Welcome to FIS Journal Voucher Training

Today we will cover:

- Definition of TOE
- Preparation of the Journal Voucher
- Rule Codes
- Approvals
- Various methods of querying
- Printing Journal Vouchers
- Office of Record policies
Web Addresses:

- **FIS Training Manual**

- **Planning and Budget Homepage**
  - http://planning.ucsc.edu
What is a TOE?

- Transfer of Expense (TOE) Journals are used primarily to correct errors made on previous transactions such as Invoices or other Journals.
- They move an expense from the incorrect accounting FOAPAL (C) to a correct accounting FOAPAL (D).
- **Remember** because it is an Expense, taking it away is a Credit and adding it is a Debit.
What is a TOE (cont.)

RECHARGES

- TOEs are also used for Recharges

- A Recharge is where one unit within UCSC charges another unit for goods or services.

- For Recharges used for Expense Sharing between Units, you must use Account 001280 to charge another Unit and Account 006500 to credit your Unit.
FZAJJVCD- Journal Voucher Entry Form
FZAJVCD - Journal Voucher Entry Form

- FIS Banner input screen for all journal vouchers (except encumbrance liquidations).
- Form has 3 Blocks:
  - **Header Block** (includes Document Text)
  - Transaction Detail Block
  - Completion Block
As with other Banner forms, the Journal Document # is automatically assigned.

Activity Date will always default to current date – It can be changed to a prior period if that period is still open (month is open 7 working days after end of month).
● **DOCUMENT TOTAL** = the absolute value of the journal = total of all Debits and all Credits (irrespective of sign (+/-, D/C)).

● **DOCUMENT TEXT (FOATEXT)** is required for most rule codes. Doc cannot be completed without it – Specific requirements are listed on *Quick Reference* Cheat Sheet.
FZAJVCD  Header Block continued...

- DOCUMENT TEXT is accessed from the OPTIONS Drop-down Menu:
FZAJVCD Transaction Detail Block
Rule Codes let FIS Banner know how to process a transaction.

- **XTOE – Regular Transfer of Expenses** used primarily to correct keying and other errors which caused an expense to be put in the wrong FOAPAL.
  - Approved at the Department/Division level

- **XEQT – Equipment Transfers** – Used with Account Codes 007xxx. Primarily used to correct Fixed Assets coding errors.
  - Routes through Equipment Management for approval
• **XJVB – Balance Sheet Accounts** – Accounts that start with 1xxxxx.
  - Not widely used
  - Routes to General Accounting for approval

• **XECG – Contract and Grant Funds** – Funds that start with CGxxxxx.
  - Not widely used
  - Routes to General Accounting for approval
FZAJVCD  Transaction Detail Block
RULE CODES continued…

● **XEPT (Construction)**
  - Only with Organization Codes 9XXXXX
  - Routes to Plant Accounting for approval

● **XPRA – (Payroll)**
  - Only with Account Codes PXXXXX
  - Must contact Payroll for authorization
  - Routes to General Accounting for approval
  - Only used in very special situations
ALWAYS REMEMBER

One Rule Code per Journal.
FOAPAL stands for

- FUND – where the money is coming from
- ORGANIZATION – whose money it is
- ACCOUNT – what it is for (Ex: Office Supplies, Services, etc.)
- PROGRAM – a 2-digit # used for reporting to Office of the President (UCOP)
- ACTIVITY – what project it is charged to within an Organization
- LOCATION – like Activity Code but currently only used by Physical Planning and Construction
Enter a C for Credit or a D for Debit for Transfer of Expense JVs or a plus (+) or minus (-) for Budget (XTOF) JVs, as appropriate.
- **DESCRIPTION** — remember that monthly ledgers will not see both the debit and credit side of a journal document so use the Description Field to indicate what the other side of the transaction does.
  
  EXAMPLE: If a journal moves an expense from one Org to another indicate the other Org in this field so you will know where the money went.

- **DOCUMENT REFERENCE** — Usually the source document for transaction (Invoice, another JV), a unit-defined code (e.g. Print Services recharge #), or a Summary Code (ACCTSUM, ACTVSUM or EXPDIST)
FZAJVCD Transaction Detail Block: FGIJSUM Transaction Summary Information

- **FGIJSUM** Accessed from OPTIONS Menu
  - Provides JV Document totals
  - Is useful in reviewing journals with a large number of sequences
  - Is also useful in finding errors when your journal is out of balance
  - Is accessible as an Option from FZAJVCD or as a stand alone form
COMPLETION
- Click the Completion button to complete your JV. It will then route to one or more Approval Queues for approval or disapproval.

IN PROCESS
- Click the In Process button if you wish to exit your JV without completing it so you can re-enter via FZAJJVCD at a later time.
If you have entered a JV in error and have not completed it, you can delete your JV as follows:

- Enter your incomplete JV # into FZAJVCD, key Control-Pagedown
- Key Shift-F6 (Delete Record)
- Key Shift-F6 a second time
- Message Displays ‘All header and detail records will be deleted’ – Click OK
- Your JV is now deleted
FZIJJVCD  Locating an Incomplete or Complete but Unapproved JV

- Lists unapproved Journal Voucher both Complete and Incomplete.
- To find a journal or group of journals when you don’t know the JV Doc #, you can query on Amount, Date, or User Id.
- This is helpful:
  1) If you exit a Journal and forget to write down the doc #.
  2) If you want to see if you have any outstanding journals that need to be approved.
TOE Exercises
If you are an approver, you can Approve or Disapprove documents that are in your Approval Queue with this screen.

You also have the ability to view the document by clicking on Detail.

You can look at Approval History by clicking on Options-Approval History.

You can look at what other approvers have the ability to approve the same doc by clicking on Queue.
This form shows you what queues your document is in.

If there are multiple levels or multiple departments involved, these will be indicated on the form.

For multiple levels only the highest level must have approval.
This form shows you who created the document – Originating User.

It also shows you who Approved or Disapproved the document and which level of approval they have.
With this form, you can Deny your own documents. This means, if you complete a document and then realize there was an error, you can go into FOADOCU and deny it. This will open it up so you can go in and fix it. This alleviates the need to ask an approver to disapprove it and saves lots of time. You cannot use this feature if you have implied approval.
In the Query form FGIBDST:

- TOEs post to the Financial Ledger and show in the YTD column.
- TOFs post to the Budget Ledger and show in the ADJ BUDGET column.
- ENCUMBRANCES (POs) post to the Encumbrance Ledger and show in the COMMITMENTS column.
Query Form - FGIJSUM

- Journal Voucher Summary Form
  - Provides JV Document totals
  - Is useful in reviewing journals with a large number of sequences
  - Is also useful in finding errors when your journal is out of balance
  - Is accessible as an Option from FZAJVCD or as a stand alone form
FZIDOCR and FGIDOCR are forms which show you any posted document in FIS Banner.

- Posted means that it goes through an approval and posting process and the document effects the ledgers
- You need the Document Number to use this form
- You can see up to 11 transaction lines on one screen (makes it easy to review)
- You can go to Option bar and click on FGQDOCP to get details of all of the FOAPALs effected by the transaction
Journals are printed like POs and Reports using a process called ‘Job Submission’ This process gives you the information in an organized report format rather than just a screen-shot. The Report name is FZRPTJV. To Print the Document:

1) Go to FZRPTJV, ctrl-pagedown to Printer Control, enter Printer ID

2) Ctrl-pagedown to Parameter Values, enter JV number

3) Ctrl-pagedown to Submission, and key F10-Save. You must always Ctrl+Page Down to the bottom section of the form and Save (F10).
FZAJVCD: Input screen for all journal vouchers (including TOE’s) except encumbrance liquidations.

FOATEXT: Insert line in text: assign line # between existing lines, X-out and return to text

Rule Codes: XTOE, XEQT, XJVB, XECG, XEPT, XPRA (XTOF access via separate training)

FOAUAPP: Approval and Disapproval Screen

FOIAPPH: Shows Approval History, journal creator

FOAAINP: Shows where document is in approvals in case of multiple unit FOAPALS

FOADOCU: Self-Denial, allows you to re-open a completed document if you do not have implied approval
TOE Summary, cont.

- **FGIBDST**  
  Budget Query Screen - TOEs post to the Financial Ledger and show in the YTD column.

- **FZI-FGIDOCR**  
  Shows any posted document in FIS Banner

- **FGIJSUM**  
  Journal Voucher Summary form, useful for locating input errors in incomplete journals

- **FZIJVCD**  
  Lists unapproved Journal Voucher, both Complete and Incomplete

- **FZI-FGIDOCR**  
  Shows any posted document in FIS Banner

- **FZRPTJV**  
  Journal Voucher print submission form
OFFICE OF RECORD

- For NON GOVERNMENTAL and NON CONTRACT and GRANT FUNDS – Your office must keep paper records of the transaction for FIVE YEARS after the end of the Fiscal Year in which it was produced.
  - EX: Transaction Date – 01/31/05
    Destroy Date – 06/30/10

(Govt and C&G funds – please check retention schedules from the Extramural Funds Office)