

UBC OKANAGAN FINANCE OPERATIONS JOURNAL VOUCHER POLICY AND PROCEDURES

PURPOSE

To ensure that Journal Vouchers (JVs) are processed accurately in a timely and efficient manner.

POLICIES

1. A JV is used to record transactions which are not processed through the FMS Accounts Payable or HRMS (Payroll) applications.
2. A JV can only be entered using the Canadian dollar currency.
3. A JV must be approved by the Project Grant (PG) signing authority or department level signing authority.
4. A JV must be supported by any or combination of the following documents. The documentation must provide enough details to satisfy an auditor, internal or external.
 - Invoice or statement of account
 - FMS payroll employee details
 - Email or memo authoring the JV to be prepared
 - Calculation of correction, adjustment or redistribution of expense
 - FMS details transaction
 - Print out of general ledger
 - Cost sharing agreement
 - Timesheet for hours worked
 - Copy of the original transaction being corrected or adjusted (copy of requisition for payment (QReq), travel requisition (TravelReq) or JV being corrected or adjusted
 - Other when appropriate.
5. An explanation is required to ensure that any questions arising regarding a JV can be answered by reviewing the transaction description and additional notes. Proper documentation is mandatory as it ensures that there is no need for individual recollection. The following JV fields must be filled in.
 - JV source
 - description of transaction
 - speed chart
 - account number
 - fund code
 - department ID

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- PG number
- debit amount
- credit amount
- direct queries to (with full name), phone # & department
- authorization signature, printed name and date

APPLICABILITY

The JV policy applies to all faculties, departments and ancillary operations.

EXCEPTIONS

There are no exceptions to the policy.

PROCEDURES

1. There are three methods to complete a Journal transaction:
 - Complete the JV Manual Form and send it to [Accounts Payable \(AP\), UBC Okanagan Finance Operations](#) for processing
 - Create an excel spreadsheet file (in a pre-defined format) and send it to Data Management (covered in the Policy and Procedure for Spreadsheet Journals). In order to use this method, the minimum number of journal lines required in each excel spreadsheet file is 25 journal lines.
 - Create a flat file, and load onto the Unix Directory for subsequent loading into the ledgers (contact Frances Tadman at frances@finance.ubc.ca in Data Management for details).
2. When AP processes the JV on behalf of the UBC Departments, AP should:
 - Ensure the JV is signed and authorized with the full name of the authorizing person printed on the JV form
 - Ensure that supporting documentation(s) are provided.
3. When UBC Departments send the JV to AP for processing, the UBC Departments should:
 - Ensure the JV is accurate, like debit and credit total amounts are equal and valid
 - Ensure the JV is authorized by the person who has the signing authority of the PG or department level signing authority
 - Ensure appropriate supporting documentation(s)

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4. Ensure that all information is complete as enumerated in Policy #5 above. Invalid information should be communicated with the person who submits the Manual Form.
5. 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.
6. If manual JV form consists of more than one page, indicate page ____ of ____ on the upper right hand corner of the form.
7. The Manual JV form should be distributed as follows:
 - Pink to UBC Okanagan Finance Operations
 - Yellow to originator

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8. Common journal voucher transactions with the appropriate supporting documentation(s) are shown below:

Nature of JV Transaction	Supporting documents (could be any or combination of supporting documents)
1. To transfer an expense from one PG to another	
<ul style="list-style-type: none"> to re-allocate/re-distribute expense 	Memo or email to initiate action Copy of invoice or statement of account FMS details transaction Computation of the allocation or distribution of expense FMS payroll account details Timesheet for hours worked Cost sharing agreement, if any
<ul style="list-style-type: none"> to correct erroneous entry (such as wrong speed chart used) 	FMS details transaction Memo or email to initiate action Copy of original transaction (copy QReq, TravelReq, JV)
<ul style="list-style-type: none"> to clear PG deficit 	Memo or email to initiate action Print out of the general ledger
<ul style="list-style-type: none"> to transfer ineligible expense 	Memo or email to initiate action Copy of original transaction (copy QReq, TravelReq, JV)
2. To record inter-departmental charges (expense to one PG and revenue to another PG). The JV should be completed by the charging department, not the receiving department. The department being charged with the expense should approve the JV. The revenue charge should be coded to a "4XXXXX" account code and the "I" box at the top of form should be checked.	Invoice Statement of account Timesheet for hours worked
3. To correct transactions within the same PG (i.e. error in use of a account code	Copy of the original transaction (copy QReq, TravelReq, JV)

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INCOMPLETE JOURNAL VOUCHER FORM

Any incomplete JV Manual Form that comes into AP will be sent back to the UBC Department for revisions.

RECORDS

Journal Vouchers and their appropriate supporting documentation must be maintained for seven years.