



Northeastern University

To: Northeastern University Community
From: Angela A. Miller, Associate Controller
Re: Journal Voucher (JV) Process
Date: 02/03/15

Subject: Updates to the Journal Voucher Procedures –effective 02/01/15

All journal vouchers (JV's) are reviewed and processed by the Accounting Department located in 720-177 Huntington Avenue.

All JV's are to be submitted via one of the following:

- 1.) Through inter-office mail: "Attention: Accounting Department, Mail Stop: 720-177: JV enclosed".
- 2.) Through e-mail to: accountingJV@neu.edu (not case sensitive). The Accounting Office reviews this email address daily.

If using interoffice mail, original journal voucher forms are required. Electronic entries must be sent from the email address of the person authorized to approve those entries. Please attach /include all supporting documentation with the entry. Entries without proper support will be returned to the sender/originator. If an entry requires more than one signature, it must be apparent that the second approver has authorized the entry.

An electronic version of the JV form can be found online in the Banner Finance Help Webpage. To retrieve this form, go to the **Forms** section, click on "Accounting", "Journal Voucher Banner Entry form".

Originators/Prepared by: To expedite the review process, it is important to include a brief (35 character) description of each transaction line, including details to identify related amounts and calculations (i.e. Invoice, feed, JV numbers, dates, vendor names, etc). Originators should maintain documentation that supports each JV within the department, as appropriate. Please keep a copy of your completed JV form for your departmental records as it will not be returned after processing. If departments choose to maintain an internal reference number, make note of this in the description and it will be entered at the beginning of the description field in Banner. Due to space limitations, please use a maximum of 5 characters for these references (leaving 30 characters for description).

Approval/Authorization: Authorized JV signer should ensure their name and contact number are legible in order for timely processing. Please notify the Accounting department ASAP of any changes to the authorized JV signers for a Division. If you are unsure as to the authorized JV signer for a Division, please contact the Accounting department. Funds that have donor-imposed restrictions cannot be transferred without authorization from the donor. Corrections on gifts need to originate through the Development Office.

Supporting documentation: Please include all supporting documentation with the journal voucher upon submission otherwise, it will be considered incomplete. When moving a transaction already processed in Banner, please include a screen shot/printout of the transaction (including the document number and Index-Account code the transaction was processed to). For other transactions, such as transfers please include any relevant email correspondence, memos, letters, worksheets, reports, schedules, statements, and calculations. For a correcting entry, include the original JV number from Banner, date processed, and an explanation for the correction. Please attach a screenshot of the original entry or report showing Index- Account code of item being corrected.

Federal Research Grants: For any cost transfer to a federal award the Transfer Cost Form needs to be completed and submitted with the JV. Please check the “Yes” box on the JV form and attached the Transfer Cost Form. If the JV form is submitted without the Transfer Cost Form the JV will be returned. A copy of the form and policy can be found by following the links below.

<http://www.northeastern.edu/research/raf/forms/>

<http://www.northeastern.edu/research/raf/policies-guidelines/>

Turnaround time: Entries received that are considered complete will be processed within five business days of receipt. Entries with transactions to a sponsored research fund (5XXXXX) will be processed within seven business days of receipt. Incomplete entries will be returned to the originator with an explanation for the return.

Common reasons JV's are returned:

- *Incorrect signature (no authorization over budget charged or transferring funds)*
- *Lack of supporting documents or incorrect supporting documents*
- *Invalid/Improper Indexes or accounts*
- *Journal voucher is not filled out completely*
- *Illegible signature, cannot identify if appropriate for authorization*
- *Improper use of transfer codes*

Accounting Department contacts: JV's are reviewed daily and will be assigned to the persons below based on the Index/fund type. All inquiries should be addressed to these individuals.

- **Operating Funds (1XXXXX), Unrestricted Funds (2XXXXX), Designated Funds (3XXXXX)**
 - Contact Adam Rodrigues (x2605 or a.rodrigues@neu.edu) or
 - Contact Chris LeBrun (x5592 or c.lebrun@neu.edu)
- **Endowment Funds (4XXXXX)**
 - Contact Junnie Ngan (x3426 or j.ngan@neu.edu)
- **Sponsored Research Funds (5XXXXX)**
 - Please email any questions to oraf_JV@neu.edu . Your request will be directed to the appropriate ORAF Analyst for follow-up.
- **Restricted Funds (6XXXXX), Loan Funds (9XXXXX)**
 - Contact Stephanie Grokulsky (x4233 or s.grokulsky@neu.edu)
- **Plant Funds (7XXXXX)**
 - Contact Adam Kneeland (x8179 or a.kneeland@neu.edu)
- **Wires into NU's Bank Account**
 - Contact Teresa Lok (x2629 or t.lok@neu.edu)