

JOURNAL VOUCHER PROCESSING


COURSE SLIDES

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WELCOME TO JOURNAL VOUCHER PROCESSING CERTIFICATION COURSE

UNIVERSITY OF ILLINOIS SYSTEM



Journal Voucher Processing Certification Course

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OFFICE OF BUSINESS AND FINANCIAL SERVICES - U of I System Accounting & Financial Reporting

UNIVERSITY OF ILLINOIS SYSTEM

Course Navigation


Navigating the course is easy. After you have finished reading the content on each page, click the NEXT button to continue.

The navigation menu in the lower right corner of most pages throughout the course may be used to go back to the previous page, forward to the next page, return to the Main Menu, and to exit the course.

You can find definitions for bolded words and terms in the Glossary which is located in the Resources section in the upper right corner.

The Resources section also contains the [Participant Guide](#), job aids, and other helpful training material to assist you with processing journal vouchers. [O](#)

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OFFICE OF BUSINESS AND FINANCIAL SERVICES - U of I System Accounting & Financial Reporting

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Course Introduction

This course will provide an overview of the procedures, policies, and processes that individuals and units must follow when processing journal vouchers in [Banner](#). [O](#)

You will learn how to properly prepare, process, and review journal vouchers.

You will also gain an understanding of best practices to follow when processing a journal voucher and where to find resources related to journal voucher transactions.

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OFFICE OF BUSINESS AND FINANCIAL SERVICES - U of I System Accounting & Financial Reporting

UNIVERSITY OF ILLINOIS SYSTEM

Course Objectives

Upon completion of this course, you should be able to:

- Recognize how journal vouchers impact the University of Illinois System financial information.
- List potential consequences of processing inaccurate or incomplete journal vouchers.
- Identify common **internal transactions** U of I System units may process with a journal voucher in Banner.
- Prepare the information needed to accurately process a journal voucher.
- Process a journal voucher in accordance with U of I System policies and procedures.
- Use **Banner pages** to review and edit journal vouchers.
- Apply best practices and strategies to increase accuracy and efficiency of journal voucher processing.




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OFFICE OF BUSINESS AND FINANCIAL SERVICES – U of I System Accounting & Financial Reporting


UNIVERSITY OF ILLINOIS SYSTEM

Main Menu


Complete all five lessons in order starting with Lesson 1.




Lesson 1
Compliance




Lesson 2
Overview of Journal Vouchers



Lesson 3
Preparing to Process a Journal Voucher



Lesson 4
Processing a Journal Voucher



Lesson 5
Reviewing and Editing Journal Vouchers

LESSON 1: COMPLIANCE

LESSON 1: COMPLIANCE


Lesson Introduction

This lesson will explain the importance of accurately and efficiently processing journal vouchers to ensure the integrity of the U of I System's financial statements.

Lesson Objectives

After you have completed this lesson, you should be able to:

- Recognize how journal vouchers impact the U of I System's financial information.
- List potential consequences of processing journal vouchers with inaccurate or incomplete information.



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LESSON 1: COMPLIANCE

U of I System Accounting Environment

The activities at the U of I System are very complex. This complexity is the result of various factors, such as the size, scope, and diversity of the U of I System as well as the various external regulations, policies, and procedures that we must abide by.

Because of these complexities, it is very important that journal vouchers are accurately processed.



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LESSON 1: COMPLIANCE

U of I System Accounting Environment

Financial functions at the U of I System are part of a **decentralized accounting environment**. This means that units have been delegated the responsibility for their financial information which is critical to the integrity of the U of I System's financial statements.

Given the nature of this decentralized accounting environment, it is essential for units to process their journal vouchers accurately in Banner.

Once a journal voucher is posted in Banner, it becomes a permanent financial record. These records are critical in maintaining and ensuring the integrity of the U of I System's audited financial statements.

Additionally, unit heads and administrators rely on the financial information reported in Banner to make short and long-term financial decisions, so it is important that journal vouchers are efficiently processed to ensure that financial information and records are current.

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LESSON 1: COMPLIANCE

Policies and Procedures

As a steward of U of I System assets and resources, it is important for you to be aware of the applicable policies and procedures to follow when conducting U of I System business and financial activities to help ensure accurate financial reporting.

Please reference the *Internal Transactions (Journal Vouchers)* portion of [Section 13.3: Journal Vouchers and Other Internal Transactions](#) within the OBFS Policies and Procedures Manual for additional information and guidance on processing journal vouchers.

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LESSON 1: COMPLIANCE

Consequences of Noncompliance

The consequences of processing journal vouchers with inaccurate or incomplete information can result in negative consequences for your unit, as well as for the entire U of I System.

Potential consequences include:

- Inaccurate financial decisions resulting from incorrect or incomplete financial information.
- Errors in the U of I System's financial statements, which could lead to potential audit findings.
- Additional time and effort spent to address issues arising from potential audit findings.
- Reduction or loss of future funding (e.g. donations, state appropriations, or grant funding) which may result from audit findings or errors on financial statements.

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LESSON 1: COMPLIANCE

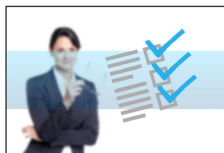
Lesson Summary

Now that you have completed this lesson, you should be able to:

- Recognize how journal vouchers impact the U of I System's financial information.
- List potential consequences of processing journal vouchers with inaccurate or incomplete information.

Click on the **KNOWLEDGE CHECK** button to assess what you have learned.

[KNOWLEDGE CHECK](#)



LESSON 2: OVERVIEW

LESSON 2: JOURNAL VOUCHER OVERVIEW

Lesson Introduction

Now that you know how journal vouchers impact the U of I System's financial information and understand the consequences of processing inaccurate journal vouchers, you will now learn when an internal transaction should be processed with a journal voucher in Banner.

Lesson Objectives

After you have completed this lesson, you should be able to:

- Discuss overarching concepts and good business practices that should be applied to all journal vouchers
- Identify common scenarios when a journal voucher should be processed in Banner.
- Recognize scenarios when a journal voucher should NOT be processed in Banner.

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LESSON 2: JOURNAL VOUCHER OVERVIEW

Overview of Key Concepts and Good Business Practices

Before we get into further details regarding when and when not to process a journal voucher, let's first get an overview of some overarching concepts and good business practices that would be helpful to apply to all of your journal vouchers and internal transactions.



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LESSON 2: JOURNAL VOUCHER OVERVIEW

Record Journal Vouchers and Other Internal Transactions in the Correct Fiscal Year and Accounting Period

To ensure accuracy and timeliness of financial data within Banner, it is important to record journal vouchers within the proper fiscal year and accounting period in which the transaction occurred.

For example, if one unit sold a service to another unit during May 2020, then the journal voucher to record that transaction should post in May 2020.



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LESSON 2: JOURNAL VOUCHER OVERVIEW

Process a Separate Journal Voucher for Each Unique Accounting Transaction

To help ensure a clean audit trail, it is beneficial to use a separate journal voucher or other internal transaction for each unique accounting transaction. Do not combine separate activities or transactions into one journal voucher.

For example, if Unit A purchased office supplies from Unit B, but Unit A also sold services to Unit B, then these transactions should be recorded separately and should not be combined into one journal voucher.



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LESSON 2: JOURNAL VOUCHER OVERVIEW

Complete a Separate Journal Voucher to Correct Errors from Prior Journal Vouchers

If you realize that a journal voucher posted to Banner incorrectly, it is strongly recommended that you complete a new journal voucher to completely reverse the erroneous transaction. That way, you can clearly show that the erroneous journal voucher was completely reversed in case of an audit.

Then, once the erroneous entry has been reversed, you can process a new journal voucher to post the entry correctly.



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LESSON 2: JOURNAL VOUCHER OVERVIEW

Provide Clear Documentation for Journal Vouchers and Other Internal Transactions

It is very important for journal vouchers and other internal transactions to contain proper documentation which clearly explains the purpose of the accounting transaction.

For example, it is essential for the General Text Entry (FOATEXT) and the Description Line of the journal voucher to be fully completed with detailed and accurate information to clearly describe the transaction.

We will go into further details on this topic within Lessons 3 and 4.



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LESSON 2: JOURNAL VOUCHER OVERVIEW

When to Process a Journal Voucher

Now that we have an overview of some overarching good business practices to follow when completing a journal voucher, let's review some common scenarios in which a journal voucher is processed.

Journal vouchers are used to process various types of internal transactions in Banner including:

- Expense or Revenue Reclassifications
- Fund Transfers
- Internal Sales
- Budget Revisions on Self-Supporting Funds
- Creating, Adjusting, or Liquidating General Encumbrances

Click on each box to learn more about the transaction type.



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LESSON 2: JOURNAL VOUCHER OVERVIEW

When NOT to Process a Journal Voucher

A journal voucher should NOT be used to:

- Process budget adjustments on any type of fund other than self-supporting funds.
- Perform labor redistributions to transfer payroll expenses from one C-FOAPAL to another.

Click on each box to learn how to process these transactions.



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LESSON 2: JOURNAL VOUCHER OVERVIEW


Lesson Summary

Now that you have completed this lesson, you should be able to:

- Identify common scenarios when a journal voucher should be processed in Banner.
- Recognize scenarios when a journal voucher should NOT be processed in Banner.

Click on the KNOWLEDGE CHECK button to assess what you have learned.

KNOWLEDGE CHECK



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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Lesson Introduction


This lesson will explain what information you should have before you start processing a journal voucher in Banner.

Lesson Objectives

After you have completed this lesson, you should be able to:

- Prepare the information needed to accurately process a journal voucher.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER


Preparing a Journal Voucher

Before you process a journal voucher in Banner, it is important to:

- Determine the type of journal voucher that needs to be processed.
- Prepare the **General Text Entry (FOATEXT)**.
- Identify the proper **C-FOAPAL** segments to use on each **sequence** and determine if there are any restrictions or limitations in place on any of the C-FOAPAL segments involved in the transaction.
- Calculate **debits and credits** to determine the **absolute value** of the journal voucher which will be entered in the **Document Total** field in Banner.
- Determine the correct **Rule code** to use for each sequence.
- Prepare a description that will be entered in the **Description Line** fields of each sequence.

Preparing this information will help ensure accurate financial information is entered in Banner when the journal voucher is processed.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Determine Type of Transaction

You learned in the previous lesson that a journal voucher can be used to process internal transactions in Banner such as:

- Expense and Revenue Reclassifications
- Fund Transfers
- Internal Sales
- Budget Revisions on Self-Supporting Funds
- Adjustments or Liquidations of General Encumbrances

Before you begin processing a journal voucher, it is helpful to first identify which type of transaction that you will be processing. This will help you prepare the correct information to enter in Banner when you process the journal voucher.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Complete the General Text Entry (FOATEXT)

The **General Text Entry (FOATEXT)** is an essential part of the journal voucher. It should tell the complete story and explain the purpose for why the journal voucher is being processed. **FOATEXT** should include:

- A detailed description of the accounting transaction being made on the journal voucher.
- Your contact information (e.g., your name, e-mail address, unit, and 10-digit phone number).
- Any other relevant information which may be helpful in creating a proper audit trail, such as the Banner document number of any applicable transaction that your journal voucher may be adjusting or reclassifying.

NOTE: The **FOATEXT** on a journal voucher may be edited even after the journal voucher has posted to Banner. If you notice that you have processed a journal voucher with missing or insufficient **FOATEXT**, remember that you can always go back into Banner and edit the **FOATEXT**.

Click on each image to see examples of acceptable and unacceptable **FOATEXT**.



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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Identify Proper C-FOAPAL Segments

Before processing a journal voucher in Banner, it is important to:

- Identify the proper C-FOAPAL segments to use on each sequence of the journal voucher.
- Determine if there are any restrictions or limitations in place on any of the C-FOAPAL segments involved in the transaction.



Click on each box to learn more about each C-FOAPAL segment.



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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Debits and Credits

Debits and credits are common accounting terms used on accounting transactions. These debits and credits are used to either increase or decrease C-FOAPAL balances used in a journal voucher.

A debit is an accounting entry that either *increases* a balance in an asset or expense account code, or *decreases* a balance in a liability or revenue account code.

Conversely, a credit is an accounting entry that either *increases* a balance in a liability or revenue account code, or *decreases* a balance in an asset or expense account code.

NOTE: When referring to debits and credits, you may hear it referred to as the "sign" that is used on each sequence of the entry. For example, "Which sign was used on each sequence of the journal voucher – a debit or a credit?" This may be helpful terminology to become familiar with given that it is common accounting terminology.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Debits and Credits in Banner

When completing a journal voucher in Banner, you will need to be careful when selecting the debit/credit sign as the Banner drop-down menu has four options to choose from (see below):



You will need to select either **+ Plus** for a debit, or **- Minus** for a credit from the drop-down menu. Avoid using the **Debit** or **Credit** options.

NOTE: The **Debit** and **Credit** options should only be used for a limited subset of transactions which are processed by a limited subset of U of I System employees.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Examples of Debits and Credits

Here are examples of how debits and credits might be used when processing a journal voucher.

Expense Reclassifications

If you want to reclassify an expense from one C-FOAPAL to another, you should:

- Credit (-) the C-FOAPAL that you are removing the expense from.
- Debit (+) the C-FOAPAL that you are transferring the expense to.

Click [CONTINUE](#) to see the next example.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Document Total

Once the total debits and credits of the journal voucher have been calculated, you will be able to determine the document total for the journal voucher.

To calculate the document total, add the total sum of the debits to the total sum of the credits. This amount will be entered in the **Document Total** field. You'll learn more about this field in the next lesson.

For example, if a journal voucher is being processed to reclassify a \$500.00 expense and a \$250.00 expense over to the appropriate expense account code, then the document total would be \$1,500.00 based on this calculation:

- Total credits = \$500.00 + \$250.00 = \$750.00
- Total debits = \$750.00
- Document total = total debits + total credits = \$750.00 + \$750.00 = \$1,500.00

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Determine Rule Codes

The **Rule code** (also the **Journal Type** field in Banner) is an important part of a journal voucher as it helps determine the accounting entries that will take place in Banner once a journal voucher has been completed.

Only certain types of Rule codes are allowed to be used with certain types of funds and certain types of transactions. Banner requires the correct type of Rule code to be assigned to each sequence of a journal voucher before it will allow the journal voucher to post.

Before you can determine the correct Rule codes needed on a journal voucher, it is important to determine the type of transaction and identify the correct fund codes involved in the transaction.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Commonly Used Rule Codes

There are many Rule codes within Banner. See the [Rule Codes for Journal Voucher Types](#) document for a list of some of the more commonly used rule codes. See below for guidance on Rule codes to use for specific types of journal vouchers:

Expense and Revenue Reclassifications

- **Rule code 100:** Used on journal voucher sequences involving local funds (e.g., ICR, gift, self-supporting).
 - Can only be used in combination with a 100 or 170 Rule code.
 - CANNOT be used with State funds.
- **Rule code 125:** Used on journal voucher sequences involving local funds (e.g., ICR, gift, self-supporting).
 - Allows multiple debits and multiple credits within the same journal voucher, which could be useful when reclassifying multiple transactions.
 - Can only be used in combination with a 125 or 175 Rule code.
 - CANNOT be used with State, grant, or federal agricultural funds.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Description Line

The final information that you should prepare for a journal voucher is a detailed **Description Line** for each sequence of the journal voucher.

The **Description Line** field is similar to the **FOATEXT** in the sense that it should accurately describe the transaction taking place on the journal voucher. However, the entry should also provide a clear description of the debit or credit taking place within that specific sequence of the journal voucher.

For example, if you are processing a journal voucher to reclassify an expense from one C-FOAPAL to another, the **Description Line** on the debit sequence and credit sequence of the journal voucher should both have a unique description line explaining what the debit is doing and what the credit is doing. While this is not required, this does help create a better audit trail. In other words, the **Description Line** of the credit sequence should make it clear which Banner document number you are reclassifying, while the **Description Line** of the debit sequence should explain what the actual expense was for.

See below for a common example of a helpful description line, assuming you are transferring PCA12345 (which was for the purchase of office supplies) to the correct account code:

- **Description Line of credit sequence:** Move PCA12345 to correct acct code
- **Description line of debit sequence:** Purchase of office supplies

NOTE: The Description Line field in Banner has a 35 character limit.

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LESSON 3: PREPARING TO PROCESS A JOURNAL VOUCHER

Lesson Summary

Now that you have completed this lesson, you should be able to:

- Prepare the information needed to accurately process a journal voucher.

Click on the **KNOWLEDGE CHECK** button to assess what you have learned.

[KNOWLEDGE CHECK](#)



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LESSON 4: PROCESSING A JOURNAL VOUCHER

LESSON 4: PROCESSING A JOURNAL VOUCHER

Lesson Introduction


This lesson will explain the three journal voucher entry pages in Banner. You will also see a demonstration of how a journal voucher should be processed in Banner with one of the entry pages.

Lesson Objectives

After you have completed this lesson, you should be able to:

- Process a journal voucher in Banner using **Journal Voucher Entry Page (FGAJVCD)**.
- Identify benefits of processing a journal voucher in Banner using **Journal Voucher Mass Entry Page (FGAJVCM)** and **Journal Voucher Quick Entry Page (FGAJVQC)**.

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LESSON 4: PROCESSING A JOURNAL VOUCHER

Journal Voucher Entry Pages

There are three journal voucher entry pages in Banner that may be used to process a journal voucher:

- Journal Voucher Entry Page (*FGAJVCD*)
- Journal Voucher Mass Entry Page (*FGAJVCM*)
- Journal Voucher Quick Entry Page (*FGAJVCQ*)

Click each box to learn more about each entry page.



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LESSON 4: PROCESSING A JOURNAL VOUCHER

Processing a Journal Voucher Using *FGAJVCD*

You will now see a demonstration of how a journal voucher is processed using *FGAJVCD*. Assume the following facts for this demonstration:

- On 11/2/18, you are reviewing your financial data on one of your C-FOAPAL strings (9-621036-229003-191500) and realize that a recent P-Card transaction (PCA12345) in the amount of \$75.25 posted to an incorrect expense Account code on 10/25/18.
- This expense was for the purchase of office supplies. However, the related p-card charge incorrectly posted to expense Account code 142900 (Other General Services). It should have posted to expense Account code 121100 (Office Supplies).
- In order to correct this transaction, you will need to process a journal voucher to reclassify this expense to the proper Account code.

Click [NEXT](#) to see how this journal voucher would be processed using Banner page *FGAJVCD*.

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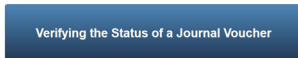
LESSON 4: PROCESSING A JOURNAL VOUCHER

Verifying the Status of a Journal Voucher

Once you complete a journal voucher, it's important to verify that it posted properly to Banner. That way, you can quickly confirm that your journal voucher passed the various layers of approval and did not fail to post (e.g., due to failing one of the various Cross-FOAPAL edits, which will be covered in more detail in Lesson 5).

Typically, most journal vouchers post to Banner within a few minutes after you complete the journal voucher, unless the journal voucher hits one of the approval queues. This will be covered more in Lesson 5.

Click on the box to learn more about how to verify the status of a journal voucher.



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LESSON 4: PROCESSING A JOURNAL VOUCHER

Lesson Summary

Now that you have completed this lesson, you should be able to:

- Process a journal voucher in Banner using **Journal Voucher Entry Page (*FGAJVCD*)**.
- Identify benefits of processing a journal voucher in Banner using **Journal Voucher Mass Entry Page (*FGAJVCM*)** and **Journal Voucher Quick Entry Page (*FGAJVCQ*)**.

Click on the [KNOWLEDGE CHECK](#) button to assess what you have learned.

[KNOWLEDGE CHECK](#)



LESSON 4: PROCESSING A JOURNAL VOUCHER

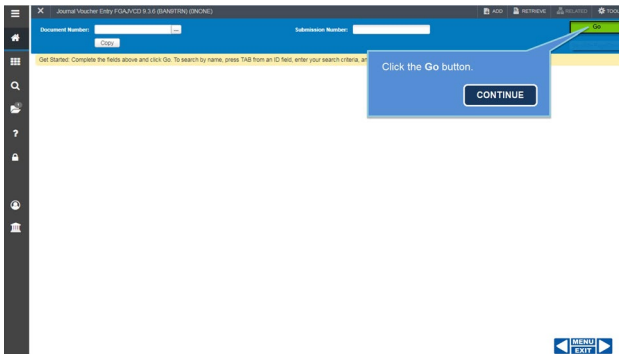
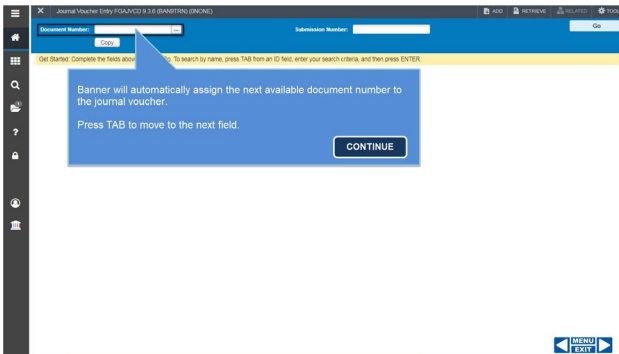
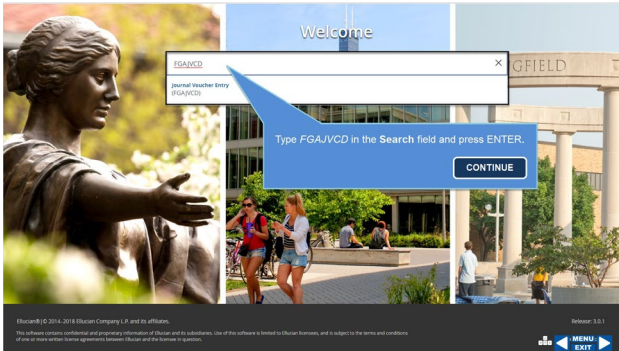
Processing a Journal Voucher Using *FGAJVCD*

Banner page *FGAJVCD* MUST be used when processing journal vouchers that:

- Require or may benefit from information included in the **Document Reference** field, since this is the only page that contains the **Document Reference** field.
- Involve fixed asset transfers, since these types of transfers require the PTag (Permanent Tag/physical label) reference number in the **Document Reference** field.
- Are adjusting or liquidating/closing a general encumbrance.
 - **NOTE:** Banner page *FGAENCB* is used to create a general encumbrance, but *FGAJVCD* is used for adjusting or liquidating/closing a general encumbrance.
- To learn more, see the [Creating a Journal Voucher with FGAJVCQ and FGAJVCD job aid](#).

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The **Transaction Date** field defaults to the current date. This field determines the period and fiscal year that the transaction will post to. Thus, it is very important that the entry is recorded to the proper accounting period and fiscal year to help ensure accurate financial reporting and to prevent potential audit issues.

In this demonstration, this field will default to 11/2/18.

CONTINUE

Enter the **Transaction Date**.

For this demonstration, the date entered should be 10/25/2018 since that was the date when the incorrect transaction was processed.

NOTE: Typically, Banner will allow you to backdate a journal voucher to the previous month during the first three business days of the following month. In this demonstration, since 11/2/18 is the second business day of the month, Banner will still allow 10/25/18 for this entry.

CONTINUE

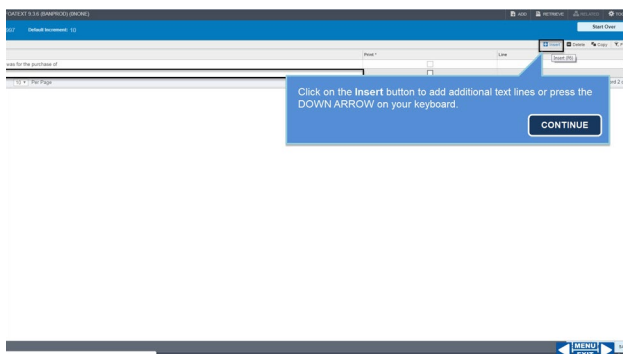
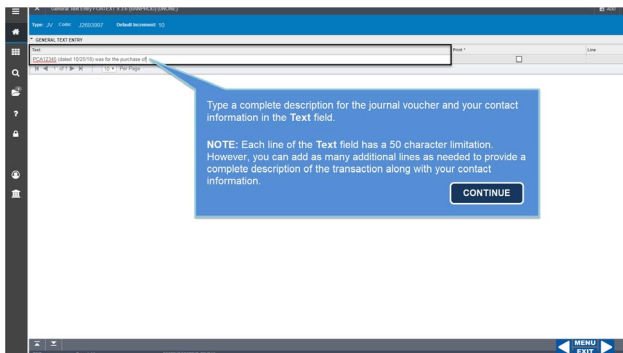
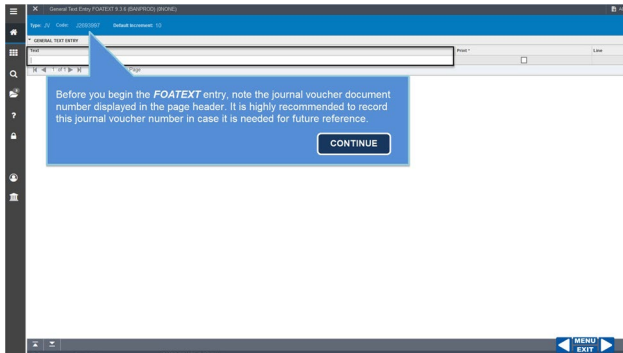
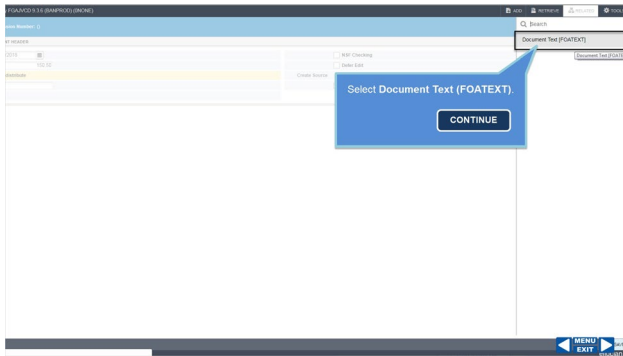
Press **TAB** to move to the **Document Total** field.

The document total is the sum of all debits and credits.

CONTINUE

Click the **Related** button.

CONTINUE



This is an example of acceptable and detailed *FOATEXT*. The entry provides relevant details and tells the complete story and purpose of the journal voucher. There is also adequate contact information.

CONTINUE

Click the Save button after the *FOATEXT* is complete.

NOTE: It is very important to click the Save button to ensure the entry is included on the journal voucher.

CONTINUE

A message will appear indicating that the *FOATEXT* was saved successfully.

CONTINUE

Click the Exit button.

CONTINUE

A checkmark in the Document Text Exists box located in the Document Header field also indicates that FOATEXT exists for the journal voucher.

CONTINUE

Click on the Next Section button.

CONTINUE

Press TAB to move to the Journal Type field and type the applicable Rule code. For this demonstration, the correct Rule code to use for each sequence is 100.

Refer to Lesson 3 for more details on Rule codes.

Press TAB to move to the Chart of Accounts (COA) field.

CONTINUE

The first segment of the C-FOAPAL information for this sequence of the journal voucher will be entered in the COA (Chart of Accounts) field.

NOTE: Chart 1 = UIUC, Chart 2 = UIC, Chart 4 = UIS, and Chart 9 = System Offices.

Press TAB to move to the Index field.

CONTINUE

NOTE: The Index field is optional. This is for users who prefer to use index codes to default to a full C-FOP string into the journal voucher. However, leave this field blank if you don't use index codes.

Press TAB to move to the Fund field.

CONTINUE

Type the Fund code.

Press TAB to move to the Organization (Orgn) field.

CONTINUE

Type the applicable Organization code.

NOTE: Some Fund codes (such as the one in this demonstration) have default organization and program codes assigned to them, while others do not. If your specific Fund code does have default organization and/or program codes assigned to it, then the Organization (Orgn) and Program (Prog) fields will default in automatically (as they did here) after you TAB out of the Fund code field.

CONTINUE

Press TAB to move to the Account (Acct) field. As noted in Lesson 3, it is very important to assign an accurate account code to the journal voucher sequences.

In this demonstration, the Account code that was incorrectly charged on the original P-Card transaction (142900) has been entered to remove the expense from the Account code.

CONTINUE

Journal Voucher Entry FGAJVCB 3.3.6 (BARRPCD) (RKNZE)

Document Number: 20202997 Submission Number: 0

TRANSACTION TOTAL: 100.00

JOURNAL VOUCHER DETAIL

Status: COA: 5 Index: 627036 Fund: 229003 Org: 142000 Prog: 181000

Amount: 0

Debit/Credit: Debit Credit

Description: NSF Override

Bank Code: DA

Record 1 of 2

COMPLETE

Press TAB to move to the Program field.

In this demonstration, the Fund code has default values assigned for the organization and program codes, so both fields defaulted to the appropriate codes.

However, as noted earlier, this isn't always the case. If the Program field does not default to the applicable Program code, you will need to type the value into the field.

CONTINUE

Journal Voucher Entry FGAJVCB 3.3.6 (BARRPCD) (RKNZE)

Document Number: 20202997 Submission Number: 0

TRANSACTION TOTAL: 100.00

JOURNAL VOUCHER DETAIL

Status: COA: 5 Index: 627036 Fund: 229003 Org: 142000 Prog: 181000

Amount: 75.25

Debit/Credit: Debit Credit

Description: NSF Override

Bank Code: DA

Record 1 of 2

COMPLETE

Press TAB to move to the Amount field. Type the applicable amount for this sequence of the journal voucher.

In this demonstration, the amount entered is \$75.25 which was the amount of the original P-Card transaction that is being corrected.

CONTINUE

Journal Voucher Entry FGAJVCB 3.3.6 (BARRPCD) (RKNZE)

Document Number: 20202997 Submission Number: 0

TRANSACTION TOTAL: 100.00

JOURNAL VOUCHER DETAIL

Status: COA: 5 Index: 627036 Fund: 229003 Org: 142000 Prog: 181000

Amount: 75.25

Debit/Credit: Debit Credit

Description: NSF Override

Bank Code: DA

Record 1 of 2

COMPLETE

Press TAB to move to the Debit/Credit field. Use the pull-down menu to select + Plus (for a debit) or - Minus (for a credit).

As noted in Lesson 3, the Debit and Credit options from the pull-down menu should NOT be selected.

CONTINUE

Journal Voucher Entry FGAJVCB 3.3.6 (BARRPCD) (RKNZE)

Document Number: 20202997 Submission Number: 0

TRANSACTION TOTAL: 100.00

JOURNAL VOUCHER DETAIL

Status: COA: 5 Index: 627036 Fund: 229003 Org: 142000 Prog: 181000

Amount: 75.25

Debit/Credit: Debit Credit

Description: NSF Override

Bank Code: DA

Record 1 of 2

COMPLETE

Ensure the correct sign has been selected before moving to the next field. A common error on journal vouchers is selecting the incorrect sign on each sequence.

In this demonstration - Minus has been selected since the C-FOAPAL on this sequence is being credited.

CONTINUE

Press TAB to move to the Description field. Type a brief description of the debit or credit occurring on the sequence.

For this demonstration, the entry explains that the credit on this sequence is moving the original expense (PCA12345) to correct asset code.

CONTINUE

Press TAB to move to the Bank Code field.

NOTE: This field will default to the proper Bank Code after the Fund code has been entered.

Press TAB to move to the Document Reference field.

CONTINUE

The Document Reference field is only available on Banner page FOAJVCD. This is a required field for certain types of transactions (e.g., fixed asset transfers) but it also may be a helpful field for other types of transactions.

CONTINUE

For this demonstration, the original document number of the P-Card transaction that is being reclassified has been entered in the Document Reference field. While not required, including the original document number in this field is useful information and provides additional support for the journal voucher.

NOTE: The Document Reference field is limited to eight characters.

CONTINUE

The first sequence of the journal voucher is now complete. The next step is to insert a new record to complete the second sequence of the journal voucher.

Click on the Insert button.

CONTINUE

Banner will create a new record where the second sequence of the journal voucher will be completed.

Press TAB to move to the next field as Banner will automatically assign the sequence number.

CONTINUE

If you'd like, you can simply complete all of the same fields with the applicable values in the second sequence of your journal voucher. However, Banner does have a useful feature that you can use which may help save keystrokes if a lot of the fields in your second sequence are going to have the same values as the first sequence, such as the scenario in our example will have (e.g., the chart, fund, org, program, amount, document reference field, etc. are all going to have the same values). The only differences will be the account code, the debit/credit sign, and the description fields.

For situations like this, click on the Copy button and all of the values entered on Sequence 1 will be copied to Sequence 2. Press TAB to get to the applicable fields that need to be updated.

CONTINUE

In this demonstration, this is how Sequence 2 would appear after you click the Copy button. As you can see, all of the values that were entered for Sequence 1 have been copied.

Now, the applicable fields will need to be replaced with accurate values for Sequence 2.

CONTINUE

For this demonstration, the Account code in Sequence 2 has been changed to 121100 since that is the Account code that we are reclassifying this expense to.

Press TAB until you get to the Debit/Credit field.

CONTINUE

The + Plus option should be selected for Sequence 2 since this is the C-FOAPAL that the expense is being reclassified to.

Once you've selected the option from the drop-down menu, confirm the field reflects the correct sign for the sequence.

Press TAB to move to the Description field.

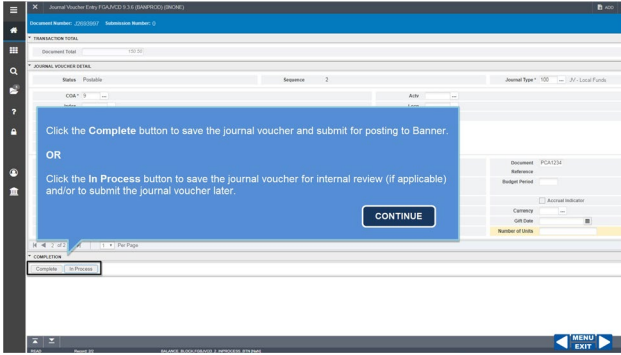
CONTINUE

Next, we will need to update the Description field for Sequence 2. Since this will be the *debit* side of the transaction, we want to explain what the debit was for (not the credit). So, as you can see here, we are clearly explaining that this was a purchase for office supplies. We are also referencing the original document number for further support and documentation.

CONTINUE

Click on Next Section (down arrow) button in the lower left-hand corner of the page.

CONTINUE



LESSON 5: REVIEWING JOURNAL VOUCHER DOCUMENTS

LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Lesson Introduction

This lesson will explain the journal voucher review and approval process. It will also summarize how to review and/or edit complete and incomplete journal vouchers in Banner.

Lesson Objectives

After you have completed this lesson, you should be able to:

- Explain the journal voucher review and approval process.
- Use Banner pages to review and edit journal vouchers.

[NEXT](#)



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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Review and Approval Process

Some U of I System units have specific procedures and internal controls for approving journal vouchers. In addition to the OBFS policies and procedures applicable to processing journal vouchers, your unit may have their own internal approval process that should be followed.

For example, your supervisor may ask you to put a journal voucher **In Process** prior to completing it in order to allow them to review the journal voucher for accuracy prior to posting. Then, once they have reviewed and approved the entry, you could then complete the journal voucher to officially post it to Banner.

To determine if your unit has specific procedures related to journal voucher processing, please consult your supervisor.

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Review and Approval Process (Cont.)

Once a journal voucher has been completed in Banner, it will then typically go through an "implicit" approval process. In other words, once the Originator completes the journal voucher, the journal voucher will typically post to Banner automatically within a few minutes without a second level of review and approval.

In these cases, the Originator of the journal voucher will also be listed as the Approver of the journal voucher.

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS


Review and Approval Process (Cont.)

However, some journal vouchers require an additional level of approval prior to posting, such as journal vouchers which go to some type of approval queue (as we will be covering on the next slide). In those cases, the individual who reviewed and approved the journal voucher would be listed as the Approver.

To see who the Originator and/or Approver is for a particular journal voucher, enter the journal voucher document number in the Approval History Page (FOIAPHT) in Banner.

NOTE: UAFR may contact the Originator and/or the Approver of the journal voucher if questions or problems with the journal voucher ever arise.

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Journal Vouchers Requiring Additional Approval

Certain types of journal vouchers require an additional level of approval from other U of I System departments before posting to Banner. These types of journal vouchers will go to an approval queue for additional review and approval once they have been completed. They will not post to Banner until this final approval has been granted.


Journal vouchers which go to an approval queue for additional review and approval include:

- Most journal vouchers involving grant and contract funds.
- Certain types of fund transfers.
- Journal vouchers that have a document total exceeding \$2,000,000.

Click on each box to learn more.

[Grants and Contracts](#) [Fund Transfers](#) [High-Dollar](#)

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Cross-FOAPAL Validation Rules


The final layer of review and approval that journal vouchers must pass before posting to Banner is a complex set of Rules called **Cross-FOAPAL Validation**.

These Cross-FOAPAL Validation Rules, or "edits" as they are sometimes referred to, have been put in place to help enforce various types of accounting and technical guidelines that all journal vouchers must abide by.

If a journal voucher fails one of these various Cross-FOAPAL Validation Rules, the journal voucher will be placed in an **Incomplete** status and UAFR will contact the Originator and/or Approver of the journal voucher to notify them of the issue and to ask them to address it.

The Originator and/or Approver will then need to either correct the journal voucher or delete the journal voucher from Banner.

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Cross-FOAPAL Validation Rules

There are various Cross-FOAPAL Validation Rules that exist. See below for a few common examples of these rules that will cause a journal voucher to fail:

- Using an invalid combination of C-FOAPAL segments, such as:
 - Trying to use a revenue account code (i.e., an account code starting with a 3nnnnn) on a gift or ICR fund.
 - Trying to use a generic program code (i.e., a program code starting with a 19nnnn) with a State, ICR, self-supporting, or service plan fund.
- Trying to use a payroll expense account code (i.e., an account code starting with a 2nnnnn) on a journal voucher.
- Trying to complete a journal voucher containing multiple debits and multiple credits without using the proper Rule code (i.e., a 125 or 175).

NEXT Trying to process a funds transfer using an incorrect transfer account code.

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Incomplete Journal Vouchers

Lesson 4 explained how to verify the status of a journal voucher. When a journal voucher has an Incomplete status, you may:

- Revise the journal voucher to correct any errors that caused the journal voucher to be rejected and then re-complete the corrected journal voucher.
- Delete the journal voucher if it is no longer needed.

Click on each box to learn more about how to revise or delete an incomplete journal voucher.

Revising an Incomplete Journal Voucher

Deleting an Incomplete Journal Voucher

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Complete Journal Vouchers

Banner has a convenient option available that will allow you to copy or reverse a previously completed journal voucher. Using this function saves time whenever you want to copy or reverse a previously posted journal voucher.

Click on each box to learn more about how to reverse or copy a completed journal voucher.

Reversing a Completed Journal Voucher

Copying a Completed Journal Voucher

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LESSON 5: REVIEWING AND EDITING JOURNAL VOUCHERS

Lesson Summary

Now that you have completed this lesson, you should be able to:

- Explain the journal voucher review and approval process.
- Use Banner pages to review and edit journal vouchers.

Click on the **KNOWLEDGE CHECK** button to assess what you have learned.

KNOWLEDGE CHECK

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COURSE SUMMARY


UNIVERSITY OF ILLINOIS SYSTEM

Course Summary

Congratulations on completing the Journal Voucher Processing Certification course!

You should now be able to:

- Recognize how journal vouchers impact the University of Illinois System financial information.
- List potential consequences of processing inaccurate or incomplete journal vouchers.
- Identify common internal transactions U of I System units may process with a journal voucher in Banner.
- Prepare the information needed to accurately process a journal voucher.
- Process a journal voucher in accordance with U of I System policies and procedures.
- Use Banner pages to review and edit journal vouchers.
- Apply best practices and strategies to increase accuracy and efficiency of journal voucher processing.



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UNIVERSITY OF ILLINOIS SYSTEM

Next Steps

A few last reminders:

- ✓ Be sure to download and save the course Participant Guide. It has additional content, scenarios, and resources that will be useful as you are processing internal transactions. You may also reference the guide when you complete the final assessment.
- ✓ Also, if you would like hands-on practice processing journal vouchers, be sure to attend an open lab session. For more information about these sessions, contact the OBFS Training Team at obfstestingteam@uillinois.edu.
- ✓ Finally, don't forget to complete the course evaluation and final assessment. Once you have been completed these requirements, you will receive your Journal Voucher Processing Certification and will be able to process journal vouchers for your department.

If you have questions or need assistance, please contact the OBFS Certification Program team at obfscertification@uillinois.edu.

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