JVCN-Journal Voucher Central

```
07/31/02              INTEGRATED BUSINESS INFORMATION SYSTEM         M1M1
11:14:28.7                                                           CDJ3

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

JVCN is the Journal Voucher – Central form that will permit corrections of errors or redistribution of charges across administrative areas that were previously done by a paper Request for Journal Voucher form. Non-central offices will be able to use JVCN as long as all accounts on the form are within the admin area of the routing budget. Additionally, areas will be able to use JVCN to direct bill other areas as long as they have the permission of the other area and their routing budget is deemed a DIRECT BILL routing budget (must use DIRBILL purpose – call Kelley King with questions at 814-865-4038.) The JVCN is an electronic form that follows an approval path established by the Financial Officers and requires various central desk approvals depending upon the accounts used and the date of the form. JVCN will not encumber. Forms that have been completely approved at all central desks will be posted overnight. JVCN also does not have FANS capability. Therefore, the form will not require resolution prior to approval. Any JVCN details requiring resolution will be displayed on CRFN after posting.

From the IBIS Main Menu screen, at the Next Function line type JVCN (it does not have to be in caps).

JVCN - Journal Voucher - Central

```
PLEASE ENTER FORM ACTION OR HIT 'PF10' FOR 'FANS'
                    Journal Voucher –  Central                    PAGE 1
❶ FORM ACTION: ___      DOCUMENT # :              UNIT:      ❷ CONFIDENTIAL:  N
  Next Approver: ____                                           Document Status:

❸ Fiscal Year: 2002/2003                                ❹ Post Closing:  N
❺ Purpose:  _____  (PF1 Help)

❻ Explanation: _____ * _____
               _____
               _____
               _____
               _____
               _____
               More Lines: N   Press 'PF3' for more lines.

❼Routing Budget:  ___-____-___ UP    (PF1 HELP)      ❽  SUBMITTED BY:

❾ Copy to:  _____ _____ _____ _____ _____ _____ _____
            _____ _____ _____ _____ _____ _____ _____ _____
               Enter User ID.  Copies will be forwarded upon final approval of document.

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

This is the first screen for the JVCN form. Enter the required information:

❶ **Form Action** – enter ADD

❷ **Confidential** - default will be 'N' (No) but can be modified to 'Y' (Yes) during an ADD.   If the routing budget is flagged as confidential, the form will be marked confidential and made non-modifiable (see ❼ Routing Budget). Please note that this indicator cannot be changed after the form is ADDED.
Note: If the form is marked non-confidential, it can be viewed on IJCN. Confidential forms can be viewed on IJCN if the user is given access to confidential forms (IJCC).

❸ **Fiscal Year** – the default will be the current fiscal year. **From July 1st - preliminary closing the previous fiscal year is defaulted,** but can be changed to the current fiscal year. **After preliminary closing the current fiscal year is defaulted,** but can be changed to the previous fiscal year. These JVCNs will be marked **"Post Closing"** and dated **6/30/XXXX**.

❹ **Post Closing Indicator** – default is to "N" (No). The indicator will be changed to "Y" automatically from preliminary to final year-end closing for previous fiscal year JVCNs.

❺ **Purpose** – this is a **required** field that indicates the purpose of the JVCN. Pressing the PF1 key will bring up the list of purposes you can select from. The purpose will be stored as the Free Space on the detail. DIRBILL (direct bill) purpose can be used only by areas who have established a direct bill routing budget (to establish direct bill routing budget, please call Kelley King at 814-865-4038).

❻ **Explanation** – this is a **required** field. The first 30 characters of the explanation (prior to the "*") will be stored in the description field on the detail. The explanation should provide information on why the JVCN 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.

❼ **Routing Budget** – this is a **required** field. Enter the budget to be used for routing purposes; based on the budget entered, EASY will determine the appropriate approval path for the form to route. If the budget is marked confidential in the CJVCNBUD codeset, the confidential indicator will change to "Y" when the form is added.
Note: If the budget is in the CJVCNBUD or the CJVDIRBIL codeset, **any** valid account can be used on the form. To view the routing budgets in CJVCNBUD, place your cursor on the routing budget and press the PF1 key. If the budget is **NOT** in either codeset, all accounts on the form must be within the admin area of the routing budget.

❽ **Submitted by** – this is a **protected** field. The userid of the person submitting the form will be reflected after the form is submitted.

❾**Copy to** – enter a valid userid of individuals to receive a copy of the form after approval by the Central Desk. JVCN allows for 15 userids.

Once all required information is entered, press PF8 to move to the second screen.

```
                   JOURNAL VOUCHER - CENTRAL                  PAGE 2
   Form Action: ___     Document#:              Unit:            Confidential: N
 Next Approver: _____         ❶                       Document Status:
 Fiscal Year being corrected: 2002 / 2003 (Only one Fiscal Year for each JV)
    ❷❸ ❹SOURCE           ❺ACCOUNT DISTRIBUTION
   D X TYPE NUMBER      BUDGET          FUND  OBJ ❻    ❼DEBIT          ❼CREDIT
   _ _ NA 54556____  00 - 001 - 49_ UP 10010_ 0301  _____  _____500.00
   _ _ NA 54556____  00 - 001 - 03_ HN 10010_ 0301  _____500.00  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
   _ _ __ _____ __ - ___ - ___ UP _____ ____ _____  _____
 ❽  MORE LINES: N                    SUB-TOTAL:       500.00          500.00
 ❾  X-Coding  :  Press PF 10          TOTAL:          500.00          500.00
    NEXT FUNCTION: _____  (MENU,END)
```

The second screen of JVCN is for account distribution.

❶ **Fiscal Year** – this is a **required** field of the fiscal year **being corrected**. The default will be the current fiscal year, however it can be modified if the document being corrected is for a prior fiscal year. This fiscal year field is information only; it is not the fiscal year for posting.

❷ **Delete Indicator** – enter a "D" to delete a line.

❸ **X Code Indicator** – if an account needs to be "X" coded, press the PF10 key to enter the excluded amount.

❹ **Source Type** – the PF1 key will display a valid list of source types. Source Type is not needed when using general ledger accounts. Source Type is required when there is a credit to expense, debit to income and when a Source Number is used.

❹ **Source Number** – If numeric, must be greater than zero. However, alphas can be entered as well.

❺ **Account Distribution** – enter a valid account number. A budget number is not required when using ledgers. A maximum of 98 account lines can be entered on the JVCN form. The last line of the account distribution screen has to be filled in before pressing PF8 for a new blank screen.

NOTE: The Financial Error Clearing Account (Fund 10090) cannot be used on the JVCN form.

❻ **Object Code** – enter the 4-digit object code. This is a **required** field when using a budget and fund.

NOTE: Object code 0365 – Unreconciled University Purchasing Card Charges cannot be used on the JVCN form. The PF1 key will display a list of the valid object codes to be used.

❼ **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).

❽ **More Lines Indicator** – is a protected field and the default is "N". When there are more than 14 lines on the form, the "N" will automatically change to a "Y".

❾ **X Coding** – Press the PF10 key to enter the amount to be excluded.

The sub-total will indicate the total for the page being displayed. The total line will indicate the total for the JVCN. The debit and credit amounts in the total line must equal or the form cannot be processed.

After completing this screen, PF8 forward to the third and final page of the form to enter any additional information in the notepad area.

```
                              JOURNAL VOUCHER - DEPARTMENTAL          PAGE 3
                                    NOTEPAD AREA
   FORM ACTION:  ___        DOCUMENT#:              UNIT:        CONFIDENTIAL: N
   NEXT APPROVER:  ____                                               STATUS:

   =======================================================================

    NOTE PAD AREA:    _____
                      _____
                      _____
                      _____
                      _____



    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. To print this form, enter PRT in the form action and press the PF12 key. A printable version of the form will be displayed. At the top of the screen there will be 4 Vs. After the Vs, type the percent sign (%) and the letter h and press enter. The printout specification screen will be displayed. Enter the destination (your mainframe printer ex. TCP5670P) and press enter. A copy of the form will print on your mainframe printer.

CENTRAL DESK APPROVALS:

All JVCN forms will route to a desk in Accounting Operations, but prior to this approval, a form may need to be approved by other desk(s) depending on what accounts were used on the form.

&CPE – Corporate Controller Pay and Effort Desk. Any debits or credits to Salary and Wages (Object codes > 0099 and < 0300) will go to this desk.

&END – Endowment Desk. Any debits or credits to endowment principal accounts (Fund Number 19010, 19020, 19030, 19040, 19060, 19070, or 19080) will go to this desk..

&RAJ – Research Accounting Journal Desk. Any debits or credits to Restricted Accounts will go to this desk..

&PIN – Property Inventory. Any account details with object code 0705 will go to this desk.

(New)&FNR – Financial Reporting Desk. All post closing forms which will be processed between preliminary and final closing will go to this desk. Other JVCN forms will not require this approval.

&ACJ – Accounting Operations Journal Desk. All forms require this approval.

Each JVCN form will need to be approved by **one** or **more** central desk(s).

Central Desks for Automatic Copies:

(New)&PIN – Property Inventory Desk. Automatic Copies will go to this desk for object codes: 0452, 0455, 0457, 0459, 0480, and 07XX.

(New)&FNR – Financial Reporting Desk. Automatic Copies will go to this desk for General Ledger Account Numbers: 01XX0, 07XX0, 08XX0, and 09XX0.

(New)&GFT – Gift. Automatic Copies will go to this desk for General Ledger Account Number 06800.

Other Automatic Copies

JVCNs with a corporate controller routing budget will be copied to userids stored on the corporate controller's routing budget on codeset CJVCNBUD. Post closing JVCN's will be copied to userids maintained on codeset CJVCNCCO.