needed for Revenue (Expense reimbursement only)**

**PROJECT:** \_\_\_\_\_

**NOTES:** \_\_\_\_\_  
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