

## PROCARD JV INSTRUCTIONS

If the charges for a ProCard purchase ends up on the wrong account, it requires a JV to move it to the correct account. JV's must be processed in a timely manner. Pathway Net is the primary tool for getting purchases charged to the correct accounts. JV's are used to correct mistakes (e.g., actual mistakes, missing the posting date, etc.). Individuals that process large numbers of JV's will have their accounts reviewed for compliance with ProCard processing procedures. Excess use of JV's could lead to the loss of ProCard privileges.

### JV Form

Complete the JV form as per the following sample.

- Enter the DATE and PAGE NUMBERS in the appropriate fields.
- The DOC. TOTAL field sums automatically.
- Enter the accounting information where the charge is debited from in Banner currently (this will be your credit line) and enter the accounting information for where you want the charge to now be debited from (this will be your debit line).
- The "Description" field should include the QP number, company name (as shown in Banner – you can abbreviate if necessary for space) and the date posted to Banner. You can find this information on Banner Form FGITRND.
- Coordinating/Authorized By should be signed off if necessary
- In the "Explanation" field type the reason that the JV is being processed.
- Fill in the Prepared and Approved by lines with appropriate dates, department name and contact phone number.

### Backup Required

Screen prints from Banner showing where the charge posted is the only backup for the JV that is needed. See the samples that support the sample JV.

**UNIVERSITY OF ALASKA  
JOURNAL VOUCHER**

FY 06 Doc.# J Date Today's Date Doc. Total 397.40 Page 1 of 1

Coordinating/ Authorized By	Type	Fund 6-all numeric	Org 5-all numeric	Acct 4-all numeric	Prog 6 in length	Activity code	Amount	Dr/Cr D/C	Description (up to 34 characters in length)
	JV01	103010	50098	4010			198.70	C	QP050254 Quill Corporation 3/11/06
	JV01	103010	50101	4010			198.70	D	QP050254 Quill Corporation 3/11/06
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								
	JV01								

EXPLANATION: ProCard charge needs to be moved to the correct account. Was unable to access Pathway Net due to traveling.

FOR ORIGINATING DEPARTMENT ONLY      Doc Ref # _____		FOR FINANCIAL SERVICES' USE ONLY  APPROVED BY: _____  Date: _____
Prepared by: <u>Helen Connor</u>	Date: <u>3/20/06</u>	
Approved by: <u>Helen Connor</u>	Date: <u>3/20/06</u>	
Dept. Name: <u>Procurement</u>	Phone: <u>6465</u>	
		REV. 05-29-01 FinSvcs

COA:  Fiscal Year:  Index:  Fund:  Organization:  Account:  Program:  Activity:  Location:  Period:  Query Type:  Commit Type:

Account	Organization	Program	Activity Date	Type	Field Code	Amount	Increase (+) or Decrease (-)
4010	50098	3061GA	15-MAR-2006	CCRD	YTD	10.00	+
4010	50098	3061GA	11-MAR-2006	CCRD	YTD	55.80	+
4010	50098	3061GA	11-MAR-2006	CCRD	YTD	198.70	+
4010	50098	3061GA	01-MAR-2006	JV01	YTD	-1,105.50	-
4010	50098	3061GA	01-MAR-2006	JV01	YTD	-299.00	-
4010	50098	3061GA	28-FEB-2006	CCRD	YTD	37.72	+
4010	50098	3061GA	28-FEB-2006	CCRD	YTD	299.00	+
4010	50098	3061GA	28-FEB-2006	CCRD	YTD	1,105.50	+
4010	50098	3061GA	28-FEB-2006	CCRD	YTD	7.20	+
4010	50098	3061GA	21-FEB-2006	CCRD	YTD	12.72	+
4010	50098	3061GA	21-FEB-2006	CCRD	YTD	7.38	+
4010	50098	3061GA	21-FEB-2006	CCRD	YTD	7.38	+
4010	50098	3061GA	14-FEB-2006	CCRD	YTD	78.06	+
4010	50098	3061GA	14-FEB-2006	CCRD	YTD	24.14	+
4010	50098	3061GA	07-FEB-2006	CCRD	YTD	34.26	+
4010	50098	3061GA	07-FEB-2006	CCRD	YTD	8.66	+
4010	50098	3061GA	07-FEB-2006	CCRD	YTD	183.09	+
<b>Total:</b>						<b>665.11</b>	<b>+</b>

COA: B Fiscal Year: 06 Index: Fund: 103010 Organization: 50098 Account: 4010 Program: Activity: Location: Period: Query Type: S Commit Type:

Account	Organization	Document	Description	Field Code	Amount	Increase (+) or Decrease (-)
4010	50098	QP050798	CORP EXPR 800-582-4774	YTD	10.00	+
4010	50098	QP050254	CORP EXPR 800-582-4774	YTD	55.80	+
4010	50098	QP050254	QUILL CORPORATION	YTD	198.70	+
4010	50098	J0206364	QP049696 Govt Computer 02-28-06	YTD	-1,105.50	-
4010	50098	J0206364	QP049696 Beagle Software 02-28-06	YTD	-299.00	-
4010	50098	QP049696	CORP EXPR 800-582-4774	YTD	37.72	+
4010	50098	QP049696	BEAGLE SOFTWARE INC	YTD	299.00	+
4010	50098	QP049696	GOVT COMPUTER SALES	YTD	1,105.50	+
4010	50098	QP049696	CORP EXPR 800-582-4774	YTD	7.20	+
4010	50098	QP049137	CORP EXPR 800-582-4774	YTD	12.72	+
4010	50098	QP049137	OFFICE MAX 00007617	YTD	7.38	+
4010	50098	QP049137	THE HOME DEPOT 1303	YTD	7.38	+
4010	50098	QP048076	CORP EXPR 800-582-4774	YTD	78.06	+
4010	50098	QP048076	CORP EXPR 800-582-4774	YTD	24.14	+
4010	50098	QP047528	CORP EXPR 800-582-4774	YTD	34.26	+
4010	50098	QP047528	CORP EXPR 800-582-4774	YTD	8.66	+
4010	50098	QP047867	RHINOTEK COMPUTER PROD	YTD	183.09	+

Total: 665.11 +