

JOURNAL VOUCHER (JV) PROCESS

Effective **July 1, 2009**, the University has changed the process for Journal Vouchers. This applies only to Journal Vouchers. The process for Budget Transfers will remain unchanged.

In short, the big changes are that the Journal Voucher form is now available on-line, supporting documentation is now required and faxed copies are no longer allowed.

An electronic version of the JV form can be found on-line under the Banner Finance Help Webpage. To retrieve this form, go to the **Forms** section, click on "Accounting", "Journal Voucher Banner Entry form". The Journal Voucher form can also be found by going to: <https://myfiles.neu.edu/webapps/bannerfinance/JVBannerEntryForm.xls>. A Banner system generated journal voucher number will be assigned to all JV's at data entry. **Pre-numbered JV forms will no longer be used.**

To expedite the review process, it is important to include a thorough explanation of each JV, including the purpose and the basis for the related amounts and calculations. Journal vouchers should have related entries only within a single JV. Originators should maintain documentation that supports each JV within the department, as appropriate. Please keep a copy of your completed JV form for your departmental records as it will not be returned after processing. If departments choose to maintain an internal reference number, make note of this in the description and it will be entered at the beginning of the description field in Banner. Due to space limitations, please use a maximum of 5 characters for these references.

Supporting documentation: Please attach all supporting documentation to the journal voucher upon submission. Supporting documentation may include email correspondence, memos, letters, worksheets, reports, schedules, statements, calculations and screen-prints.

Where applicable, please include the following:

For a correcting entry, include the original JV number assigned from Banner, the date processed, and an explanation/reason for the correction. If available, please attach a screen-print of the original entry.

For initial charges, include an explanation for the entry, calculations, and other details, if applicable, such as quantity, price, and period. Also include relevant department names, and telephone numbers.

If available, please scan all supporting documentation and send as an attachment. If moving a charge already showing in the Banner Finance system and using a PC, call up the charge on your screen, hit the Shift key and the "Print Screen" key at the same time and paste it into your e-mail to me by opening your e-mail to me and hitting Ctrl and V at the same time. This will paste a copy of your screen into the e-mail. If using a Mac, call up the charge on your screen and hit command (the apple key), shift, 3 all at the same time. This will create a picture file on your desktop which you can paste into an e-mail.

Faxed copies of JVs are no longer acceptable. Please send Journal Vouchers through e-mail to: p.mitchell@neu.edu (not case sensitive)

Although e-mail is the preferred method, Journal Vouchers can also be printed and submitted (along with supporting documentation) via inter-office mail to: Peter Mitchell 123 BK.

All sponsored research fund entries are required to be reviewed and approved by the Office of Research Administration and Finance (DSPA) prior to submission to the Dean's Office.