

**The College of William and Mary  
Departmental Journal Voucher Form**

**INSTRUCTIONS**

The Journal Voucher Form is used to make revenue and/or expenditure transfers, corrections, or adjusting entries. Step by step instructions for completing the form are described below.

1. Complete the Journal Voucher Form.
2. Attach supporting documentation for corrections or adjusting entries. Keep a copy of all for departmental records.
3. Forward the Journal Voucher Form and supporting documentation to General Accounting for processing.

Field	Instructions
Journal Type	The journal type is a 4-digit code. The code for a departmental transfer is <b>JE16</b> .
Banner Account Distribution for DEBIT/CHARGE	<u>Index or Fund</u> – Enter the Banner Index code for the departmental budget that will be <b>charged</b> for the transaction in the Index column. If there is no Index for the budget, enter the Banner Fund code in the Fund column. <b>Do NOT enter BOTH an Index and a Fund.</b> Indexes and funds will always be a 6 digit code. <b>See Important Reminders on Page 2.</b>
	<u>Account</u> – Enter the Banner Account code that will be <b>charged</b> for the transaction. This will always be 6 a digit code. <b>See Important Reminders on Page 2.</b>
	<u>Activity</u> – Enter the Banner Activity code <b>ONLY</b> if your transaction requires an Activity code. <b>Activity codes are required for capital projects being charged to Facilities Design, Planning and Construction.</b> This will always be 6 a digit code. The activity code for capital projects is <b>800400</b> .
Amount	Enter the amount for the transfer, correction, or adjusting entry.
Description	Enter a description for this transaction. Descriptions may not exceed 35 characters.
CREDIT	<u>Index or Fund</u> – Enter the Banner Index code for the departmental budget that will be <b>credited</b> for the transaction in the Index column. If there is no Index for the budget, enter the Banner Fund code in the Fund column. <b>Do NOT enter BOTH an Index and a Fund.</b> Indexes and funds will always be a 6 digit code.
	<u>Account</u> – Enter the Banner Account code that will be <b>credited</b> for the transaction. This will always be 6 a digit code.
	<u>Activity</u> – Enter the Banner Activity code <b>ONLY</b> if the transaction requires an Activity code.
Total Amount	The total amount for all entries to be processed <b>will calculate automatically</b> if you use the PDF version of the form.
Explanation	Enter an explanation about the entry if supporting documentation is not attached.
Prepared Date	Enter the date on which the form is prepared.
Prepared By	Person to be contacted for questions concerning the entry. Please include phone number.
Approved By	Include the original signature of person who has approval authority for the Index being charged.

## Important Reminders

- **Signature Cards** – All persons signing as Approving Officials must have a Signature Card on file for the Banner index(es) being charged.
- **Banner Index** – The Banner index is equivalent to an FRS SL account. For translation of FRS accounts to Banner indexes, please visit <http://www.wm.edu/it/banner/translator>.
- **Banner Account** – The Banner account is equivalent to an FRS subcode. For translation of FRS subcodes to Banner accounts, please visit <http://www.wm.edu/it/banner/translator>.