PURPOSE: This form is used to record general journal entries.

DATA ITEM	COMPLETION INSTRUCTIONS
All fields must be completed unless noted otherwise. All complete accounting entries (Debits = Credits) recorded on the same form must have at least one system campus in common.	
CAMPUS	Enter system campus that is common to all complete accounting entries. Refer to A12.099.
Page 1 of __	Enter total number of pages used for this document.
DATE	Enter date form prepared.
BANK	Enter remaining 2-digits of bank. Refer to A12.099.
DOCUMENT NO.	Enter 7-character document number (annnnnn). a - "J" except when recording bank debit/credit memos to adjust deposits, "D". nnn - first 3-numerics represent the Fiscal Officer code. nnn - remaining 3-numerics are at the discretion of the department. Enter same 7-character document number in space provided at bottom of form.
DESCRIPTION	Enter brief description of transaction. Limited to 35-characters.
ID NO.	Optional. Enter applicable ID reference (e.g., vendor code, customer code, social security number). Limited to 11-characters.
TRANSACTION TYPE	Enter remaining digit of the applicable transaction type. Refer to A12.099.
ENTRY NO.	Pre-printed.
DEBIT	
ACCOUNT	Enter 6-digit debit account code.
SUB	Enter 4-digit sub code.
REF NO. 1	Optional. Enter applicable reference number (e.g., U document, check number, A/R invoice, encumbrance document). Limited to 7-characters.
AMOUNT	Enter amount.
P/F	Required only when liquidating encumbrances. Enter 'P' for partial or 'F' for final liquidation.
CREDIT	
ACCOUNT	Enter 6-digit credit account code.
SUB	Enter 4-digit account code.
REF NO. 3	Do not complete. Reserved for future use.
DEBIT CC	Required only for cross campus journal entries. Enter the system campus code. Refer to A12.099.
CREDIT CC	Required only for cross campus journal entries. Enter the system campus code. Refere to A12.099.
TOTAL (All pages)	Enter total debits and credits for all pages. Debits must equal credits.
EXPLANATION	Enter a complete and clear explanation of why the adjustment is necessary.
YES/NO	Check appropriate boxes.
PREPARED BY	Print name and initial, include department, phone number, and date.
APPROVED BY	Print name and sign, include department, phone number, and date.
CENTRAL OFFICE USE ONLY	
APPROVED BY	Print name and sign, include office, phone number, and date.

UNIVERSITY OF HAWAII
FORM INSTRUCTIONS
JOURNAL VOUCHER - GENERAL (FMIS-22G) Additional pages

PURPOSE:	This form is used to record general journal entries.

DATA ITEM	**COMPLETION INSTRUCTIONS**
All fields must be completed unless noted otherwise. All complete accounting entries (Debits = Credits) recorded on the same form must have at least one system campus in common.	
Page __ of __	Enter page number and total number of pages used for this document.
DOCUMENT NO.	Enter same 7-character document number from page 1. Enter same 7-character document number in space provided at bottom of form.
ENTRY NO.	Enter sequential number. Limited to 99 entries.
DEBIT	
ACCOUNT	Enter 6-digit debit account code.
SUB	Enter 4-digit sub code.
REF NO. 1	Optional. Enter applicable reference number (e.g., U document, check number, A/R invoice, encumbrance document). Limited to 7-characters.
AMOUNT	Enter amount.
P/F	Required only when liquidating encumbrances. Enter 'P' for partial or 'F' for final liquidation.
CREDIT	
ACCOUNT	Enter 6-digit credit account code.
SUB	Enter 4-digit sub code.
REF NO. 3	Do not complete. Reserved for future use.
DEBIT CC	Required only for cross campus journal entries. Enter the system campus code. Refer to A12.099.
CREDIT CC	Required only for cross campus journal entries. Enter the system campus code. Refer to A12.099.