ADVANTAGE
FINANCIAL TRAINING

This class is provided by the Administrative Services Division of the Department of Administration.

6/27/2018
Class Outline
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ADVANTAGE Financial Training

WHAT IS ADVANTAGE?

ADVANTAGE - The software program used to record financial transactions.
Application ID — (fsco) Financial System Controller’s Office
IFS - Integrated Financial System includes ADVANTAGE, DAWN, Vista Plus and Discoverer.

❖ ADVANTAGE is a dynamic system
❖ Paperwork does not leave your agency
❖ 24-hour turnaround
❖ Documents can be viewed on-line after they process through the nightly cycle

NAVIGATION OVERVIEW

❖ ADVANTAGE User Manuals
❖ User IDs, passwords and security
❖ State Financial System
❖ ADVANTAGE Financial Software
   ➢ Software overview and software hands on

ADVANTAGE Hours of Operation

❖ ADVANTAGE is available Monday through Friday 6:00AM- 6:00PM.
❖ ADVANTAGE may be taken down for maintenance on weekends, sometimes without notice to users.
❖ Work on ADVANTAGE on the weekend at your own risk.

State Controller’s Office Intranet Site

Need information about ADVANTAGE, DAWN, Discoverer or Vista Plus? Need forms or information about other items within the State Controller’s Office? Navigate to the State Controller’s Office intranet site at: http://intra.ktl.nv.gov/intranet/index.html

Financial Help Desk

If you need help with ADVANTAGE, DAWN, Discoverer or Vista Plus, please contact the State Controller’s Office Financial Help desk at (775) 684-5654 or finhelpdesk@controller.state.nv.us
SNAP Manuals

State of Nevada ADVANTAGE Procedures include:
- ADVANTAGE Navigation
- Cash Receipts
- Easy Payment Vouchers & Payment Vouchers
- Decentralized & Restricted Journal Vouchers
- DAWN Basic Navigation

Each agency has hard copies of the SNAP manuals. Revision dates can be located in lower right hand corner of the manual. Updated versions of manuals are available online at:

ADVANTAGE Access

Users of the ADVANTAGE Financial System are required to attend the ADVANTAGE Financial Training class prior to receiving their User ID and password. However, they must also complete and submit the User Establishment Form. ADVANTAGE users are also required to complete ADVANTAGE Recertification Training every two years after their initial training class.

User IDs
- Required to get into ADVANTAGE
- User Establishment Form available on the State Controller’s Office intranet site.
- Complete and return the original document to the State Controller’s Office including a security phrase.
- The Financial Help Desk at the State Controller’s Office will walk you through signing on to ADVANTAGE for the first time.

What does a User ID do?

ADVANTAGE users are assigned profiles based on the agency and level of approvals. ADVANTAGE allows 3 unsuccessful tries when logging in before locking the user out of the program. Contact the Financial Help Desk for a password re-set.

Password Parameters

Passwords need to be:
- All lower case;
- Between 6-8 characters;
- Letters, numbers or a combination of the two;
- No capitals or special characters.
Compromising your User ID

❖ Sharing of User IDs and passwords among employees is considered fraud against the State of Nevada.
❖ Employees can be held financially responsible.
❖ Sharing is grounds for disciplinary action against the agency head and/or the employee.

Read the full Policy on Establishment and Maintenance of User Id’s located on the State Controller’s intranet site at: [http://intra.ktl.nv.gov/intranet/AgencyServices/AS_System_Administration.html](http://intra.ktl.nv.gov/intranet/AgencyServices/AS_System_Administration.html)

Be Aware

❖ Electronic approvals are the same as a physical signature
❖ **Do not** share your password with anyone.
❖ Change your password if you think someone else knows it.
❖ Log out of ADVANTAGE when leaving your desk or use a password protected screen saver.

Security

Users will be **logged out** after 30 minutes if activity in the application is not detected.
➢ Process: Edit regularly

State Financial System
The Payment Process

Are you on the mailing list?
The State Controller’s Office Financial Help Desk will notify agency contacts regarding:

- System availability
- Vendor updates
- State Controller’s Office Accounting Policies & Procedures
- Financial Connections Newsletters

Contact the State Controller’s Office Financial Help Desk directly to be added to their e-mail distribution list at (775) 684-5654 or finhelpdesk@controller.state.nv.us
**Some Accounting Vocabulary**

*Account Coding* - Series of numbers that creates a pathway to a “bucket” of money

**State of Nevada Account Coding**

*Fund* - 3 digits, set of accounts used for a specific purpose
*Agency* - 3 digits, each agency is unique
*Organization* - 4 characters, divisions of agencies, physical or organizational
*Appropriation Unit* - 6 digits, combination of an agency budget account and category. Level at which agency is budgeted
*Budget Account* - 4 digits, unique to an agency
*Category* - 2 digits, common to all agencies
*Job Number* - funds that must be tracked separately
*General Ledger (GL)* - 4 digits, divided into balance sheet accounts, revenues and expenditures, common to all agencies.

**General Ledger and Account Types**

*Account Types* - Coding used in ADVANTAGE for type of transaction; important when doing research in DAWN.

**ADVANTAGE GLs have 3 different designations:**

*Revenue Source (revenue GL)* - Records revenues
  - Revenue 3000-4999 Account Type 31

*Object Codes (expense GL)* - Records expenditures
  - Pre-Encumbrance 5000-9999 Account Type 20
  - Encumbrance 5000-9999 Account Type 21
  - Expense/Expenditure 5000-9999 Account Type 22

*Balance Sheet Accounts – Used to record cash, assets and liabilities*
  - Assets 1000-2999 Account Type 01
  - Liability 2000-2399 Account Type 02
  - Fund Balance 2400-2999 Account Type 03

The State of Nevada uses a double-entry accounting system, requiring a balancing debits and credits.
Most often users enter only one side of the transaction (usually expenditure or revenue) and the system infers the other side using the balance sheet accounts.
**Document Processing**

**Documents processed at the agency:**
- **Cash Receipts (CR)** - Records deposits
- **Payment Vouchers (PV, PVE)** - Records expenditures and generates checks/EFTs
- **Journal Vouchers (JVD, JVR)** - Records corrections/reallocations
- **Requisitions (RX, RXQ) and Receivers (RC)** - Records purchases and receipt of goods
- **Fixed Assets (FA)** - Records inventory

**Documents processed at the Controller’s Office:**
- **Billing Claims** - Records revenues/expenditures between agencies
- **Some JVs** - Records corrections/reallocations
- **Work Programs** - Records appropriations and changes at budget level

Contact the Purchasing division of the Department of Administration directly at (775) 684-0170 regarding assistance with requisitions, receivers or fixed assets or training classes for those procedures.

**Document Numbers**

**Document ID is made up of 3 parts:**
- Document type or transaction code
- Agency
- Unique document number (up to 11 characters maximum). Special characters cannot be used.

<table>
<thead>
<tr>
<th><strong>Document Types</strong></th>
<th><strong>Agency</strong></th>
<th><strong>Unique Document Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipts (CR)</td>
<td>XXX</td>
<td>Deposit slip number</td>
</tr>
<tr>
<td>Payment Vouchers (PV/PVE)</td>
<td>XXX</td>
<td>Auto document numbering or agency assigned</td>
</tr>
<tr>
<td>Journal Vouchers (JVD/JVR)</td>
<td>XXX</td>
<td>Auto document numbering or agency assigned</td>
</tr>
<tr>
<td>Receivers (RC)</td>
<td>XXX</td>
<td>Auto document numbering or agency assigned</td>
</tr>
<tr>
<td>Requisitions (RXRXQ)</td>
<td>XXX</td>
<td>Assigned</td>
</tr>
<tr>
<td>Live/Paper Checks (AD)</td>
<td>XXX</td>
<td>System assigned</td>
</tr>
<tr>
<td>Electronic Funds Transfers (EF)</td>
<td>XXX</td>
<td>System assigned</td>
</tr>
</tbody>
</table>
The ADVANTAGE Desktop

**Title Bar** - Displays name of the application

**Menu Bar** - Changes with each document or table

**Tool Bar** - Displays mouse-click icons

---

**Navigator Window:**

- **Left pane** - Functions available in ADVANTAGE
- **Right pane** - All documents and tables available on ADVANTAGE

Single-click the Go To hand to open the list of tables and documents in ADVANTAGE.
ADVANTAGE Tables

What do Tables do?

Organize related information – organizes information into manageable bites
Validate information – validates information we enter into our documents, i.e. vendors, account coding, etc.
Provide inquiry information – provides information about vendors and/or transactions
Populate additional information – infers information, i.e. vendor number in a PVE populates the vendors address, etc.
Set system options and controls – sets system controls regarding profiles, offsetting the double entry accounting controls, etc.

Multiple-Entry Windows

Displays multiple entries per window, very little information for each entry.
Single-Entry Windows
One entry per window, lots of information, organized on tabs.
What happened to my document?
Where do I find my document after I enter it into ADVANTAGE?

Document Listing (SUSF)

SUSF displays:
- 30 Documents at a time, in order by document type
- Documents for user’s assigned agency/profile only
- Documents ready to process through the nightly cycle
- Documents in need of corrections or approvals

Keep in mind!

The Document Listing (SUSF) table is a temporary holding area for all documents. Documents will stay in the SUSF table until they have successfully processed through a nightly cycle and then one additional business day.
Searching SUSF by Document Number

Open Document Listing (SUSF) from the Navigator window. Use all or part of the document ID and/or the document status to search for a document.

To search by complete document number, enter the 2 or 3-letter document type in first field, the agency number in the second field and the unique document number in the third field. Select Display: Browse Data (F4). The document you are searching for will be located at the top of the list. For this exercise, let's browse document PVE 901 00000002399.

To open the document, double click the highlighted document or click on Open.
Searching for Documents in SUSF

To search by document type, enter 2 or 3-letter document type in first field. Select **Display: Browse Data** or (F4).

To search by document type and status, enter 2 or 3-letter document type in first field and enter the document status in the status field. Select **Display: Browse Data (F4)**.
Using the New Selection Button

Using the New Selection button in the Document Listing (SUSF) table allows users to search for documents by document type, approval levels, document status, latest date, initial user or latest user. The New Selection button is a great tool!

Select the New Selection button.

For the search criteria entered above, the outcome would list all PVE’s for agency 060 that are in PEND4 status. Remember that user IDs are case sensitive so if you are searching by user, you must use lower case.
Understanding SUSF

Document statuses are:
- **PENDX** - Waiting for approval (the X represents the next required approval level)
- **REJCT** - Rejected and waiting for correction
- **HELD** - Held by the user (to remove hold, re-edit document)
- **SCHED** - Scheduled for processing in nightly cycle
- **ACCPT** - Has processed and is posted on the ledgers
- **DELET** - Deleted by the user

**Approvals** – different documents require different levels of approval. SUSF displays applied approvals and pending approvals on a document. Each position of the graphic represents a different level of approval.

- **0** - No approval required on this level
- **A** - Awaiting Approval on this level
- **Y** - Yes, Approval has been applied on this level
Required Levels of Approval

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required Approvals</th>
<th>Approvals in SUSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipt (CR)</td>
<td>Requires no approvals</td>
<td>00000</td>
</tr>
<tr>
<td>Payment Voucher (PV)</td>
<td>PEND3 &amp; PEND4</td>
<td>00AA0</td>
</tr>
<tr>
<td>Easy Payment Voucher (PVE)</td>
<td>PEND3 &amp; PEND4</td>
<td>00AA0</td>
</tr>
<tr>
<td>Decentralized Journal Voucher (JVD)</td>
<td>PEND3, PEND4 &amp; PEND5</td>
<td>00AAA</td>
</tr>
<tr>
<td>Restricted Journal Voucher (JVR)</td>
<td>PEND4 only</td>
<td>000A0</td>
</tr>
<tr>
<td>Quick Requisition (RXQ)</td>
<td>Depends on type</td>
<td>Depends on type</td>
</tr>
</tbody>
</table>

What approvals are on my document?

Example below is based on a payment voucher:

<table>
<thead>
<tr>
<th>Status</th>
<th>Approvals</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEND3</td>
<td>00AA0</td>
<td>Document is awaiting level 3 and level 4 approvals, as indicated by the &quot;a&quot;s in the 3rd and 4th positions.</td>
</tr>
<tr>
<td>PEND4</td>
<td>00YA0</td>
<td>Document has level 3 approval, as indicated by the &quot;y&quot; in the 3rd position, and is awaiting level 4 approval.</td>
</tr>
<tr>
<td>SCHED</td>
<td>00YY0</td>
<td>Document has both required approvals and is ready to go through the nightly cycle.</td>
</tr>
<tr>
<td>ACCEPT</td>
<td>00YY0</td>
<td>Document has gone through the nightly cycle.</td>
</tr>
<tr>
<td>PEND3</td>
<td>00AY0</td>
<td>Document has the level 4 approval and is awaiting level 3 approval.</td>
</tr>
</tbody>
</table>
SCHED vs. ACCPT

What is the difference between Scheduled and Accepted Documents?

A document with all required approvals applied which has not been run, is in SCHED status on Document Listing (SUSF) and will process in the nightly cycle. Changes can be made to a document in SCHED status once all approvals have been removed. It is possible for a document in SCHED status to reject in the nightly cycle if the same vendor and invoice number combination has already been recorded by the system, or if there are insufficient funds at the time the document attempts to process.

A document with all required approvals which has been run, is in ACCPT status on SUSF and will also go through the nightly cycle, but has in effect already processed; the funds have been added to or taken from the budget. Changes cannot be made to a document in ACCPT status. A document in ACCPT status will not reject during the nightly cycle.

It is not necessary to run documents. Both SCHED and ACCPT documents, process in the nightly cycle. Users sometimes opt to accept documents toward the end of the fiscal year to keep an eye on their budget in real time. Remember, once you run a document, no changes can be made.

Last Date/Last User

<table>
<thead>
<tr>
<th>Doc Type</th>
<th>Doc Agency</th>
<th>Doc Number</th>
<th>Status</th>
<th>Approvals</th>
<th>Last Date</th>
<th>Last User</th>
<th>Process Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>334</td>
<td>C15280B</td>
<td>ACCPT</td>
<td>00000Y</td>
<td>06 02 09</td>
<td>pgandhi</td>
<td></td>
</tr>
<tr>
<td>AP</td>
<td>650</td>
<td>C15280A</td>
<td>ACCPT</td>
<td>00000Y</td>
<td>06 02 09</td>
<td>pgandhi</td>
<td></td>
</tr>
<tr>
<td>AP</td>
<td>690</td>
<td>HR00007</td>
<td>ACCPT</td>
<td>00000Y</td>
<td>06 01 09</td>
<td>hriley</td>
<td></td>
</tr>
</tbody>
</table>

**Last User** - Displays the user ID of the last person to make a change to this document.

**Last Date** - Displays the date the document was last changed.

**Document Listing (SUSF)** is a snapshot in time. Users must “Refresh” before they can view any changes made to the document list.
Always record your document number on your backup documentation.

<table>
<thead>
<tr>
<th>Title Bar</th>
<th>Header</th>
<th>Line Details</th>
<th>Status Bar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date &amp; Record</td>
<td>Accounting Period</td>
<td>Vendor Code</td>
<td>Status: NEW</td>
</tr>
</tbody>
</table>
The Status Bar

Click on the message button to display messages.

The active line is also designated on your document by having a dark box outline around that particular line.

Document Error Codes

Double click error message to view expanded explanation.
Document Error Codes

H  The error is in the header.
D  The error is in a line details. The numbers next to the D indicate the line associated with the error. For Example: The code for the error displayed below, To Infer Fund Enter Agcy & Org begins with D01, which means the error is on line #1.
E  This error causes a document to reject.
I  Informational, may or may not cause rejection.
W  Warning, warns this is not the usual procedure.
O  Override. Requires a State Controller's Office accountant to override.

Edit: Go To Line

How do I find the line with the error on it when I have lots of lines and the error messages is referring to line 56?

Entering a specific detail line number in the Go to Line Number box will take you directly to that line in your document saving you lots of time!
Signing in to ADVANTAGE:

Double-click on the ADVANTAGE icon. It is the red desk icon on your desktop.

Enter fscotr in the Application ID and Verify Appl ID fields of the window. This is the application ID for the training environment only.

- Enter the user ID from the label of the ADVANTAGE log in card in the user ID field of the Front-end Security window.
- Enter the password from the label in the password field.

User IDs and passwords are case sensitive—the CAPS-lock key must be turned off.
Using Window on the Menu Bar:

Use **Window** on the menu bar to manage open windows.

![Window options](image)

**Tile/Cascade** - Select arrangement for open windows.

The lower section of the drop-down - Displays a list of all windows currently open.

**Close Open Windows** or (Ctrl + N) - Closes all the windows with one click. Especially important when closing the ADVANTAGE application to avoid “document in use” errors.

From the **Window** drop-down open and minimize the following tables:

- Vendor Name Inquiry (VNAM)
- Vendor (1 of 2) (VEN2)
- Document History Inquiry (DHIS)
- Document Listing (SUSF)

Make sure that you close all open windows and/or documents prior to logging out of the ADVANTAGE program.

To **Open a Table**:

Use the **Long Name** or **Code** to search for a table.

<table>
<thead>
<tr>
<th>Code</th>
<th>Long Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the green arrow on the upper left hand corner of the desktop to return to the Navigator window.

Browsing for Data:

In the Navigation window, enter VNAM in the code field and hit enter or select the open button. The **Vendor Name Inquiry (VNAM)** table will open. **Vendor Name Inquiry (VNAM)** is an alphabetic list of vendors and displays 15 entries per page.

- Enter **AT&T** in the **vendor name** field (key field). (You must use **ALL CAPS** when browsing vendor tables).
• Select Display: Browse Data or (F4) to populate the table.

- Select Display: More Data or (F5) to go to the next page of the table.
- Select Display: Related Data or (F2) to go to another table with different information about the same item, also called leafing.

To find another vendor - Corporate Express:
• Select Window: Clear Window or (Ctrl + W) Clears the information in the window. For a cleaner or more accurate search, use clean window for each new search on a table.
• Enter CORP in the vendor name field (do not complete the name).
• Select Display: Browse Data or (F4) to find the item.
• To go to the next page select Display: More Data or (F5). Do this several times.

Searching for an individual in the Vendor Tables:
You must enter their last name, comma, space, first name.
• Select **Window**: Clear Window.
• Enter **T81009160** in the vendor number field of the **Vendor (1 of 2) (VEN2)** table.
• Select **Display**: Browse Data or (F4).
• Select **Window**: Clear Window.

**Note**: If ADVANTAGE cannot locate an entry to match the information entered in the key fields, it will cycle through to the next valid value either alphabetically or numerically.

**Searching Document History Inquiry (DHIS) or Document Cross Reference (DXRF) tables:**

• Open the **Document History Inquiry (DHIS)** table from the Navigator.
• Enter **PV 083 AV000010617** in the document ID field.
• Select **Display**: Browse Data or (F4).

Locate the account coding for the document by moving the scroll bar located at the bottom to the right.

**Document History Inquiry (DHIS)** displays the first 6 lines of account coding for the document. If there are more lines, you need to use **Display: More Data** or (F5) to display additional lines.

**Document History Inquiry (DHIS)** is related to other tables:
Select **Display: Related Data** or (F2) to open to the same entry on the **Document Cross Reference Inquiry (DXRF)** table.
Document Cross Reference Inquiry (DXRF) displays all the documents related to the original document number you browsed in the Document History Inquiry (DHIS) table. All associated documents are listed in alphabetical order by transaction. The Document Cross Reference Inquiry screen displayed below is from DAWN, the Data Warehouse of Nevada.

Document Cross Reference in ADVANTAGE:

![DXRF ADVANTAGE Screen]

Document Cross Reference in DAWN:

![DXRF DAWN Screen]
Cash Receipts
CASH RECEIPTS OVERVIEW
❖ Deposit Policies
❖ Cash Receipt Screen Views
❖ Completion of a Cash Receipt Document
❖ Related Tables and Reports

What do Cash Receipts do?
Cash receipts record the deposit of money in the form of:
❖ Cash
❖ Checks
❖ Credit Card
❖ Wire Transfers
❖ Draws

Recorded in coordination with Treasurer’s Office

Types of Deposits
Revenue — Money coming in to the agency.
Reductions to Expenditures — Usually a refund of an overpayment.
Unearned Revenue (Liabilities) — Money that needs to be held aside until you can record transactions in the new fiscal year.

Deposit Policies - State of Nevada/Bank

NRS 353.250 (2) Except as otherwise provided in subsections 3 and 4, every state officer, department or commission which receives or which may receive any money of the State of Nevada or for its use and benefit shall deposit on or before Thursday of each week, in a financial institution designated by the State Treasurer to the credit of the State Treasurer’s account, all money received by that officer, department or commission during the previous week.

➢ (3) Except as otherwise provided in subsection 4, if on any day the money accumulated for deposit is $10,000 or more, a deposit must be made not later than the next working day.
➢ (4) If the Department of Wildlife accumulates for deposit $10,000 or more on any day, the money must be deposited within 10 working days.

Deposit Policies – State Controller’s Office/ADVANTAGE
Cash receipts must be recorded in ADVANTAGE the same day of the deposit, but not more than 2 business days later.
❖ State Controller’s Office Accounting Policies & Procedures
Most Important!

❖ CR document number is the pre-printed number on the deposit slip preceded by four zeros.
❖ CR date of record is the date of deposit at the bank
❖ CR total must agree with the bank deposit total

These items must match the bank records in order for the deposit to be reconciled. Un-reconciled deposits can be transferred by the Treasurer’s Office to their un-reconciled deposit budget account.

To Create a Cash Receipt (CR)

Enter CR in the Code field of the Navigator window. Press Enter.

Cash Receipt is defaulted in the Document Type field.

Enter the agency number in the first field next to Document ID.
Enter the necessary number of leading zeros needed along with the pre-printed deposit number from the deposit slip in the next field to satisfy the 11-character requirement.
Select OK.
The Completed CR Header

Header:

**Date of Record** – Enter the date of deposit.

**Accounting Period** – If the deposit is for a closed accounting period or fiscal year, enter the current accounting period.

**Budget Fiscal Year** – Enter the fiscal year to which the deposit applies.

**New** – Always leave **New** marked.

**Bank Account** – Enter 01.

**Cash Account** – Leave blank.

**Comments** – Optional. This field appears in DAWN. (12 characters maximum)

**Document Total** – Enter the amount of the deposit, as shown on the deposit slip.

**Detail Lines** – Select either the **Accounting View** or **All Attributes View** to record the account coding.

**Accounting View:**
Used to record most deposits.

<table>
<thead>
<tr>
<th>Line</th>
<th>Fund</th>
<th>Agency</th>
<th>Org</th>
<th>Activity</th>
<th>Revenue Source</th>
<th>Sub</th>
<th>Appropriation Unit</th>
<th>BS Account</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>101</td>
<td>999</td>
<td>0000</td>
<td>4251</td>
<td>123400</td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Def</td>
<td>Inc</td>
<td>Dec</td>
<td>Description</td>
<td>GIFT: WILD HORSE FOUNDATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>101</td>
<td>999</td>
<td>0000</td>
<td>4251</td>
<td>123400</td>
<td></td>
<td></td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td></td>
<td>Def</td>
<td>Inc</td>
<td>Dec</td>
<td>Description</td>
<td>GAME: THIEF FOUNDATION</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Line** – Enter the two-digit line number. Each document may contain up to 99 lines.

**Accounting Elements** – Enter the fund, agency, org, activity, revenue source/sub, appropriation unit, and BS account specific to your agency.

**Amount** – Enter the amount to be recorded in the account coding on this line.

**Def/Inc/Dec** – Leave Def marked.

**Description** – Enter a description, if desired. This field appears in DAWN. (30-characters maximum)
All Attributes View:
Allows users to record refunds or use the accounting elements sub organization, job number and all other accounting elements.

<table>
<thead>
<tr>
<th>Reference Invoice View</th>
<th>Accounting View</th>
<th>All Attributes View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Line</td>
<td>Ref Document</td>
<td>Line</td>
</tr>
<tr>
<td>Vend/Prov/Cust</td>
<td>Cust Name</td>
<td></td>
</tr>
<tr>
<td>Billing Code</td>
<td>Object/Sub</td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Job Number</td>
<td>ADMFEE</td>
</tr>
<tr>
<td>Agency</td>
<td>Rept Category</td>
<td></td>
</tr>
<tr>
<td>Organization/Sub</td>
<td>BS Account</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Amount</td>
<td>50.00</td>
</tr>
<tr>
<td>Revenue Source/Sub</td>
<td>Inc/Dec</td>
<td></td>
</tr>
<tr>
<td>Appropriation Unit</td>
<td>Partial/Final</td>
<td>Default</td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
<td>GIFT WILD HORSE FOUNDATION</td>
</tr>
</tbody>
</table>

**Line** – Enter the two-digit line number. Each document may contain up to 99 lines.

**Ref Document/Line** – These fields are not used.

**Vend/Prov/Cust** – If this is a Reduction to Expenditure which can be tied to a specific vendor, enter the vendor number.

**Billing Code** – Leave blank.

**Accounting Elements** – Enter the fund, agency, org/sub org, activity, revenue source/sub revenue, appropriation unit, function, object/sub object, job number, and BS account specific to your agency.

**Amount** – Enter the amount to be posted to the account coding on this line.

**Description** – Enter a description, if desired. This field appears in DAWN. (30 characters maximum)

**Editing the Cash Receipt:**


**Remember!** Cash receipts do not require any approvals.
Searching for a Cash Receipt

**SUSF** – Displays all documents entered in ADVANTAGE that have not gone through the nightly cycle and documents that were accepted the previous day.

![Document Listing Image]

**Deposit Reconciliation Table (DREC)** – Displays all cash receipts entered in ADVANTAGE and indicates if they have been matched to the bank transaction (reconciled).

![Deposit Reconciliation Table Image]

**Key to Status Codes:**
- ❖ C - Cleared (electronically reconciled)
- ❖ O – Outstanding
- ❖ P - Purged (manually reconciled)
Nevada Electronic Treasury

Check the status of a deposit or claim an un-reconciled deposit.

Go to: http://net.nevadatreasurer.gov/

Select Search Un-Reconciled Deposits.
Un-reconciled deposits will be displayed on the screen.

Why is this important?
Cash receipts un-reconciled to the bank records after 5 business days will be posted to the Nevada Electronic Treasury intranet site. Funds not claimed after 10 business days from the transaction date, will be transferred to budget account 6080.
**Document History Inquiry**

**Document History Table (DHIS)** – Displays account coding for each document. Debits and credits are reversed for cash receipts on this table in ADVANTAGE only.

DAWN

![Document History Inquiry Table](image)

ADVANTAGE
Class Example #1 – Deposit to a Revenue

In this example, we will use a single line of account coding.

**Scenario:** We deposited $125.35 in the bank today.

Enter CR in the Code field of the Navigator.

In the document entry window, enter 999 in the agency field.

The deposit slip number is 65287XX. XX is your two-digit sign on number.

Select OK.

WRITE DOWN YOUR DOCUMENT NUMBER__________________________

**Header Information:**
Date of Record — Today’s date
BFY — Current BFY
Bank Account — 01
Comments — First initial, last name.
Document Total — 125.35. This is the total for the entire deposit.

Select the Accounting View tab.

**Line Detail Information:**
Line — 01
Fund — 101
Agency — 999
Org — 0000
Rev Source — 4254
Appr Unit — 123400
Amount — 125.35
Description — UNR VEHICLE RENTAL

**To Edit the Cash Receipt:**
Select Process: Edit or (F7).
Check the status of the document.
Correct any errors.
Re-edit.
Copying a Document


Enter the correct document number in the Target Document Area. Select OK.

Make any necessary changes and edit the new document.
Class Example #2 – Deposit to a Revenue

In this example, we will use multiple lines of account coding.

Scenario: We made a deposit yesterday for $1,000.00.

Our deposit slip number is 000065729XX. XX is your two-digit sign on number.
Select OK.

WRITE DOWN YOUR DOCUMENT NUMBER_____________________

Header Information:
Date of Record — Yesterday’s date
BFY — Current BFY
Bank Account — 01
Comments — First initial, last name
Document Total — $1000.00

Select the Accounting View tab.

Line Detail Information:

Line 1
Line — 01
Fund — 101
Agency — 999
Org — 0000
Rev Source — 4021
Appr Unit — 123400
Amount — 438.25
Description — MISC SALES

To copy a line:
Edit: Copy Line or Ctrl + Y

Line 2
Rev Source — 4027
Amount — 500.00
Description — PUBLICATION SALES

Line 3
To add a blank line:
Edit: Insert Line After (Ctrl+F), or press the enter key on the alpha part of the keyboard.
Line — 03
Fund — 101
Agency — 999
Org — 0000
Rev Source — 3601
Appr Unit — 123400
Amount — 61.75
Description — BOOK SALES

To edit the Cash Receipt: Process: Edit (F7)
Check the status of the document.
Correct any errors and re-edit.
Class Example #3 – Reduction to an Expenditure

Scenario: You paid a vendor for a seminar, but were unable to attend. The vendor returned the full registration amount to your agency and you need to deposit that refund. You took this $195.00 refund to the bank today. Your deposit number is 000078764XX.

Use Document History in DAWN (displayed here) for the account coding of this deposit.

If the old CR is still open:
- Go to Display: New Document to open a new CR.
- Your agency number will be defaulted for you.
- Enter 000065729XX in the second field.

If you closed your old CR:
- Go to the Navigator, enter CR in the code field. Select Enter.
- Enter 999 in the agency field.
- Enter 000065729XX in the second field.

In the Document Entry window, enter 800 in the agency field.
The deposit slip number is 000078764XX. **XX is your two-digit sign on number.**
Select OK.

WRITE DOWN YOUR DOCUMENT NUMBER_________________________
Header Information:

Date of Deposit — Today’s date
BFY — Current BFY
Bank Account — 01
Comments — First initial last name
Doc Total — 195.00

Select the All Attributes View tab.

Line Detail Information:

Line — 01
Vend/Cust/Prov — T80211700
Fund — 201
Agency — 800
Org — A077
Aprr Unit — 466004
Object — 7302
Amount — 195.00
Description — RFND PV 800 00000064559

Select Process: Edit or (F7)
Check the document status.
Correct any errors. Re-edit.
Close the Cash Receipt.
Payment Vouchers
PAYMENT VOUCHERS OVERVIEW

❖ What do payment vouchers do?
❖ Vendors for the State of Nevada
❖ What is the payment for?
❖ Completion of a payment voucher
❖ Related tables and reports

What do payment vouchers do?
❖ Record expenditures and generate payments
❖ Generate payments
❖ Paper checks (AD-Automatic Disbursement) will be printed and mailed the next business day
❖ An electronic fund transfer (EF-Electronic Funds) will be credit to the vendor’s bank account in three business days.

Controller’s Office Policy on Payment Vouchers

The State accounting system records and reports all funds disbursed by State agencies. This is accomplished through the timely recording of disbursements within an accounting structure that adheres to the State’s legal and budgetary requirements.

Vendor invoices must be paid by their due date. If a vendor offers a discount for early payment, it is recommended the agency pay the invoice by the discount date to take ADVANTAGE of the better terms.

Vendors
❖ Must be established with the State in order to be paid.
❖ Based on a legal name and federal identification number or social security number.
❖ How to become a Vendor?
❖ Be an employee of the State of Nevada
❖ Complete and submit a Vendor Registration Form to Vendor Database Services.

How do you become a vendor?

Vendor Registration Forms
State of Nevada-Vendor Registration Form
Forms are available at: http://www.controller.nv.gov/
What do our Vendor numbers look like?

- Vendor numbers beginning with **T** and **PUR** are outside vendors.
- Vendor numbers beginning with **D** are other State agencies.
- **State employees** are paid using their five-digit internal ID number.
- **MISC XXX** vendors (XXX is your agency number) are used for ONE-TIME refunds.

How are Vendors Paid?

- **Paper Check** – Automatic Disbursement (AD)
- **Electronic Fund Transfer** (EF)

Vendors are required to be paid electronically by EFT. They must provide a legible photocopy of a voided check to Vendor Database Services.

**NRS 227.185**: requires all vendors including employees receiving reimbursements from the State of Nevada to be paid via electronic funds transfer (EF), unless that form of payment creates an undue hardship for the payee or if the payee does not have a bank account, then payment may be made by paper check.
Vendor Tables in ADVANTAGE

❖ VNAM - Vendors by name
❖ VEND - Vendors by number
❖ VEN2 - Vendors by number
❖ VZIP - Vendors by name then by ZIP code
❖ VANA - Vendors by their alternate name
❖ VTXT - Extra information about vendors

How do I locate a Vendor?

Some guidelines for Vendor Searches:

Use ALL CAPS when browsing vendor tables.
Use Window: Clear Window for more accurate searches.
The, A and An are not used at the beginning of the vendor name.
When performing name searches in VNAM, VZIP, or VANA, use only a portion of the vendor name.

❖ Individuals – Last name, First name
❖ Businesses – Legal name (may not be the same name on the invoice)
❖ Nevada System of Higher Education – Use the listed located on the Controller’s Office Financial Services page (intranet) under Vendor Database Services (do not request any additional addresses for the University system)

What is an address indicator?

For Example:

Kmart Corporate Office T81007289
   Reno Store Location T81007289 A
   Elko Store Location T81007289 B
   Las Vegas Location T81007289 C

Each of these locations have the same tax ID #!
Vendor (1 of 2) (VEN2)
Displays vendors by vendor number.

To use this table:
Enter the vendor number and select Display: Browse Data or (F4).

General Information View:

❖ Text Flag is checked if there is an entry on VTXT for this vendor.
❖ Vendor’s legal name and remittance address are on the left side of the window.
❖ The Alternate Name field displays DBA names, multiple owners, acronyms or name changes.
❖ If this vendor number is no longer being used, an alternate number will be indicated in the Comment field.
Payment Information View:

Displays vendor payment status and method of payment.

Vendor Text (VTXT)
Displays vendors by vendor number.

To use this table:
Enter the vendor number and Display: Browse Data or (F4).

Verify the vendor number in the Vendor field. Is this the record you are searching for? This table does not have records on file for every vendor record.
To Create an Easy Payment Voucher (PVE)

Enter PVE in the code field of the Navigator window. Press Enter or select OK.

Assign a Document ID:
- Easy Payment Voucher is defaulted in the document type field.
- Enter the 3 digit agency number in the first field next to Document ID.
- Select Automatic Document Numbering or enter the document number assigned by the agency.
- Select OK.
The Completed PVE

Header:

**Date of Record** – Enter today’s date.

**Budget Fiscal Year** – Enter the fiscal year from which the payment is made.

**Accounting Period** – Used if the payment is for a previous accounting period.

**Text Flag** – Populated by the system when an **Additional Description** is added.

**Document Total** – Enter the total amount of the payment to the vendor.

**Vendor Code** – Use the **Find Code** or enter the code manually.

**Vendor Name** – Information inferred by the system.

**Vendor Address** – Information inferred by the system.

**Payment Options** – Information inferred by the system.

Payment Options

The payment option section is populated when you edit your payment voucher. This information is inferred by the system from information gathered from the vendor when the vendor record was created as well as accounting coding information.

The example below is set at the default settings:
**Single Check** – This field is populated with values inferred from the vendor information when a document is edited. Yes will be indicated if a single payment is required for this voucher. No will combine this voucher with others processed to the same vendor from the same agency on the same day.

**EFT Indicator** - This field is populated with values inferred from the vendor information when the document is edited. Yes will be indicated if the vendor is receiving their payment electronically via EFT.

**Check Category** - Leave blank. The field is populated with values inferred from the account coding information when the document is edited.

**Application Type** - Leave blank. The field is populated with values inferred from the account coding information when the document is edited.

**Scheduled Pay Date** - Optional. A future date can be entered. If a date is not entered, the payment will process after the document has processed in the nightly cycle.

**Detail Lines**

<table>
<thead>
<tr>
<th>Line</th>
<th>Fund</th>
<th>Agency</th>
<th>Org / Sub</th>
<th>Appr Unit</th>
<th>Activity</th>
<th>Function</th>
<th>Object / Sub</th>
<th>Rev</th>
<th>Job Number</th>
<th>Rept Cat</th>
<th>Invoice</th>
<th>Desc</th>
<th>Amt</th>
<th>Inc</th>
<th>Dec</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>101</td>
<td>999</td>
<td>0000</td>
<td>123404</td>
<td>6141</td>
<td></td>
<td></td>
<td></td>
<td>1055396</td>
<td></td>
<td>8840679</td>
<td>GFOA CONFERENCE OMAHA</td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Line** – Inferred. Each document may contain up to 99 lines.

**Accounting Elements** – Enter the fund, agency, org/sub, appr unit, activity, function, object/sub, rev or job number specific to your agency. **Note:** Rept Cat is not currently being used.

**Invoice** – Enter a vendor invoice number. ADVANTAGE will not allow an invoice number to be repeated with the same vendor. This field appears in the Data Warehouse.

**Description** – Enter an account number or other description, which will be printed on the check stub. This field appears in DAWN. (27-characters maximum)

**Amount** – Enter the amount to be recorded to the account coding on this line.

**Description Field on Payment Vouchers**

In accordance with the **Social Security Number Protection Act of 2010**, the Controller’s Office made the following changes in ADVANTAGE in September, 2011.

Any number in the **description field** or the **Note Pad Text** area (**Additional Description**) that resembles a social security or federal tax ID number either in format or number of digits will trigger a hard error. When the error is triggered you will be prompted to change the configuration of the number. If the change is not made you will not be able to proceed with processing the document. This type of error must be corrected.

**To correct the error, perform one of the following:**

Alter the format. (i.e. from: 999999999 to 9 999999999) or

Change the number of digits. (i.e. add a zero at the beginning of the number).
Error message examples:

![Error Message Example]

Adding the Additional Description Field

Suggested Text:

![Note Pad Text]

Note Pad Text can accommodate up to 99 lines of information however only the first 2 lines populate on the check stub. Use the first two lines to help inform your vendor who to contact if he/she has questions about the payment.
However, if you delete the document however, make sure you first delete the additional description. If you re-use the document number, then the original note pad text could attach to a new document.

### Example of Multiple Additional Descriptions

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>VOUCHER NUMBER</th>
<th>VOUCHER DATE</th>
<th>INVOICE NUMBER</th>
<th>INVOICE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1214 567416 50152747</td>
<td>406316200010727</td>
<td>01/08/15</td>
<td>889802</td>
<td>11.81</td>
</tr>
<tr>
<td>1214 567416 31121352</td>
<td>406316200010727</td>
<td>01/08/15</td>
<td>899812</td>
<td>85.00</td>
</tr>
</tbody>
</table>

For any questions regarding this payment contact Patricia Kaplanis at (775) 688-2149 or pkaplans@health.nv.gov

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>VOUCHER NUMBER</th>
<th>VOUCHER DATE</th>
<th>INVOICE NUMBER</th>
<th>INVOICE AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1214 567416 18094810</td>
<td>406316200010728</td>
<td>01/08/15</td>
<td>860139</td>
<td>65.92</td>
</tr>
<tr>
<td>1214 567416 18094810</td>
<td>406316200010728</td>
<td>01/08/15</td>
<td>863265</td>
<td>11.04</td>
</tr>
<tr>
<td>1214 567416 2900</td>
<td>406316200010728</td>
<td>01/08/15</td>
<td>870192</td>
<td>84.00</td>
</tr>
<tr>
<td>1214 567416 17123611</td>
<td>406316200010728</td>
<td>01/08/15</td>
<td>870273</td>
<td>2,626.00</td>
</tr>
<tr>
<td>1214 567416 22080117</td>
<td>406316200010728</td>
<td>01/08/15</td>
<td>888819</td>
<td>80.08</td>
</tr>
</tbody>
</table>

For any questions regarding this payment contact Patricia Kaplanis at (775) 688-2149 or pkaplans@health.nv.gov

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**Example of Multiple Additional Descriptions**

*PUR0001154H OFFICEMAX NORTH AMERICA DIRECT DEPOSIT ADVICE TOTAL: $2,963.85*

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**Before applying approval:**

**Before applying approval to a payment voucher, the user must first verify:**

- The payment is for a valid claim. Is it a valid debit of the State?
- The payment has not been previously presented, or paid.
- The vendor information is correct. Does the payment voucher reflect the correct vendor name and remittance address?
- The payment voucher is complete and mathematically correct.
- If it is a contract payment, is the payment in compliance with the contract?
Editing the PVE:

❖ After entering all lines of account coding, select **Process: Edit**, or (F7).
❖ Check the status of the PVE.
❖ Correct any errors and re-edit.
❖ The document status is **PEND3**.

Approvals

Payment vouchers require two levels of approval to process.

**PEND3** Initial Approval  
**PEND4** Final Approval

*Approve the Payment Voucher:*

Select **Process: Approve** or (F12).
Creating Additional Documents

Remember, to enter additional PVs or PVEs, while you still have a payment voucher document open, select Display: New Document. A new Batch/Document Entry screen will open.

Error Message: Vendor on Hold

ON HOLD vendors include those who have been through the clean-up/consolidation process and those in debt collection.

To research, right-click in the Vendor Code field of the PVE. Select Show Code Details.

The VEN2 table will open populated with information for that particular vendor number.

If an alternate number is available, it will be listed in the Comment field at the bottom of the table.

When the vendor is in debt collection, the comment field will display Debt Collection.
Accounting Periods

What does the error message Account Period Closed mean?

The fiscal year is comprised of fiscal months, which begin in July, with fiscal month 01. The accounting period is comprised of the two-digit fiscal month and the two-digit fiscal year. After June 30, documents for the prior fiscal year use 13/XX (XX is the prior fiscal year) in the accounting period field. Each accounting period closes approximately 14-21 days after the end of each calendar month.

Many users see the Account Period Closed error message on documents that remain in SUSF for an extended period of time when the Date of Record of a document occurs after that fiscal month is closed.

To correct the error:

First, remove any approvals from the document.

Change the Date of Record to the current date OR enter the current open fiscal month and fiscal year into the Accounting Period field.

Process: Edit and apply approvals to the document.
The schedule above is located on the State Controller’s Office intranet site under Agency Services and the schedule is updated at the end of each calendar year.
Check Distribution at the State Treasurer’s Office can provide special handling for checks. The **Check Special Handling Request Form** is available on Nevada Electronic Treasury.

This form must be faxed to Check Distribution as soon as the payment voucher is approved.

http://net.nevadatreasurer.gov/
Check (AD-Automatic Disbursement)

A – Check Stub
   Agency issuing payment
   Description
   Invoice number
   Details for extra lines go to an overflow page

B – Check

C – Envelope
D – Check stub with additional description

E – Overflow page
The date these funds will be credited to your account is the above date plus 2 business days.

NOT NEGOTIABLE
Direct Deposit Advice via E-Mail (EFT payment)

❖ E-mail advices can only be sent to one address.
❖ E-mail address must be 60 characters or less.
❖ The EFT advice can be resent to the vendor if requested from Vendor Database Services within 5 days.

Seven hundred and 00/100 Dollars

The date these funds will be credited to your account is the above date plus 2 business days. NOT NEGOTIABLE
Searching for a PVE

PVEs are listed as PVE on SUSF and ALOG only.

PVEs are listed as PV on all other tables.
Using the Approval Log (ALOG) Table

Enter the document number as displayed below and then Display: Browse Data (F4) to view first record. As you select Display” More Data (F5) you may view any additional approvals and/or unapprovals as long as the same document number is still displayed.

**Pend 3 approval displayed:**

<table>
<thead>
<tr>
<th>Approval Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch ID</td>
</tr>
<tr>
<td>Run Date</td>
</tr>
<tr>
<td>User ID</td>
</tr>
<tr>
<td>Logical Terminal ID</td>
</tr>
<tr>
<td>Users Approvals</td>
</tr>
<tr>
<td>Processing Date</td>
</tr>
</tbody>
</table>

**Pend 4 approval displayed:**

<table>
<thead>
<tr>
<th>Approval Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch ID</td>
</tr>
<tr>
<td>Run Date</td>
</tr>
<tr>
<td>User ID</td>
</tr>
<tr>
<td>Logical Terminal ID</td>
</tr>
<tr>
<td>Users Approvals</td>
</tr>
<tr>
<td>Processing Date</td>
</tr>
</tbody>
</table>
Where is my payment?

Search for PVs the day after it has processed through the nightly cycle.

Document Cross Reference (DXRF) – Displays all transactions associated with your document. Payments are listed as ADs (Automatic Disbursements) or EFs (Electronic Funds.)

EFs are not displayed until 3 business days after a PV processes in the nightly cycle.

Document Cross Reference in ADVANTAGE:

![Document Cross Reference Inquiry]

Document Cross Reference in DAWN:

![Document Cross Reference Inquiry]
Warrant Reconciliation (1 of 2) (WREC)

Warrant Status:

O – Outstanding
S – Stale
C – Cashed (automatically)
I – Reissued
P – Paid
A – Reverted
V – Void

Sample Check Register (ACHK) in Vista Plus:

REPORT ID: ACHK

TRANSACTION CODE: AD
BANK: 01 WELLS FARGO
BANK ACCOUNT: 4000101010

0400-SECRETARY OF STATE

<table>
<thead>
<tr>
<th>CHECK NUMBER</th>
<th>VENDOR NAME</th>
<th>VENDOR CODE</th>
<th>VOUCHER NUMBER</th>
<th>VOUCHER DATE</th>
<th>VENDOR INVOICE</th>
<th>PAYMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>00003196850</td>
<td>MABERG CLOUD COMMUNICATIONS</td>
<td>MISC 040</td>
<td>04000000116520</td>
<td>07 22 16</td>
<td></td>
<td>75.00</td>
</tr>
<tr>
<td>00003196851</td>
<td>MOORE, TRAVIS</td>
<td>MISC 040</td>
<td>04000000116527</td>
<td>07 22 16</td>
<td></td>
<td>100.00</td>
</tr>
<tr>
<td>00003196852</td>
<td>NATIONAL DIAPER BANK NETWORK</td>
<td>MISC 040</td>
<td>04000000116539</td>
<td>07 27 16</td>
<td></td>
<td>50.00</td>
</tr>
<tr>
<td>00003196853</td>
<td>PEPPER JAY PRODUCTION LLC</td>
<td>MISC 040</td>
<td>04000000116513</td>
<td>07 11 16</td>
<td></td>
<td>750.00</td>
</tr>
<tr>
<td>00003196854</td>
<td>REYNOLDS INTERNATIONAL LLC</td>
<td>MISC 040</td>
<td>04000000116521</td>
<td>07 13 16</td>
<td></td>
<td>150.00</td>
</tr>
<tr>
<td>00003196855</td>
<td>RODRIGUEZ, ALLYSON M</td>
<td>MISC 040</td>
<td>04000000116536</td>
<td>07 27 16</td>
<td></td>
<td>175.00</td>
</tr>
<tr>
<td>00003196856</td>
<td>SCHULTZ, FRANK H</td>
<td>MISC 040</td>
<td>04000000116526</td>
<td>07 22 16</td>
<td></td>
<td>75.00</td>
</tr>
</tbody>
</table>
Sample EFT Register (ECHK) in Vista Plus:

<table>
<thead>
<tr>
<th>ADV</th>
<th>VENDOR NAME</th>
<th>VENDOR CODE</th>
<th>VOUCHER NUMBER</th>
<th>VOUCHER DATE</th>
<th>PAYMENT AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>00009863785</td>
<td>AUTOMATED TEMPERATURE CONTROLS</td>
<td>EUR0003825</td>
<td>08200001512278</td>
<td>07/22/16</td>
<td>0.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3rd QTR FY16</td>
<td>0.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th QTR FY15</td>
<td>0.24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL FOR CHECK:</td>
<td>0.75</td>
</tr>
<tr>
<td>00009863786</td>
<td>NELSON ELECTRIC COMPANY INC</td>
<td>EUR0004455</td>
<td>08200001512496</td>
<td>07/22/16</td>
<td>5.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2nd QTR 2015</td>
<td>5.76</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3rd QTR FY15</td>
<td>4.82</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th QTR FY15</td>
<td>4.80</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL FOR CHECK:</td>
<td>21.14</td>
</tr>
<tr>
<td>00009863787</td>
<td>OTIS ELEVATOR COMPANY</td>
<td>EUR00056668</td>
<td>08200015120586</td>
<td>07/21/16</td>
<td>2,105.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAL06012</td>
<td>2,105.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAL06012A</td>
<td>510.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAL06012B</td>
<td>1,593.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAL06012C</td>
<td>319.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAL06012D</td>
<td>340.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SAL032872005</td>
<td>3,001.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL FOR CHECK:</td>
<td>7,538.25</td>
</tr>
<tr>
<td>00009863788</td>
<td>CUSTOM HOMES BY CHATEAU LLC</td>
<td>T27032615</td>
<td>A 08200001512296</td>
<td>07/22/16</td>
<td>0.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3rd QTR FY15</td>
<td>0.01</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th QTR FY15</td>
<td>0.02</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL FOR CHECK:</td>
<td>0.02</td>
</tr>
<tr>
<td>00009863789</td>
<td>CONTRACT FLOORING &amp; INTERIOR</td>
<td>T27032773</td>
<td>08200001512920</td>
<td>07/26/16</td>
<td>0.19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4th QTR FY15</td>
<td>0.16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TOTAL FOR CHECK:</td>
<td>0.35</td>
</tr>
</tbody>
</table>

Nevada Electronic Treasury

Search for checks which may have been returned to the Treasurer’s Office on the Nevada Electronic Treasury (NET.)

Go to the Treasurer’s intranet site at:  [http://net.nevadatreasurer.gov/](http://net.nevadatreasurer.gov/)

Enter a check number in the AP Check Search. Select the Go button.
Any checks being held at the Treasurer's Office will be displayed.
Practice Payment Voucher

This exercise will use multiple lines of account coding and use the Additional Description feature.

Scenario: We are paying SBC NEVADA BELL $100 for our monthly bill.

We have an invoice with the remittance address: PO Box 989045
West Sacramento, CA 95798-9045

Enter PVE in the Code field of the Navigator.

In the Document Entry Screen, enter 999 in the agency field. Select Automatic Document Numbering.

WRITE DOWN YOUR DOCUMENT NUMBER______________________

Header Information:

Date of Record – Today’s Date
BFY – Current fiscal year
Document Total – Enter 100.00 (with or without the decimal point)
Vendor Code – Use the find code feature to find Nevada Bell.

Be sure your cursor is in the vendor code field.
Use your mouse to select the yellow question mark or right click, select Find Code.
The Find Code window opens. Use the buttons at the lower right to select the table you wish to view.
You will need to use the Browse, More Data, and Select buttons rather than the F4 or F5 short cut keys.

Line Detail Information:

<table>
<thead>
<tr>
<th>Line 1</th>
<th>Line 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund – 101</td>
<td>To copy a line:</td>
</tr>
<tr>
<td>Agency – 999</td>
<td>Edit: Copy Line or Ctrl+Y</td>
</tr>
<tr>
<td>Org – 0000</td>
<td></td>
</tr>
<tr>
<td>Appr – 123404</td>
<td></td>
</tr>
<tr>
<td>Object – 7290</td>
<td>Object - 7291</td>
</tr>
<tr>
<td>Description – Acct 0123456-987</td>
<td></td>
</tr>
<tr>
<td>Amount – 20.00</td>
<td>Amount – 40.00</td>
</tr>
</tbody>
</table>
**Line 3**

**To insert a blank line:**

Edit: Insert Line After, Ctr+F, or press the enter key on the alpha side of the keyboard.

```
Fund – 101
Agency – 999
Org – 0000
Appr – 123404
Object – 7292
Description – Acct 0123456-987
Amount – 40.00
```

**Additional Description**

Only the first two lines of the additional description are printed on the check stub.

**Suggested text for Additional Description:**

“Any questions about this payment, please contact (your name, phone number and e-mail address.)” and/or, enter a reference to a specific person’s attention, account number and/or dates of service.

To open the additional description field, go to Edit: Additional Description or (F3).

Example: “Any questions about this payment, please contact (your name) at (your phone including the area code) and/or (your e-mail address). Thank you.

  Modify: Add

**To Edit the Payment Voucher:**

Select Process: Edit or (F7).

Verify that the text flag box has populated with a check mark.

Correct any errors and re-edit.
Journal

Vouchers
JOURNAL VOUCHERS OVERVIEW

❖ What do Journal Vouchers do for us?
❖ Controller’s Office Policies/Procedures
❖ What is the difference, Decentralized vs. Restricted Journal Vouchers?
❖ Decentralized Journal Vouchers
❖ Restricted Journal Vouchers

What do Journal Vouchers do?

❖ Record changes and corrections to transactions previously posted in ADVANTAGE.
❖ Record transfers between funds and/or agencies

Policies for Journal Vouchers

❖ Only documents involving your agency can be changed or corrected.
❖ All original account coding must be included in a correcting JV.
❖ Note the document ID and the nature of the change in the description field of the correcting JV to include an audit trail on correcting journal vouchers.

Journal Voucher Date of Record

For most journal vouchers, use the current date.

If the transaction includes a Federal assistance program that requires CMIA compliance the following will apply:

❖ **To correct a Payment Voucher**: use the PV/PVE “process date” as the journal voucher date of record. If the accounting period for the date of record is closed, enter the current accounting period.

❖ **To correct a Cash Receipt**: use the CR “record date” for the journal voucher date of record. If the accounting period for the date of record is closed, enter the current accounting period.

These dates display on document history inquiry report.

<table>
<thead>
<tr>
<th>Record Date</th>
<th>Process Date</th>
<th>FY</th>
<th>Acct Per</th>
<th>Vendor/Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/2016</td>
<td>10/18/2016</td>
<td>2017</td>
<td>04/2017</td>
<td>PUR0004790A METRO OFFICE SOLUTIONS INC</td>
</tr>
</tbody>
</table>
**What is the difference between JVDs and JVRs?**

<table>
<thead>
<tr>
<th>JVDs</th>
<th>JVRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrections to account coding and/or fiscal years</td>
<td>Corrections to org, sub-org, activity, function, sub-obj, sub-rev and job number fields <strong>only</strong></td>
</tr>
<tr>
<td>Reallocation of monies</td>
<td>Reallocations to above elements</td>
</tr>
<tr>
<td>Requires approval levels 3, 4 and 5 to process</td>
<td>Requires approval level 4 only</td>
</tr>
</tbody>
</table>

**Note:** After processing, JVDs and JVRs are recorded in Document History Inquiry and other tables as a JV. However, they remain a JVD or JVR in the Document Listing (SUSF) or Approval Log (ALOG) tables.

**Changing an Object Code or Expense GL**

When preparing a journal voucher to **correct an object code or an expense GL on a payment voucher**, the vendor number must be entered on both the debit and credit lines of the correcting journal voucher in the vendor “code” field. This is to ensure that payments to vendors are reported correctly to the IRS on Form 1099.

![Image of journal voucher]

**7 Easy Steps to a Correcting JVD or JVR**

1. Print the **Dawn Document History Inquiry** screen that pertains to the original document needing correction.
2. Select or highlight the line(s) on the **Document History Inquiry** that need to be corrected.
3. Is/are the line(s) to be corrected a **debit or a credit** in ADVANTAGE?
4. Using the JVD/JVR document input form, enter the **offsetting entry first**, i.e. when correcting a cash receipt (which goes into ADVANTAGE as a credit) you would enter the offsetting or original account coding as a debit on the JVD/JVR form to cancel the original entry.
5. Enter the **correcting entry** on the JVD/JVR form.
6. Complete the **header information** on the JVD/JVR document input/entry form.
7. Enter your document into ADVANTAGE.
Step#1 - Print the Document History Inquiry screen from DAWN.

Go to the **Data Warehouse of Nevada/DAWN**.

Select the **Document History Inquiry**.

Enter the ID number of the document you wish to correct.

Select **Generate Report**. Print the report.
Step #2 – Select the line(s) to be corrected by highlighting or circling the line or lines.

Look for the line or lines of account coding that need to be corrected.

This is usually the line that begins with **Account Type 31** (revenue for cash receipts) or **Account Type 22** (expenditure for payment vouchers).

This will be the coding to use for the correction.

The lines beginning with **Account Types 01, 02 or 03** are the balancing transactions inferred by the ADVANTAGE software.

**ACCOUNT TYPES and GL TYPES (*Most frequently used)*

**Balance Sheet Accounts**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Asset</td>
<td>1000-1999</td>
</tr>
<tr>
<td>02</td>
<td>Liability</td>
<td>2000-2399</td>
</tr>
<tr>
<td>03</td>
<td>Fund Balance</td>
<td>2400-2999</td>
</tr>
</tbody>
</table>

**Revenue Source**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Revenue</td>
<td>3000-4999</td>
</tr>
</tbody>
</table>

**Object Codes**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Pre-Encumbrance</td>
<td>5000-9999</td>
</tr>
<tr>
<td>21</td>
<td>Encumbrance</td>
<td>5000-9999</td>
</tr>
<tr>
<td>22</td>
<td>Expense/Expenditure</td>
<td>5000-9999</td>
</tr>
</tbody>
</table>

**Note:** Users may view a complete list of account types in the **Account Type (ACCT) table.** Highlight or circle the line(s) to be corrected. This will keep you from transferring inappropriate information into your JVD/JVR form.
Step #3 – Did the original line go in as a debit or a credit?

Note: When preparing a journal voucher to correct or change an expenditure GL or object code originally coded on a payment voucher, the vendor number must be entered on both the debit and credit lines of the correcting journal voucher in the vendor “code” field. This is to ensure that payments to vendors are reported correctly to the IRS on Form 1099.
Step #4 – Enter the offsetting or canceling entry first.

Since our entry was originally a credit, we would debit the original entry in order to offset or cancel it. The description is our original document number so that we are providing that audit trail.

Step #5 – Enter the correcting entry.

Our correcting line will then be the credit line and the description states the reason for the change or correction to complete the audit trail.
Step #6 – Complete the header.

Step #7 – Enter the document into ADVANTAGE.
Guidelines for Documents to be submitted to the Controller’s Office

❖ Font size should be at least 12 points.
❖ Use grid lines if using additional sheets of paper.
❖ **DO NOT** include coding lines with zero or negative amounts.
❖ **DO NOT** date stamp over the document number.
❖ Staple in the upper left hand corner of the document.
❖ Use **blue or black ink only**.
❖ Use **white paper only**.

The same accounting lines are listed below in two different ways. **Which one is easier to read?** Which one makes it easier for you to visually see changes in the document coding?

<table>
<thead>
<tr>
<th>Fund</th>
<th>Agey</th>
<th>Org</th>
<th>Appr Unit</th>
<th>Object</th>
<th>Job #</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>550</td>
<td>0500</td>
<td>453704</td>
<td>7296</td>
<td>GASPOL</td>
<td>15.16</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0400</td>
<td>453704</td>
<td>7296</td>
<td>PLANT</td>
<td>108.02</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0400</td>
<td>453704</td>
<td>7296</td>
<td>PLANT</td>
<td>2.00</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0400</td>
<td>454004</td>
<td>7296</td>
<td>FEES</td>
<td>33.57</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0400</td>
<td>454004</td>
<td>7296</td>
<td>FEES</td>
<td>4.26</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0200</td>
<td>454022</td>
<td>7296</td>
<td>FEES</td>
<td>17.59</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0200</td>
<td>454022</td>
<td>7296</td>
<td>FEES</td>
<td>370.15</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0200</td>
<td>454022</td>
<td>7296</td>
<td>FEES</td>
<td>4.29</td>
<td>DOIT EMAIL</td>
</tr>
<tr>
<td>101</td>
<td>550</td>
<td>0500</td>
<td>455104</td>
<td>7296</td>
<td>WM</td>
<td>57.11</td>
<td>DOIT EMAIL</td>
</tr>
</tbody>
</table>

Which one of the above is visually easier to read? Which is easier to detect where there are changes in the account coding?
To Create a Decentralized Journal Voucher (JVD)

Enter JVD in the code field of the ADVANTAGE navigator window. Press enter.

<table>
<thead>
<tr>
<th>Code</th>
<th>Long Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JVD</td>
<td>Journal Voucher Decentralized</td>
</tr>
</tbody>
</table>

Assigning a Document ID:

❖ Journal Voucher Decentralized is defaulted in the document type field.
❖ Enter your agency number in the first field next to Document ID.
❖ Check Automatic Document Numbering or enter the document number assigned by the agency.
❖ Select OK.

Record the document number on your back-up documentation.
The Completed JVD

**Header:**

**Date of Record** - Enter the current date unless the transaction requires CMIA compliance.

**Accounting Period** – Enter the current accounting period if the date of record is in a closed Accounting Period.

**Budget Fiscal Year** – Enter the fiscal year to which transaction applies.

**New** – Leave marked.

**Type**: Involves Different/Same Funds – Select the appropriate option.

**Comments** – Optional. 12-characters maximum.

**Debit Total** – Enter debit total for transaction.

**Credit Total** – Enter credit total for transaction.

**Detail Lines:**

Each JVD has at least two lines, which are viewed one at a time.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Revenu3610</th>
<th>Fept Cat</th>
<th>Vendor / Prov</th>
<th>Code</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>101</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agency</td>
<td>810</td>
<td>BS Account</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization/Sub</td>
<td>0000 / 1</td>
<td>Job Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriation Unit</td>
<td>333400</td>
<td>Debit</td>
<td>2,700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td></td>
<td>Credit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td></td>
<td>Description</td>
<td>CR 810 630781</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Line 1**

**Account Type** – Select the account type (asset, liability, revenue or expense/expenditure) which matches the GL of the account coding.

**Fund, Agency, Organization/Sub, Activity, Function, Obj/Rev/Sub, BS Account, Job Number** – Enter the appropriate account coding for this line of detail.

**Debit/Credit** – Enter the amount for this line of account coding.

**Description** – Enter additional information to explain this transaction. (25-characters maximum)

**Vendor/Prov** – If this line of account coding involves a change to the object code, select Vendor.

**Code** – If this line of account coding involves a change to the object code, enter the vendor code.
To add a blank line:

Select **Edit: Insert Line After** or *(Ctrl+F)*, or press **Enter** on the alpha side of the keyboard.

**Line 2**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>101</td>
</tr>
<tr>
<td>Agency</td>
<td>810</td>
</tr>
<tr>
<td>Organization / Sub</td>
<td>0000</td>
</tr>
<tr>
<td>Appropriation Unit</td>
<td>383400</td>
</tr>
<tr>
<td>Activity</td>
<td></td>
</tr>
<tr>
<td>Function</td>
<td>Description</td>
</tr>
<tr>
<td>Rept Cat</td>
<td></td>
</tr>
<tr>
<td>BS Account</td>
<td></td>
</tr>
<tr>
<td>Vendor / Prov</td>
<td>None</td>
</tr>
<tr>
<td>Job Number</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td></td>
</tr>
<tr>
<td>Debit</td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>2,700.00</td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

To edit the document:

After entering all lines of account coding, select **Process: Edit** or *(F7)*.

- Check the status of the document.
- Correct any errors.
- Re-edit.

The document status is **PEND3**.

**Approvals**

Decentralized Journal Vouchers require three levels of approval to process.

- **PEND3 Approval** – agency approver
- **PEND4 Approval** – agency approver
- **PEND5 Approval** – Controller’s Office accounting liaison

The document will then be in **SCHED** status. The document will process in the nightly cycle.
When to use a Restricted Journal Voucher (JVR)

❖ The transaction involves only your agency.
❖ The transaction corrects only organization, sub-org, activity, function, sub-object, sub-revenue or job number fields.
❖ The transaction re-allocates monies within the above items.

TO CREATE A RESTRICTED JOURNAL VOUCHER (JVR)

Enter JVR in the Code field of the ADVANTAGE navigator window. Press Enter.

<table>
<thead>
<tr>
<th>Code</th>
<th>Long Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JVR</td>
<td>Journal Voucher Restricted</td>
</tr>
</tbody>
</table>

Assign a Document ID number:

❖ Journal Voucher Restricted is defaulted in the document type field.
❖ Enter your agency number in the first field next to document ID.
❖ Enter JVR in the second field next to document ID.
❖ Select Automatic Document Numbering or enter the document number assigned by your agency.

Select OK.

Record the document number on your back-up documentation.
The Completed JVR

Header:

- **Date of Record** — Enter the current date.
- **Accounting Period** — Leave blank.
- **Budget Fiscal Year** — Enter the current fiscal year.
- **New** — Always leave new marked.
- **Comments** — Enter your first initial and last name.
- **Debit Total** — Enter the amount to be corrected.
- **Credit Total** — Enter the amount to be corrected.
- **Account Type** — Enter the account type that will agree with your GL.
- **Appropriation Unit** — Enter the appropriation unit from the original transaction.
- **Fund** — Enter the fund from the original transaction.
- **Object/Rev** — Enter the GL from the original transaction.
- **Agency** — Enter the agency from the original transaction.
- **BS Account** — Enter the GL from the original transaction, if applicable.

Detail Lines:

Each JVR has at least two lines, which are viewed one line at a time.
To add a blank line:

Edit: Insert Line After (Ctrl+F), or press enter on the alpha side of the keyboard.

To edit the document:

❖ Select Process: Edit or (F7).
❖ Check the status of the document.
❖ Correct any errors.
❖ Re-edit.
❖ Select Process: Approve or (F12).

Approvals

Restricted journal vouchers require level 4 approval to process.

PEND4 Approval – agency approver

The document will then be in SCHED status. The document will process in the nightly cycle.
JOURNAL VOUCHER HANDS-ON EXERCISES

Practice Decentralized Journal Voucher (JVD)

Correcting an Object Code (Expense GL)

Scenario: The object code (expense GL) entered on PV 901 QY0020 was incorrectly keyed as 7020 instead of 7025. Create a JVD to make this correction.

Step #1 – Print the document history for the document which needs correction. For this exercise, the DAWN document history is displayed below.

Step #2 - Locate the line(s) of account coding you need to correct by highlighting or circling them.

![Document History Inquiry](image)

Step #3 – Did this document go into ADVANTAGE originally as a debit or a credit? ______________

Step #4 – Enter the offsetting line first using the JVD input form you printed out for class.

- **Detail Line 1** - This line will reverse the original transaction.
- **Account Type** – Expense/Expenditure
- **Fund** – 101
- **Agency** – 901
- **Organization/Sub** – 5332
- **Appropriation Unit** – 326504
- **Activity** – Leave blank
- **Function** – Leave blank
- **Obj/Rev/Sub** – 7020
- **BS Account** – Leave blank
- **Job** – 84126V1
• Credit – Enter 40.94
• Description – PV 901 QY00220
• Vendor/Prov – *Leave as None
• Code – *Leave blank
• *Since we are making a change to an object code, the vendor code for Pitney Bowes would normally be included on all accounting lines of this document however we cannot populate this field in the training environment.

**Step #5** – Enter the correcting line next.

• Detail Line 2 - This line will record the corrected information.
• Account Type – Expense/Expenditure
• Fund – 101
• Agency – 901
• Organization/Sub – 5332
• Appropriation Unit – 326504
• Activity – Leave blank
• Function – Leave blank
• Obj/Rev/Sub – 7025
• BS Account – Leave blank
• Job – 84126V1
• Debit – Enter 40.94
• Description – Correct GL
• Vendor/Prov – *Leave as None
• Code – *Leave blank
• *Since we are making a change to an object code, the vendor code for Pitney Bowes would normally be included on all accounting lines of this document however we cannot populate this field in the training environment.

**Step #6** – Complete the header.

**Header Information**

• Date of Record – Current date.
• Accounting Period – Leave blank.
• Budget Fiscal Year – Current Budget Fiscal Year.
• New – Always leave New marked.
• Type – Involves Same Fund.
• Comments – First initial, last name.
• Debit Total – 40.94
• Credit Total – 40.94

**Step #7** – Enter your document into ADVANTAGE using the automatic document numbering feature.
• Select Process: Edit or (F7).
• Check the status of the document.
• Correct any errors.
• Re-edit.
• Select Process: Approve or (F12).

Practice Restricted Journal Voucher (JVR)

Adding a Job Number to a Previously Posted Payment Voucher

Scenario: The job number ADMFEE was omitted when the agency originally entered PV 060 KT4014. Create a JVR to make this correction. The DAWN Document History is printed below.

Step #1 – Print the document history for the document which needs correction. For this exercise, the DAWN document history is displayed below.

Step #2 - Locate the line(s) of account coding you need to correct by highlighting or circling them.

Step #3 – Did this document go into ADVANTAGE originally as a debit or a credit? ______________

Step #4 – Enter the offsetting line first, using the JVR input form you printed out for class.

Detail Line 1 - This line will reverse the original transaction.

• Organization/Sub – 0000
• Description – PV 060 KT4014
• Debit – Leave blank
• Credit – 92.00  Step #5 – Enter the correcting line next.

Detail Line 2 - This line will record the correct information.

• Organization/Sub – 0000
• Job Number – ADMFEE
• Description – ADD JOB NUMBER
• Debit – Enter 92.00
• Credit – Leave blank

Step #6 – Complete the header.

Header Information

• Date of Record – Current date.
• Accounting Period – Leave blank.
• Budget Fiscal Year – Current Budget Fiscal Year.
• Debit Total – 92.00
• Credit Total – 92.00
• Comments – First initial, last name
• Account Type – Expense/Expenditure
• Appropriation Unit – 113004
• Fund – 101
• Object/Rev – 7020
• Agency – 060

Step #7 – Enter your document into ADVANTAGE using the automatic document numbering feature.

• Select Process: Edit or (F7).
• Check the status of the document.
• Correct any errors.
• Re-edit.
• Select Process: Approve or (F12).