

Journal Voucher Manual Entry - Instructions

This form is used to post journal voucher entries that have 10 lines or less.

(1) JV Information

Index (required)

Fund (required)

Account (required)

Amount (required): The default is a debit (+) to enter a credit (-) use a "-" before entering the amount.

D/C: No entry required - the field is automatically populated based on entry in amount column.

Description (required): This is a brief description of the item.

Reference: Leave the reference field blank.

Document Total: This is the total of the absolute values of the amounts entered on the form.

Actual Total: This should always equal zero.

(2) Explanation:

Provide a complete description/explanation for the JV.

(3) Routing:

All JV's must be reviewed by the PI, Dean/VP/CC President, or Designee and the appropriate Fiscal Monitor. If a sponsored award or gift is used, please route to MSC SPA, all others route to MSC CAR.

(4) Special Instructions:

Supporting documentation must be attached. All JV's Forms received without supporting documentation will be returned.



Journal Voucher Manual Entry - 10 Lines or Less

Are you using sponsored awards or gifts on this form?

- Yes - Route MSC SPA
 No - Route MSC CAR

ROUTING

SECTION 1: REQUESTOR INFORMATION

Fiscal Yr: _____ Date (mm/dd/yyyy): _____ Requestor Name: _____ Phone: _____

Department: _____ E-mail Address: _____ Campus Box: _____

SECTION 2: REQUEST DETAILS

Document #: _____ Processed By: _____

Seq #	JV Code	Index	Fund	Account	Amount	D/C	Description (35 spaces)	Reference
1	JE16							
2	JE16							
3	JE16							
4	JE16							
5	JE16							
6	JE16							
7	JE16							
8	JE16							
9	JE16							
10	JE16							
Document Total:								
Actual Total:								

Complete Explanation:

SECTION 3: APPROVAL

Printed Name _____ Signature _____ Date _____ Principal Investigator Dean/VP/CC President
 Designee

SECTION 4: OFFICIAL APPROVAL

Fiscal Monitor: Printed Name _____ Signature _____ Date _____

Approved By: Printed Name _____ Signature _____ Date _____

Reset