

**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
	JVO1								
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	JVO1								
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	JVO1								
	JVO1								
	JVO1								

JVO1

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.

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 tr

om the field above if the account code is the same.

- K. Program – There **should not** be an entry

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- 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

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

The screenshot shows the 'Organization Code Maintenance Form' (FTMORGN 5.0) in a window titled 'FTMORGN 5.0 (PROD1)'. The form includes fields for 'Organization' (80099), 'Dates -> Effective' (29-JUN-1995), and 'Data Entry' (checked). A red arrow points to the 'Default Fund' field, which is currently empty. Other fields include 'Termination', 'Next Change', 'Financial Manager', and 'Predecessor'.

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

The screenshot shows the 'Account Code Maintenance Form' (FTMACCT 5.2) in a window titled 'FTMACCT 5.2 (PROD)'. The form includes fields for 'Chart of Accounts' (B), 'Active Status' (checked), 'Last Activity' (01-MAR-1995), 'Account' (2010), 'Title' (AK General & Admin), 'Effective' (01-JUL-1979), 'Term', and 'Next Change'. A red arrow points to the 'Normal Balance' field, which is set to 'D' (DEBIT). Other fields include '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), and 'Fringe Account'.