

Journal Voucher Departmental (JVDP)

The **Journal Voucher – Departmental form (JVDP)** will permit corrections of errors or redistribution of charges across administrative areas that were previously done by a paper Request for Journal Voucher form. The JVDP is an electronic form that follows an approval path established by the Financial Officers.

If you are unsure whether to use the JVDP or the IDCC form, use the decision tool in GURU (<http://guru.psu.edu/tools/intran1.html>) or ask your Financial Officer (directory available at <http://www.fis.psu.edu/fo/fodir.htm>).

IBIS Main Menu

From the IBIS Main Menu screen, at the **Next Function** line type **JVDP** (function not case sensitive).

```
06/19/00          INTEGRATED BUSINESS INFORMATION SYSTEM          M1M1
08:18:56.0                                             JWD1

Any of the functions included in this system can be invoked by
entering the corresponding function code on the command line next
to 'NEXT FUNCTION:'. The following functions are available:

FUNCTION          DESCRIPTION          FUNCTION          DESCRIPTION
-----          -
FORM             Help Selecting HRS Forms      M2PI             Property Inventory
M2AH             IBIS Adhoc Functions          M2PR             Purchasing System
M2AS             EASY Elec. Appr. System       M2VA             Vendor System
M2BG             Budgeting System              BAMM             Budget Planning: BudAuto
M2FN             Financial System              M2IM             Inventory Management
M2FS             Facilities System              CODE             Codeset Maint. System
M2HR             Human Resources System        M2NC             Nat Conn. Applications
M2PA             Payroll System                M2PE             Pay & Effort Functions

NEXT FUNCTION:  JVDP          PREV MENU:  NONE
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  MENU  CMPS  END  .  .  .  .  .  .  KEYS  PRNT  .
```

Journal Voucher – Departmental

Page 1 of 3

This is the **first screen** (page 1 of 3) for the JVDP form. Enter the information pertaining to the form:

```
PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FANS'
                                JOURNAL VOUCHER - DEPARTMENTAL
                                PAGE 1 OF 3

1 Form Action: ADD      Document#:          Unit:      2 Confidential: N
  Next Approver: CKB1                                     Document Status:

3 Fiscal Year: 1999 / 2000

4 Purpose: Correction (PF1 Help)

5 Explanation: Charge direct billed to operations account; needs to be____
  corrected to administrative account.____
  _____
  _____
  _____
  More Lines: N Press 'PF3' for more lines.

6 Routing Budget: 01 - 042 - 44 UP

7 Copy to: JWD1      SAS1      _____      _____      _____
  Enter User Id. Copies will be forwarded upon final approval of document.

NEXT FUNCTION: _____      (MENU,END)
```

1. **Form Action** – enter **ADD**.

2. **Confidential** – default will be 'N' (No) but can be modified to 'Y' (Yes) during an **ADD**. Please note this indicator cannot be changed after the form is ADDED.

3. **Fiscal Year** – enter the fiscal year for which the JVDP is effective.

> Note:

The default will be the current fiscal year. **Fiscal year can be modified only between July 1st and preliminary closing.** JVDP's cannot be done after Preliminary Closing for prior fiscal years.

4. **Purpose** – This is a **required** field that indicates the purpose of the JVDP. To select the proper code, put the cursor on the field and

press the PF1 key for the help screen or just enter the appropriate code if known.

5. **Explanation** – This is a **required** field. This should provide information on why the JVDP is being processed. Especially for restricted funds, the explanation should provide detail on how the original error occurred (for corrections) or detail on what is being distributed and why. This field must provide enough detail to satisfy external audit review.
6. **Routing Budget** – Enter the budget to be used for routing purposes; based on the budget entered, EASY will determine the appropriate approval path on which the form will route.
7. **Copy to** – List the IBIS userID of the individual(s) who should receive a copy of the form upon final approval. This works like the IDCC copy function.

Once all required information is entered, **press PF8** to move to the second screen (page 2 of 3).

Journal Voucher – Departmental

Page 2 of 3

This is the **second screen** (page 2 of 3) for account distribution.

PLEASE PRESS 'PF 12' TO PROCESS FORM

JOURNAL VOUCHER - DEPARTMENTAL

PAGE 2 OF 3

Form Action: ADD

Document#:

Unit:

Confidential: N

Next Approver: CKB1

Document Status:

Fiscal Year being corrected: 1999 / 2000 (Only one Fiscal Year for each JV)

2 SOURCE

ACCOUNT DISTRIBUTION

Type	Number	Budget	Fund	Obj	Debit	Credit
1.	CR 12345	01 - 042 - 44	UP 10010	0040		500.00
2.	DR 12345	01 - 042 - 44	UP 10010	0030		500.00
3.			UP			
4.			UP			
5.			UP			
6.			UP			
7.			UP			
8.			UP			
9.			UP			
10.			UP			
11.			UP			
12.			UP			
13.			UP			
14.			UP			

5 More Lines: N Press PF2

for more lines

6 Sub-Total:

0.00

0.00

7 TOTAL:

0.00

0.00

NEXT FUNCTION:

<MENU,END>

1. **Fiscal Year** – this is the fiscal year **being corrected**. For example, if a restricted fund is being corrected because an error was made in March 1999, the fiscal year should be 1998/1999, even though the fiscal year of the JVDP is 1999/2000. The default will be the current fiscal year, however it can be modified if the document being corrected is for a prior fiscal year.
2. **Source (Type and Number)** – this is equivalent to the "**reference**" field on the paper **Request for Journal Voucher** form. This should indicate what detail is being corrected. This is a **required** field for each credit to expense or debit to income. For help on Type, put the cursor on the field and press the PF1 key. A number is not required if Type = NA.
3. **Account Distribution** – enter the accounts being debited or credited and related object codes.

> **Note:**
General fund numbers 1003, 1005, 1007 do not need to be used with income object codes. Use the applicable income object code with fund number 10010.
4. **Debit and Credit** – Enter the amount being debited or credited for the particular account and object code. Enter either a debit or credit for each line (not both).
5. If more lines are needed, press the PF2 key. A second screen of account distributions will be displayed. There are a total of 26 lines allowable on one JVDP.

6. The subtotal will indicate the total for the page being displayed.
7. The total line will indicate the total for the JVDP. The debit and credit amounts in the total line must equal or the form cannot be processed.

Once all the account information is entered, press the **PF10** key for **FANS Resolution**.

> Note:

When using more lines, press the **PF3** key to return to the start of the account distribution before pressing **PF10**.

FANS Resolution screen

The screenshot displays the 'FINANCIAL ACCOUNT NUMBERS (FANS SUMMARY)' screen. It features a table with columns for Fiscal Year, Account (Budget, Fund, Obj), Cost Center, Amount, and X/M Sta Code. A green arrow points to the 'Obj' column header, and another green arrow points to the '0030' value in the second row. Below the table is a 'SELECTION: _' prompt and a row of function key labels (PF1-PF12) with their corresponding actions (FWRD, RTRN, RESU, PRNT, BRWS).

Fiscal	Year	Budget	Fund	Obj	Cost Center	Amount	X/M Sta Code
1	1999/2000	01-042-44	UP 10010	0040		500.00	
2	1999/2000	01-042-44	UP 10010	0030		500.00	
3	/	-	-				
4	/	-	-				
5	/	-	-				
6	/	-	-				
7	/	-	-				

SELECTION: _

ENTER-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9--PF10--PF11--PF12
 FWRD RTRN RESU PRNT BRWS

Journal Voucher – Departmental Page 3 of 3

Once FANS is completed, press the **PF8** key to move to the **third and final page** of the form (page 3 of 3) to enter any additional information in the **NOTEPAD AREA**.

JOURNAL VOUCHER - DEPARTMENTAL		PAGE 3 OF 3
NOTEPAD AREA		
FORM ACTION: ADD	DOCUMENT#:	UNIT: MS
NEXT APPROVER: CKB1		CONFIDENTIAL: N
		STATUS:
NOTE PAD AREA:	<hr/> <hr/> <hr/> <hr/>	
Last Action:		
Last Action Name:		
NEXT FUNCTION: _____		<MENU,END>

Once completed, press the PF12 key to **ADD** the form. Then submit the form by typing **SUB** at the form action and press the PF12 key. The form will follow the established approval path based on the routing budget entered on the first page of the JVDP.

The form will be encumbered when it is approved at the encumbrance step on the approval path, as established by the Financial Officer.

Approval is required for debits/credits to accounts in other administrative areas, prior to the central desk approval. JVDP will follow a process similar to **PYTR** and require an off-path approval. The Financial Officer will be required to **FWD** the form to the appropriate Financial Officers for all such accounts.

> Note:

The off-path approver must have FO access to JVDP or be a Financial Officer's proxy. **There is one exception, debits/credits to Ledger Accounts do not require additional Administrative Area approval. (The Accounting Operations desk approval performs this function).**

Central Desk Approval:

Once the JVDP has been appropriately forwarded and approved by the Financial Officer, the

form will flow to a Central Desk as follows:

Specialized Desks (form only routes to these desks if it meets the criteria for approval by this desk):

- **&CPE** – Corporate Controller Pay and Effort Desk. Any debits/credits to Salary and Wages will go to this desk.
- **&END** – Endowment Desk. Any debits/credits to endowment principal accounts on the form will go to this desk.
- **&RAJ** (Research Accounting Journal) – Research Accounting Desk. Any debits/credits to Restricted Accounts on the form will go to this desk.

Standard Desk (all forms route to this desk. If a specialized desk is involved, it is approved by that desk prior to routing to the standard desk).

- **&ACJ** (Accounting Operations Journal) – Accounting Operations Desk. All forms require this approval. If a specialized desk is involved, it is approved by that desk prior to routing to this desk.

Automatic Copy:

An automatic copy of the JVDP will be sent to the **&GFT** desk for any JVDP form containing Ledger Account Number 06800.

Last Updated: 07/22/2003