

## **Journal Voucher Processing**

This documentation only provides information regarding general journal vouchers. These documents are initiated using the University of Alaska Journal Voucher form. These document types are JV01 journal types in Banner Finance.

### **Types of Transactions Processed by JV01s**

Journal vouchers are prepared to process current accounting entries, allocations and corrections for which other means of entry into the financial system are not available. Journal vouchers are appropriate for correcting an incorrectly recorded check, other expenditure, or cash receipt. These documents may also be used to allocate charges for shared activities between departments when paid on single org/fund. Bookstore charges are an example of this type of situation. Journal vouchers cannot be used to move unpaid encumbrances. All current fiscal year labor charges must be corrected with labor redistribution and cannot be moved by journal voucher.

### **Journal Voucher Backup Documentation**

The documentation required for journal vouchers should be a copy of the Banner screen that shows where the transaction has occurred. The explanation on the journal voucher must clearly explain the nature of the journal voucher transaction. Additional information will be required for journal vouchers that have not been moved within the 60 day timeframe, for example a copy of the TA, PO or requisition showing the correct accounting.

### **Approvals**

Journal vouchers must be signed by the preparer and the supervisor. Additional coordinating/authorizing signatures are required if the journal voucher involves an org from another department or campus. An attached e-mail message approving the charge is acceptable in lieu of signature. Routine journal vouchers, such as the monthly Bookstore journal voucher, are processed without coordinating signatures. Journal vouchers prepared between restricted funds that are over 60 days from the end of the month that the transaction posted to Banner must have PI signature/approval.

## **Processing Time**

Journal vouchers are reviewed and approved once a day at a minimum by Financial Services. Normally, journal vouchers are keyed by Financial Services within two working days of receipt of the document as long as it is completed correctly.

## **Viewing Journal Vouchers On-Line After Entry**

If you know your journal voucher number the best way to view the entire document is by viewing it on FGIDOCR – Document Inquiry Retrieval Form. In this form, you would type in the document number and use the <NEXT RECORD> key to get the sequence lines from the journal voucher. Other forms such as the Organization Budget Status Form, (FGIBDST), and Executive Summary Form, (FGIBDSR), are available to view the effect of the journal voucher by selecting organization, account and/or fund code and then drilling down to the Detail Transaction Activity Form, (FGITRND). The Detail Transaction Activity Form, (FGITRND), is also a good place to check to see if a journal voucher has been processed when the journal voucher number is not known.

## **Linking Debit & Credit Indicators on JV with the On-Line (+) and (-) Indicators**

Each account code has a normal balance default code on the account code table. Assets and expenditure accounts normally have debit balances. Liabilities and revenue accounts normally have credit balances.

A JV requires that the preparer indicate if an entry is a D or a C. A transaction in an expense account with a C indicator will have a (-) sign in the Banner detail transaction activity because a credit will decrease expenditures. A transaction in a revenue account with a D indicator will have a (-) sign in the Banner detail transaction activity, because a debit will decrease revenue.

Likewise, a transaction in an expense account with a D indicator will have a (+) sign in the Banner detail transaction activity because a debit increases expenditures. A transaction in a revenue account with a C indicator will have a (+) sign in the detail transaction activity, because a credit increases revenue.

## **Contact**

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