

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.



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ROUTING

Are you using sponsored awards or gifts on this form?
 Yes - Route to SPA spa@nmsu.edu
 No - Route to CAR fip@nmsu.edu

OR

For Aggie Service Center Units
[Enter a ticket in Aggie Service Desk](#)

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: OFFICIAL APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Principal Investigator
 Dean / VP / CC President
 Designee
 OR
 For Aggie Service Center Units
 Dept Head
 Principal Investigator

SECTION 4: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

Reset