Fiscal Aid Kit – Required Journal Voucher Documentation
Financial Services recommends using the document format below to “fast-track” your JVs through the Banner approval queues. Sufficient information in document text allows the approvers to quickly identify the substance of the transaction. In addition, document text can be a useful tool in reconciling banner indices.

**Who** – Name plus phone number of person (originator) submitting the JV and the name plus phone number of the requestor for the JV.

**What** – The what identifies what is being corrected, allocated, or done depending on the type of JV. When applicable, include the Banner transaction number, transaction date, and vendor name. If re-classing a miscoded expense, state what the item is such as a computer, overnight package delivery, lab supplies, advertising, conference fee, etc. This helps the approver verify that the item is coded correctly.

**Why** – Explain why the JV is being submitted. What happened or needs to happen to make the transaction correct. Or, why funds are being allocated/distributed from one index to another. Be descriptive. Remember, the approvers in the Banner queue need to be able to determine why the JV is necessary.

**How** – Depending on the type of JV, explain how this might be prevented in the future.

**Example of a cost transfer:**
*Originator – Joe Smith 2-1234*
*Requestor – Glenda Garcia 2-5678*
*S0362901, 5/06/08*
*Dell Marketing LP, laptop*
*This JV is needed to re-class a laptop purchase*
*Recorded in index 523xxx to 558xx. Purchase Authorized originally by Dr. Jones. This could be prevented in the future by Verifying the department of the laptop user Before the P-card statement is submitted.*

**Example of a funds allocation:**
*Originator – Joe Smith 2-1234*
*Requestor – Glenda Garcia 2-5678*
*Pediatric UPA funds*
*This JV is necessary to allocate funds From index 9972xx to index 9970xx To support the residual account of Dr. Wise Per the FY09 budgeted plan.*