

Decentralized Journal Voucher (JVD) Cheat Sheet

To Create a Decentralized Journal Voucher (JVD)

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

Code	Long Name
JVD	Journal Voucher Decentralized

Assigning a Document ID:

- **Journal Voucher Decentralized** is defaulted in the document type field.
- Enter the **three digit agency number** in the first field next to **Document ID**.
- Select **Automatic Document Numbering**; or enter the document number assigned by the agency; or your agencies prefix combined with automatic document numbering.
- Select **OK**.

Batch / Document Entry

Document Type:

View by: ☒ Name ☐ Code

Batch ID: Organization:

Document ID:

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan

Don't forget to record your document number on your back-up documentation.

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JVD Header

Batch: Document: JVD 060 TEST1234

Date of Record / / Accounting Period / Budget FY

☒ New **4** Type **5** ☒ Involves Different Funds ☐ Involves Same Fund

Comments **6**

Debit Total **7** Credit Total **8**

Calculated Debit Total Calculated Credit Total

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

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

- a) To correct a payment voucher, use the **process** date from the payment voucher as the Journal Voucher Date of Record.
- b) To correct a cash receipt, use the **record** date from the cash receipt for the Journal Voucher Date of Record.

2. **Accounting Period** – Enter the current accounting period if the date of record is in a closed accounting period.
3. **Budget Fiscal Year** – Enter the fiscal year to which transaction applies.
4. **New** – Leave marked.
5. **Type:** Involves Different/Same Funds – Select the appropriate option.
6. **Comments** – Optional. 12 characters maximum.
7. **Debit Total** – Enter the debit total for transaction.
8. **Credit Total** – Enter the credit total for transaction.

Example:

Batch: Document: JVD 810 0000000072

Date of Record 09 / 28 / 12 Accounting Period / Budget FY 13

☒ New Type ☐ Involves Different Funds ☒ Involves Same Fund

Comments C SPENCER

Debit Total 2,700.00 Credit Total 2,700.00

Calculated Debit Total 2,700.00 Calculated Credit Total 2,700.00

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JVD Line Details

Each JVD must have at least two lines, which are viewed one line at a time.

Account Type	Asset A			
Fund	B	Object / Rev / Sub	I / J	Rept Cat P
Agency	C	BS Account	K	Vendor / Prov None Q
Organization / Sub	D / E	Job Number	L	Code R
Appropriation Unit	F	Debit	M	Name <input type="text"/>
Activity	G	Credit	N	
Function	H	Description	O	

- A. **Account Type** – Select the account type (asset, liability, revenue or expense/expenditure) which matches the GL on the line of account coding.
- B. **Fund**–Enter the three-digit fund number.
- C. **Agency**–Enter the three-digit agency number.
- D. **Org**–Enter the four-character organization number.
- E. **Sub-Org**–Enter two-character sub-organization, if applicable.
- F. **Appropriation Unit**–Enter the six-digit appropriation unit. The appropriation unit includes the four-digit budget account and the two-digit category.
- G. **Activity**–Enter the activity code, if applicable.
- H. **Function**–Enter the function code, if applicable.
- I. **Object/Rev**–Enter the four-digit revenue or expenditure GL.
- J. **Sub**–Enter the two-digit sub-object or sub-revenue if applicable.
- K. **BS Account**–Enter the four-digit balance sheet account if applicable.
- L. **Job Number**–Enter the job number, if applicable.
- M. **Debit**- Enter the amount for this line of account coding. Document must have at least one debit and one credit line.
- N. **Credit**- Enter the amount for this line of account coding. Document must have at least one debit and one credit line.
- O. **Description**–Enter description information. Use this field to enter account numbers. (25 characters maximum)
- P. **Rept Cat**-This field is not currently being used.
- Q. **Vendor/Prov**–Enter a vendor number if applicable. If this line of account coding involves a change to the object code, select **Vendor**.
- R. **Code**-If you selected vendor in the Vendor/Prov field, you need to enter a vendor number in this field.

Note: When preparing a journal voucher to correct or change an expenditure general ledger account 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.

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Example:

Account Type	Revenue			
Fund	101	Object / Rev / Sub	3610 /	Rept Cat
Agency	810	BS Account		Vendor / Prov
Organization / Sub	0000 /	Job Number		Code
Appropriation Unit	383400	Debit	2,700.00	Name
Activity		Credit		
Function		Description	CR 810 630781	

Adding additional lines:

Documents open with one line of account coding. To add additional lines of coding, go to **Edit: Insert Line After** or **Ctrl+F**.

Edit	Display	Process	Window	Help
Insert Line After		Ctrl+F		
Insert Line Before		Ctrl+B		
Remove Line		Ctrl+R		
Copy Line		Ctrl+Y		
Go To Line...		Ctrl+T		

If the document has never been edited, you may also select the **Enter** key on the alphabetic side of your keyboard to insert a blank line.

Line 2

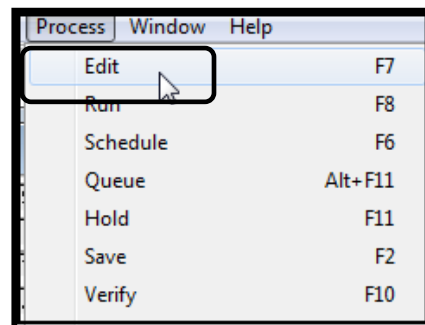
Account Type	Revenue			
Fund	101	Object / Rev / Sub	4021 /	Rept Cat
Agency	810	BS Account		Vendor / Prov
Organization / Sub	0000 /	Job Number		Code
Appropriation Unit	383400	Debit		Name
Activity		Credit	2,700.00	
Function		Description	TO CORRECT GL	

Use the scroll bar on the right side of the accounting lines to move from line to line.

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Editing the JVD:

- After entering all lines of account coding,
Process: Edit, or (F7).
- Check the status of the document.
- Correct any errors.
- Re-edit until all errors are resolved.
- The document status is **PEND3**.



Approvals:

All Decentralized Journal Vouchers require three levels of approval to process, including **PEND3**, **PEND4** and **PEND5** approvals.

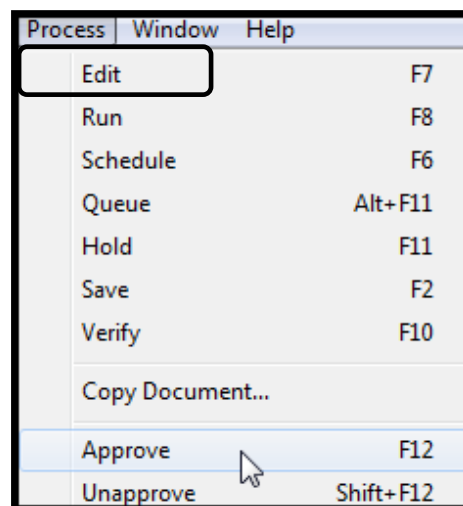
PEND3 Approval – initial agency approver

PEND4 Approval – secondary agency approver

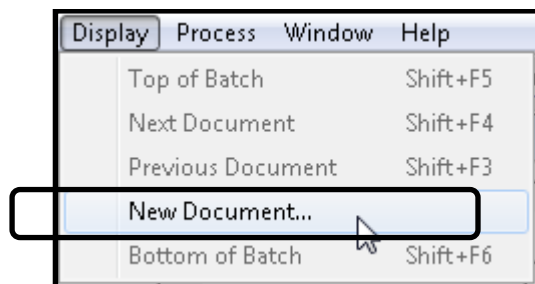
PEND5 Approval – Final approval-Controller's Office accounting liaison

To approve the JVD:

Select **Process: Approve** or (F12).



To create another document:



Select **Display: New Document** from your menu bar.

A new **Batch/Document Entry** screen will appear.