

Creating a journal voucher:

1. After logging into Murphy Online-Finance, select journal vouchers. This will bring you to the Journal Voucher log in screen.



2. Click on "Create a journal voucher"
3. Select the type of journal voucher you would like to create. Most people should only see one item (Journal Voucher) for selection, but depending on your departmental duties, you may see other selections.

http://preprod1.insideust.stthomas.edu/controllersoffice/aje/aje.html - Microsoft Internet Explorer

Main (GLTHYEN) New Feed

Create a Journal Voucher

Help

Select the type of journal voucher you would like to create:

Journal Voucher

Your journal entry must provide a thorough explanation to ensure that any questions arising regarding your voucher can be answered by reviewing the transaction description and additional notes. The explanation should include the purpose of the journal voucher, reference to any relevant supporting documentation and the basis for the related amounts. Please enter a detailed explanation of your entry below:

Incomplete explanations will result in the rejection of the voucher for additional information.

Attach a supporting document, if applicable:

4. Enter a detailed description on why you are making the journal entry. Please be as descriptive as possible as this field will be provided to the university's auditors as substantiation of why a journal voucher was made. If descriptions are not detailed enough, your journal voucher could be disapproved.
5. In this case, we are going to enter the following description
 - a. "A purchase made to ACUA for annual membership dues was erroneously charged to the Accounts Payable department when it should have been charged to the Controller's Office."

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A purchase made to ACUA for annual membership dues was erroneously charged to the Accounts Payable department when it should have been charged to the Controller's Office.

Incomplete explanations will result in the rejection of the voucher for additional information.

Attach a supporting document, if applicable:

 Clear

Cancel Continue >

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6. If you have a document that you would like to attach to further support your journal voucher, click on the file icon to browse and attach your file.
7. Click continue
8. You will then be asked if this journal voucher is to correct a previous transaction. Since this voucher is in fact a correction of an error, we will click "Yes"

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Main (GLTHYEN) New Feed

Create a Journal Voucher

Help

Is the journal entry a correction of a previously recorded transaction?

Yes
 No

Enter the original document # (can be found through Murphy Online Finance or ReportNet):

< Back Cancel Continue >

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9. The system will then ask you for the original document number that is associated with this correction. In this example, we are going to enter the original invoice number that was charged to the Accounts Payable department. Please note that you can find all of the document numbers from either Murphy Online-Finance reports or the transaction reports from ReportNet.
 - a. Enter I0190872

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Main (GLTHYEN) New Feed

Create a Journal Voucher

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Is the journal entry a correction of a previously recorded transaction?

Yes
 No

Enter the original document # (can be found through Murphy Online Finance or ReportNet):

< Back Cancel Continue >

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10. Click continue.

11. You are now at the data entry screen where you input the actual journal voucher. Please note that the original document date and original document number are shown on this page as well.

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Main (GLTHYEN) **New Feed**

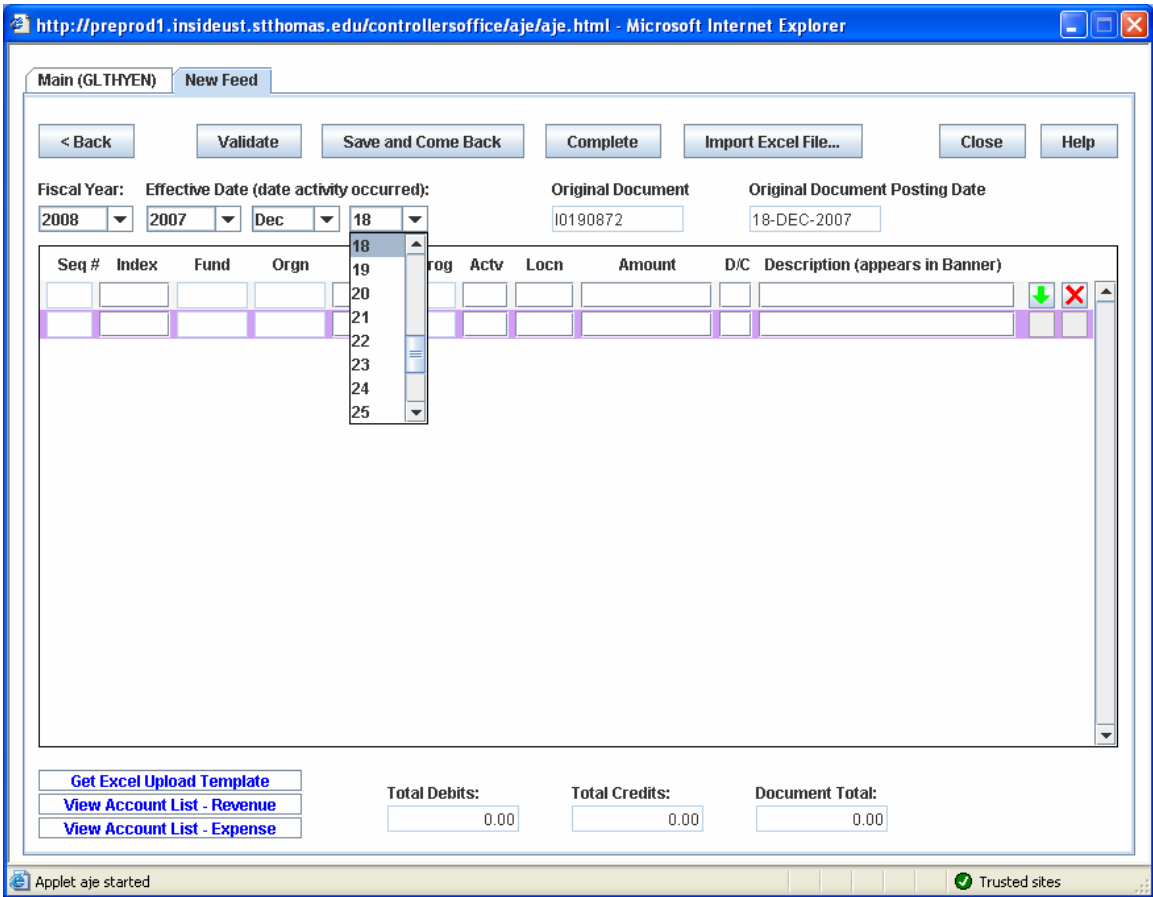
Fiscal Year: Effective Date (date activity occurred):
 Original Document: Original Document Posting Date:

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Debits:
 Total Credits:
 Document Total:

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12. Enter the date that you want the transaction to occur. Since we are correcting an error with an original transaction date of 12/18/2007, we will adjust the date to the same.



13. Tab until the cursor is in the index field on line 1. Enter your first line of your journal voucher here. In this case, we are going to debit the Controller's office index 53010, account 76203 for \$30,000. Since I'm debiting the Controller's office index, we will put a D in the D/C field.

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Main (GLTHYEN) New Feed

< Back Validate Save and Come Back Complete Import Excel File... Close Help

Fiscal Year: 2008 Effective Date (date activity occurred): 2007 Dec 18 Original Document: I0190872 Original Document Posting Date: 18-DEC-2007

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)
1		12	53010	76203	45			30,000.00	D	

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Total Debits: 0.00 Total Credits: 0.00 Document Total: 30,000.00

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- Enter the description for the journal entry as you want it to appear within Banner. Please note that the description field for Banner is limited to 35 characters. In this case, we will enter the description "ACUA membership reclassification"

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Main (GLTHYEN) New Feed

< Back Validate Save and Come Back Complete Import Excel File... Close Help

Fiscal Year: 2008 Effective Date (date activity occurred): 2007 Dec 18 Original Document: I0190872 Original Document Posting Date: 18-DEC-2007

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	53010	76203	45			30,000.00	D	ACUA membership reclassification	↓	×

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Total Debits: 30,000.00 Total Credits: 0.00 Document Total: 30,000.00

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- Press the tab button to bring your cursor to the next journal voucher line. Enter the next item on your journal voucher. In this case, we are going to credit the Accounts Payable index 53070, account 76203 for \$30,000. Since we are crediting the Accounts Payable index, we will put a C in the Debit/Credit field.

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< Back Validate Save and Come Back Complete Import Excel File... Close Help

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Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	53010	76203	45			30,000.00	D	%CUA membership reclassification	↓	×
2		12	53070	76203	45			30,000.00	C	%CUA membership reclassification	↓	×

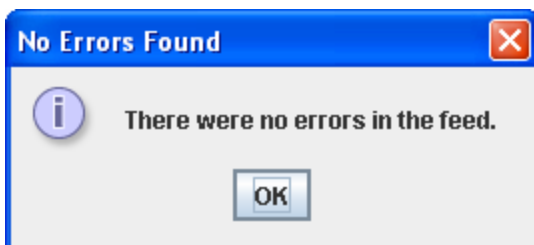
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Total Debits: 30,000.00 Total Credits: 30,000.00 Document Total: 60,000.00

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16. Please note that the description that was used in the line before will automatically default in the description field. You can either leave the description the same or change it if you would like. In this case, we are going to leave it the same.

17. We have entered all the lines in the journal voucher so now we want to make sure there are no errors in what we have entered. To test for errors, click on the "Validate" button. The system then checks all of the data to make sure everything is okay. In this case, our feed validated with no errors.



18. Now that we have validated the journal voucher, we can either click the “Save and Come Back” button if you’re not ready to submit for approvals or click the “Complete button” to send the voucher on to be approved. In this case, we are going to click on the “Complete” button

19. You should then get a popup showing what approvals are required for this journal voucher. Items highlighted in green show what approvals have already been met for this journal voucher.

The following approvals are required.

Approval status for feed #: 1
Feed created by: GLTHYEN

Queues that are approved are displayed in green.

Fund	Orgn	Amount	Queue	Approvers
12	53010	\$30,000.00	D054	GLTHYEN
			A008	GLTHYEN
			COFF	Controller's Office
12	53070	\$30,000.00	B021	GLTHYEN
			A008	GLTHYEN
			COFF	Controller's Office

OK

20. Your journal voucher has now been submitted for approvals. Click OK and then Click “Close” to go to the main page.