

## Creating a credit card cash 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"

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

Credit Card

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:

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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. In this case, we will select "Credit Card" in order to enter credit card transactions.

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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. "Credit card transactions for March 7, 2008 for the Business Office."

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Credit card transactions for March 7, 2008 for the Business Office.

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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 are now at the data entry screen where you input the actual journal voucher.

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

Fiscal Year:   Effective Date (date activity occurred):

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"/>
<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"/>

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9. Enter the date that you want the transaction to occur. Since we are entering the credit card transactions from March 7, 2008, we will adjust the date to the same.

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

Fiscal Year: 2008 Effective Date (date activity occurred): 2008 Mar 7

Seq #	Index	Fund	Orgn	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)
6									
7									
8									
9									
10									
11									
12									
13									

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10. Tab until the cursor is in the index field on line 1. Enter your first line of your journal voucher here. In this case, I'm going to credit the Business Office index 52610, account 54105 for \$100. Since I'm crediting the Business Office, I will put a C in the D/C field.

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Fiscal Year: 2008   Effective Date (date activity occurred): 2008 Mar 7

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)
1		12	52610	54105	45			100.00	C	

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- Enter the description for the journal voucher 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 are going to enter the description "0307 CC Sales-Bus Off."

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Fiscal Year: 2008 Effective Date (date activity occurred): 2008 Mar 7

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)
1		12	52610	54105	45			100.00	C	0307 CC Sales-Bus Off

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12. You can enter as many lines as you need to. With credit card transactions, your debits and credits do not need to be equal because Banner posts the cash side for you. Press the tab button to bring your cursor to the next journal voucher line. If you have a credit card refund transaction, you would enter it as above, but use a "D" in the D/C field. In this case, I'm going to debit the Business Office index 52610, account 54101 for \$25. Since I'm debiting the Business Office index, I will put a "D" in the Debit/Credit field.

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

Fiscal Year: Effective Date (date activity occurred):  
 2008 2008 Mar 7

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	52610	54105	45			100.00	C	0307 CC Sales-Bus Off	↓	×
2		12	52610	54101	45			25.00	D		↓	×

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13. 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.

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

Fiscal Year: 2008 Effective Date (date activity occurred): 2008 Mar 7

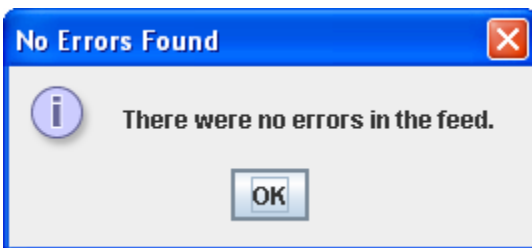
Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	52610	54105	45			100.00	C	0307 CC Sales-Bus Off	↓	×
2		12	52610	54101	45			25.00	D	0307 CC Sales-Bus Off	↓	×

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14. We've 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.



15. Now that I have validated the journal voucher, I can either click the "Save and Come Back" button if I'm not ready to submit for approvals or click the "Complete" button to send the voucher on to be approved. In this case, I'm going to click on the "Complete" button.

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

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 2008 2008 Mar 7

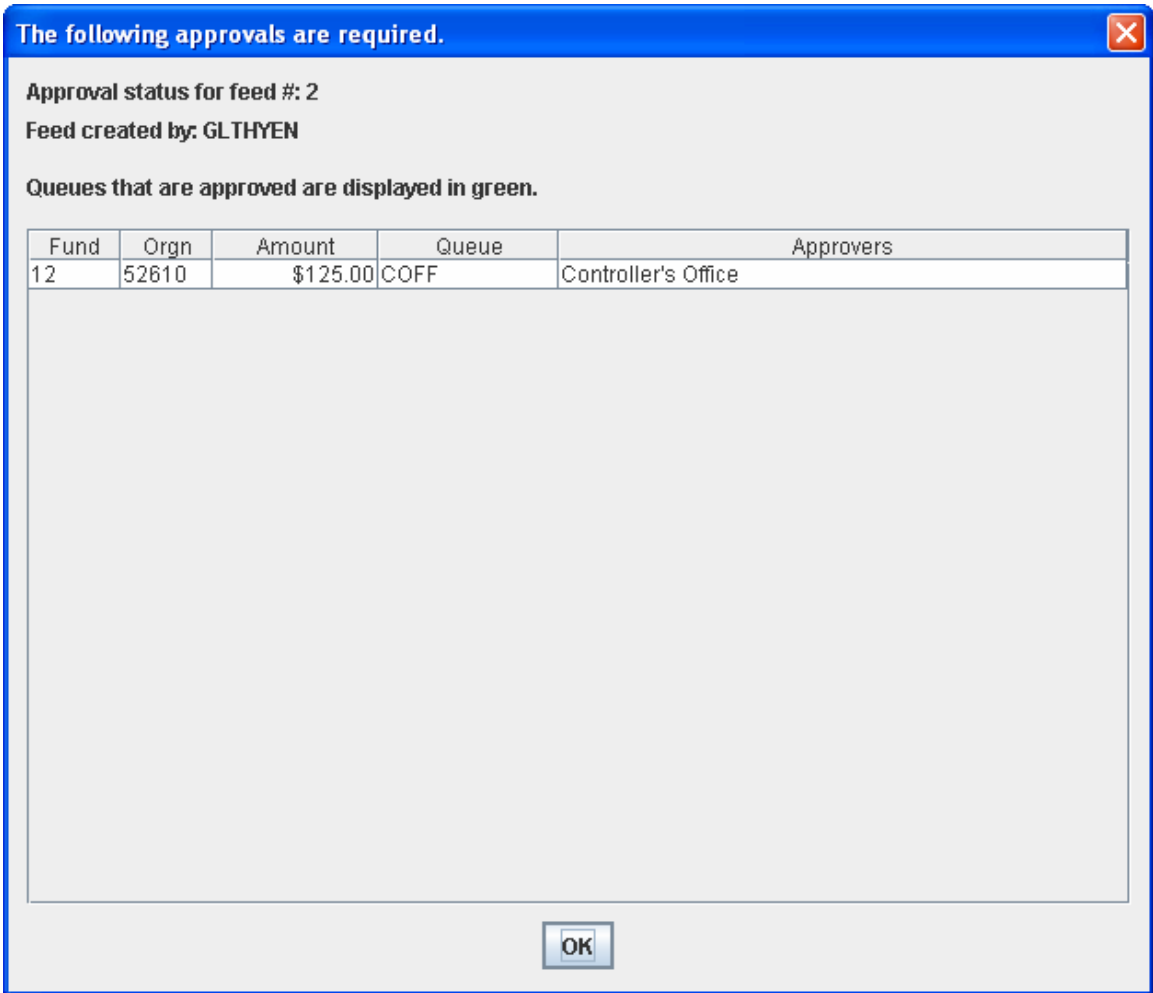
Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
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2		12	52610	54101	45			25.00	D	0307 CC Sales-Bus Off		

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16. 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.



17. Your journal voucher has now been submitted for approvals. Click OK and then click "Close" to go to the main page.