**JV**

Journal Vouchers are used by all UBC Departments to record ad-hoc transactions in the General Ledger. These include the purchase, or sale, of goods to another UBC Department. Any other financial transactions which are not processed through another FMS-subsystem, such as Accounts Payable or Payroll (HRMS), should be recorded via Journal Vouchers.

**Preparing JVs**

* Prepare JV’s based on on-line requests from Ming.
* The request will come in with “JV requested” as the subject line.
* Click on the hyperlink to get to the database.
* Get an Unique JV Number from the Journal Voucher Number Generator

http://www.finance.ubc.ca/JV-number

* Insert in the JV number in the blank at the top and then click on the hyperlink to take it to the final page.
* Print off the final page and attach it to the completed JV.
* JVs can be filled out using the Finance Excel edition http://www.finance.ubc.ca/sites/finance.ubc.ca/files/uploads/ap/documents/JV\_electronic\_versionAug-2010.xlsx
* Give the JV and the request form to the accounting clerk
* Scan original signed JV to the vendor (usually bookstore) and the accounting clerk, keep original for filing.