

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
 - https://financial.ucsc.edu/Pages/FIS_User_Manual.aspx
- 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 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.

FZAJVCD- Journal Voucher Entry Form

The screenshot shows a web browser window titled "FIS Banner - BPRD: Open > FZAJVCD" with the URL "UC Santa Cruz - Financial Information System". The browser address bar shows "Journal Voucher Entry Form FZAJVCD 8.5.0.2-LO (BPRD)".

The form contains the following fields and elements:

- Document Number:** A dropdown menu with "NEXT" selected.
- Journal Voucher Document Header** section containing:
 - Transaction Date:** A date input field with a calendar icon.
 - Document Total:** A text input field.
 - Document Status:** A text input field.
 - Document Text Exists

The status bar at the bottom of the browser window displays the message: "Deletion of journal voucher J0417515 is completed." and "Record: 1/1 | ... | <OSC>".

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

FZAJVCD Header 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**).

FZAJVCD Header Block continued...

- **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:

The screenshot shows a web browser window titled "FIS Banner - BPRD: Open - FZAJVCD - FOATEXT" with the URL "UC Santa Cruz - Financial Information System". The browser window displays the "General Text Entry FOATEXT 9.4.0.1-L0 (BPRD)" application. The application has a menu bar with "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar, there are several input fields: "Type:" with a dropdown menu showing "JV", "Code:" with a dropdown menu showing "J0417516", "Default Increment:" with a text box containing "10", and "Modify Clause:" with a dropdown menu. The main area of the application is a table with three columns: "Text", "Print", and "Line". The "Text" column contains the text "This is Journal Voucher Document Text" in the first row, followed by several empty rows. The "Print" column contains a series of checkboxes, with the first one checked. The "Line" column contains a series of empty text boxes. At the bottom of the application window, there is a status bar that says "Enter Text for the document." and "Record: 1/1".

FZAJVCD Transaction Detail Block

FIS Banner - BPRD: Open > FZAJVCD UC Santa Cruz - Financial Information System

Transaction Detail FZAJVCD 8.5.0.2-LO (BPRD)

Document Number: J0417525 Document Total: 10.00

Status: Postable Sequence: Journal Type: XTOE TOE-GENERAL TRANSFER OF EXPENSE

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
X		19900	611711	000010	61		

Amount: 10.00 Debit/Credit: Credit

Description: Description

Document Reference: DOCREF

Enter Sequence Number or leave blank for system default sequence numbers
Record: 1/1 <OSC>

FZAJVCD Transaction Detail Block RULE CODES

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

FZAJVCD Transaction Detail Block

RULE CODES continued...

- **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 9XXXXXX
 - Routes to Plant Accounting for approval
- **XPRA – (Payroll)**
 - Only with Account Codes PXXXXXX
 - Must contact Payroll for authorization
 - Routes to General Accounting for approval
 - Only used in very special situations

FZAJVCD Transaction Detail Block

RULE CODES continued...

- ALWAYS REMEMBER

One Rule Code per Journal.

FZAJVCD Transaction Detail Block FOAPAL

- **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

FZAJVCD Transaction Detail Block Debit/Credit and FGIJSUM

- 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.

FZAJVCD Transaction Detail Block

Description and Doc Reference

- **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

FZAJVCD Completion Block

- **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 FZAJVCD at a later time.

FZAJVCD Deleting an Incomplete JV

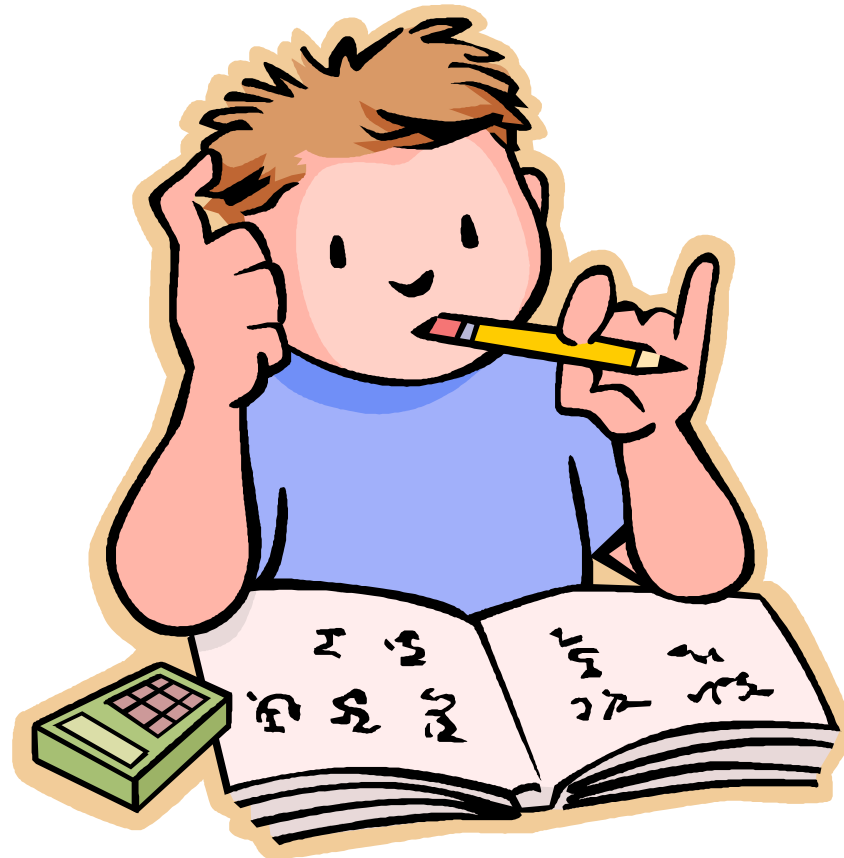
- If you have entered a JV in error and have not completed it, you can delete your JV as follows:
 - Enter your incomplete JV # into FZAJVCD, key Control-Pagedown
 - Key Shift-F6 (Delete Record)
 - Key Shift-F6 a second time
 - Message Displays ‘All header and detail records will be deleted’ – Click OK
 - Your JV is now deleted

FZIJVCD

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



APPROVALS FOAUAPP

User Approval

- 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.

APPROVALS FOAINP

Document Approval

- 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 the form.
- For multiple levels only the highest level must have approval.

APPROVALS FOIAPPH

Document Approval History

- 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.

APPROVALS FOADOCU

Document By User (Self-Denial)

- 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.

Query Form - FGIBDST

- 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
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 - Is accessible as an Option from FZAJVCD or as a stand alone form

Query Forms – FZIDOCR / FGIDOCR

- 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

PRINTING JOURNAL VOUCHERS

- 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).

TOE Summary

- **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)