Journal Voucher Request Form

Instructions

Effective Date: **December 15, 2022**

The Inter-Budget Transfer Request form has been used by department staff to submit requests for transaction corrections, fund transfers, and budget adjustments (forms were submitted to controller or budget office for approval and processing). The Inter-Budget Transfer Request form <u>will no longer be used</u> and is replaced with a new **Journal Voucher Request** form (JVRF).

University of Portland
Office of the Controller
Inter-Budget Transfer Request

	Fund	Org	Account	Amount
Department Budget To Be Charged:				
Department Budget To Receive Funds:				

Purpose of the Transfer. Please provide the reason for the transfer. This is what will appear in the description field in Ba...

Authorized Department Signer: _____

Date: _____

REPLACE WITH JV REQUEST FORM

Any correction to a posted transaction, fund transfer, budget adjustment, or other transaction that needs to post to Finance requires a journal voucher (commonly referred to as a "JV") entry in Banner. The purpose for creating the JVRF is to more clearly name the form/process as a "journal entry" as well as implementing the JVRF as a Dynamic form which will include an automated approval/work flow process. This will eliminate emailing .pdf forms that may be incorrect and/or missing appropriate approvals.   The JVRF is not to be used for chargebacks. Do not attempt to create a .pdf of the JVRF to fill out and bypass using the Dynamic form. You must begin each JVRF by clicking on the link to the from through the Controller's forms page here.

* = required field

OFFICE OF THE CONTROLLER
5000 North Willamette Boulevard
Portland, Oregon 97203-5798
(503) 943-7393 / Fax: (503) 943-7433
up_controller@up.edu

University of Portland

Journal Voucher Request Form

Banner Finance (Test 5.0)

Date: (Enter date this form is prepared)
*

Pre-Process Steps

Correcting an Error

1. Please begin by collecting support for the JVRF. All transactions entered into the JVRF require the correct **FOAP**: **F**und, **O**rg, **A**ccount, **P**rogram code. In some cases, also the Activity code (where Activity code is used, as this is an optional field) will also need to be included if it was used in the original transaction. You should be able to retrieve the FOAP information from Argos, if you need assistance please contact the controller's office. Just as critical is the Transaction ID number or the Doc Code for that transaction (also available in Argos). These identifications help with audit control. For a p-card transaction the Transaction ID begins with a **M** followed by nine numerical digits. An example would be M888777666. For an invoice an example Doc Code is the letter **I** followed by 7 digits or I0555444.
2. Do not submit a JVRF for a p-card transaction that has not yet posted to Banner / Argos.   The reason this is the case is that the original p-card transaction which is coded to a certain fund/org/account/program might be revised where the final transaction is coded differently.
3. Most JV requests are 2-line entries (a "debit", and "credit") therefore the form is designed as such. If you have transactions that require more than a 2-line entry, please contact the controller's office for assistance.
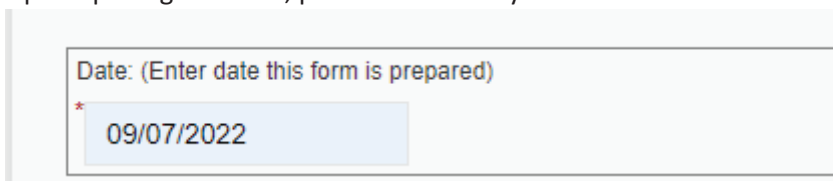
Fund Transfer

1. If you want to transfer funds between 2 different fund numbers, use the JVRF to make that request. You need to be sure you have the full **FOAP** (Fund/Org/Account/Program) for both the Transfer Out (the Fund where the funds are coming from) and the Transfer In (the Fund receiving the transfer).
2. The **Transfer Out** account code = 85660 and the **Transfer In** account code = 85650

Adjusting Budget

1. Typically, budget adjustments do not occur often, and most are initiated by the Budget Office. If there is a valid reason for the request, such as a reorganization of a unit which requires budget to be re-allocated or permanent re-allocation of budget between units, then submit the JVRF to make a request. Please be sure to include a detailed explanation. If you are unsure, please check with the Budget Office (email questions to: budget@up.edu).
2. All budget adjustments need to be approved by the Assoc. VP for Budget.

Form Process Steps

1. Use the link from the Controller's web page to get started here.
2. Upon opening the form, please enter today's date.

Date: (Enter date this form is prepared)

09/07/2022

3. Single Sign on Credentials will auto populate the employee details. Please manually enter the name of the Department that the employee works in. Examples might include: Biology, Facilities Services or Athletics.
4. **Approved By:** The approved by name is important to determine how this form will be routed. The approver must have budget authority for the fund and org where revenue or expense is posted or "charged". The fund and org look-up can be validated by checking with your manager, or with the Controller's Office. Updates will be arriving soon to Argos to view this information on your own. If the name and email address is not associated with a valid "approver" the request will be denied.

> (Enter name and email of Budget Authority (VP/Dean/Director) for requesting department. Form will route to Budget Authority for electronic signature.)
> Approved By: * Susan Smith
> Email: * smiths@up.edu

5. Financial Details:

FINANCIAL DETAILS

Rule Code (please select one)	Support (Required)	Document Total	Description of JV Request
● FT01 - Fund Trf. ○ BD02 - Perm. Bud. Adj. ○ BD03 - Temp. Bud. Adj.	FileUpload1 * Choose File No file chosen *Files over 25 MB will not be accepted*	0 *Calculated*	

Rule Codes: Selecting the correct rule code is important to determine how you want this transaction processed.

Rule Code	Rule Name	Description
FT01	Fund Transfer	transaction for corrections and transfers from one fund/org to another
BD02	Permanent Budget Adjustment	A budget change that is expected to last more than the current year.
BD03	Temporary Budget Adjustment	A budget change that is only expected to last for the current year.

Support: Upload support into one PDF document. Types of allowable support are included below.

Rule Code	Transaction	Allowable Support
FT01	P-Card	Please include the transaction ID beginning with the M code. Do not include a physical receipt copy or pending activity in Wells Fargo. The M code is available in Argos for any user with access to the applicable org.
FT01	Invoice	Please include a copy of the invoice and a copy of the Doc Code for the invoice
FT01	Journal Voucher	Please include the Doc Code.
BD02	n/a	Permanent Budget Change: Please include a clear description of the change and why it is needed.
BD03	n/a	Temporary Budget Change: Please include a clear description of the change and why it is needed.

Document Total: This field will update automatically based on what is entered in the table below.

Description of JV Request: Please enter a short but clear description of the JV.

Fund / Org / Account / Program: Chart of Account elements required to process a transaction in Banner.
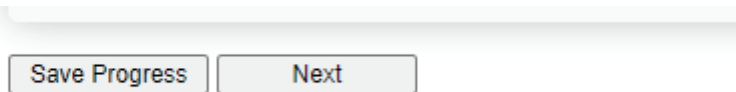
Amount: Enter the dollar amount (no commas - field is formatted for numbers), including 2 decimals (Ex: $123.99, $25000.00)

Debit / Credit: Below is a guide for entering the correct code for each transaction line.

Sign	Appliable Rule Codes	Description
Debit	FT01	increases expense, decreases revenue
Credit	FT01	decreases expense, increases revenue
+	BD02 and BD03	Increases budget
-	BD02 and BD03	Decreases budget

Period: For budget adjustments only. Include the correct budget period when journal entry will be completed (Ex: July=Per01, Aug=Per02, Sep=Per03, etc.).

After all the required fields are completed and reviewed for accuracy, then select **Next** at the bottom of the form. The other sections for Accountant, Budget Analyst, Budget Approver, Controller Office Signature, and Budget Office Signature are roles that will be completed as the form advances through the workflow.

Save Progress   Next

Signature: Please sign the form.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this 1 read and understand the Disclosure/Consent and agree to electronically sign. Y transaction electronically.

To continue with the electronic signature process, please enter your name and signature.

Previous	**Sign Electronically**

Examples:

These examples are generic and meant to illustrate how to fill in the form correctly. If you have specific questions regarding corrections or fund transfers, please check with up_controller@up.edu ; if you have specific questions regarding budget adjustments, please check with budget@up.edu.

1. A p-card transaction has posted to Argos in the wrong ORG. The correct ORG is 450, not 350. The original transaction is fund 1000, org 350, account 07021, program code 12. The transaction reference code is M999888777. The amount of the transaction is $12.35. The JVRF should be filled out as follows:

FINANCIAL DETAILS

Rule Code (please select one)	Support (Required)	Document Total	Description of JV Request
● FT01 - Fund Trf. ○ BD02 - Perm. Bud. Adj. ○ BD03 - Temp. Bud. Adj.	FileUpload1 * Choose File No file chosen *Files over 25 MB will not be accepted*	24.70 *Document Total (Calculated)*	Supplies purchased coded incorrectly to org 350 instead of correct org 450

Net Total (Calculated)	
	0.00

Original Transaction ID Ex: M888777666 / I0999888 / J0099988 P-Card / Invoice / Journal	Support Notes	Vendor Name (if applicable)
M999888777	Amazon supplies purchased 9/15/22 for org 450; however, org 350 was coded incorrectly in original transaction M999888777.	

Item#	FUND*	ORG*	ACCT*.	PROG*.	ACTIVITY	AMOUNT*	DEBIT / CREDIT	PERIOD
1	1000	350	07021	12		12.35	Credit ▼	
2	1000	450	07021	12		12.35	Debit ▼	

Please click next when all account details have been entered.

In this example, the Document Total automatically calculated based on what was entered in the 2 rows where the FOAP information and dollar amounts were entered. The Net Total also automatically calculates and is a "check" that the debits and credits net to $0.

2. An invoice transaction has posted to Argos in the wrong fund. The correct fund is 1000 not 1001. The original transaction is fund 1001, org 350, account 07054, and program code 12. The invoice is for $120 and the Doc Code is I0111453.

FINANCIAL DETAILS

Rule Code (please select one)	Support (Required)	Document Total	Description of JV Request
⦿ FT01 - Fund Trf. ○ BD02 - Perm. Bud. Adj. ○ BD03 - Temp. Bud. Adj.	FileUpload1 * Choose File No file chosen Files over 25 MB will not be accepted	240.00 Document Total (Calculated)	A deposit paid to Vendor XYZ for $120 was charged to fund 1001 in error. It should be fund 1000

Net Total (Calculated)	0.00

Original Transaction ID Ex: M888777666 / I0999888 / J0099988 P-Card / Invoice / Journal	Support Notes	Vendor Name (if applicable)
I0111453	Invoice I0111453 paid to Vendor XYZ on 10/1/22 for $120 incorrectly charged to fund 1001. The correct fund should be fund 1000.	

Item#	FUND*	ORG*	ACCT*.	PROG*.	ACTIVITY	AMOUNT*	DEBIT / CREDIT	PERIOD
1	1001	350	07054	12		120.00	Credit ▼	
2	1000	350	07054	12		120.00	Debit ▼	

Please click next when all account details have been entered.

3. Budget needs to be revised for a cost center. Purchased Services is being replaced at a lower cost with student labor. This change will occur over the upcoming fiscal year and a budget transfer is needed for $10,000. The fund and org will remain the same, but budget dollars will move from 07054 to 69021. The monthly period is 06 for December.

FINANCIAL DETAILS

Rule Code (please select one)	Support (Required)	Document Total	Description of JV Request
○ FT01 - Fund Trf. ○ BD02 - Perm. Bud. Adj. ⦿ BD03 - Temp. Bud. Adj.	FileUpload1 * Choose File No file chosen Files over 25 MB will not be accepted	20000.00 Document Total (Calculated)	Temp. budget adjustment for 1000-350 to shift $10k from Purch Svc 07054 to Student Labor 69021. See attached emails

Net Total (Calculated)	0.00

Item#	FUND*	ORG*	ACCT*.	PROG*.	ACTIVITY	AMOUNT*	DEBIT / CREDIT	PERIOD
1	1000	350	07054	12		10,000.00	- ▼	06
2	1000	350	69021	12		10,000.00	+ ▼	06

Please click next when all account details have been entered.

4. A department "X" (org 150) wants to provide $500 to support a student event being hosted on campus by another unit, dept "Y" (org 250),   and dept. X has available fund balance in a special gift fund 12999. The event meets the criteria for student support expense from their special gift fund 12999. This is a fund transfer from one fund/org to another fund/org. The Transfer Out is from fund 12999; the Transfer In is to fund 1000.

FINANCIAL DETAILS

Rule Code (please select one)	Support (Required)	Document Total	Description of JV Request
● FT01 - Fund Trf. ○ BD02 - Perm. Bud. Adj. ○ BD03 - Temp. Bud. Adj.	FileUpload1 * Choose File No file chosen Files over 25 MB will not be accepted	1000.00 Document Total (Calculated)	Dept X (org 150) transfer $500 from fund 12999 to Dept Y (org 250) to support student event on 11/15/22

Net Total (Calculated)	
	0.00

Original Transaction ID
Ex: M888777666 / ID999888 / J0099988
P-Card   /   Invoice /   Journal

Support Notes

Dept. X providing $500 support from fund 12999 to support the (include the name of the event) student event held on 11/15/22 by Dept Y.

Vendor Name (if applicable)

Item#	FUND*	ORG*	ACCT*.	PROG*.	ACTIVITY	AMOUNT*	DEBIT / CREDIT	PERIOD
1	12999	150	85660	50		500.00	Debit	
2	1000	250	85650	12		500.00	Credit	

Please click next when all account details have been entered.