W&M

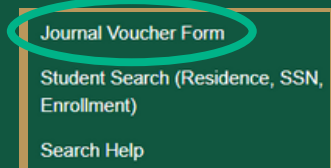# How do I complete a Journal Voucher / eJV?

1 FinOps

Go to the Financial Operations page (FinOps link) and log in with your W&M username and password.
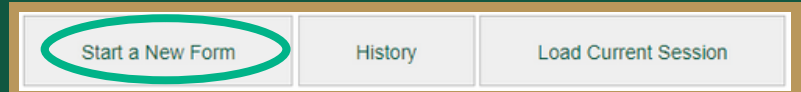
WILLIAM & MARY
CHARTERED 1693

Financial Operations

2 Journal Voucher Form

Journal Voucher Form

Student Search (Residence, SSN, Enrollment)

Search Help

Navigate to the Journal Voucher Form from the menu on the far left (3rd from the bottom).

3 Start a New Form

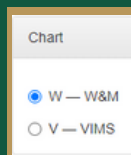| Start a New Form | History | Load Current Session |

Click the "Start a New Form" button on the left. Only use the "History" button if you want to see the status of previously submitted JVs.
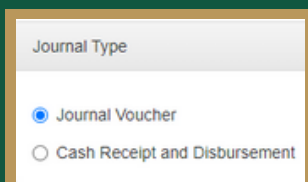
4 Basic Information

IMPORTANT NOTE: You CANNOT transfer money from local to state indexes. You can only move from...

- **state to state**
- **state to local**
- **local to local**

Chart

Always choose "W - W&M"

Chart

● W — W&M
○ V — VIMS

Journal Type

Always choose "Journal Voucher"

Rule Class

You will use only JE15 or JE16. If you are moving money between DIFFERENT indexes, choose JE16. Use JE15 if the index is the same and you are only changing the account code.

Explanation

Keep it brief but clear. State the reason for the change and where it is coming from/going to. Mention any names if associated with a particular person.

Journal Type

● Journal Voucher
○ Cash Receipt and Disbursement

○ JE15 - General Journal Entry (Intra-Fund)
○ JE16 - General Journal Entry (Inter-Fund)

Explanation (limited to 256 characters)

Moving Ewell building expenses from 120121 to Dean Support Index 121369

5 Debit

Banner Index

Enter the 6-digit code for the index that the transaction is being MOVED TO. This index is the one that will be CHARGED after the JV is submitted.

Banner Index - N/A if no INDEX
120121

Banner Fund, Banner Org, & Prog

These should automatically load once you enter the index. These are the Fund, Organization, & Program associated with the index, which can be found in the Qlik's Transaction Detail report (guide).

Banner Fund
122000 - E&G Departmental Operating

Banner Org
3K1100 - Dean of Arts & Sciences Office

Prog
10460 - Academic Administration

Banner Account

Enter the 6-digit Account code (spending category) for this single transaction. This can be found in Qlik's Transaction Detail report (guide)

Banner Account
712660
⚠ Required   712660
712660-Manual Labor

Activity

This is always optional. If desired, you can add the Activity code for this single transaction (guide).

Activity
2WK001
2WK001
2WK001-A&S Dean's Discretionary Fund

6 Amount & Description

Amount

Enter the amount of money that needs to be transferred from this SINGLE transaction. This may be different from the total amount that needs to be transferred between the indexes.

Amount
84.67

Description

Enter a brief description of the transaction. In many cases, you can use the "Transaction Description" seen in Qlik (guide). Also include the document/sequence number when relevant.

Provide enough information that someone else would be able to easily understand what the transaction was for.
Ex. flight for [name], paying guest speaker [name] at [event], iPad case for [name]

Description
DEAN_Office Furniture_Ew

7 Credit

Banner Index

Enter the 6-digit code for the index that the transaction is being MOVED FROM. This index is the one that will be REIMBURSED after the JV is submitted. At the time when you start this JV, the transaction(s) will be found in this index's Banner/Qlik report.

Banner Fund, Banner Org, & Prog Banner Account Activity

Refer to step #5 (Debit). These 3 sections have the same instructions for both credit and debit.

8

SAVE ENTRY

Once you have filled in all of the required information, click the "Save Entry" button at the bottom of the page.

9 Repeat & Review

After saving your entry, the page will automatically pull up a new form. Repeat steps #5-8 if you have multiple transactions that need to be JV'd **and** can use the *SAME RULE CLASS* from step #4.

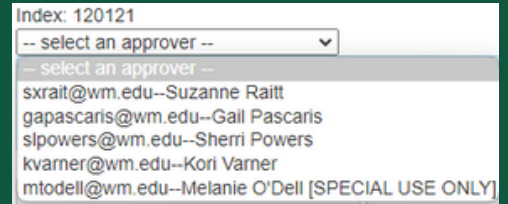After each entry is saved, its summary is added to the bottom of the page.

		DEBIT								CREDIT					
Action	Type	Index	Fund	Org	Acct	Prog	Actv	Amount	Desc	Index	Fund	Org	Acct	Prog	Actv
✕✎	JE16	120121	122000	3K1100	712660	10460	2WK001	$84.67	DEAN_Office Furniture_Ewell	121207	128000	3KE810	712660	10110	121207

When all of your entries are complete, you can double check your information in this summary or by downloading a preview of the final product. When you are ready to move on, click the "Attach Supporting Documentation and Route for Approval" button.

ATTACH SUPPORTING DOCUMENTATION AND ROUTE FOR APPROVAL
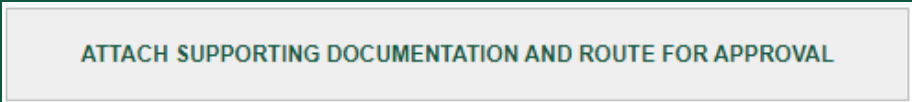
10 Select Approvers

Choose an approver for the index from the drop-down menu. Use your best judgment when choosing. Often, your department chair is the best option.

Index: 120121
-- select an approver --
-- select an approver --
sxrait@wm.edu--Suzanne Raitt
gapascaris@wm.edu--Gail Pascaris
slpowers@wm.edu--Sherri Powers
kvarner@wm.edu--Kori Varner
mtodell@wm.edu--Melanie O'Dell [SPECIAL USE ONLY]

Certain indexes and accounts (like grants) will require an additional 'special' approver. Visit this page to see a list of those that require additional approval.

Special Optional Approver:
(Please enter email address. Preparer's email address not permitted.) | klmabe@wm.edu--Kathy Mabe

11 Submit

When you have selected your approvers, click on the "Submit this Journal Voucher."

Submit this Journal Voucher
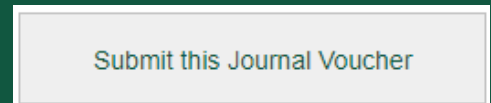
12 Open DocuSign

Open your W&M Outlook email account (link).You should receive an email from DocuSign. Click on the "Review Document" button. This will bring you to a starting page for your JV form.

JV Docusign Integration sent you a document to review and sign.
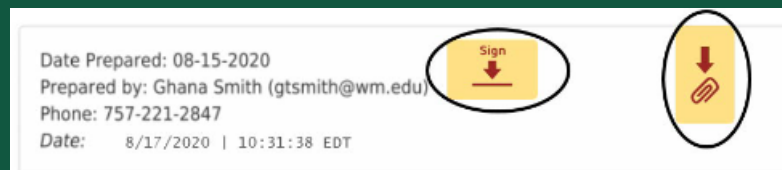
REVIEW DOCUMENT
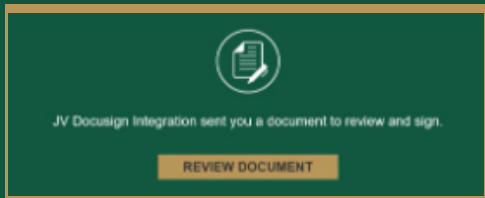
On the DocuSign page, click the "continue" button.

13 Signature Field

Click the "Start" button in the upper right. In the Prepared By section towards the bottom of the page, click the "Sign" button to add your signature to the form.

If you do not already have a signature set up in DocuSign, follow the prompts to create one.

Date Prepared: 08-15-2020
Prepared by: Ghana Smith (gtsmith@wm.edu)
Phone: 757-221-2847
Date: 8/17/2020 | 10:31:38 EDT

Sign

14 Supporting Documentation

You will need to provide documentation that verifies the amount of the charge(s) you want to move from the credit index to the debit index.

Banner 9 (preferred)

1. FGIBDSR Executive Summary
2. Enter your credit index code
3. Tools button (upper right corner)
4. Select "Print Screenshot" and save as PDF
5. Optional - Highlight the relevant transaction(s) in Adobe Acrobat if it is unclear. Save the PDF again.

For a more detailed guide, click here.

Qlik

1. Finance Stream, Budget Detail tile
2. Transaction Detail sheet
3. Enter your credit index code
4. Export the data into Excel
5. Condense the spreadsheet, deleting irrelevant or empty columns
6. Save the spreadsheet as a PDF, preferably on a single page

For a more detailed guide, click here.

15 Attachments

Next to the yellow "Sign" button, click the yellow button with the red paperclip. This will pull up space where you can choose your attachments. Select the PDF(s) of your supporting documentation.

16 Finish

Scroll down to preview your completed JV form. When you are done, click the "Finish" button the the bottom of the page. This will send it to the approvers.

Once all approvals are made and the JV is processed, you will receive another email from DocuSign stating that is is completed!

If you need further guidance, you can view this PDF. You can also contact any of your A&S Dean's Office coordinators or relevant members of the Data Control team.