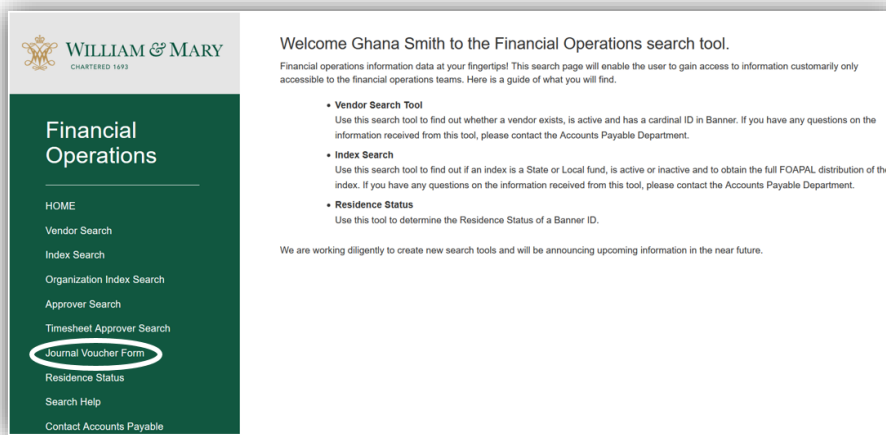


Creating an Electronic-Journal Voucher

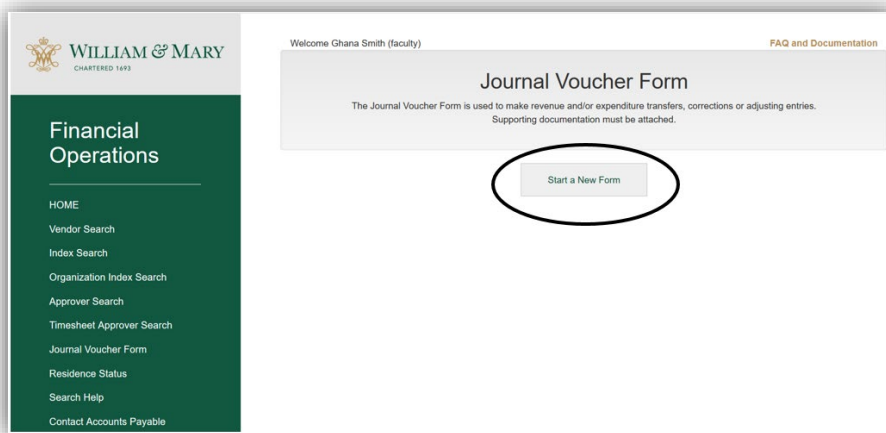
The electronic-journal voucher (e-JV) allows for journal vouchers and supporting documents to be prepared, submitted, and approved electronically in a fast and secure process.

Creating an e-JV

1. Go to the Financial Operations web page <https://finops.wm.edu/> to access the e-JV form.
2. Select the **Journal Voucher Form** option from the side menu.



3. Click **Start a New Form**.



4. Complete the required information on the Form page.
 - a. Chart to be charged
 - i. (W) William & Mary
 - ii. (V) Virginia Institute of Marine Science

Creating an Electronic-Journal Voucher

- b. Journal Type
 - i. Journal Voucher
 - ii. Cash Receipt and Disbursement
 - c. Journal Type/Rule Class
 - d. Explanation – Provide the reason for the transaction. Examples of an explanation:
 - i. To correct index code charged.
 - ii. To correct account code charged.
 - iii. To correct amount charged.
 - iv. To correct description.
 - v. To transfer shared expense.
5. Once you have completed the form information, click **Begin Entry**; however, if you are not ready to move forward or want to re-enter the form information, select **Cancel and Return to Beginning**.

The screenshot shows the 'Financial Operations' web interface. On the left is a dark green sidebar with navigation links: HOME, Vendor Search, Index Search, Organization Index Search, Approver Search, Timesheet Approver Search, Journal Voucher Form, Residence Status, Search Help, and Contact Accounts Payable. The main content area is white and contains the following sections:

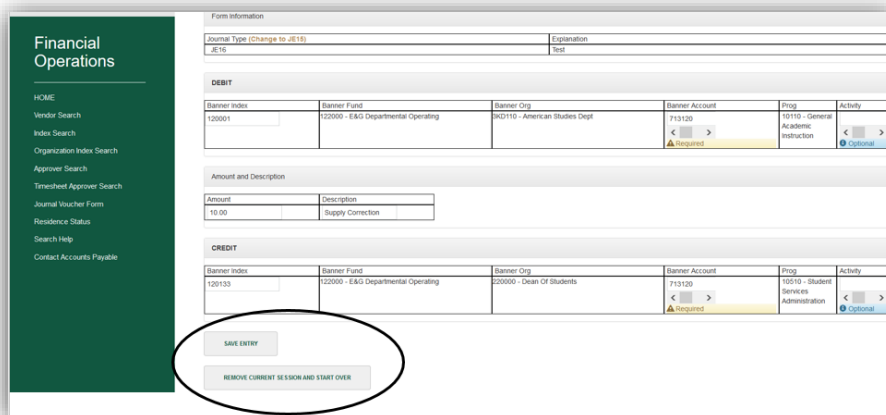
- Chart:** Two radio buttons, both unselected, labeled 'W - WSM' and 'V - VMS'.
- Journal Type:** Two radio buttons. 'Journal Voucher' is selected with a black dot, and 'Cash Receipt and Disbursement' is unselected.
- Journal Voucher Rule Class Descriptions:** A light blue box containing text: 'JE 15 - The debit and credit fund must be the same', 'JE 16 - The debit and credit fund can be different on the same', 'JE 6 - Beginning Fund Balance Adjustment - Must be approved by Financial Reporting', 'JE 4 - Financial Operations use only - Used for accrual and general ledger funds', and 'JIB - Financial Operations use only - the debit and credit fund must be \$11000'.
- Journal Type / Rule Class:** A text input field.
- Explanation (limited to 256 characters):** A text input field.
- Buttons:** At the bottom, two buttons are circled in black: 'BEGIN ENTRY' and 'CANCEL AND RETURN TO BEGINNING'.

Creating an Electronic-Journal Voucher

6. Complete the required information on the Entry page.

All Journals	Banner Index – Enter the Banner Index code for the departmental budget that will be debited and/or credited for the transaction in the index column. If there is no Index for the budget, enter the N/A in the index field and enter the Banner Fund code in the Fund column.
	Banner Account – Enter the Banner Account Code that will be debited for the transaction.
	Amount – Enter the amount for the transfer, correction, or adjusting entry. Verify that the amounts are the same as the documentation. If not, please indicate that only a partial amount is being transferred.
	Description – Provide the description for the transfer. Include the Banner document number, if applicable. Examples of descriptions: a) IT1811111 John Doe hotel correction b) IT 1811111 Doe Plumeri partial reimb c) XF0000000 Doe guest spkr reimb d) J0000000 TSRC supplies correctn
	Account Code – Enter the Banner Account Code that will be debited and/or credited for the transaction.
Journal Voucher	Activity Code – Most departments do not use activity codes. Enter the Banner Activity code ONLY if your transaction requires an Activity Code.
Cash Receipt and Disbursement	Select: (+) to increase cash (-) to decrease cash Deposit Certificate No. - the deposit certificate number is required for MWI.

7. Once you have completed the form information, click **Save Entry**. If you are not ready to move forward or want to re-enter the form information, select **Remove Current Session and Start Over**.



8. If you have additional journal entries with the same explanation, repeat steps 6 and 7 to enter them. If you do not have any additional journal entries, scroll to the bottom of the screen.

Creating an Electronic-Journal Voucher

- Review your entry** – You can review your entry by selecting **Preview Form** or by reviewing the information that is at the bottom of the screen.

Entries on this form															
		Preview Form		Download PDF of Form		Save Form As a Template								REMOVE ENTIRE FORM	
DEBIT								CREDIT							
Action	Type	Index	Fund	Org	Acct	Prog	Actv	Amount	Desc	Index	Fund	Org	Acct	Prog	Actv
	JE16	120001	122000	3KD110	713120	10110		\$10.00	Supply Correction	120133	122000	220000	713120	10510	

- Correct your entry** – If you observed that a correction needs to be made, go to the **Action** column and select the pencil icon to make corrections to your entry or the x icon to delete it. You can also delete your entry by clicking **Remove Entire Form**.

Entries on this form															
		Preview Form		Download PDF of Form		Save Form As a Template								REMOVE ENTIRE FORM	
DEBIT								CREDIT							
Action	Type	Index	Fund	Org	Acct	Prog	Actv	Amount	Desc	Index	Fund	Org	Acct	Prog	Actv
	JE16	120001	122000	3KD110	713120	10110		\$10.00	Supply Correction	120133	122000	220000	713120	10510	

- Save your entry** – Select **Download PDF of Form** to save a copy of the entry for your records. (Please note that you will receive PDF via email of the completed form once all approvers have electronically signed the form.)

Entries on this form															
		Preview Form		Download PDF of Form		Save Form As a Template								REMOVE ENTIRE FORM	
DEBIT								CREDIT							
Action	Type	Index	Fund	Org	Acct	Prog	Actv	Amount	Desc	Index	Fund	Org	Acct	Prog	Actv
	JE16	120001	122000	3KD110	713120	10110		\$10.00	Supply Correction	120133	122000	220000	713120	10510	

- Save your entry as a template** – You can save your entry as a template if this an entry that you will be creating repeatedly.

Entries on this form															
		Preview Form		Download PDF of Form		Save Form As a Template								REMOVE ENTIRE FORM	
DEBIT								CREDIT							
Action	Type	Index	Fund	Org	Acct	Prog	Actv	Amount	Desc	Index	Fund	Org	Acct	Prog	Actv
	JE16	120001	122000	3KD110	713120	10110		\$10.00	Supply Correction	120133	122000	220000	713120	10510	

- Once you have confirmed your entry is correct, select **Attach Supporting Documentation and Route for Approval**.

Entries on this form

Preview Form Download PDF of Form Save Form As a Template REMOVE ENTIRE FORM

DEBIT										CREDIT					
Action	Type	Index	Fund	Org	Acct	Prog	Actv	Amount	Desc	Index	Fund	Org	Acct	Prog	Actv
	JE16	120001	120000	300110	713120	10110		\$10.00	Supply Correction	120133	122000	220000	713120	10510	

ATTACH SUPPORTING DOCUMENTATION AND ROUTE FOR APPROVAL

14. Select an approver from the drop-down list of approvers.

If an index was entered, the list of available approvers comes from the Financial Operations index approver list. If a fund without an index was entered, select the appropriate person to approve the transaction.

The approver and preparer cannot be the same person.

Please select an approver per INDEX or FUND

Index: 120001

-- select an approver --

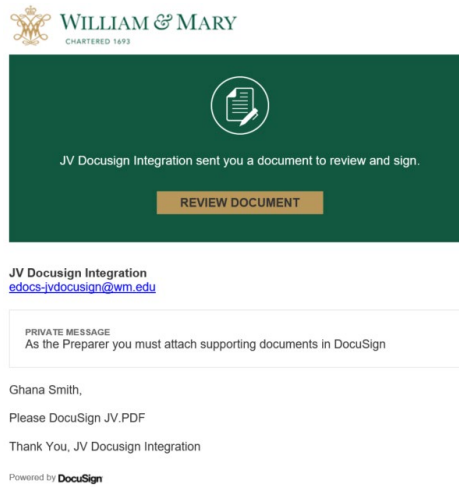
15. Click **Submit these approvers** to forward the entry for approval. Select **Return to Current Session**, if you would like to make any changes to the entry.

You will receive an email from DocuSign where you will attach your supporting documentation. You can attach multiple files by clicking on the "Upload File" for each file. Please do not click on "Submit" more than once.

Submit these approvers Return To Current Session

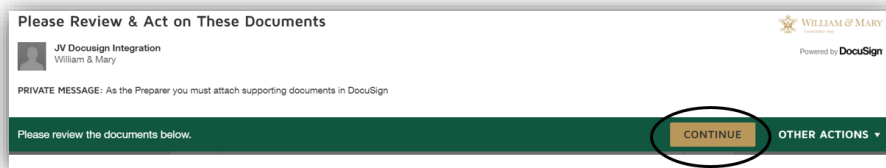
Creating an Electronic-Journal Voucher

16. You will receive an email from DocuSign, notifying you to review and act on your entry. Your entry will not be forwarded to the index approver until this step is completed.

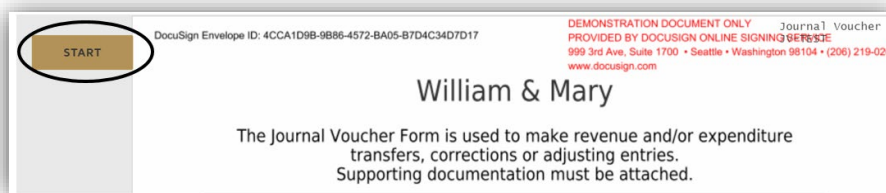


17. Select **Review Document** to begin.

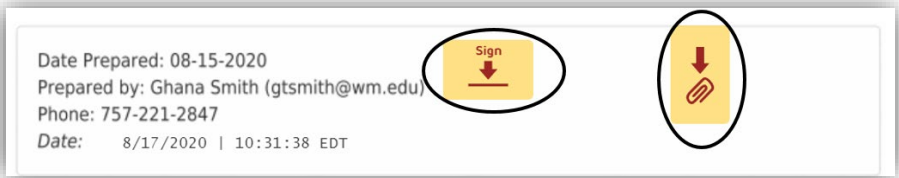
18. Click **Continue** to begin.



19. Click **Start**.



20. Follow the prompts to sign and attach the required backup.

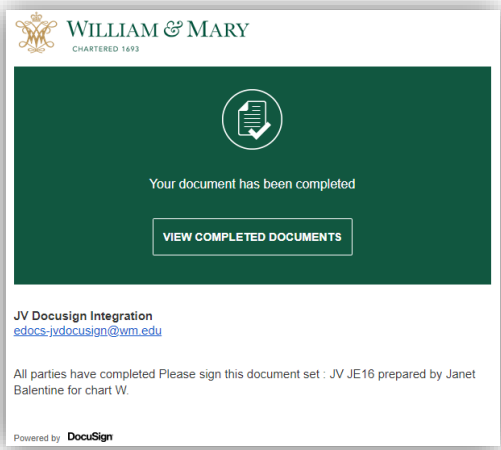


21. Once you have attached the required back-up, scroll down to preview the attachment.

22. Click **Finish** to send the entry and attached documents to the index approver.

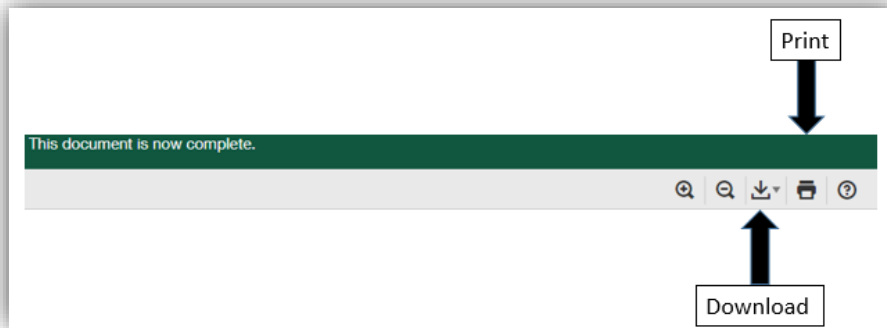


23. After the index approver has approved your entry, your entry will be routed to Financial Reporting and/or Office of Sponsored Programs for approval if applicable. Once all approvals have been made, you will receive an email from DocuSign saying your document has been completed.



24. Click **View Completed Documents**.

25. Select to download or print the documents for back-up.



26. After the transaction has posted to Banner, you will receive a second email from noreply@wm.edu indicating the document number. This email will arrive an hour after the email mention in step 23.

Your Journal Voucher (Document Number = J0097136):
Explanation: "Grant Routing"
Was submitted to Banner test on 08/18/2020 11:13:09 AM