

Journal Voucher Electronic Preparation and Approval Process

Definitions:

Financial Manager: An individual given authority and responsibility for University funds in an assigned index. An example of a financial manager would be a PI for an awarded contract or grant.

Delegated Approver: An individual given authority to approve a journal voucher on behalf of a financial manager. This should be someone who is integrally involved in the financial process. Financial managers are always responsible regardless of who approves a transaction.

Process:

To enter the online journal voucher go to Banner form FGAJVCQ and complete the header information. Then enter both the debit and credit sides of the journal voucher and “complete” the document. For more detailed information please see the Online Journal Voucher training.

<http://www.usu.edu/controller/forms/onlineJV.pdf>

To approve the online journal voucher go to Banner form FOAUAPP. Here you can view the detail of the journal voucher and then approve or disapprove the document. Electronic Approval of the journal voucher at the department level allows the document to be sent to the Controller’s Office for final review and approval. For more detailed information please see the Electronic Approval Training.

<http://www.usu.edu/controller/forms/JVapprovals.pdf>

Journal Voucher Electronic Approval Table

<u>Level</u>	<u>Journal Voucher Total</u>	<u>Approver</u>
510	0.00 - 9,999,999	Financial Manager/Delegated Approver
550	0.00 - 9,999,999	Controller's Office Accountants