Instructions for Using the Journal Voucher Web Form

IMPORTANT NOTE: Use of the browser’s "back" button will cause a loss of any information that has been entered on the form. Use form buttons only--located at the bottom of the form--for navigation while completing the form.

PAGE 1

1. Enter a Short description for the journal voucher. Field length is 30 characters.

2. Enter an Explanation and justification for the journal voucher. Include detailed information that fully describes the nature of the transaction. For example: To move expenditure(s) from one Purpose to another Purpose. Also include the initial transaction date(s), amount(s), and account(s) related to the amount being moved.

3. Enter the Journal date in the format indicated on the form (mm/dd/yyyy). The Journal date entered in this field will determine the period and the fiscal year to which the journal voucher will be posted. For example: If the Journal date entered is 09/15/2003 the journal voucher will be posted in period 3 of fiscal year 2004.

If the journal voucher is to be posted in an Adjustment period, then use the drop down box to select the Adjustment period and do not enter a Journal date. Closing period 991 is the second June close for use by all University departments; Closing period 992 is the third June close and its use is limited to the Associate Treasurer's office and the Budget office.

When finished completing these three required fields, click on "Next step" to continue.

PAGE 2

1. Chartfield Information:

   Speedtype: Enter the Speedtype if known; or use the Speedtype "lookup" tool to locate the Speedtype. Once Speedtype is entered, other fields--Fund, Program and Department--will automatically populate within the journal voucher and can be seen on the next page of the journal voucher as you proceed.

   To activate the "lookup" for Speedtype click on the word (lookup). It will activate a box that will prompt you to enter the first 3 characters of the Speedtype and click on "Next step." This will narrow down your search to locate the correct Speedtype. From the list that appears, select the appropriate Speedtype and then click on "Submit form." The Speedtype on the journal voucher will now reflect your selection.

2. Enter Class if the Account that you will be effecting requires it (salary accounts only). Use the "lookup" tool in the same manner as described for Speedtype.

3. The User Field is a chartfield that is user defined. For more information about whether this field will be used by your department and how it will be used, contact your manager. It is not a required field for processing the journal voucher.

4. Enter an amount in either the Debit or Credit field. Use dollars and cents, for example 10.50. When finished completing these fields, click on "Add line" to complete the remaining part of the first accounting line and to begin the second accounting line.
Note that the Fund, Program, and Department fields have been automatically populated according to the Speedtype that was entered on the previous page. The Purpose description also appears within the accounting line. In order to complete the accounting line there are a few more fields—Account, which is a required field; Project ID/Grant; and Source.

1. **Account** field is a required field. It also has the "lookup" tool for proper identification. (Reminder-expense accounts begin with "1" (one) and revenue accounts begin with "R". Considerable care should be taken when selecting Accounts that begin with "A" and "L" as these are asset and liability accounts and must be used in conjunction with the appropriate Speedtype.)

Note: Capital equipment accounts, 167900 through 169000, are not accepted on this form. For capital equipment funding changes, use the Equipment Relocation and Funding Changes Web Form.

2. **Project ID/Grant** field is to be used if the transaction will be affecting a plant project, contract or grant. A lookup tool is available for this field.

3. **Source** field should be completed in conjunction with the use of the Project ID/Grant field. It identifies the source of funding for the plant project, contract or grant. A lookup tool is available for this field.

At this point, you have completed the first transaction line of the journal voucher and you will need to enter additional line(s) to complete and balance the journal voucher. Note that an area for partial entry of line 2 appears on this page. Repeat the steps outlined above (starting at Page 2-Entry of Chartfield Information and continuing through Page 3) until you have completed entering all of your journal voucher transaction lines.

**When you are finished adding lines to the journal voucher, scroll down to the bottom of the page and click on "Next step".**

**APPROVER/CARBON COPY ROUTING PAGE**

You will see your name listed in the first role as the "Originator" of the journal voucher. To add an account administrator as an approver, enter the UD UNIX ID of the account administrator as the drop down box defaults to "Approver". To copy an account administrator, open the drop down box and select "Carbon Copy".

When you are finished adding account administrators as either "Approver" and/or "Carbon Copy", scroll down to the bottom of the page and click on "Finish and submit".