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

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).

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

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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**.
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