

Journal Entry Between Campuses/Departments

Journal Entries that need to be processed moving money from one campus or department to another will need to be sent to journalentry@pasadenaisd.org to be processed by Christy Beyer.

Please make sure to include all the backup necessary in your email.

Backup should include:

- Copy of invoice or LPC backup of expense
- Email with principal/budget holders approval,
- Snip it of my accounts showing expense has been paid
- Journal entry import template.

Example: Snip it of my accounts

Budget String: 199-31-6339-000-918-99-000000 2023 Account Name: Testing Materials Month: October

	Date	Amount	Status	Approved	Close Month	Source System	Source Document	sourceDocu
+	10-01-2022	15,696.00	Closed	Y	October	Check Request	(Inv=20211, Vendor=ACT INC)	
+	10-06-2022	12,000.00	Closed	Y	October	Requisition	(Inv=82374, Vendor=NORTHWEST EVALUATION ASSOC, PO=23003262)	552272
+	10-06-2022	87,750.00	Closed	Y	October	Requisition	(Inv=82374, Vendor=NORTHWEST EVALUATION ASSOC, PO=23003262)	552288

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