

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.