ACCESS ONLINE JOURNAL VOUCHER (USING GOOGLE CHROME)
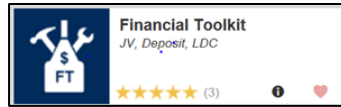
1. Go to insideND
2. From the search box enter **JV**
3. Click Financial Toolkit icon

**Financial Toolkit**
JV, Deposit, LDC
★★★★★ (3)

SUBMIT JOURNAL VOUCHER

These instructions may be used for both the on-line *Journal Voucher* and *Journal Voucher from a File.* If a topic is specific to one option it will be noted.
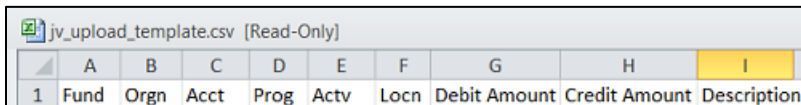
Note that the application is designed to work with Google Chrome.

1. Select **New** then select **Journal Voucher** or **Journal Voucher from a File**.

New ▾ | Reports
Journal Voucher
Journal Voucher from a File
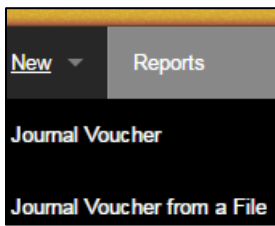
2. For **Journal Voucher from a File**:

   Click **Choose File** and select a **file to import**. It must be a .csv file and contain the column headings as shown below:

   jv_upload_template.csv [Read-Only]

	A	B	C	D	E	F	G	H	I
1	Fund	Orgn	Acct	Prog	Actv	Locn	Debit Amount	Credit Amount	Description

   FOAPAL errors will be identified during the upload process.

3. For **a Journal Voucher**:

   Enter required information: *Contact Phone Number*, *Posting Date* and *Business Purpose*.

   New Journal Voucher

   Journal Information:
   Contact Phone Number | Posting Date
   Business Purpose

The *Business Purpose* should be comprehensive and pertinent as it will be displayed on status and summary reports.

4. Enter **FOAPAL** (*FOAP required*). The list will filter as you type. Orgs and Programs may be grayed out, meaning no other default options are available.

Fund	Orgn	Acct	Prog	Actv	Locn
100000	47	Acct	Prog		
	47000 - Office of the Controller				
	47005 - Accounting Operations				

5. Enter Debit Amount _or_ Credit Amount and Description.

Debit Amount	Credit Amount	Description
Amount	Amount	

   Hit *Enter* after entering *Description* or click **Add FOAPAL** to add another row. Utilize "Remove FOAPAL" indicator (red "**X**") to eliminate a row.

6. **Attach documents** to support transaction rows.

   Click the paper click icon within the *Attachments* section and **Choose File** to select files. Only PDF files may be attached. Check box if you want attachment to be linked to all rows that do not currently have an attachment associated with them.

   Add an attachment
   Choose File | No file chosen
   ☐ Add supporting documents to completed Journal Voucher rows without an attachment
   Add

   Documents may be attached by row if they do not pertain to whole document. Clicking on blank page icon (above red "**X**") by each entry will display available attachments. Icon will be color coded to match attachment in list. Attachments may be removed by utilizing the red "**X**" on each row.

   Description
   None ✓
   account.pdf

7. Document must contain items for all elements in *Journal Information* block, overall *Debit Amount* and *Credit Amount* must equal. Transfer account debits must equal Transfer account credits. **Review Form** cannot be utilized until these rules are met.

8. Click **Add Notification/Approval** to add persons to the workflow or notify them of a JV in Process. Click **Find** to search by *Last Name, Last Name* and *First Name or Net ID*. Click name from listing to select.

Search for an Employee to Notify.

You may enter all or part of the Last Name and First Name or

Last Name	First Name
DeCola	

Find

on one of the following employees to select. Note: Only the f
d, refine your search and try again.

| Victor | DeCola | VDECOLA | 47005, Accounting |
| Kelsey | Decola | KDECOLA | 17055, University |

9. Check *Request Approval* to add individual to approval workflow. Note that entry will be posted to Banner only when all approvals are complete. Uncheck *Include Document Detail*…to remove details from email notification.

Victor DeCola
VDECOLA
☐ Request Approval
☑ Include Document Detail in Notification Email

10. Provide **additional information** when needed (optional).

Provide additional information or instructions.

11. Click **Save** if you are not ready to complete your document but need to preserve what is currently entered. You can access *Saved* entries by selecting **Not Submitted.** Saving the form also gives the opportunity to **Void** the document.

12. When the JV is ready for posting, click **Review Form**. Make necessary corrections. The following are examples of errors you may receive.

The following errors were encountered. Please correct before continuing.

• Contact Phone Number must be provided.
• Business Purpose must be provided.
• Posting Date must be selected.
• Account 72111 is invalid.
• The FOAP[AL] 100000-47005-72111-70000 is invalid.

13. Click **Edit Form** to make revisions before submitting. Any changes will require the use of **Review Form**.

14. Click **Submit** when you have completed the review process and are ready to send the document through the approval process.

TRACK JOURNAL VOUCHERS

Returned for Correction - None at this time

In Process - None at this time

Recently Completed

Trans	Type	Description	Status	Completed
5335	JV	Reverse 1/2 of MC03124 DT# 7900270	Completed	08/18/2016
5328	JV	More August 15 Bank Adjustments	Completed	08/17/2016
5269	JV	August 8-15 Bank Adjustments	Completed	08/16/2016

Submitted JV's will have one of the following statuses:

• **Pending Approval:** Approvals are required and JV will not advance until all complete.

• **Pending Banner Load**: In queue for push to Banner from toolkit (automatically occurs every 15 minutes).

• **Pending Posting in Banner**: Waiting to post in Banner.

• The five most recently completed JV's will also be listed under **Recently Completed**.

• Completed documents will list under "**Completed**".

APPROVER – APPROVAL PROCESS

Click **Pending** to list all JV's requiring your approval. JV's needing your approval will have a status of **Pending Approval** or **Locked for Approval.**
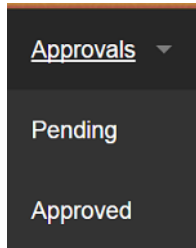
The following actions are available:

Approve.

Edit. Allows the approver to make changes and re-submit. This action requires a *comment.*

Return for Correction. Requires *comment*. JV is returned to submitter. Submitter has option to **save, void**, or **re-submit** form.

Documents are not loaded into Banner until all Approvals are complete**.**

Click Approved to view documents. The following status will be indicated:

- **Locked for Approval.** Still requires additional approvals.
- **Pending Banner Load**. (See *in process* status)
- **Pending Posting in Banner**. (See *in process* status)
- **Completed**. Journal Voucher recorded in Banner.

APPROVER – VIEW JOURNAL VOUCHERS

The following menus will display:
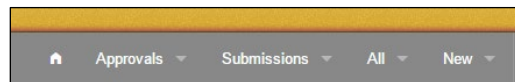
Approvals

- **Pending:** JV's you need to approve
- **Approved**: JV's you have approved.

Submissions

- **In Process**: JV's you have submitted that are awaiting approvals before posting.
- **Recently Completed**: Documents are also listed.
- **Not Submitted**: JV's you have saved to complete at a later time.
- **Completed**: Lists documents that have been posted to Banner.

All

- LDC's Journal Vouchers, and Deposits will display in whole or part depending upon you access.
- A summary for all records and current status is shown.

SUPPORT

Phone Contact: Controller's Office – 1-7035   **Email**: control@nd.edu

Application URL: https://ftk.nd.edu