

**UNIVERSITY OF ALASKA
JOURNAL VOUCHER**

FY: **A** Doc.# **B** Date: **C** Doc. Total **D** Page **E** of **E**

Coordinating/ Authorized By	Type	Fund 6-all numeric	Org 5-all numeric	Acct 4-all numeric	Prog 6 in length	Activity 6 in length	Amount	Dr/Cr D/C	Description (up to 34 characters in length)
F	G	H	I	J	K	L	M	N	O
	JV01								
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	JV01								

Explanation: **P**

FOR ORIGINATING DEPARTMENT ONLY: **Q**

Prepared By: **Q-2** Dept. Ref. # **Q-1**

Approved By: **Q-3** Date: _____

Dept. Name: **Q-4** Phone: _____

****R**** **FOR BUSINESS OFFICE USE ONLY**

Approved By: **R-1**

Date: _____

University of Alaska Statewide Journal Voucher Preparation

Following are the Technical requirements for completing the University of Alaska Journal Voucher form. All data must be entered in a neat, legible format.

- A. FY – Write in the Fiscal Year in which the journal voucher should be keyed. This will usually be the current fiscal year. Prior year entry is only allowed during the accrual period.
- B. Document Number – **Do not write in this field.** The system will assign the document number. It will begin with a J and the data processor entering the journal voucher into the system will write the number assigned by the system on the original document.
- C. Date – **Do not write in this field.** The physical date the journal voucher is entered onto the system. This is to be completed by the person keying the journal voucher. The data processor will use the entry date and record it on the journal voucher. However, journal vouchers entered during the accrual cycle will use 30-JUN-XX for the date.
- D. Document Total – The sum of all amounts regardless of whether they are debits and credits. This is a control number to be used by the data entry person to assure all lines have been keyed.
- E. Page __ of __ - If journal voucher is more than a single page it should be labeled 1 of x, 2 of x, etc.
- F. Coordinating/Authorized By – This is NOT a comment field. It is for the coordinating signature or the grant/contract authorization. These additional signatures are required only as described in the Statewide Accounting Manual procedure P-71.
- G. Type – This document type is generally the rule code JV01. It may also be JPAY, JPRC or JSPC.
- H. Fund – This is the fund code to be debited or credited. **Only write in the fund if it is NOT the default fund for the organization code.** Enter a query on Banner Form FTMORGN to determine the default fund of the organization code you are using. Use an arrow line from the field above if the fund code is the same.
- I. Organization – This is the organization code to be debited or credited. On JV lines affecting balance sheet account codes this field should be blank. Use an arrow line from the field above if the organization code is the same.
- J. Account – Please review the account code lists in appendix A-1 of the Statewide Accounting Manual to select the appropriate account codes as needed. Use an arrow line from the field above if the account code is the same.
- K. Program – There **should not** be an entry to this field unless the journal voucher is to correct a program code error. Be sure the Explanation (P) indicates the journal voucher is correcting a program code error.
- L. Activity – There **should not** be an entry to this field unless the journal voucher is to correct an activity code error. Be sure the Explanation (P) indicates the journal voucher is correcting a program code error.
- M. Amount – The amount is always positive and should always be entered. Do not draw arrows or ditto marks from the line above even if the amount is similar.

University of Alaska Statewide Journal Voucher Preparation (con.)

- N. D/C (debit or credit indicator) - The debit or credit indicator field must be entered for each line. It will depend on the normal balance of the account code of that line whether or not the entry will increase or decrease the balance in the account. Enter a query on Banner Form FTMACCT to determine the normal balance of the account code you are using.
- O. Description – **This field is limited to 34-characters**, any information in excess of that quantity will not be entered when the JV is keyed. If you are moving a transaction to another account number (fund/org/account combination), enter the specific document number first such as TA number, invoice number, and journal voucher number. When the entry involves payroll of a specific employee use the last name and first initial of the employee followed by the social security number. Put only critical information in this field as this what will appear in the Banner on-line screens and on reports.
- P. Explanation – This field is keyed in by the data processor as text for the journal voucher. It should include a complete justification for the entry. Put all critical information that pertains to this journal voucher. There is no space limitation, please write legibly.
- Q. Originating Department Block
1. Dept. Ref # - The department can enter a reference number for their internal tracking, but it will not be keyed or reflected anywhere on the system.
 2. Prepared by and Date– Full name of the person that prepared the journal voucher and the date it was prepared.
 3. Approved by and Date – Signature of person that has the authority to sign for the department that prepared the entry and the date of signature. The approver is normally the department head. This should not be the same person who prepared the entry. This approval is not required by SW Cost Accounting, but may be required by your supervisor.
 4. Dept. Name and Phone – Name of department and telephone number.
- R. For Business Office Use Only Block
1. Approved by and Date – Signature of person that is the centralized business office designee to review the journal voucher and supporting documents for the campus.

University of Alaska Statewide Journal Voucher Preparation (con.)

A query in FTMORGN will determine the default fund code of any given organization code.

Organization Code Maintenance Form FTMORGN 5.0 (PROD)

Chart of Accounts: B Active Status Last Activity: 29-JUN-1995

Organization: 80099 Title: Cost Accounting

Dates -> Effective: 29-JUN-1995 Termination: Next Change:

Data Entry

Financial Manager:

Predecessor Orgn: D8ACTG Accounting Services

Default Fund: 101010 SW General Funds

Default Program: 0166GA SW IS Instu Supt

Default Activity:

Default Location:

Budget Control Orgn:

Combination Budget Control

A query in FTMACCT will determine the normal balance of any account code.

Account Code Maintenance Form FTMACCT 5.2 (PROD)

Chart of Accounts: B Active Status Last Activity: 01-MAR-1995

Account: 2010 Title: AK General & Admin

Dates -> Effective: 01-JUL-1979 Term: Next Change:

Predecessor Acct: 2IN Instate Travel

Data Entry: YES

Account Type: TL Travel

Income Type:

Account Class:

Asset Account:

Accumulated Depreciation:

Depreciation Expense:

Pool Account: PLBUD Budget Pooling Account

Fringe Account:

Fringe Percent: Normal Balance: 0 DEBIT