

Process:	Journal Voucher (JV) Process		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	03/15/2025

Introduction:

Journal Vouchers are used to correct posted non-payroll transactions on an incorrect project ID/account code, or for an incorrect amount within our college. Journal Vouchers must follow the policies and procedures and spending guidelines of the University.

Steps for entering a Journal Voucher:

1. Completion of a Journal voucher (JV) form is optional; the form is a tool to assist with financial system entry and should be used at the discretion of the initiator. The WRS report showing the original transactions being adjusted (the Report can be downloaded to EXCEL, if desired) and copies of supporting documentation for transactions being moved will need to be uploaded to the financial system transaction.
 - a. Indicate the department/unit name and the date the form is being completed.
 - b. Indicate the name of whomever should be contacted to answer questions about the request.
 - c. Enter a description of the purpose (what adjustment is being made and why is the adjustment desired).
 - d. Select the appropriate source code for the transactions being affected (O65 for Pcard transactions, O64 for sub-unit billings or interdepartmental transactions, and O60 for all other transactions).
 - e. Indicate the original transaction's project, account, reference, and journal line description. Reverse the amount of the transaction being moved.
 - f. Indicate the project receiving the transaction and the appropriate account number; copy the reference and journal line description of the original transaction; indicate the amount.
 - g. Repeat steps e and f for each transaction being impacted.
 - h. Double-check that the total for negative amounts (credits) equals the total for positive amounts (debits). Every journal entry must have equal amounts for total debits and credits.
2. Navigate to MyPack Portal > Financial Systems Homepage. Enter the Journal entry into Financials and attach the Completed JV form (if used), WRS report, and copies of supporting documentation. Please refer to the Journal Entry Manual for full details.

Additional References:

Spending Guidelines:

http://controller.ofa.ncsu.edu/files/2014/06/Spending_Guidelines.pdf

Forms:

https://busoffice.chass.ncsu.edu/finance/processes_forms.php

Journal Entry Manual:

https://docs.google.com/document/d/1RpsImxp-HuQbUMZF_YkaIun12Un30G7XHKuLYydLO80/edit#heading=h.nv861a9c7522

Financial Services Journal Voucher (JV) Request

Journal vouchers are used to correct posted non-payroll transactions. The transfer of expenses must adhere to State spending guidelines and University policies

(<https://controller.ofa.ncsu.edu/resources/guidelines-and-reference/>).

Department/Unit Name: _____
Department Contact: _____

Date: _____

Sample Request (You may insert as many rows as needed)

Long Description: Transfer workshop food expense to food project and correct funding project for meal supplies; Pcard charges unreconciled.
Source (what type of expense): O65-Pcard Exp.

Line	Speedtype/Project ID	Acct	Amount	Reference	Journal Line Description	Guidance Notes
1	311325	52205	-121.73	03799315	CPS0925520 HARRIS TEETER 0130	Deduct expense being removed>Copied directly from WRS
2	376900	52205	121.73	03799315	CPS0925520 HARRIS TEETER 0130	Add expense>Copied directly from WRS
3	679582	52900	54.39	03799869	CPS0926293 PARTY CITY 202	Add expense>Copied directly from WRS
4	201003	52900	-54.39	03799869	CPS0926293 PARTY CITY 202	Deduct expense being removed>Copied directly from WRS

Long Description:

(What is being done? Why?)

Source (what type of expense):

Line	Speedtype/Project ID	Acct	Amount (+/-)	Reference	Journal Line Description
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please attach backup documentation (Copy of WRS posted transaction(s) being moved and original invoice/supporting documentation)

Financial Services Journal Voucher (JV) Request

Journal vouchers are used to correct posted non-payroll transactions. The transfer of expenses must adhere to State spending guidelines and University policies

(<https://controller.ofa.ncsu.edu/resources/guidelines-and-reference/>).

Department/Unit Name: Department Wonderful Department Jane Doe Date: February 7, 2023
Contact: _____

Sample Request (You may insert as many rows as needed)

Long Description: Transfer workshop food expense to food project and correct funding project for meal supplies; Pcard charges unreconciled.

Source (what type of expense): O65-Pcard Exp.

Line	Speedtype/Project ID	Acct	Amount	Reference	Journal Line Description	Guidance Notes
1	311325	52205	-121.73	03799315	CPS0925520 HARRIS TEETER 0130	Deduct expense being removed>Copied directly from WRS
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4	201003	52900	-54.39	03799869	CPS0926293 PARTY CITY 202	Deduct expense being removed>Copied directly from WRS

Long Description:

(What is being done? Why?)

Transfer food expense from conference project to conference food project; food is an unallowable expense on state funds

Source (what type of expense):

O65

Line	Speedtype/Project ID	Acct	Amount (+/-)	Reference	Journal Line Description
1	376900	52205	121.73	03799315	CPS0925520 Harris Teeter 0130
2	311325	52205	-121.73	03799315	CPS0925520 Harris Teeter 0130
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Please attach backup documentation (Copy of WRS posted transaction(s) being moved and original invoice/supporting documentation)

SAMPLE JV