

Journal Voucher Transaction Codes

General Description: The table below shows the Journal Voucher (JV) codes and the department authorized to use each code. Any JV that involves less than 10 transactions must be entered manually in Banner. However, if the JV involves more than 10 transactions, it can be submitted directly to FIP using an electronic spreadsheet for batch posting.

JV Code	Description of Use	Approved Department by code	Entry Method	BDMS required documentation
JE	1) Move expenses or revenues	JE16 - All Departments	Electronic spreadsheet*	Fully approved backup in PDF format
	2) Initiate a transfer	JED -All Departments	Entry originated in Banner**	PDF backup is uploaded to BDMS by originator
	3) Correct a miscoding or dollar amount of a previous JV	JEC- Central Office	Entry originated in Banner **	PDF backup is uploaded to BDMS by originator
BD01	1) To post original budget at the time an account is established 2) To post original <i>Unrestricted (Budget Office only)</i> budget approved by the State 3) To post <i>Restricted (SPA)</i> original Grant/Contract budget	Central Office and SPA	Electronic spreadsheet*	PDF backup is uploaded to BDMS by originator

BD02	1) Permanent revisions to <i>Unrestricted</i> operating budget 2) Permanent revisions to <i>Restricted</i> grant/contract budget approved by awarding agency 3) <i>Restricted</i> gift account 4) Permanent revisions to <i>Plant</i> project year	All departments	Electronic spreadsheet* Entry originated in Banner**	PDF backup is uploaded to BDMS by originator
BD4	1) One-time revisions to <i>Unrestricted</i> operating budget 2) One-time revisions to <i>Plant</i> FY budget	All departments	Electronic spreadsheet* Entry originated in Banner**	PDF backup is uploaded to BDMS by originator
B4C	1) One-time revisions to Unrestricted operating budget 2) One-time revisions to <i>Plant</i> FY budget	Central Office	Electronic spreadsheet* Entry originated in Banner**	PDF backup is uploaded to BDMS by originator
BDC	Carry forward fund balances at year end	All departments	Electronic spreadsheet*	Fully approved backup in PDF format

Electronic Spreadsheet Note: 10 transactions or more are required*
*Entry Originated in Banner** Note: less than 10 transactions*