

Creating an internal charge 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. In this case, we will click on "Internal Charge."

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

Internal Charge

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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4. From the drop down menu, select which type of internal charge you will be processing. In this case, we are going to be using the Physical Plant internal charge rule class.

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Create a Journal Voucher

Help

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

Journal Voucher
 Credit Card
 Internal Charge

- VCP - Copier Charges
- VFR - Int Chg-Faculty Residence
- VFS - Int Chg-Food Services
- VGC - Int Chg-Gainey Conference Center
- VIT - Int Chg-IRT
- VPP - Int Chg-Physical Plant
- VPS - Int Chg-Public Safety
- VRL - Int Chg-Residence Life

Your journal entry must be as detailed as possible. Your journal voucher can be answered by the following questions arising regarding 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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5. 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.
6. In this case, we are going to enter the following description
 - a. "Carpentry Shop charges for February 2008."

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Carpentry Shop charges for February 2008.

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

Attach a supporting document, if applicable:

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7. If you have a document to attach, click on the file button to browse and attach your file.
8. Click continue.
9. You are now at the data entry screen where you input the actual journal voucher.

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Main (GLTHYEN) **New Feed**

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

Fiscal Year: Effective Date (date activity occurred):

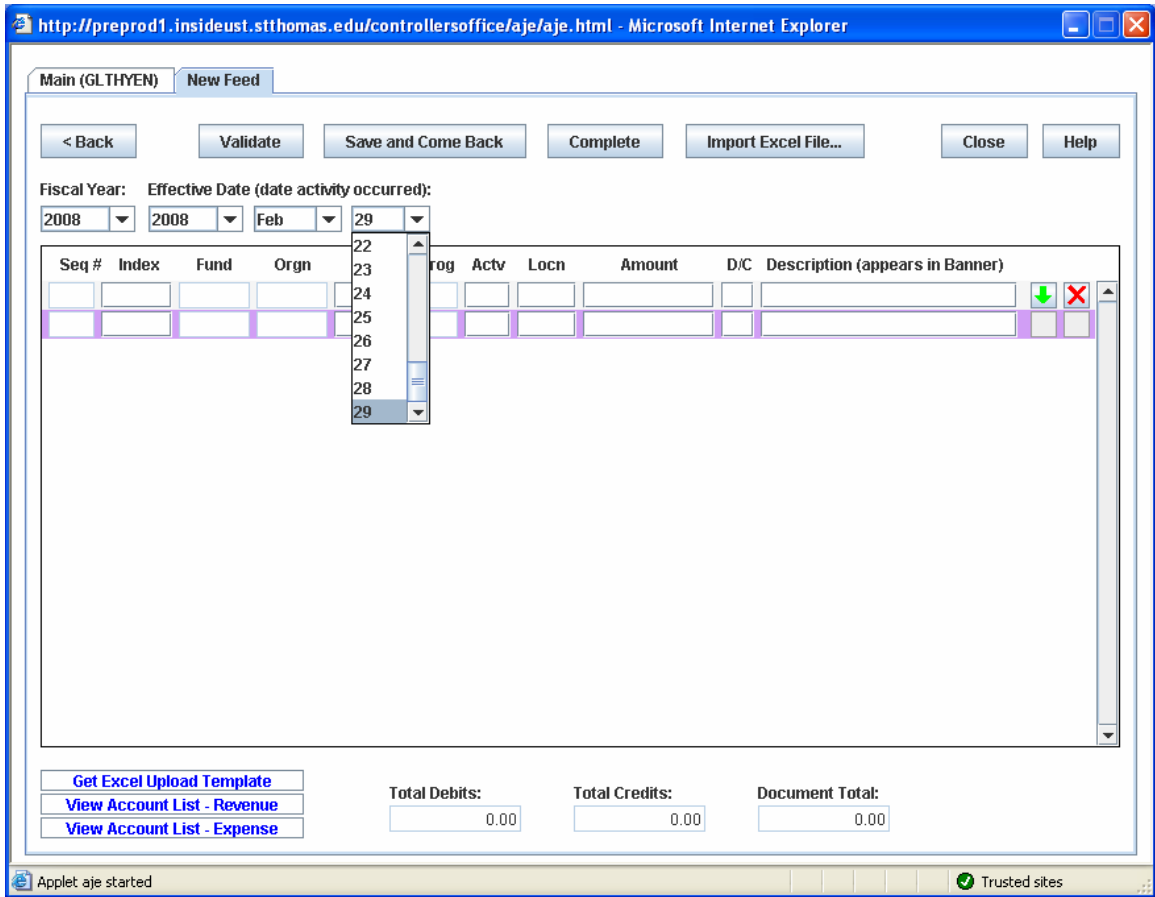
Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input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

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Document Total:

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10. Enter the date that you want the transaction to occur. Since we are entering the Carpentry Shop charges for February, we will adjust the date to the 2/29/2008.



11. 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 77107 for \$30. Since we are debiting the Controller's office index, we will put a D in the D/C field.

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Main (GLTHYEN) New Feed

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Fiscal Year: 2008 Effective Date (date activity occurred): 2008 Feb 29

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	53010	77107	45			30.00	D			

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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 are going to enter the description "February 2008 Carpenter chgs"

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Fiscal Year: 2008 Effective Date (date activity occurred): 2008 Feb 29

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)
1		12	53010	77107	45			30.00	D	February 2008 Carpenter chgs

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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 Physical Plant index 54046, account 77207 for \$30. Since we are crediting the Physical Plant index, we will put a C in the Debit/Credit field.

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Fiscal Year: Effective Date (date activity occurred):
 2008 2008 Feb 29

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	53010	77107	45			30.00	D	February 2008 Carpenter chgs	↓	×
2		12	54046	77207	65			30.00	C		↓	×

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14. 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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Main (GLTHYEN) New Feed

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

Fiscal Year: 2008 Effective Date (date activity occurred): 2008 Feb 29

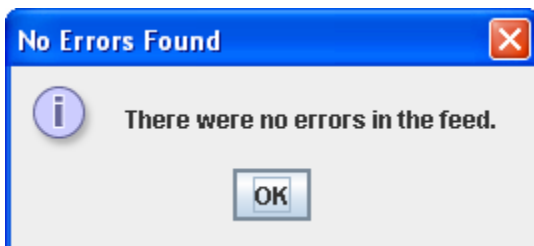
Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	53010	77107	45			30.00	D	February 2008 Carpenter chgs	↓	×
2		12	54046	77207	65			30.00	C	February 2008 Carpenter chgs	↓	×

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15. I've entered all the lines in my journal entry so now I want to make sure there are no errors in what I 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.



16. Before we move on, let's use an invalid account code to see what happens when we do have an error in the field. In this case, we are going to change the account code on the first line to be 72110, which is a non-internal account code.

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Fiscal Year: Effective Date (date activity occurred):
 2008 2008 Feb 29

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	53010	72110	45			30.00	D	February 2008 Carpenter chgs	↓	×
2		12	54046	77207	65			30.00	C	February 2008 Carpenter chgs	↓	×

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17. Then we are going to check the journal voucher again for errors by clicking on "Validate".



18. This time we get a message saying that the feed contains errors and the errors should be highlighted in red. If we click OK on the error message and then point to the items highlighted in red, a popup should appear with why there is an error for that field. Please note that you need to hold the cursor still for a couple of seconds for the popup to appear. In this case, the system is telling us that the account code we used with this rule class is invalid.

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Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)		
1		12	53010	72110	45			30.00	D	February 2008 Carpenter chgs	↓	×
2		12	54046	77207	65			30.00	C	February 2008 Carpenter chgs	↓	×


Only accounts 77107, 77207, and 772071 are allowed with this rule class.

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19. We will now change the account back to 77107 and re-validate.
20. Now that we have re-validated the journal voucher, we can either click the "Save and Come Back" button if we'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.
21. 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 #: 26
Feed created by: GLTHYEN

Queues that are approved are displayed in green.

Fund	Orgn	Amount	Queue	Approvers
12	53010	\$30.00	COFF	Controller's Office
12	54046	\$30.00	COFF	Controller's Office



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