

Journal Voucher Preparation

1. FY: Enter Current Fiscal Year
2. Document #: Number will be assigned by system at entry.
3. Date: Journal Voucher entered into system.
4. Document Total: Sum of debits and credits – if more than one page, sum all pages on page one.
5. Page: _ of _ – if Journal Voucher is more than one page it should be labeled 1 of 2, 2 of 2.
6. Authorized by: Coordinating department signature.
7. Journal Voucher Type: JV01 for most journal vouchers.
8. Fund: Fund code to be debited or credited. Enter only if different than default.
9. Organization: Org Code to be debited or credited.
10. Account: Select the appropriate account to be used. If assistance is needed go to www.uaf.edu/finsvcs/ and click on *Account Codes* in left column.
11. Program: Use Program Code only if a mismatch has occurred.
12. Activity: Use Activity Code only if work order activity number has been assigned.
13. Amount: The amount to be debited or credited.
14. D/C: The debit or credit indicator.
15. Description: From Banner, list document number, vendor and date it posted to system.
16. Explanation: Provide detailed explanation detailing the reason for the journal voucher. Explain why you are doing the JV, not what you are doing. Answer the question, is it reasonable, allowable and applicable to the restricted or unrestricted fund.
Unacceptable explanations would include: No fiscal officer available, reconciler out sick, missed the reconciliation deadline and move to correct org/fund.
17. Signatures:
 - a. Prepared by: Full name and date prepared, if illegible type name and sign.
 - b. Approved by: Signature of person that has the authority to sign for department and date approved.
 - c. If greater than 60 days after the end of the month when the transaction posted to Banner, the PI needs to sign the JV and cost memo.
 - d. Dept. Name and Phone: Dept name and phone number of the contact person.
18. Financial Services Use Only.