

BANNER JOURNAL VOUCHERS

To avoid having Journal Vouchers (JV) disapproved, please note below what HSC Financial Services Division (FSD) requires for the various types of JVs. HSC FSD requires sufficient supporting information to determine why you are submitting the transactions before the transactions can be approved electronically.

In the text area for Business Purpose you **MUST** list:

Who / What / When / Where / Why / How the purchase benefits the Grant (if restricted) or UNM (if unrestricted)

When acting as a transaction correction:

The description must be the vendor (original description from Banner)

The text area must indicate the Invoice/Reference number, the date of the original transaction, description of what is being moved, and the reason/ justification for the transfer. If restricted funds are involved, justification (business purpose) must be specific for the funded project and/or account code.

Example:

TRINITY BIOTECH

Text would be: 895925, 6/30/06, "moving to correct budget year; chemicals for research on NIH project rather than UW project"

For a P-Card transaction correction:

The description must be the vendor (original description from Banner)

The text area must indicate the Vendor, the Document number (starts with an "S"), date of the original transaction, description of item(s) being moved, index/account code for both the debit and credit, and the reason/ justification for the transfer. If restricted funds are involved, justification (business purpose) must be specific for the funded project and/or account code.

Example:

OFFICE DEPOT

Text would be: Vendor: Office Depot Transaction Date: June 30, 2006 Doc# S0034567
\$50.51 – printer toner for HP4310. Reallocating charge from 160000-3100 to 160001-3150 (originally charged to default index). Printer toner needed to operate office printer for daily duties.

When acting as a sales invoice:

The description must be the vendor/selling unit. Presuming you have an approved rate for internal billing, make sure the "name" used for that rate is what you use. The text area must give your invoice number, the PR number, CLEAR description of what is being sold and how the amount is calculated, date of services rendered.

Example:

KUGR

Text would be: I2861, PR32062, "Microarrays/Yeaster Arrays, 9 @ \$36.55 per chip, tests run during month of June 2006"

When acting as an unrestricted allocation

NOTE: Transfers cannot be initiated by departments; they must come from the Budget Office or FSD

The description must give the type of funds being moved, such as FOM Distribution or IDC Allocation for Research. The text area must give reasonable detail in explanation of the transfer.

Example:

Text would be: "to cover faculty salaried in xxxxx Division" or "Start-up funds for Dr. xxxxx" or "FY06 distribution to divisions"

When acting as an unrestricted budget revision

NOTE: Restricted budget revisions can only be initiated by the FSD Office

The description must be simply "Revised Budget"

The text area must explain the reason, usually to cover actual spending.