

Journal Voucher Preparation

1. FY: Enter Current Fiscal Year
2. Journal Voucher Type: JV01 for most journal vouchers (may be changed when appropriate).
3. Document #: Number will be assigned by system at entry into Banner.
4. Document Total: Sum of debits and credits – automatically calculated. If JV is more than one page, sum of all pages will show on page one.
5. Page 1 of 1: This field is automatically populated. If Journal Voucher is more than one page it will be show Page 1 of 2, Page 2 of 2.
6. Authorized by: Coordinating department signature.
7. Fund: Fund Code to be debited or credited. Required only if different than default.
8. Organization: Org Code to be debited or credited.
9. Account: Select the appropriate account to be used. If assistance is needed go to <https://www.uaf.edu/finserv/finance-accounting/budget-cost-records/resources/account-codes/index.php>.
10. Program: Provide Program Code ONLY if a mismatch has occurred. When correcting a mismatch, enter only the INCORRECT Program Code.
11. Activity: Provide Activity Code only if activity number has been assigned.
12. Amount: The amount to be debited or credited.
13. D/C: The debit or credit indicator.
14. Description: From Banner list document number, vendor, and date it posted to system.
15. Explanation: Provide complete 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.
16. For Originating Department Only:
 - a. Doc Ref #: Enter unique unit document reference number to be used to identify a specific JV submitted to Finance & Accounting when the document is discussed between the two parties prior to JV being keyed into Banner (this field is optional)
 - b. Prepared by: Full name and date prepared, if illegible type name and sign.
 - c. Approved by: Signature of person that has the authority to sign for department and date approved.
 - d. If greater than 60 days after the end of the month of when the transaction posted to Banner, the PI needs to sign the JV and cost memo.
 - e. Dept. Name and Phone: Dept name and phone number of the contact person.
17. Financial Services Use Only.