

JOURNAL ENTRY QUESTIONNAIRE

Company Name:

Instructions for use of this form:

1. Fill in the fields, in Adobe 8 or later. You can save the filled in form.
2. Email the completed questionnaire and **attach a recent copy of your journal entry and/or chart of accounts for reference** to Powerpay.Service@Ceridian.com

Request Details

Contact Name: _____ Date: _____
Contact Title: _____
Phone Number: _____ Email: _____

Questions

1. What output format would you like to receive the Journal Entry from Dayforce?
2. Do you want to import your journal entry data into an account software package?
If Yes, select from the following supported Account Exports.
3. What layout format best meets your Journal Entry requirements?
[Sample Journal Entry Formats](#)
4. Do your employees work in different areas or jobs within a pay period?
If so, would you like to be able to allocate and track the earnings accordingly?
5. Does the default Department Code provide enough flexibility for your Journal Entry needs?
6. Do you have a specific distribution structure by which you allocate employee's earnings and benefits?

Please describe:

- [illegible]

