

UNIVERSITY OF COLORADO HEALTH SCIENCES CENTER

**BATCH HEADER**

1. Journal ID:    \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_
2. Journal Source Code:    \_\_\_\_ \_\_\_\_ \_\_\_\_
3. Batch Total:    \_\_\_\_\_ (Absolute dollars)
4. Batch Date:    \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING BATCH HEADER**

1.    **Journal ID:** Enter a 4-digit journal number that you assign in a sequential order. This number will be used to identify your batch.
2.    **Journal Source Code:** Enter your 3-digit journal source code, if you do not know your source code leave this field blank.
3.    **Batch Total (Absolute dollars):** Enter total amount of all debits and credits. Attach two original adding machine tapes to the back of the Batch Header Form to confirm the absolute dollar amount. Remember, when you run your tape, all amounts are entered as positive numbers.
4.    **Batch Date:** Enter the date you completed this form.
5.    Attach IN's to the completed Batch Header and send to Data Control (Campus Box F425). Please limit 25 INs per batch.