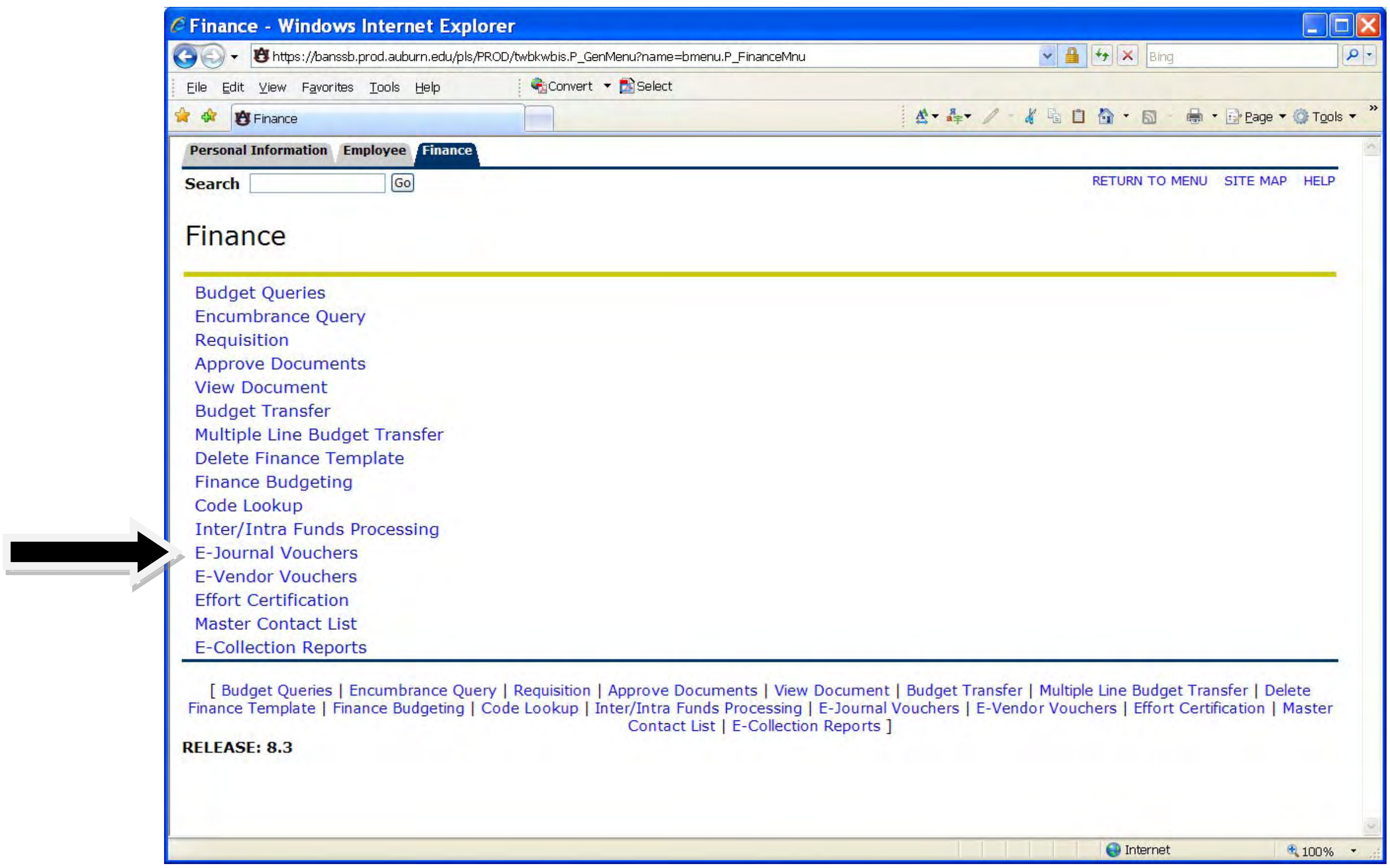
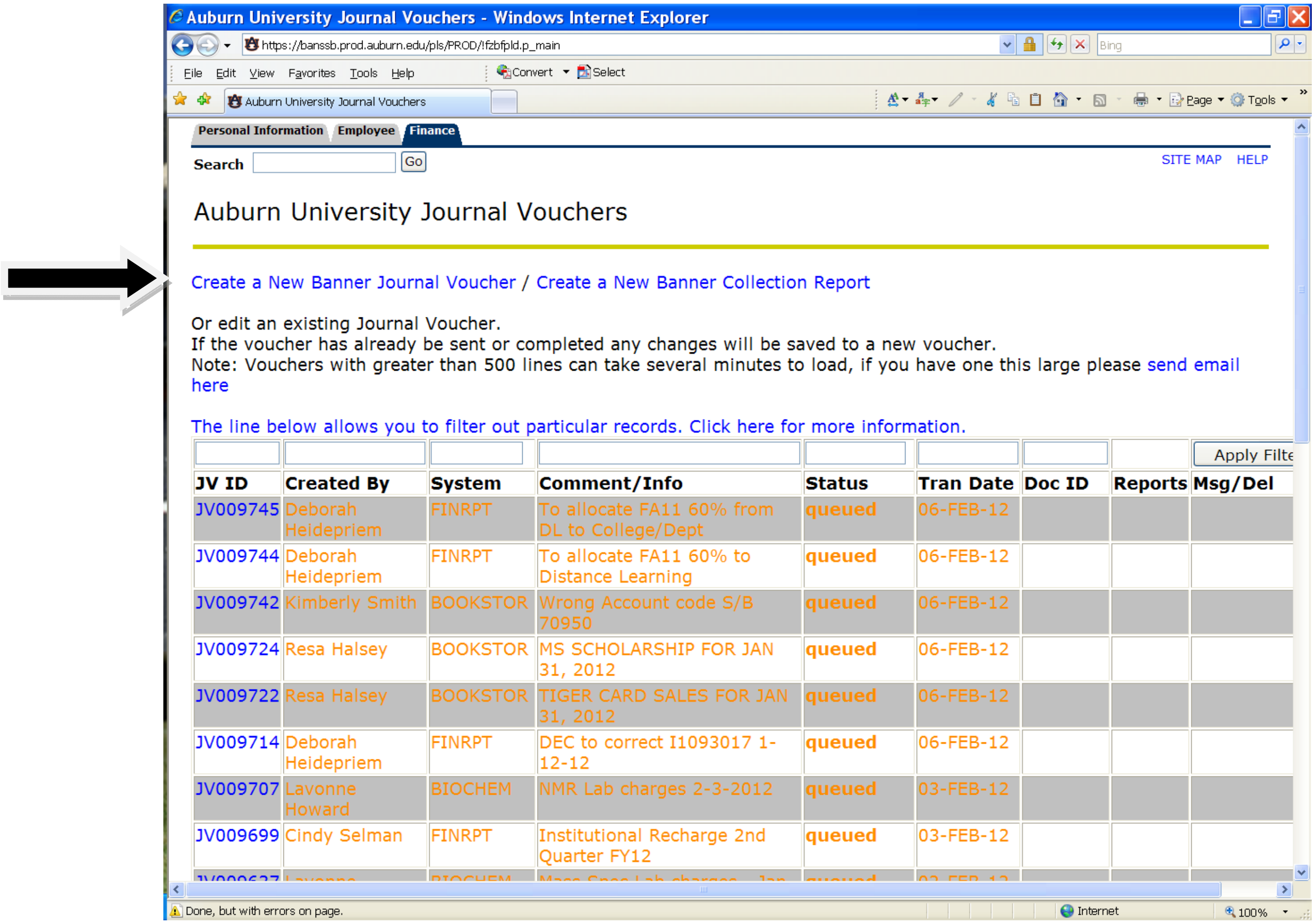
Self Service E-Journal Voucher System

Information Systems Support originally created an application in Self Service Banner to assist in inputting large journal entries, such as direct charges or corrections. Over time, the University found this system can be used to automate paper transactions such as journal entries, department error corrections and internal transaction vouchers.

The system incorporates electronic approval queues and requires the submitter to attach supporting documentation. The supporting documentation is automatically uploaded to Xtender. Self Service E-Journal Voucher System should be rolled out to the entire University by the summer of 2012.

The application is found under the Finance tab, in Self Service Banner under the link "E-Journal Vouchers." You will not see this link until ISS has given you access.

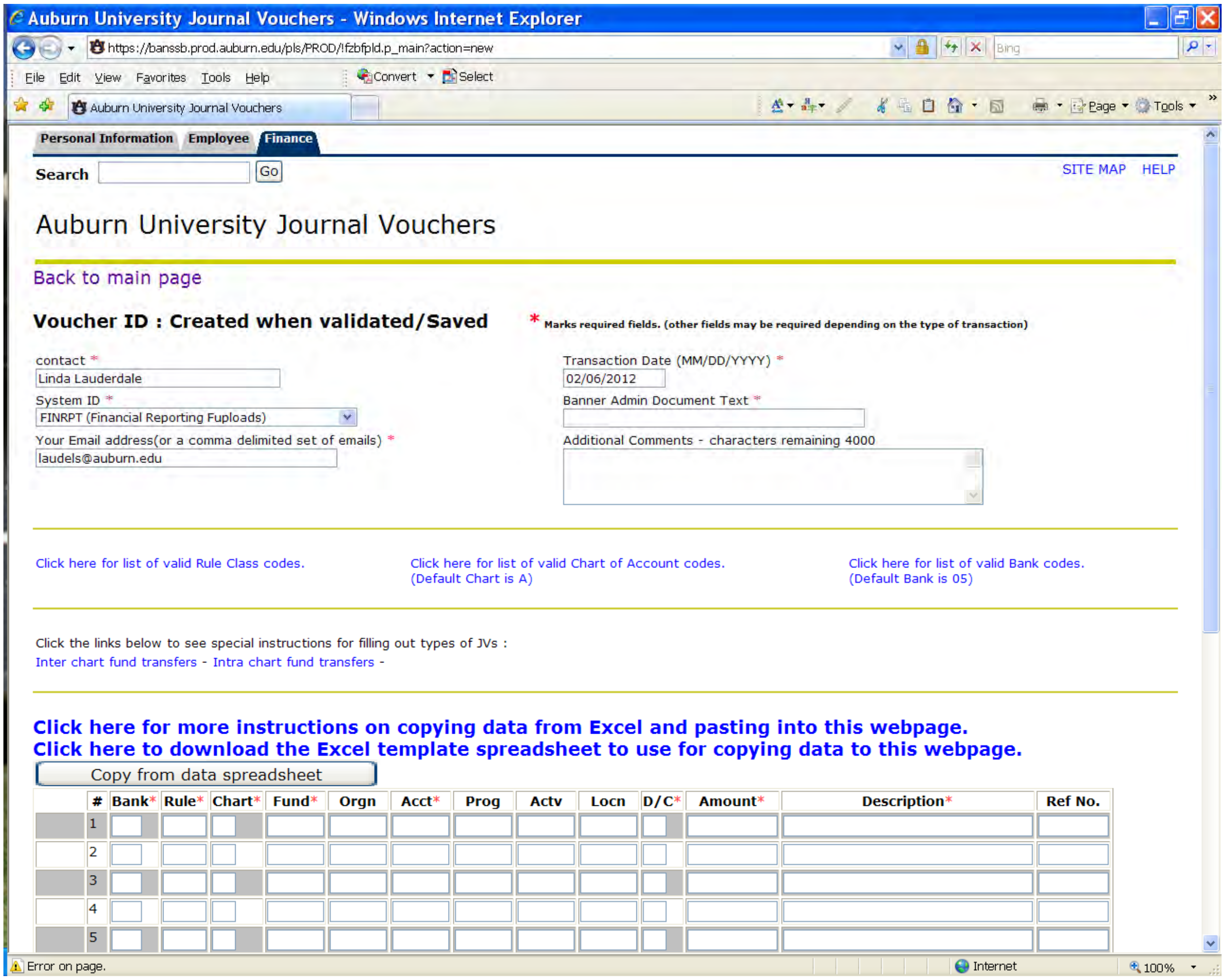




This is an example of the first screen you see after clicking on the "E-Journal Vouchers" link.

To create a new voucher, click on the blue "Create a New Journal Voucher / Create a New Banner Collection Report".

If you are preparing a collection report (CR05) click the right side of the link. If you are preparing a JV, DEC or CRG, click the left side of the link. To be approved to use the CR05 function, contact Student Financial Services.



This is the form you see if you click on the "Create New Journal Voucher" link.

Contact

The contact name will fill in based on the user sign in ID.

Transaction Date

The transaction date will default to the current date. This date can be changed if needed.

System ID

The system ID is populated from a dropdown box with all system IDs that are currently active. When you sign on, your system ID should automatically populate.

Banner Admin Document Text

The Banner Admin document text should be a description of the entry. What are you trying to accomplish with this document?

Your Email Address

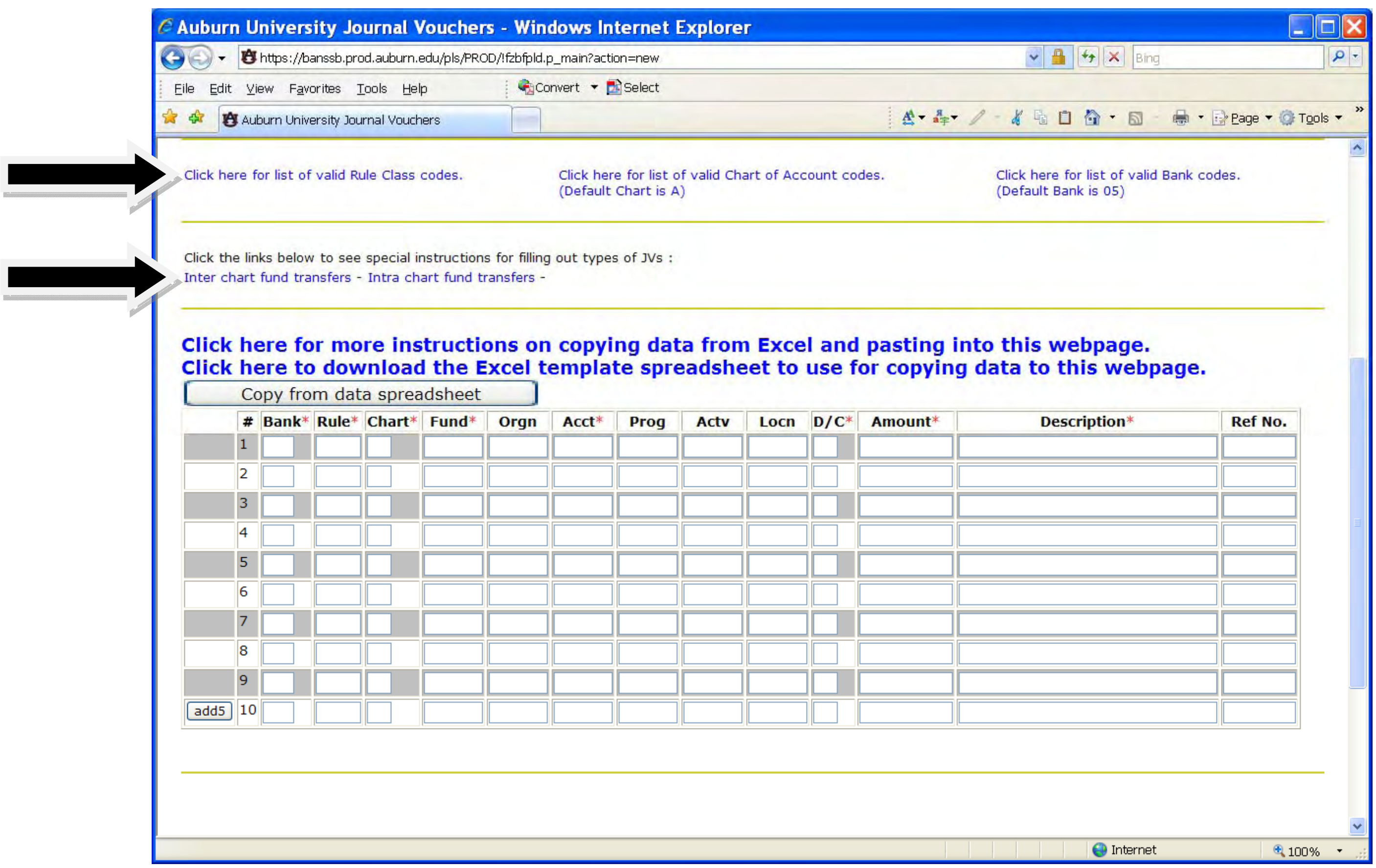
Your e-mail address should automatically populate but you can add additional e-mail addresses if you want someone else to receive a copy of the entry. To add others you should add a comma and the other e-mail address(es).

Additional Comments

Additional comments are optional but are useful for adding additional information to the entry. This space is limited to 4,000 characters. Above the comment box there is a counter that tells you how many characters you have left to use.

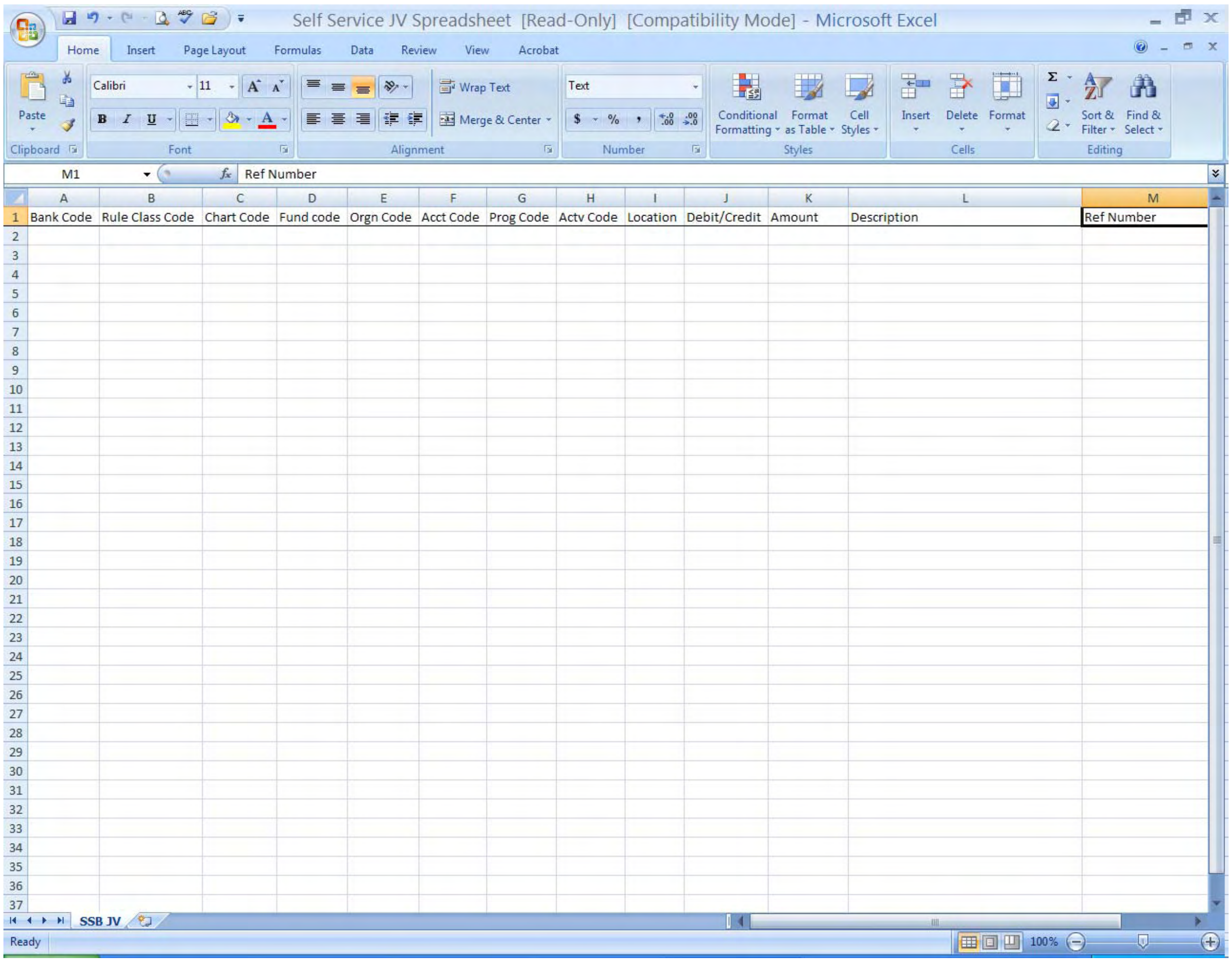
Additional Questions

Additional Questions may appear below the Additional Comments after you save the Journal Voucher data. These questions will be based on the information you enter on the Journal Voucher form. For example, if you enter a DEC for a Sponsored Fund you will be asked to answer some questions about the Sponsored Funds.

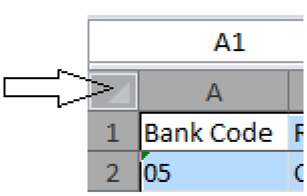


The system includes many helpful lists for choosing rule class codes, charts and bank codes. There are also special instructions for inter-chart and intra-chart transfers. To access these features, click on the hyper link for the category that you are interested in.

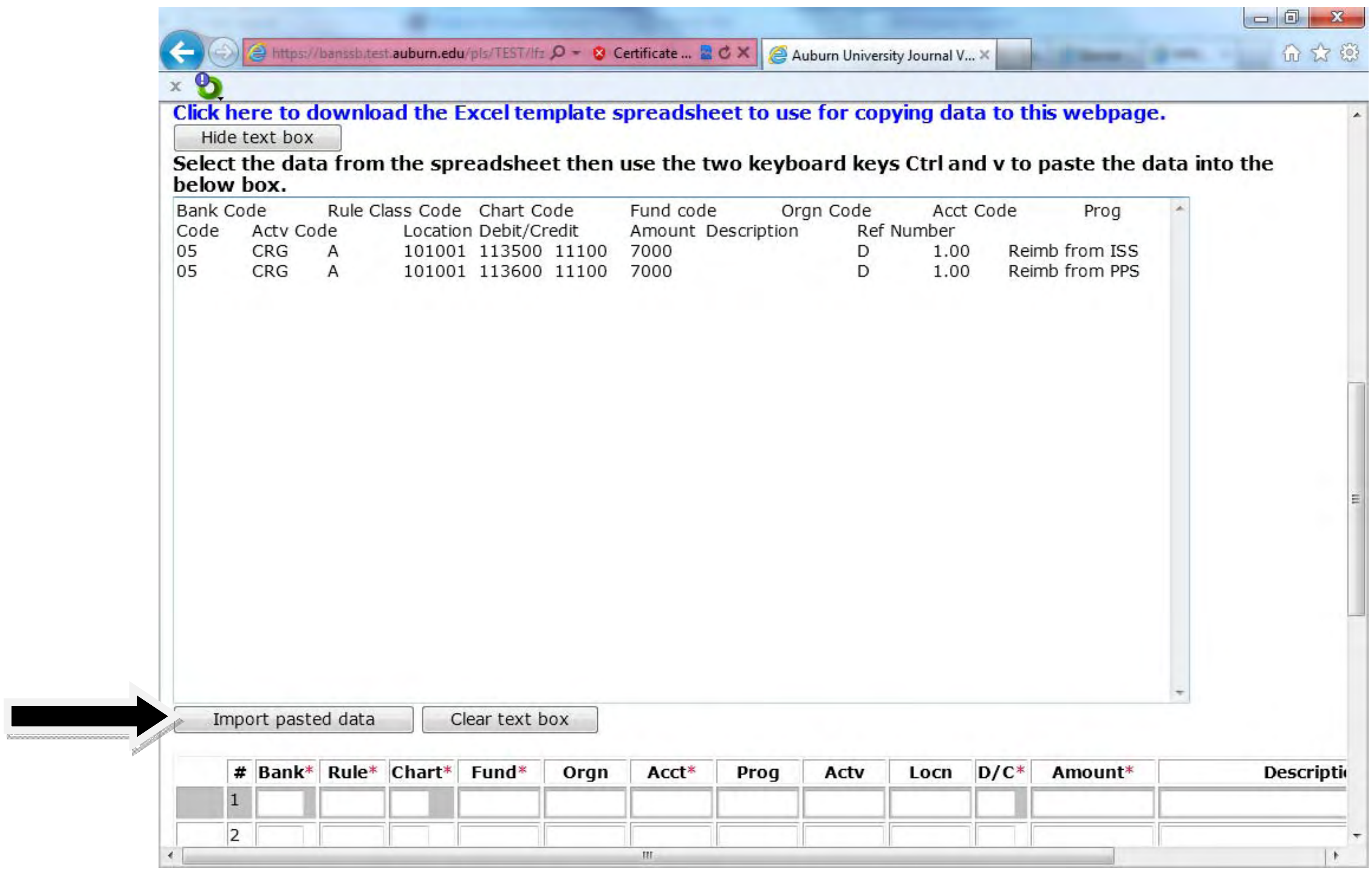
There are two ways to enter data for an entry: Typing directly into the form and loading data from a spreadsheet. Use the following format to prepare an Excel spreadsheet for upload into the system. This spreadsheet can be downloaded from the system using the link that is above the “Copy from data spreadsheet” button:



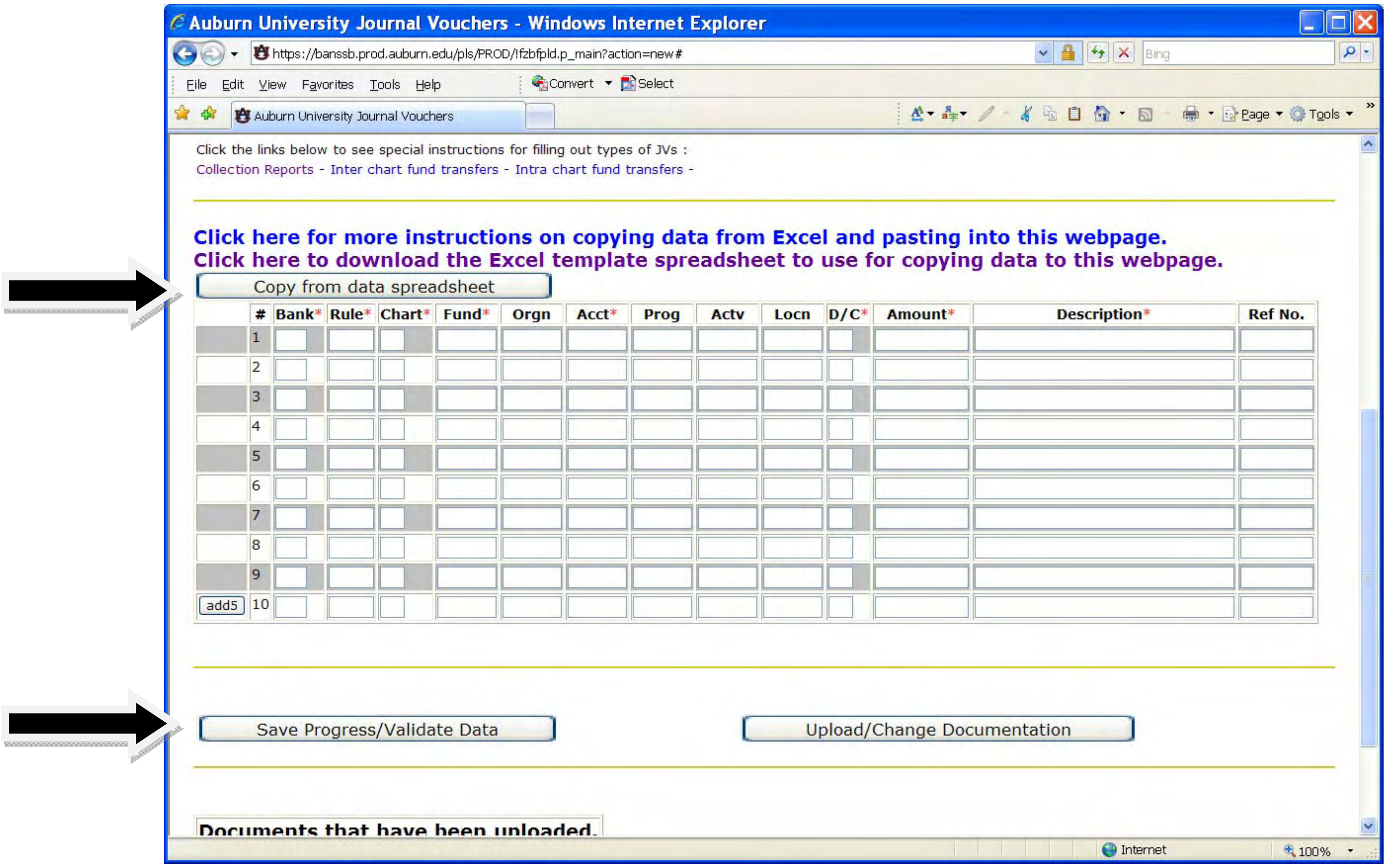
To copy from the spreadsheet click the left most “Select All” area, which is located to the left of column A and above row 1. Then click the copy button in the spreadsheet.



To paste the data into the system click in the text box that appears after you click the “Copy from data spreadsheet” button (see image below), either use the two keyboard keys Ctrl and v or right click with your mouse and select paste on the menu. Do not edit the data after it is copied into the text box. If you need to edit the data, go back to the spreadsheet, change the data, and repeat the process. Now click the “Import pasted data” button to save and validate the pasted data. Note that the pasted data overlays any existing data entered for this JV; it does not append.

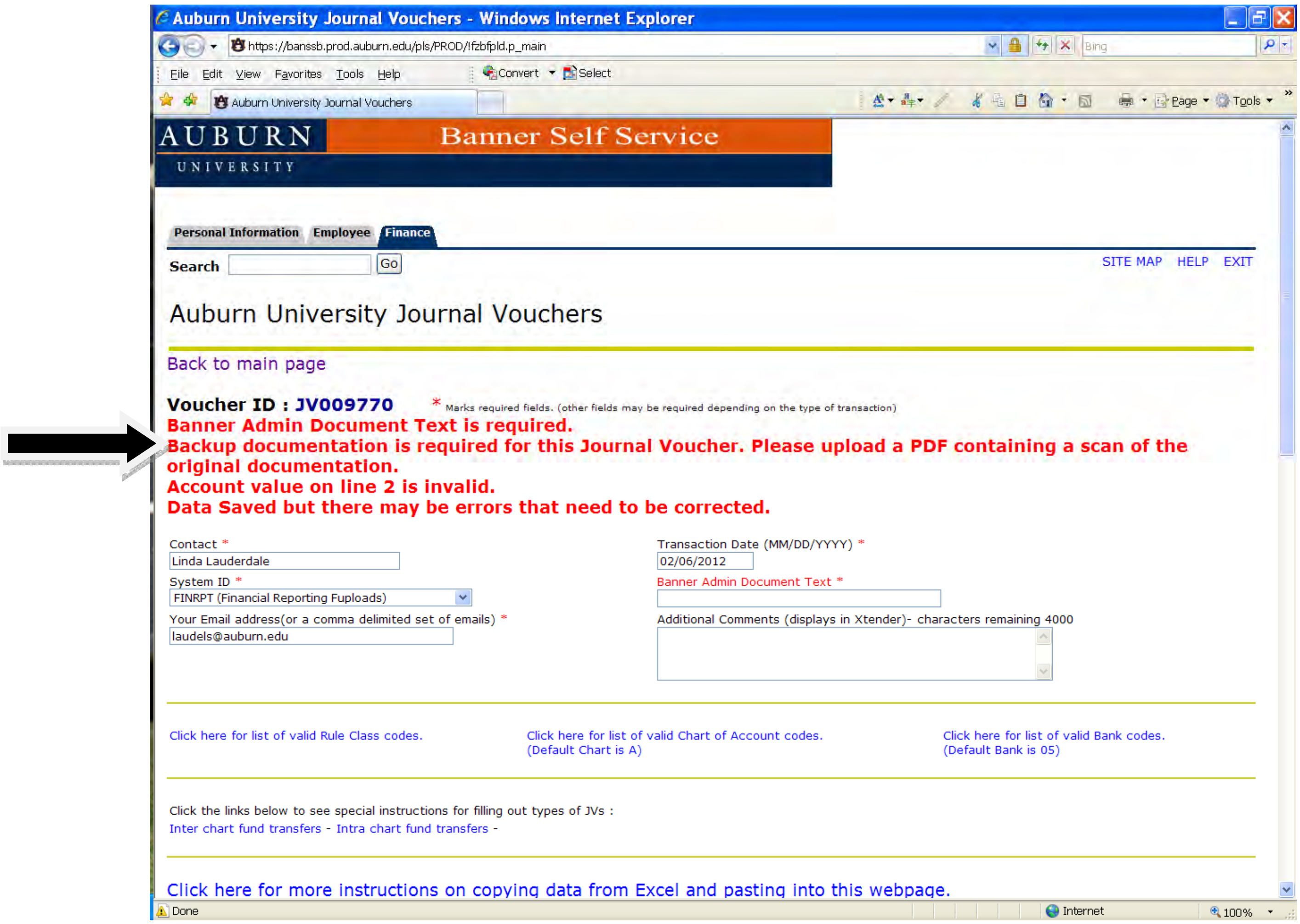


Once you have completed your spreadsheet, use the “Copy from data spreadsheet” button to populate the SSB form with your data:



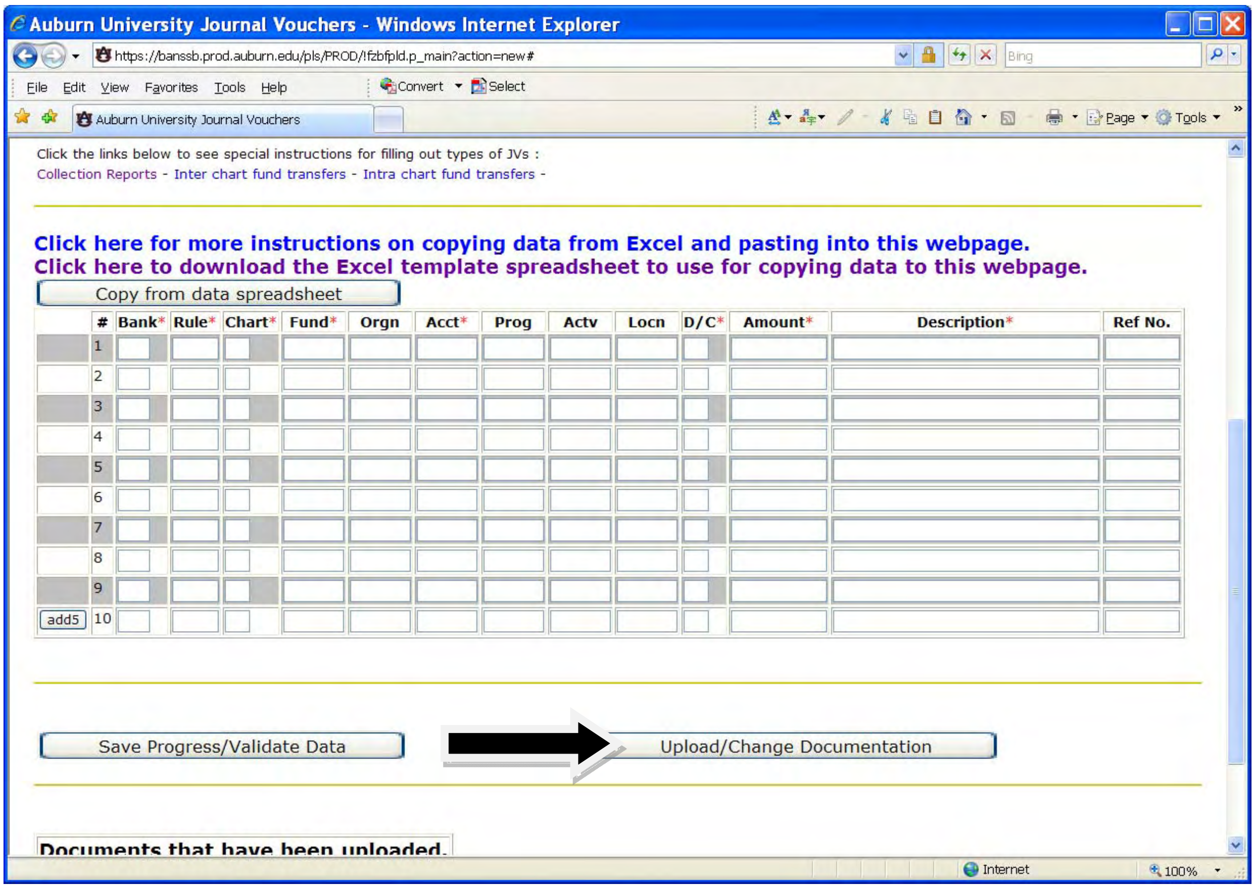
Once the form is populated (either by copying from a spreadsheet or by typing in the fields), you should save your information by clicking the “Save Progress/Validate Data” button.

At this point, you could see error messages under the Voucher ID. Error messages will be in red and tell you that some information you entered is incorrect or you may be missing needed information.

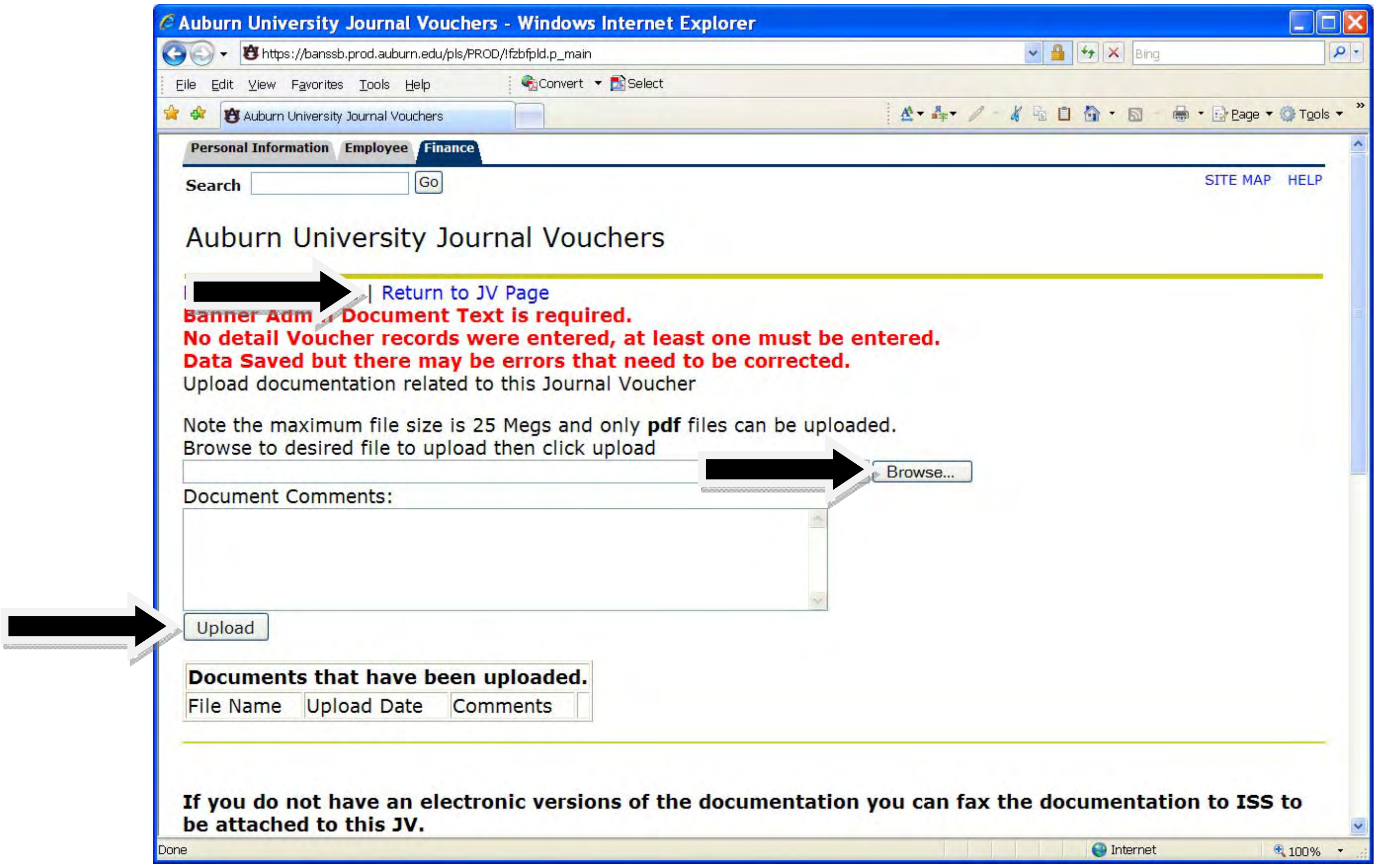


Until these errors are corrected, the system will not process the document. You must go back to the lines that have errors and correct them. You can then use the “Save Progress/Validate Data” button.

The next step is to attach supporting documentation for your entry. All supporting documentation must be saved as a PDF file. To attach a PDF to your entry, click the "Upload/Change Documentation" button.



This will take you to the following screen.



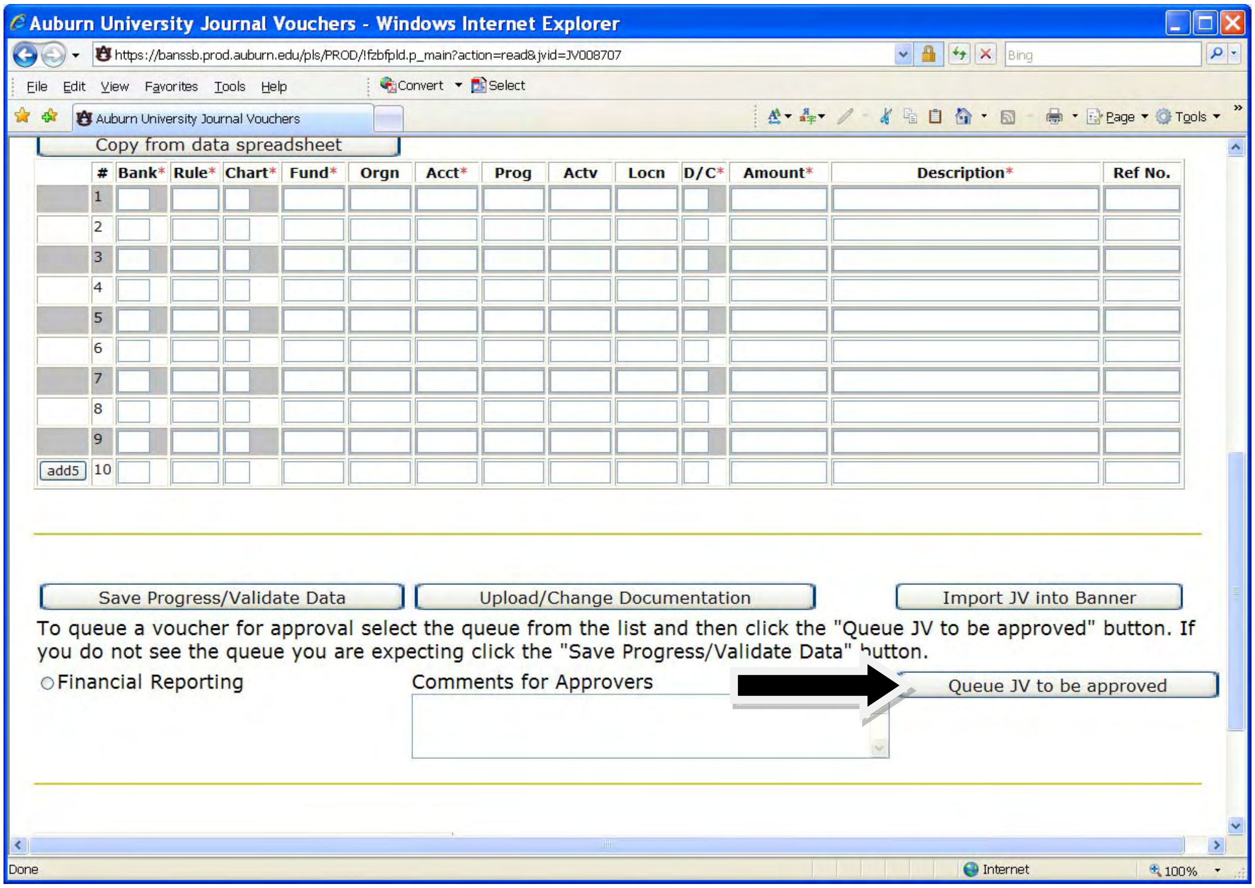
The "Browse button will allow you to locate and select the appropriate PDF to attach as supporting documentation for your entry. Select the file, and then click the "Upload" button to attach the PDF. After the file is attached, you can return to the JV page by clicking "Return to JV Page" at the top of the page.

You will see that the error message re: "Backup documentation is required for this Journal Voucher" has disappeared.

If you do not have access to a scanner or have problems generating a PDF from your paper or electronic documentation, please contact Scott Tisdale for assistance.

Note that Auburn University has a campus license for Adobe X Professional, which can be downloaded from http://www.auburn.edu/download. This is the easiest way to generate a PDF from Email, Microsoft Office, IE, etc.

Once your entry form is completed with all required information, including documentation, and any errors flagged by the system have been cleared, you can queue the entry for approval.



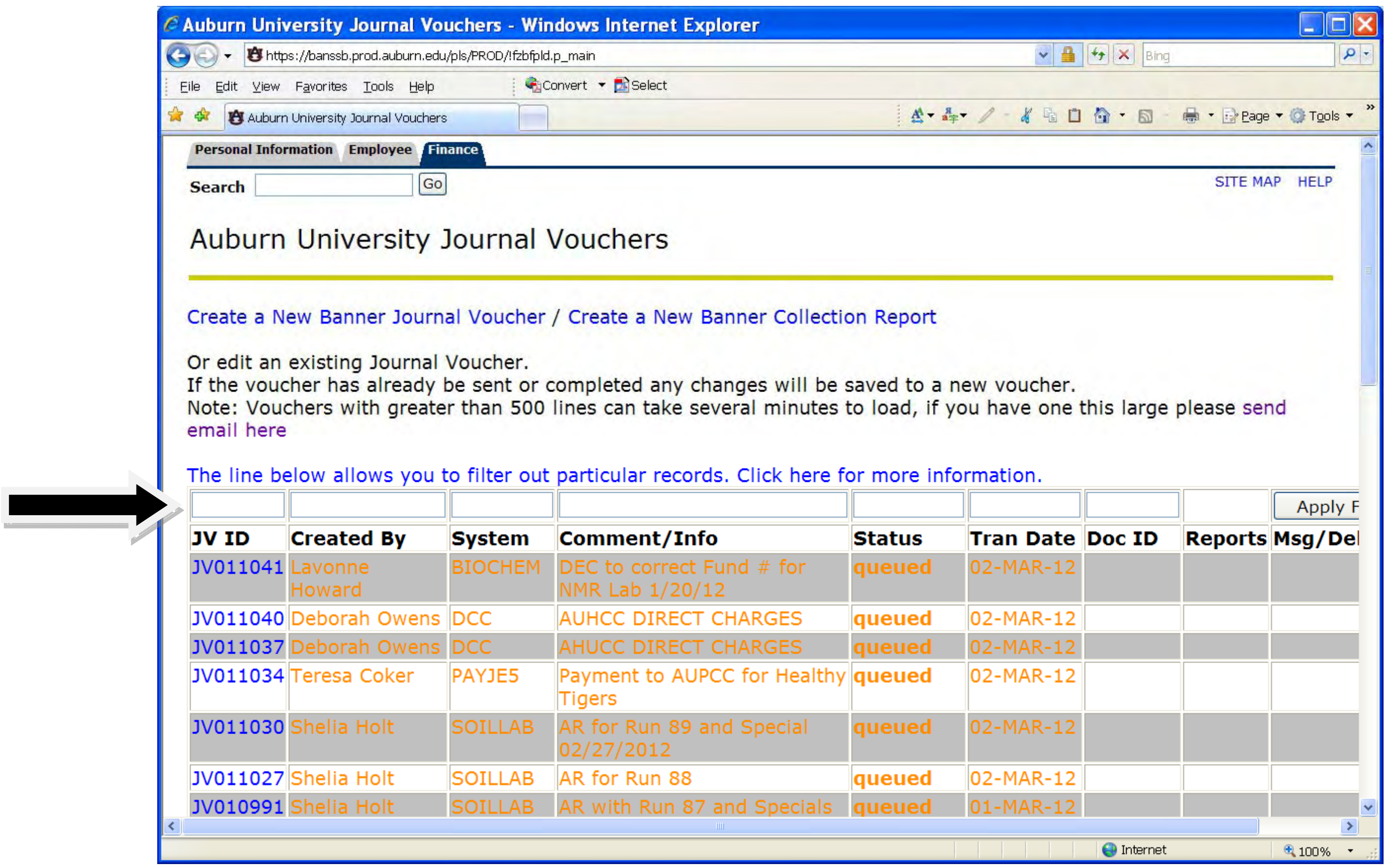
There are queues for each department, as well as queues for Financial Reporting and Contract and Grant Accounting. These queues are the online equivalent of approval signatures. Once a department approval is obtained, an entry may go to the Contract and Grant Accounting queue or the Financial Reporting queue (or both), depending on the nature of the entry. Entries using a contract or grant FOAP should go to C&G accounting and the rest will go to Financial Reporting.

To submit your entry for approval, click the "Queue JV to be approved" button. You will receive an e-mail that lets you know if the entry has been approved or returned for more information or correction. If an entry is returned, the approver must add detail as to why the entry was returned. In most cases, a returned entry will require additional information or correction of a keypunch error to be approved.

After any corrections are made, the entry can be queued again for approval.

Filtering Capabilities

When you are searching for an entry in the SSB Journal Voucher System, there are several fields you can use to search. Filters are retained over a logoff so if you expect to see an item and don't, make sure there is nothing in the filter fields, not even a space.

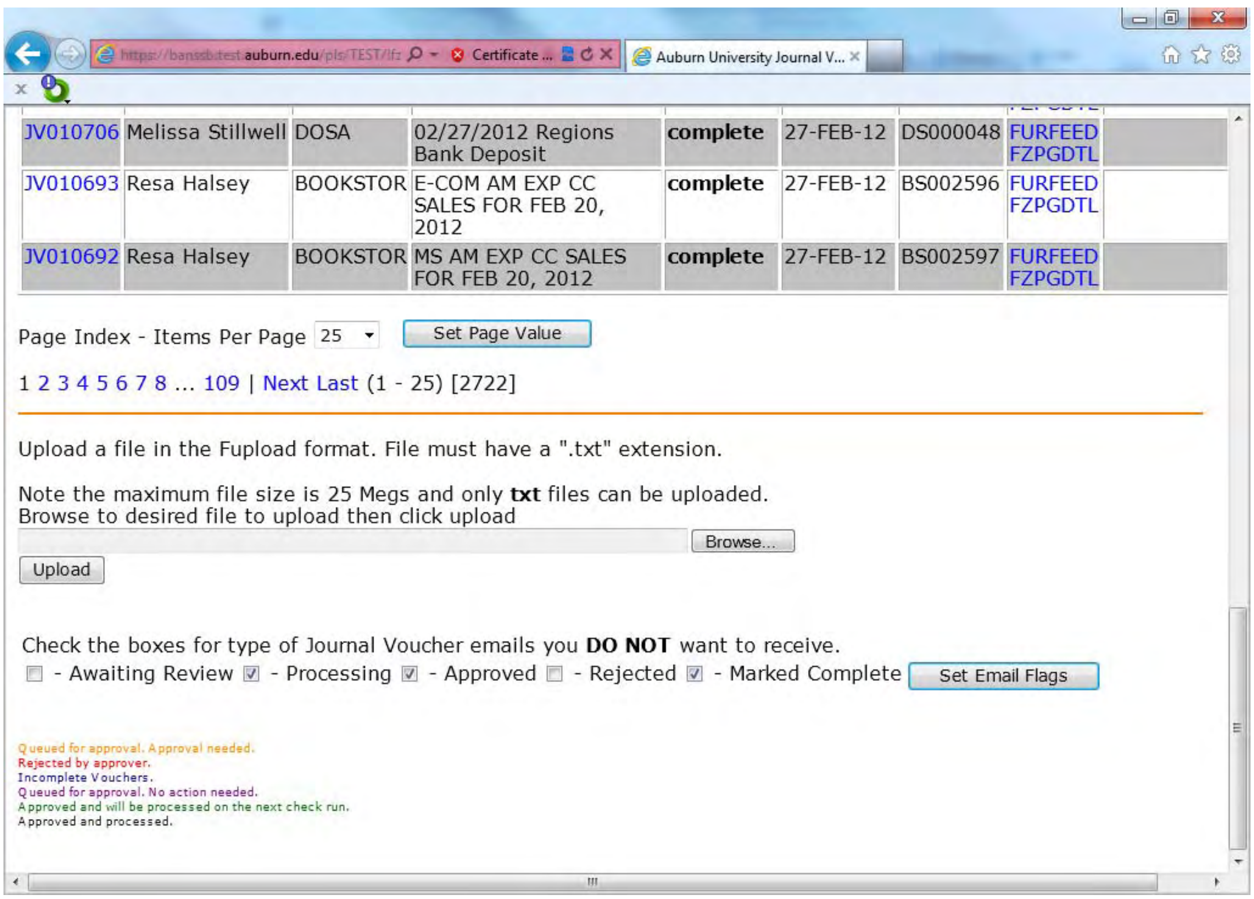


- **JV ID** – You can filter by the full or partial JV ID.
- **Created By** - You can reduce the number of entries you see by typing in some or all of a person's name.
- **System** – You can filter by the system ID.
- **Comments/Info** – You can filter by part or all of the entry name.
- **Status** – You can filter by the status of the record. (incomplete, queued, rejected, sent, processing, complete)
- **Trans Date** – You can filter by the transaction date (DD-MON-YEAR).
- **Doc ID –** You can filter by the Doc ID that is generated when the document posts to Banner.

If you filter by more than one filter at a time, the result will take all the filters into account and only return the records where all filters are true.

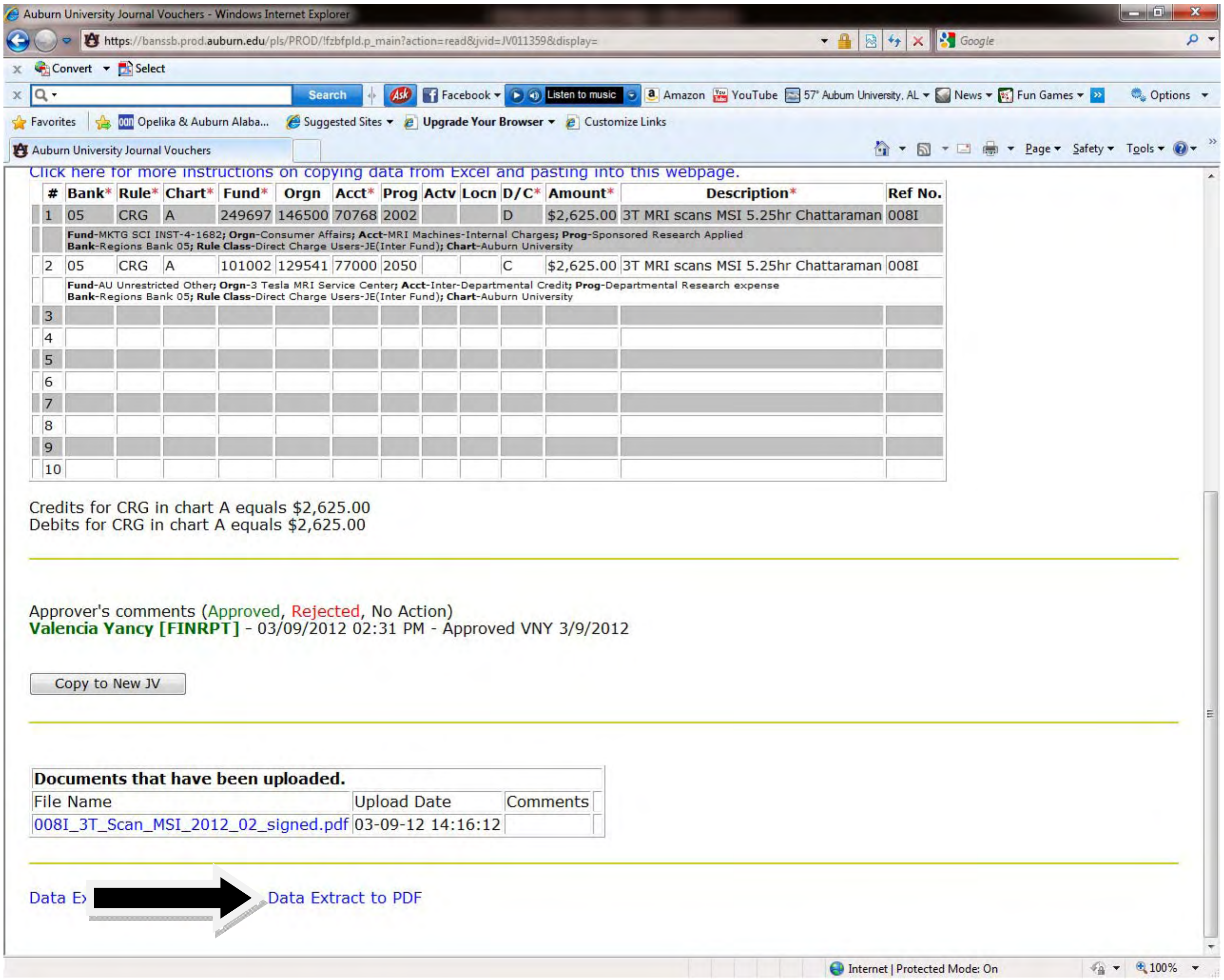
Index Page

At the bottom of the index page there are several items to note. You can change the number of items that display on each page from 25 to 200. After changing this value click the “Set Page Value” button to update the field. Below that there is an option to upload a “fupload” format file, please ignore this option. The system generates emails to inform you where the JV is in the approval process. You can select the check boxes to NOT receive particular types of emails. We suggest not checking these until you have processed several JVs so you know what types of emails are generated. At the very bottom of the page is a legend show the color and sort order of JVs on the index page. This helps identify where the JV is in the approval process.



E-Journal Vouchers will be automatically uploaded to Xtender with a voucher report plus the PDF supporting documentation. If you do not already have access to Xtender you can e-mail xtender@auburn.edu and request that you be set up for Finance Documents.

To view a completed entry as it will be archived in Xtender, view the entry by clicking on the document number, then scroll to the bottom of the screen and click the link named "Data Extract to PDF".



TIPS for SSB APPROVAL

- All submissions need to be in by 2:30 pm on Fridays so that approvers can have them approved by the 4:00 pm processing deadline.

- All submissions need to be in by 12:00 noon on the day we close a month-end in order to be processed for that month.

- Supporting documentation should be in the same order as the entry for multiple line entries.

- Screenshots from Banner need to be included in the supporting documentation for DECs and CRGs showing the FOAP where the transaction is currently.

- Any DEC that affects a Contract and Grant fund should be routed to Contracts & Grants Accounting.

- If you are making a correction for a transaction that has posted in error, use transaction code DEC. If you are reallocating a transaction, use transaction code CRG.

- No type of maintenance activity should be coded to account code 74XXX. Only equipment purchased over the $5,000 capitalization threshold should use the 74XXX account code range.

- Descriptions for DECs should have date posted (MO-DA-YR), and eight digit Banner document number. The Banner document number will be posted in the ledger not on the SSB entry.

- Rule class code ITV should not be used in the SSB system. The rule class code to use will be CRG.

- Do not use the description of an account code as the description of the transaction on collection reports, CR05s.

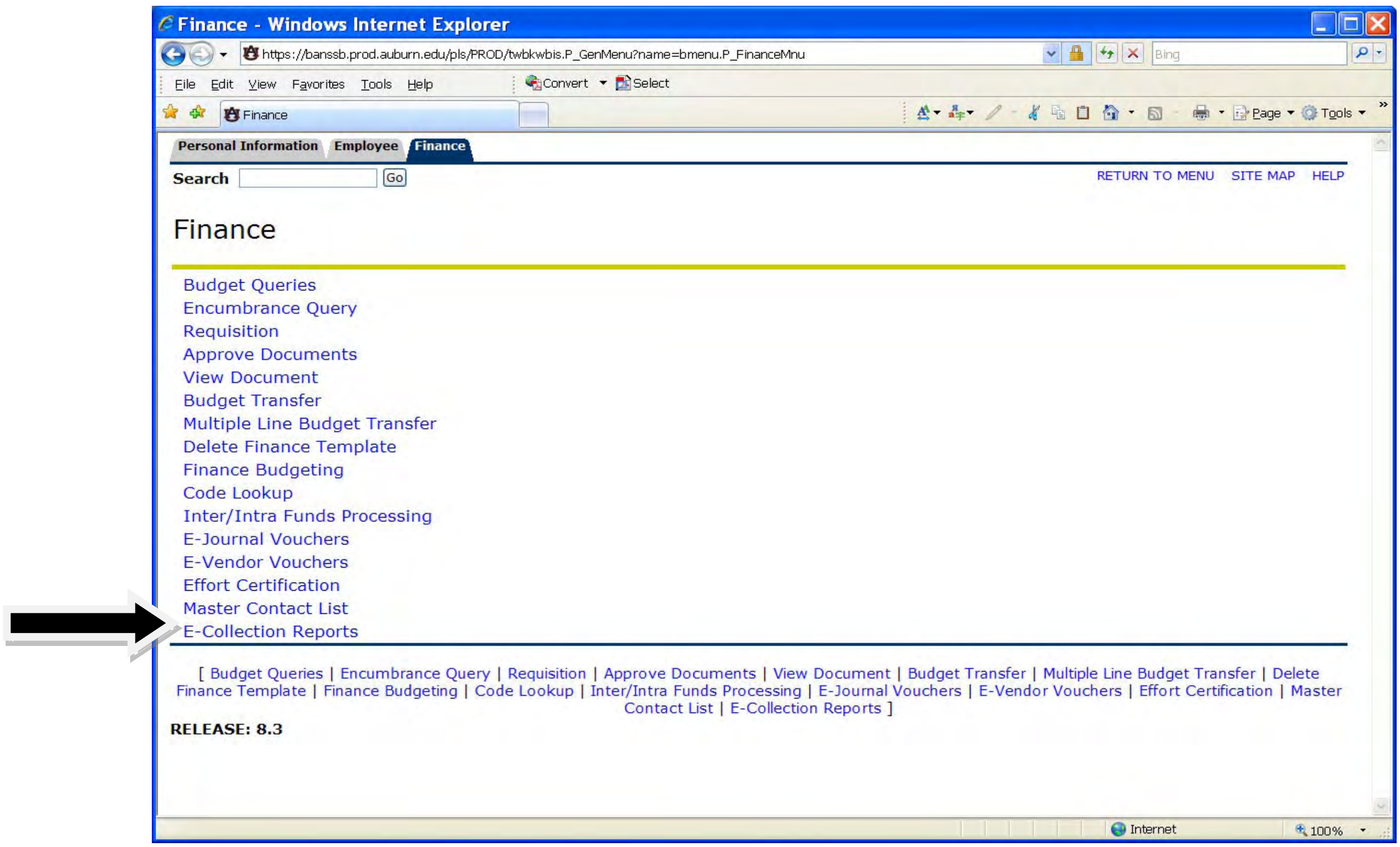
- You should never use an expense program code on a CR05 unless the money coming in is a reimbursement on a previous expense. If it is a reimbursement, it should go back to the original FOAP charged.

- This is the link to the Help Screen:
  https://iss.auburn.edu/dokuwiki/doku.php?id=public:fupload
  Go to this website for video training and additional information.

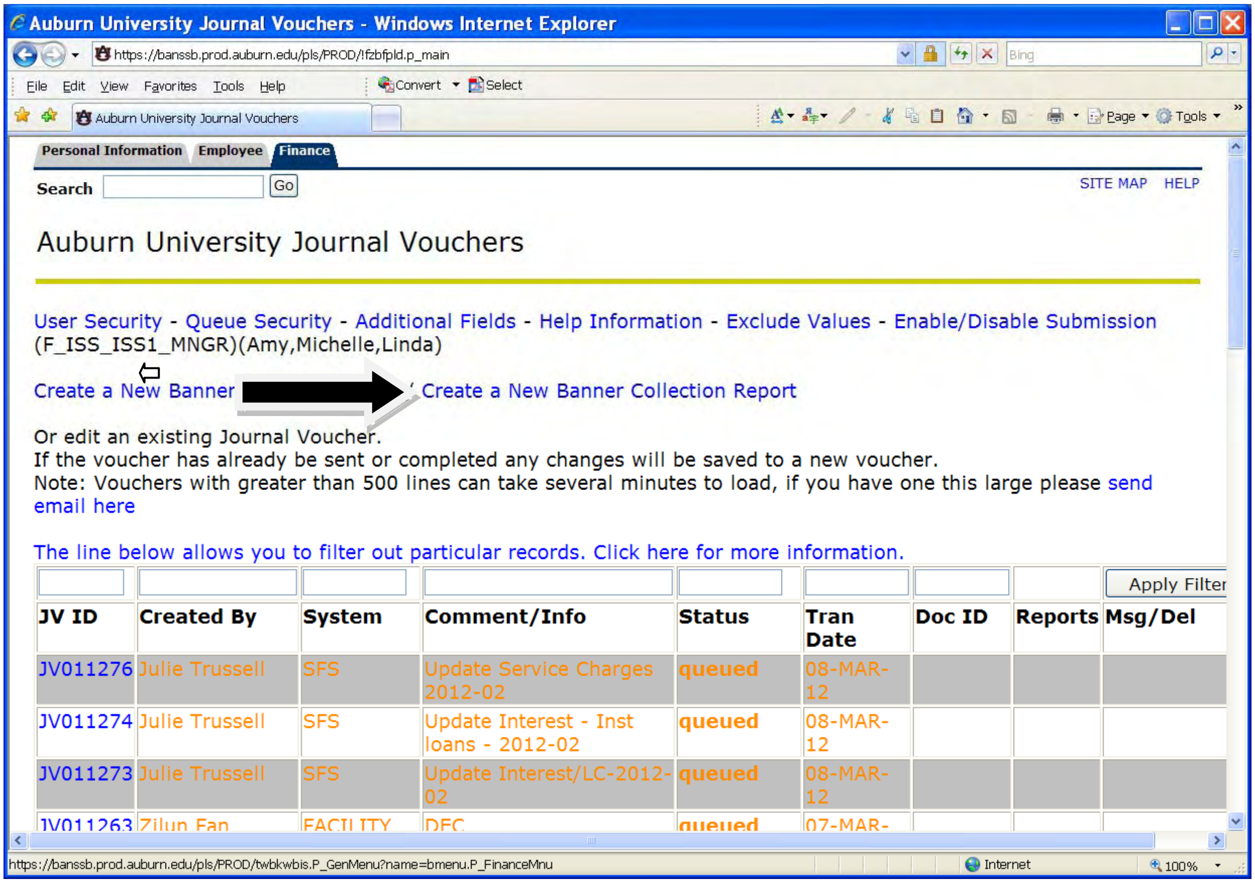
- This is the link to the Test Instance of Banner:
  https://banssb.test.auburn.edu
  You can use this link to try out what you learned today.

E- Collection Reports

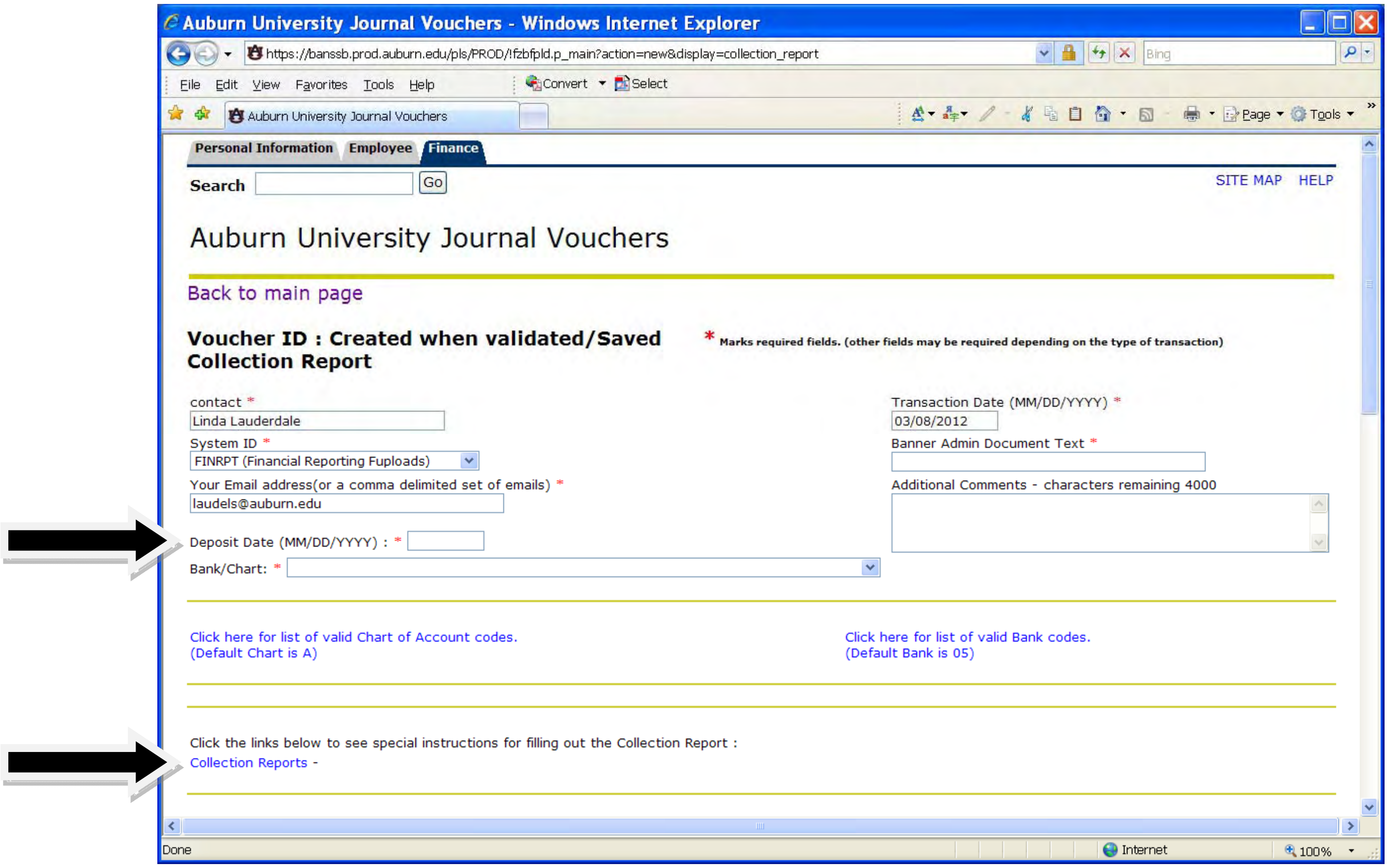
E-Collection Reports are currently only being used for confirmation deposits and credit cards for Chart A. Additionally, a separate E-Collection Report should be created for each deposit (one deposit slip = one E-Collection Report).



To create a collection report (CR05), click on the E-Collection Reports.



Click on the right side of “Create a New Journal Voucher/Create a New Banner Collection Report”.



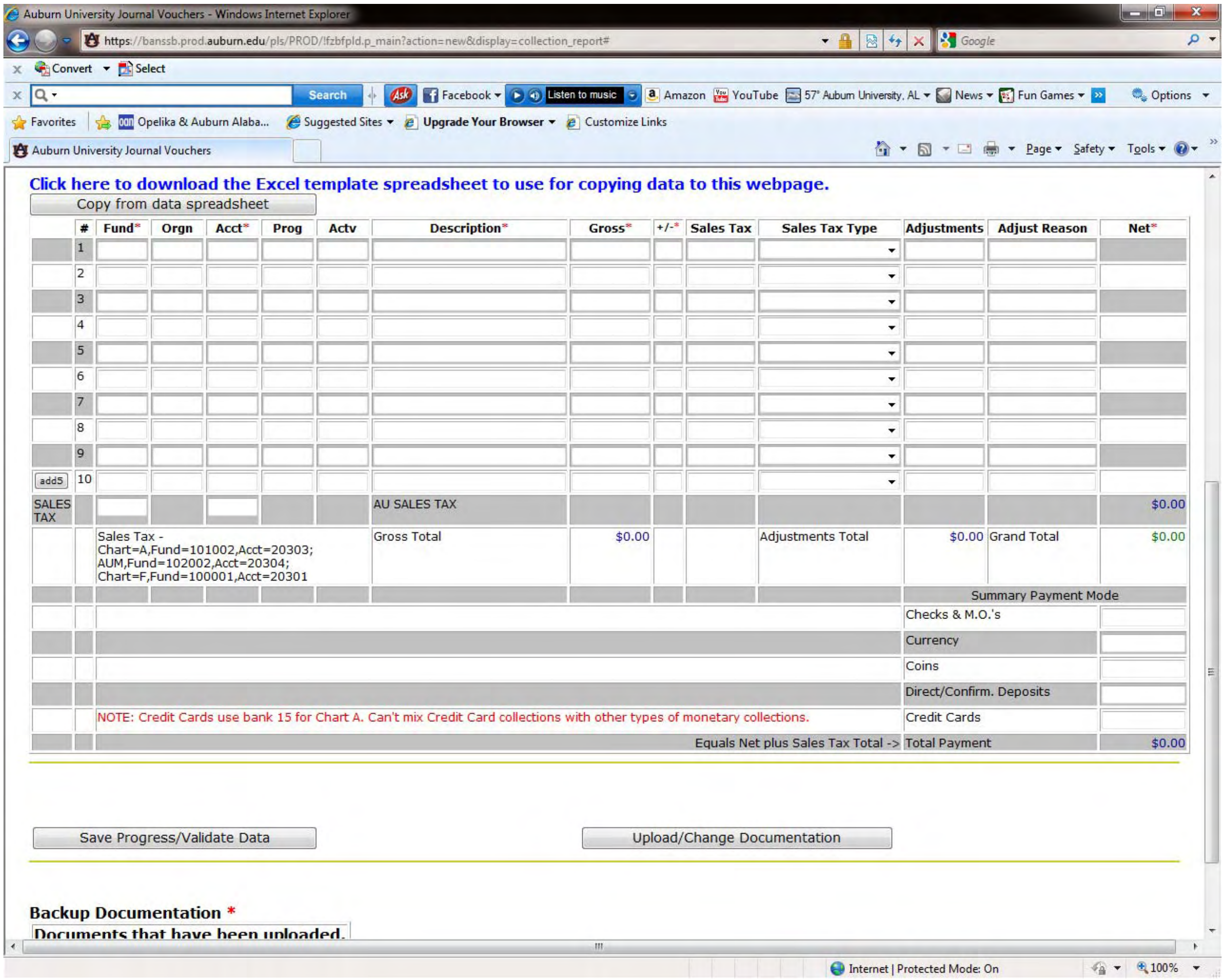
This is the form you see when you click on the “Create New Banner Collection Report”. Using the system to create E-Collection Reports is very similar to E-Journal Vouchers. The Contact, Transaction Date, System ID Banner Admin Document Text, Your Email Address, and Additional Comments are the same as we have described above in the E-Journal Voucher training. There are some fields unique to E-Collection Reports, however:

<u>Deposit Date</u>

A deposit date is required for CR05s. This date is the date the funds were received at the bank. It must be entered in the format (MM/DD/YYYY).

<u>Bank/Chart</u>

A bank number and chart identifier is required for CR05s. Click the drop down arrow to select a bank/chart combination for your collection report. For confirmation deposits, wires and ACH payments, use Bank 05/Chart A. For credit card sales, use Bank 15/Chart A. **NOTE THAT CREDIT CARD SALES MAY NOT BE MIXED WITH OTHER TYPES OF COLLECTIONS.**



You can see that collection reports have different fields. Besides the FOAPA information, the following fields are used:

Gross

This field is the gross (total) amount of all sales for each FOAP.

+/-

This field indicates whether it is a credit (receipt of money) or a debit (payment of money) to the account.

Sales Tax

This field is where you enter the total amount of sales tax collected.

Sales Tax Type

If sales tax was collected, use the drop down list in this field to select the category of sale that generated the sales tax.

Adjustments

Use this field for any adjustments to the gross amount of the collection, including credit card sales.

Adjust Reason

If you include an adjustment, you must also enter an adjustment reason. If it is for credit card sales, include that as the reason.

Net

This amount will be automatically calculated.

Summary Payment Mode

This section of the collection report is where you will indicate which form of money was collected (checks & money orders, currency, coins, direct/confirm deposits, and credit cards). **Again, please note that at this time we are only accepting E-Collection Reports for confirmation deposits and credit cards.** The total payment will automatically calculate and should equal your grand total.

As with E-Journal Vouchers, once you have completed your data entry, you will upload supporting documentation, save and validate your data, and then queue it for approval. E-Collection Reports will go through a departmental approval queue and then be queued to the AU Collection Report approval queue.