

Job Description	General Journal Entries Participant will use the provided Job 1: General Journal Entries worksheet to record entries for each document in the general journal and include source document number.
Administration Time	30 minutes
Equipment, Supplies, and Materials Required	<ul style="list-style-type: none">• A computer workstation with spreadsheet software that will open Microsoft Excel® documents• Accounting worksheets (provided to the Site Coordinator on the Client Services Center)• Pencils• Scratch paper• Non-programmable calculator or 10-key business calculator