Financial Processing
Journal Voucher (JV)

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Overview
The Journal Voucher (JV) document is used to perform accounting tasks that cannot be done by any of the other financial transaction documents. This document creates very open ended financial transactions, with few business rule checks. The JV document can also be used to correct errors that may occur in the system which inadvertently put the G/L out of balance.

The JV document is not required to balance and does not create any offsetting entries.

Initiation of the JV document is limited.

Document Layout
A JV document has its own unique tab called “Journal Voucher Details” in addition to the standard financial transaction tabs. However, the “Document Overview” tab includes the display-only “Total Amount” field.
Journal Voucher Details Tab
The “Journal Voucher Details” tab is unique to the JV document and contains several fields.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Period</td>
<td><strong>Required.</strong> Select an accounting from the “Accounting Period” list. The “Accounting Period” list contains open accounting periods only.</td>
</tr>
<tr>
<td>Balance Type Code</td>
<td><strong>Required.</strong> Select a balance type from the “Balance Type Code” list or from the lookup. Both methods display the same selections.</td>
</tr>
</tbody>
</table>
Reversal Date **Optional.** Enter the date when the automated reversal process should post reversing entries to the G/L for this transaction, or select it from the calendar.

The “Accounting Lines tab of the JV varies slightly from other types of financial transaction documents. This section of the JV also varies depending on which “Balance Type Code” is selected. The “Object Type” is a required field for all JVs.

**Encumbrance Balance Type:** When you select EX, IE, or PE as the Balance Type in the “Journal Voucher Details” tab, you must enter the “Encumbrance Update Code,” “Reference Origin Code,” “Reference Number,” and “Reference Type Code” in addition to the normal accounting string detail and credit or debit amount.

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**Additional information for EX, IE, PE balancing type in the Accounting Lines tab:**

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encumbrance Update Code</td>
<td><strong>Required.</strong> Identifying the encumbrance update either on the document number or the reference document number:</td>
</tr>
<tr>
<td></td>
<td>• R: Reference Document Number</td>
</tr>
<tr>
<td></td>
<td>• D: Document Number</td>
</tr>
<tr>
<td>Reference Origination Code</td>
<td><strong>Required.</strong> Enter the system code that generated the entry being corrected or search for it in the <strong>Ref Origin Code lookup</strong>.</td>
</tr>
<tr>
<td>Reference Number</td>
<td><strong>Required.</strong> Enter the Ref Number for the specific transaction line being corrected.</td>
</tr>
<tr>
<td>Reference Type Code</td>
<td><strong>Required.</strong> Enter the Ref Type Code of document for the transactions being processed, or search for it in the <strong>Ref Type Code lookup</strong>.</td>
</tr>
</tbody>
</table>

**Note:** **Balance Type Code and JV:** The Balance Type Code controls whether or not you are prompted to enter an offsetting transaction in the accounting line. In order to find out if the offsetting transactions are required, click **search** next to the “Balance Type Code” and review the “Offset Generation” column. When the offset generation is set to “Yes,” a warning will ask if you want to continue to route the out of balance JV.
The debit total of $10.00 does not match the credit total of $0.00. This Journal Voucher document is out of balance.

Do you still want to approve this Journal Voucher document?

[yes] [no]

Click yes to submit as is, click no to go back and edit the JV.

**Process Overview**

**Business Rules**
- The accounting period associated with the JV must be open.
- A valid balance type must be chosen.
- At least one transaction must exist in the document before it can be submitted.
- The document cannot be updated after routing except for the addition of notes.
- If the chosen balance type is “External Encumbrances” (for example, “EX”) then the “Reference Document Origination Code,” “Document Reference Type Code” and “Document Reference Number” must be entered.
- When the balance type selected has an offset generation set to “No,” a single amount field is displayed so that negative and positive amounts can be entered.
- When the balance type selected has an offset generation set to “Yes,” both debit and credit entry fields are displayed. An accounting line may contain only a debit or a credit, and not both.
- The KFS does not automatically generate offset entries for the JV.

**Routing**

After a JV document is submitted, it is automatically approved and is not routed. The document status is “FINAL” and the transaction is posted to the G/L during the next G/L batch process.

**Initiating a Journal Voucher Document**

1. Select Create Journal Voucher from the “Financial Processing” module under “All Financial Services” subsection in the “Financials (KFS)” group within the “Services” tab.
3. Complete the “Journal Voucher” tab.
4. Complete the standard tabs.
   - **Note:** For the balance type “EX,” in the “Accounting Lines” tab contains extra fields.
5. Click submit.
6. Review the “General Ledger Pending Entries” tab. There are no system-generated entries for the JV document.
7. Review the “Route Log” tab. No approval is required.

**Example**

An object code correction needs to be made to a capital asset in a previous fiscal year. The JV allows the initiator to choose the posting period for the transaction, even if it is a prior year, and the type of balances to be affected, which is Actuals in this case. Because the JV does not generate any offset entries, users must enter all components of the transaction. The JV is restricted to a select group of users as it can be used to affect virtually anything in KFS, does not have to balance, does not route for approval, and does not generate offset entries.
Document was successfully submitted.

**Document Overview**

- **Description:** Correct object code in FY14
- **Explanations:** Capital equipment reclassification to identify as federally funded.

**Organization Document Number:**

- **Financial Document Details:**
  - **Total Amount:** $6,000.00

**Journal Voucher Details**

- **Accounting Period:** SEPT. 2014
- **Balance Type Code:** ACTUALS (BALANCE SHEET)

**Accounting Lines**

<table>
<thead>
<tr>
<th>Source</th>
<th>Account Number</th>
<th>Sub-Account Code</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Project Code</th>
<th>Organization Reference Id</th>
<th>Debit</th>
<th>Credit</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2545000</td>
<td>9011</td>
<td>AS</td>
<td>Asset</td>
<td></td>
<td>0.00</td>
<td>5,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2544900</td>
<td>9510</td>
<td>AS</td>
<td>Asset</td>
<td></td>
<td>5,000.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Debit Total: 6,000.00  Credit Total: 6,000.00