

ARKANSAS STATE UNIVERSITY
Journal Voucher Entry User Guide



**Office of Finance
and Administration**

Revised 06/29/10

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Journal Voucher Procedures

In an effort to maintain a consistent and uniform journal entry system; the below procedures should be followed.

For purposes of entering journal vouchers; these definitions are used:

- *Preparer*-The person requesting the journal voucher
- *Initiator*-The person entering the journal voucher
- *Approver*-The person who approves the journal voucher in Banner

Depending on the type of entry, an individual may be in one, two or all of the above roles.

Preparer

Journal vouchers should be initiated either by written or verbal request. Clear and adequate backup should be included. Journal vouchers without backup will not be processed.

Initiator

The first sheet of all journal vouchers should be the attached form. Journal vouchers should be typed or legibly hand written. It is not necessary to re-write a journal voucher, spreadsheet, etc. received from a preparer. In this case, the preparer's backup may be attached to the journal voucher form with "See Attached" in the FOAP area. Initiators may reference the 'Journal Voucher Entry User Guide' for information on entering a journal voucher in Banner.

Journal Voucher Form Data

Date—The date on the journal voucher should be the entry date in Banner. The only exception to this will be dates entered for month end or year end entries. These entries should be dated the last day of the previous month. The field should be entered by the initiator.

Number—The journal voucher number should be entered with J followed by a 7 digit number. This field should be entered by the initiator.

Description—The description should be an overall summary of what the journal voucher is posting. A variety of entries may be on one journal voucher if they are similar in nature and can be summarized in the description.

Preparer—The preparer should list his/her name on this line. If a preparer has contacted an initiator to make an entry for him/her and has not completed a JV form; the initiator's name should be on this line.

Rule Code/Journal Type—The following are the rule codes/journal types that should be used. (The below is not a complete list. Multiple rule codes/journal types may be used on the same journal voucher.)

- JE15 (Intrafund entries)—This should be used when the debits and credits equal each other within the same fund

- JE16 (Interfund entries)—This should be used when debits and credits do not equal each other within the same fund
- CR05/CD05(Cash Receipt/Disbursement entries)—These should be used only when making an entry to one of the University’s bank accounts
- B% (Budget entries)—These are used when either increasing or decreasing a department’s revenue, expense or transfers

FOAP—A complete FOAP must be used for any subsidiary ledger entries (where Account begins with 5, 6, 7, or 8). For general ledger entries (where Account begins with 1, 2 or 9) only a fund and account is required.

+/-/Debit/Credit—Debits/Credits are used for any year to date type journal vouchers. +/- should be used only to record an entry to a University bank account or for budget entries. The bank number should be listed in the + or – column when posting an entry to a University bank account. The entries should follow a Debit—Credit pattern with the debit(s) listed first and then the corresponding credit(s). Negative amounts should not be used.

Sequence Description—A clear and concise description should be used. Each line of the journal voucher may have a different description. Abbreviations may be used according to Data Standards. Descriptions should be in mixed case and should follow Data Standards (i.e. no text message type entries). A list of common abbreviations and formatting is attached.

Bank— A bank code should only be used when making an entry to a University bank account or when using an Interfund (such as JE16) type rule code. Bank 99 should be used for these Interfund types of entries.

It is important to follow the above procedures when entering journal vouchers in Banner. Using an incorrect rule code (JE16 instead of JE15) or using an organization and program on a general ledger entry adds unnecessary information to the Banner system.

After journal vouchers are posted in Banner, they should be forwarded in a timely manner to the Imaging Department for scanning. The paper journal vouchers will be filed by Imaging staff and will be destroyed after 4 years.

The journal voucher form is available at <http://www2.astate.edu/dotAsset/153450.pdf>.

For questions, please contact Myra Goodwin or Cassey Tune at 972-2024.

Examples

Intrafund/Interfund:

Arkansas State University-Jonesboro
Journal Voucher Form

Print

Reset

Journal Voucher Date: 5-31-2010

Description: (35 chars max) Month End Entries

Journal Voucher #: _____

Preparer's Name: Myra

Seq No	Rule Code	Fund	Org	Acct	Prog	Debit/+ Amt	Credit/- Amt	Seq Desc	Bank Code
1	JE16	110000	317070	822000	1923	35,000.00		May transfer	99
2	JE16	719999	317010	822000	4300		35,000.00	May transfer	99
3	JE16	110000		212900		18,214.87		May transfer	99
4	JE16	719900		911000			18,214.87	May transfer	99
5	JE15	110000	252604	536300	0000	955.90		May overhead	
6	JE15	110000	315001	536300	0000		955.90	May overhead	
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
Subtotals						54,170.77	54,170.77		
Document Total								108,341.54	

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Bank:

Arkansas State University-Jonesboro
Journal Voucher Form

Print

Reset

Journal Voucher Date: 6-7-2010

Description: (35 chars max) May Payroll Account Recon Entries

Journal Voucher #: _____

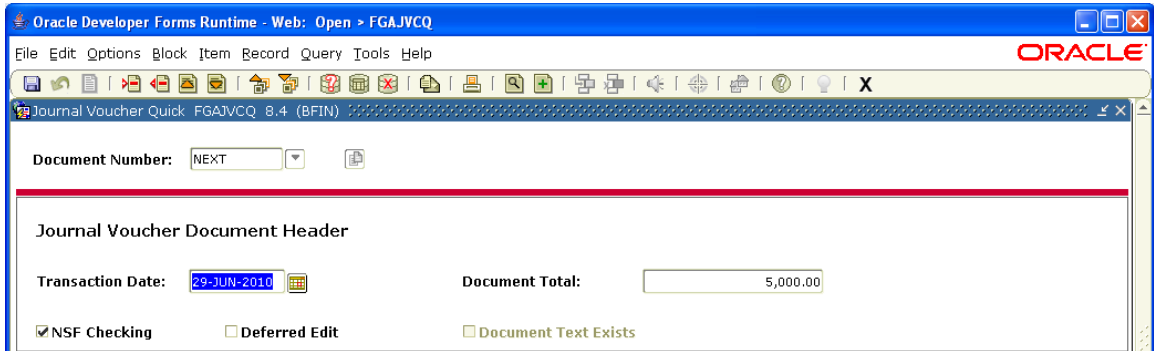
Preparer's Name: Myra

Seq No	Rule Code	Fund	Org	Acct	Prog	Debit/+ Amt	Credit/- Amt	Seq Desc	Bank Code
1	CR05	110000	317010	553100	0000		0.60	Check 50961-Bank error	13
2	CR05	110000	317010	553100	0000		480.87	May payroll interest	13
3	CR05	110000		212607			100.00	Dir Dep Return-Bittle	13
4	CR05	110000		212607			135.30	A Montgomery replacement	13
5	JE16	110000		212607		748.21		A Montgomery replacement	99
6	JE16	320075	313511	615100	3640		748.21	A Montgomery replacement	99
7									
8									
9									
10								(Credit/- Amt, 0)	
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
Subtotals						748.21	1,464.98		
Document Total								2,213.19	

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Creating the Entries

1. Login to MyCampus and click on the Internet Native Banner quicklaunch icon
2. Enter FGAIJVCQ in the Go To field and press enter
3. Enter 'NEXT' in Document Number field
4. Click on the Next Block icon
5. Change the date to the last day of the prior month, if necessary
6. Tab to the Document Total field to enter the amount



Oracle Developer Forms Runtime - Web: Open > FGAIJVCQ

File Edit Options Block Item Record Query Tools Help

Journal Voucher Quick FGAIJVCQ 8.4 (BFIN)

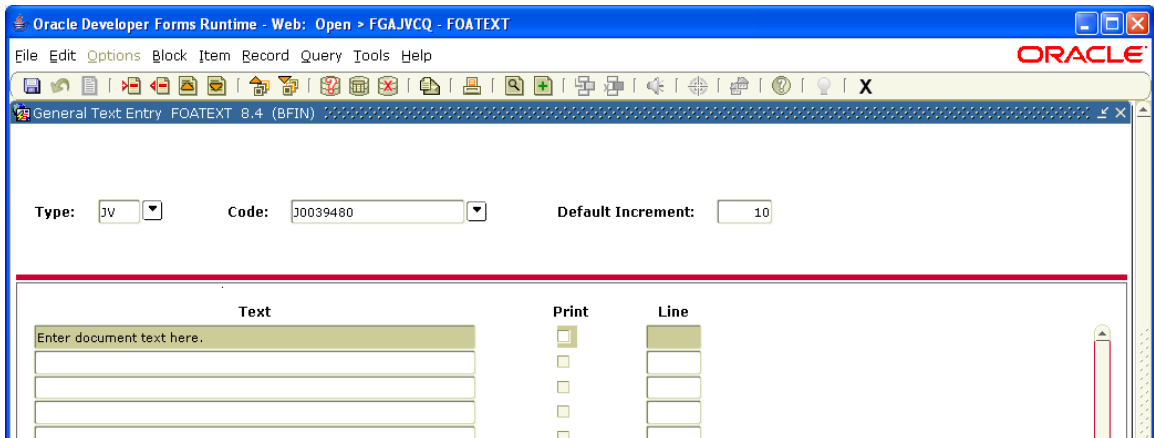
Document Number: NEXT

Journal Voucher Document Header

Transaction Date: 29-JUN-2010 Document Total: 5,000.00

NSF Checking Deferred Edit Document Text Exists

7. To enter additional information, select Document Text from the Options menu
8. Enter the text in mixed-case (up to 50 characters/line)
9. To insert another line, click on the Next Record icon
10. Click on the Save icon
11. Click on the Exit icon



Oracle Developer Forms Runtime - Web: Open > FGAIJVCQ - FOATEXT

File Edit Options Block Item Record Query Tools Help

General Text Entry FOATEXT 8.4 (BFIN)

Type: JV Code: 00039480 Default Increment: 10

Text	Print	Line
Enter document text here.	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

12. Click on the Next Block icon

For Intrafund or Interfund Transfers

- Intrafund transfers are between the same fund codes
 - Interfund transfers are between different fund codes
13. Tab to the Journal Type field
 14. Enter 'JE15' (intrafund) or 'JE16' (interfund)
 15. Enter the fund, organization, account, and program codes
 16. Tab to the Amount field to enter the debit amount
 17. Select 'Debit' from the Debit/Credit drop-down field
 18. Enter a specific description in the Description field
 19. Leave the Bank Code blank for 'JE15' transfers; Enter '99' for the 'JE16' transfers
 20. To enter additional lines, select Record Insert from the Record menu, then select Record Duplicate from the Record menu; type over the necessary fields

Oracle Developer Forms Runtime - Web: Open > FGAIJVCQ

File Edit Options Block Item Record Query Tools Help

Transaction Detail FGAIJVCQ 8.4 (BFIN)

Document Number: J0039480 Document Total: 5,000.00

Sequence: 1 Currency: Status:

Journal Type: JE15 General Journal Entry (Intra-Fund)

Chart: J Arkansas State University-Jonesboro

Index:

Fund: 110000 Educational and General

Organization: 311011 Controllers Office

Account: 710301 Printing Composition and Art Work

Program: 1620 Fiscal Operations

Activity:

Location:

Project:

Percent:

Amount: 37.10 Debit/Credit: + Plus

Description: Copy Charges Jan 2010

Budget Period:

Gift Date: Number of Units:

Bank: NSF Override

Enter the Budget Period

Record: 1/1 <OSC>

21. Tab to the Journal Type field
22. Enter 'JE15' (intrafund) or 'JE16' (interfund)
23. Enter the fund, organization, account, and program codes
24. Tab to the Amount field to enter the credit amount
25. Select Credit from the Debit/Credit drop-down field
26. Enter a specific description in the Description field
27. Leave the Bank Code blank for 'JE15' transfers; Enter '99' for the 'JE16' transfers
28. Click on the Next Block icon
29. Click on the Complete icon

For Bank Entries

1. Tab to the Journal Type field
2. Enter 'CR05'
3. Enter the fund, organization, account, and program codes
4. Tab to the Amount field to enter the debit amount
5. Select '+' from the Debit/Credit drop-down field to increase the bank balance; select '-' to decrease the bank balance
6. Enter a specific description in the Description field
7. Enter bank code '12'

The screenshot displays the Oracle Developer Forms Runtime interface for a transaction entry. The window title is "Oracle Developer Forms Runtime - Web: Open > FGJVCQ". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main form area is titled "Transaction Detail FGJVCQ 8.4 (BFIN)".

Document Number: J0039481 Document Total: 2,213.19

Sequence: 1 Currency: [dropdown] Status: [dropdown]

Journal Type: CR05 Cash Receipt Entry

Chart: J Arkansas State University-Jonesboro

Index: [dropdown]

Fund: 110000 Educational and General

Organization: 317010 Revenues and Expenses

Account: 553100 Interest Income

Program: 0000 E and G Revenues

Activity: [dropdown]

Location: [dropdown]

Project: [dropdown]

Percent: [text field]

Description: Check 50961-Bank error

Budget Period: [checkbox]

Gift Date: [calendar icon]

Amount: 0.60 Debit/Credit: - Minus

Bank: 13 [dropdown] NSF Override

Number of Units: [text field]

8. To enter additional lines, select Record Insert from the Record menu, then select Record Duplicate from the Record menu; type over the necessary fields

Inquiry Forms

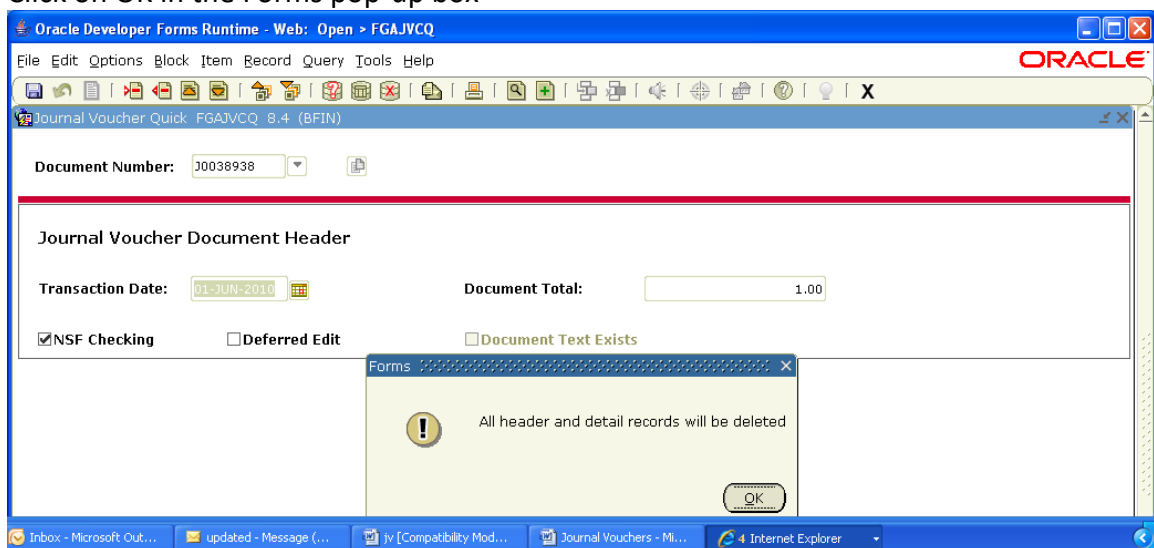
Journal Voucher Quick Form (FGAJVCQ)

To search for incomplete (I) journal voucher entries to make corrections:

1. Enter the document number in the document field OR
2. Click on the Search icon to search for the document number; double-click on the document number
3. Click on the Next Block icon to navigate to complete the document
4. Double-click on the journal document number
5. Click on the Next Block icon to navigate to make the necessary corrections
6. Click on Next Block to Complete the document

To delete a journal voucher:

1. Enter the document number in the document field OR
2. Click on the Search icon to search for the document number; double-click on the document number
3. Select Remove from the Record menu twice
4. Click on OK in the Forms pop-up box



5. Deletion of the document is confirmed in the Auto/Hint Status line

Document By User Form (FOADOCU)

Use FOADOCU to find the journal voucher number, print screen the document after completion, deny the document to make changes, or look at approval history.

1. Your User ID will automatically default in the header block
2. Enter 'JV' in the Document Type field if you don't know the document number
3. You can also select the Status (Completed, Approved, Incomplete, and Cancelled)
4. To query for a specific date range, tab to the Activity From Date field and the Activity To Date field to enter the appropriate dates
5. Click on the Next Block icon

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

To print a screenshot of a posted journal voucher:

1. Following #5 above, highlight the document number and select Query Document [By Type] from the Options menu
2. Navigate to the desired block to print
3. Click on the Print icon
4. Click on the Exit icon

To deny the journal voucher to make changes:

1. Following # 5 from page 9, highlight the document number and click on the Deny Document icon
2. Exit FOADOCU and access FGAJVCQ
3. Enter the document number and follow instructions from page 5 or 7, depending on the type of entries

To look at the approval history of a document:

1. Following #5 from page 9, highlight the document number and select Approval History from the Options menu

Document Retrieval Inquiry Form (FGIDOCR)

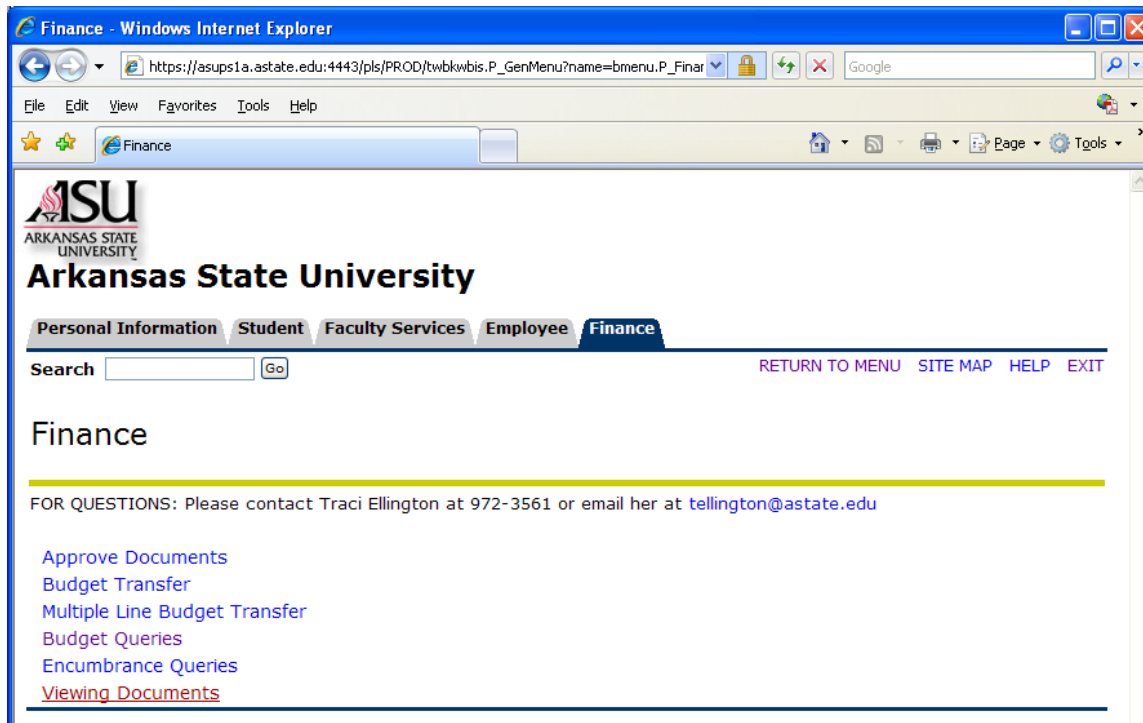
The Document Retrieval Inquiry Form provides online query capability for all transactions processed by the system. Information displayed includes the Transaction Date, Description, Amount, and the accounting distribution.

1. Enter the document number or click on the Search icon to query for the document number
2. Click on the Next Block icon to navigate to each block of the form

Using Self Service to View Documents

You may also use finance self service to view, print, and view approval history

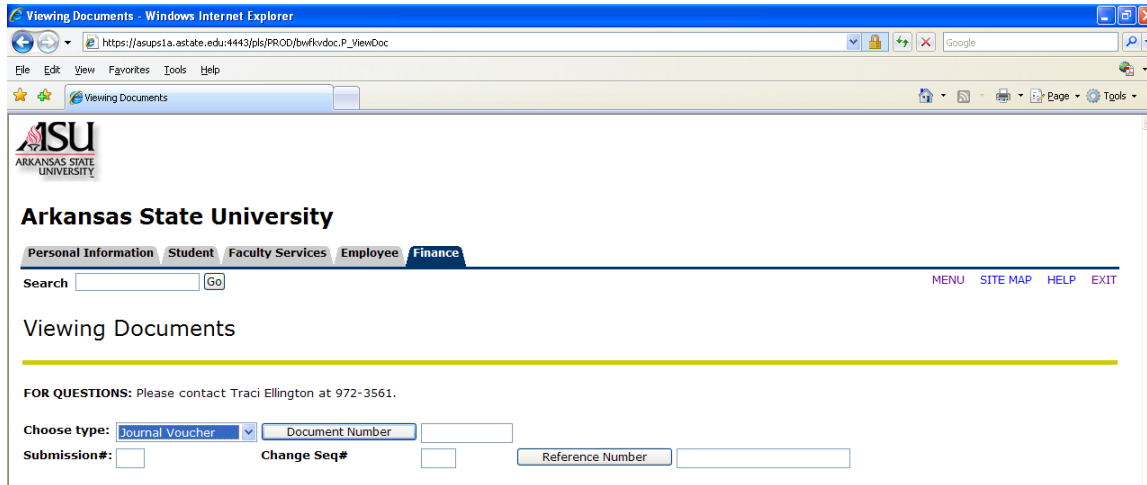
1. Login to MyCampus and click on the Banner Self Service quicklaunch icon
2. Click on the Finance menu
3. Click on Viewing Documents



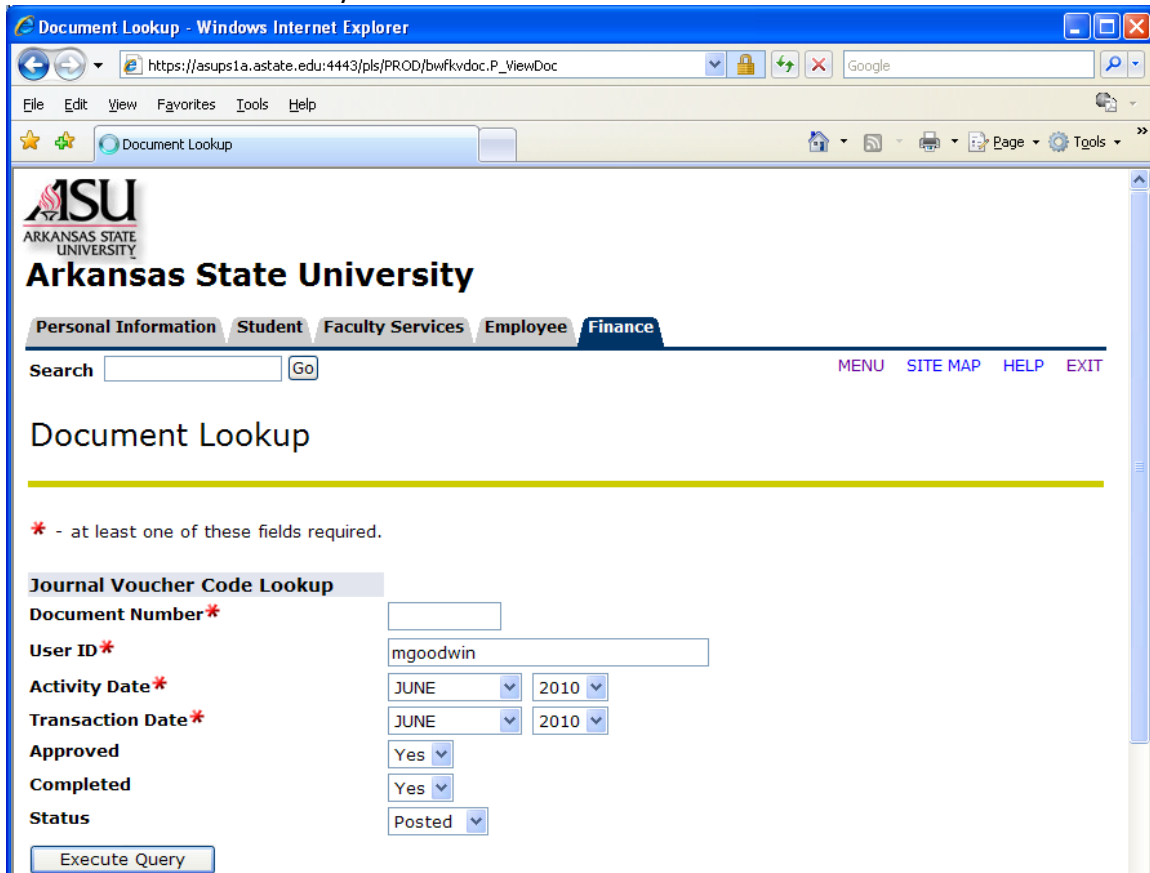
The screenshot shows a web browser window titled "Finance - Windows Internet Explorer". The address bar displays the URL: https://asups1a.astate.edu:4443/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_Finar. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the ASU logo and the text "Arkansas State University". A navigation menu contains tabs for "Personal Information", "Student", "Faculty Services", "Employee", and "Finance", with "Finance" currently selected. Below the menu is a search bar with a "Go" button and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The main heading is "Finance", followed by a yellow horizontal line. Below the line, a message reads: "FOR QUESTIONS: Please contact Traci Ellington at 972-3561 or email her at tellington@astate.edu". A list of links is provided: "Approve Documents", "Budget Transfer", "Multiple Line Budget Transfer", "Budget Queries", "Encumbrance Queries", and "Viewing Documents".

If you don't know the document number:

1. Select 'Journal Voucher' from the Choose type drop-down field
2. Click on the Document Number button



3. The user id defaults in
4. Select the Activity or Transaction Date; the other fields are optional
5. Click on Execute Query



If you know the document number, enter it in the Document Number field:

Arkansas State University

Personal Information Student Faculty Services Employee Finance

Search MENU SITE MAP HELP EXIT

Viewing Documents

FOR QUESTIONS: Please contact Traci Ellington at 972-3561.

Choose type:

Submission#

Display Accounting Information

Yes No

Display Document/Line Item Text **Display Commodity Text**

All Printable None All Printable None

1. Click on View document to print the document
2. Click on Approval History to view approvals/disapprovals