



<b>Title:</b>	<b>JOURNAL VOUCHERS</b>
<b>Updated:</b>	September 21, 2005
<b>Audience:</b>	All Faculty of Medicine Dean’s Office Units, Departments, Centres, or Schools that send JV’s to the Dean’s Office – Business Affairs for processing.
<b>Purpose:</b>	To ensure all Journal Vouchers are processed accurately in a timely and efficient manner.
<b>Contact:</b>	MedFinance

## POLICY

Journal Vouchers (JV) should be accurate, properly authorized and attached with appropriate supporting documentation.

## APPLICABILITY

Applies to all Faculty of Medicine (FoM) Dean’s Office Units, Departments, Centres, or Schools that send JV’s to the Dean’s Office – Business Affairs (BA) for processing. JV’s sent to Financial Services – Accounts Payable (AP) for processing should follow University JV Policy and Procedure.

## PROCEDURES

There are four methods to complete a Journal Transaction:

1. Complete the JV Manual Form, and send it to Accounts Payable (AP) for processing.
2. Complete the JV via Direct On-Line Processing (On-Line Users only).
3. Create an Excel spreadsheet file (in a pre-defined format,) and send to Data Management. In order to use this method, the minimum number of journal lines required in each excel spreadsheet file is 25 lines. The Excel spreadsheet is checked against a Macro file, saved in a .prn format, and sent to Financial Services. Only authorized individuals within the department should send spreadsheets to Financial Services for upload. (Contact Frances Tadman at [frances@finance.ubc.ca](mailto:frances@finance.ubc.ca) in Data Management for details.)
4. Create a flat file, and load onto the UNIX Directory for subsequent loading into the ledgers (contact Frances Tadman at [frances@finance.ubc.ca](mailto:frances@finance.ubc.ca) in Data Management for details.)



Currently, BA is only able to process JV's using methods (1) and (2). For method (1), instead of sending the JV's to Financial Services AP for processing, the Units, Departments, Centres, or Schools have the option of sending the JV Manual Forms to BA for processing. In such cases, they will be subject to FoM Dean's Office Journal Voucher Policy and Procedures.

#### Journal Transaction via JV Manual Form or Direct On-line Processing

1. Financial transactions, which are not processed through another subsystem such as Accounts Payable or HRMS (Payroll), should be recorded utilizing JV, which can only be entered in Canadian currency.
2. When FoM Dean's Office Units, Departments, Centres or Schools send the JV to BA for processing, the Units, Departments, Centres or Schools should:
  - a. Ensure the JV is accurate and valid.
  - b. Ensure the JV is authorized by the person who has the signing authority on the Project/Grant (PG).
  - c. Ensure appropriate supporting documentation or a note indicating where the appropriate supporting documentation can be found, is attached to the Manual Form. Examples of appropriate supporting documentation include invoices, memos and any documentation which supports the JV to be put through into the General Ledger.
  - d. Ensure that all information is complete with valid Speed Chart, Account Number, Fund Code, Dept ID, and Project/Grant (PG) ID.
3. When BA processes the JV on behalf of the FoM Dean's Office Units, Departments, Centres, or Schools; or when BA processes JV directly online, BA should:
  - a. Check the JV is accurate and valid.
  - b. Check the JV is authorized by the person who has the signing authority on the Project/Grant (PG).
  - c. Check appropriate supporting documentation or a note indicating where the appropriate supporting documentation can be found, is attached to the Manual Form. Examples of appropriate supporting documentation include invoices, memos and any documentation which supports the JV to be put through into the General Ledger.
  - d. Check that all information is complete with valid Speed Chart, Account Number, Fund Code, Dept ID, and Project/Grant (PG) ID. Invalid information should be communicated with the person who submits the Manual Form.
  - e. Data-enter the information on the Manual Form following the steps outlined in Chapter 2 of the PeopleSoft 8.4 General Ledger Journal Training Manual.
  - f. Complete the Data Entry Use Only Box on the Manual Form by filling in the Journal ID number, Name of the person who enters the voucher, and Journal Date after the financial transaction is entered on-line.



Incomplete Journal Voucher form

Any incomplete JV Manual Form that comes into BA will be sent back to the Units, Departments, Centres, or Schools with a memo requesting for more information before the JV will be processed.

**RECORDS**

Journal Vouchers and their appropriate supporting documentation must be maintained for 7 years (1 year in an easily-accessible place and the balance in storage.)

**UPDATED**

This policy was created on September 21, 2005.