BUSINESS AND FINANCE DEPARTMENT Effective Date: 9/1/2026
General Accounting

JOURNAL VOUCHERS POLICY

Policy Number	504-01
Approval Authority	Chief Financial Officer
Responsible Administrator	Controller
Responsible Office	Business and Finance
Policy Contact	Controller

1.0 POLICY STATEMENT

Tennessee State University's (University) Journal Voucher Policy requires that all journal vouchers be prepared, reviewed, and approved by individuals with appropriate Banner Finance access, training, and authority. Each journal voucher must be recorded to the appropriate Banner FOAP/FOAPAL accounting string and include supporting documentation that clearly denotes the business purpose for the transaction. Journal vouchers must comply with University accounting policies, applicable accounting standards, and any grant, sponsor, donor, or other funding source restrictions.

2.0 IMPORTANCE AND REASON FOR THE POLICY

Journal vouchers are an integral part of maintaining accurate financial records and producing financial statements in accordance with applicable accounting standards. For that reason, journal vouchers must be properly prepared, documented, reviewed, approved, and recorded.

This policy establishes the governance framework for a standard and consistent journal voucher process. Journal vouchers may be entered directly into the Banner General Ledger or electronically uploaded using the Banner FUPLOAD process.

3.0 DEFINITIONS

Approver - The individual who reviews a journal voucher and its supporting documentation for validity, accuracy, completeness, and compliance with University policy before approval and posting to the general ledger. Journal vouchers must be approved by the appropriate business

unit approver and any required Business & Finance reviewer before posting.

FOAP/FOAPAL - The Banner accounting string used to classify financial transactions. FOAP consists of Fund, Organization, Account, and Program. FOAPAL includes Fund, Organization, Account, Program, Activity, and Location. Activity and Location may be used when applicable.

General Ledger (GL) - The central accounting record for the University's financial transactions. Banner is the system of record for general ledger activity.

Journal Cover Sheet - An Argos-generated summary document that supports a manual journal voucher by identifying the applicable FOAP/FOAPAL, journal amount, and explanation or purpose of the transaction being recorded.

Journal Voucher (JV) - An accounting transaction used to record, correct, reclassify, or allocate financial activity in the general ledger. Journal vouchers are recorded using double-entry accounting, which requires debit and credit lines to balance.

Preparer - The individual who creates and submits a journal voucher with supporting documentation for approval. A preparer may not approve a journal voucher they entered or uploaded.

Supporting Documentation - Consists of source documents, supporting calculations, approvals, explanations, and other records necessary to substantiate the accuracy, appropriateness, and business purpose of a journal voucher. Typical supporting documents include, but are not limited to, source documents such as invoices, check requests, purchase requisitions, travel expense reports, third-party reports or statements, worksheets with supporting calculations, documented approvals, related emails, and general ledger reports identifying the original transaction.

Journal Voucher and Related General Ledger Activity

- **System-generated general ledger entries** are created through approved subsidiary ledger postings, system feeds, or integrated processes. These entries post financial activity to the general ledger but are not manually entered as journal vouchers. Corrections, reclassifications, or adjustments to system-generated entries may be processed through a journal voucher when appropriate.

- **Manual journal vouchers** are processed directly in Banner using approved journal voucher forms, including FGAJVCD (Journal Voucher Entry), FGAJVCQ (Journal Voucher Quick), or FGAJVCM (Journal Voucher Mass Entry). Access to these screen forms is restricted to specific, authorized users and departments. Manual journal vouchers may be used to correct errors, process reversals, record recurring entries, reclassify transactions, allocate costs, or record other approved accounting adjustments. Manual journal vouchers are supported by an Argos-generated journal cover sheet that identifies the applicable FOAP, journal amount, and explanation of the transaction being recorded.

Tickmark - A symbol, notation, label, or reference used on supporting documentation to identify, explain, or trace an amount, calculation, or item to the applicable journal voucher line, summary schedule, source document, page, tab, or supporting detail.

4.0 PROCEDURES

1. **Identify the Need for a Journal Voucher**
   A journal voucher may be used to record an approved accounting adjustment, correction, reclassification, reversal, allocation, or other non-routine accounting transaction.

   Before creating a journal voucher, the preparer should determine whether the transaction is appropriate for the journal voucher process or should be processed through another University process, such as accounts payable, payroll, procurement, student accounts, deposits, grants management, or treasury.

2. **Create the Journal Voucher**
   The preparer creates the journal voucher using the appropriate Banner Finance process or approved upload method. The journal voucher should include the applicable FOAP/FOAPAL accounting string, debit and credit amounts, transaction description, and accounting period.

   The transaction description should be clear enough to identify the purpose of the entry without relying solely on supporting documentation.

3. **Compile Supporting Documentation**
   The preparer compiles supporting documentation for the journal voucher. The documentation should clearly denote the business purpose for the transaction and support the amount, FOAP/FOAPAL accounting string, and reason for the entry.
   For corrections, reversals, or reclassifications, the documentation should identify the original transaction and explain the reason for the adjustment. Supporting details may include the Banner document number or other transaction reference, transaction date or posting date, amount, original FOAP/FOAPAL, or other relevant information.
   Supporting documentation must be complete, organized, readable, and clearly tied to the JV before the entry is submitted. Documentation should agree to the JV by amount and clearly support the amounts being recorded. Any differences between the support and the JV should be explained before the entry is submitted for review.

4. **Supporting Documentation Standards**
   Support should be arranged in a logical order, preferably in the same order as the JV lines or grouped in a way that clearly supports the entry. When supporting documentation includes a large number of pages, the preparer should include a summary page that agrees in total to the JV. The summary should be organized by JV description or line item and should clearly reference where the supporting detail can be found.
   Support should be ticked and tied so the reviewer can identify where each amount came from. References should be clear enough to direct the reviewer to the applicable page, tab, schedule, or section of the support. If tickmarks are used, they should be understandable and consistent.

Any calculations, allocations, estimates, or judgment-based entries should include enough explanation for the reviewer to understand how the amount was determined. The reviewer should be able to follow the support without having to recreate the preparer's work. The goal is for each JV to be review-ready when submitted. The reviewer's role is to review the entry and supporting documentation, not to reorganize the support or determine how the preparer arrived at the amounts recorded.

Across all accounting areas, we are responsible for maintaining the accuracy, organization, and integrity of the entries we prepare and approve. Complete and clearly tied support is not just a preference; it is a basic expectation of our function. Complete and organized support on the front end helps the review process move more efficiently and keeps us aligned with the standards we are expected to meet.

5. **Prepare the Journal Cover Sheet**
   Manual journal vouchers are supported by an Argos-generated journal cover sheet. The journal cover sheet should summarize the transaction being recorded, including the applicable FOAP, journal amount, and purpose of the entry.

   The journal cover sheet should be included with the supporting documentation submitted for review and approval.

6. **Submit the Journal Voucher for Approval**
   The preparer submits the journal voucher and supporting documentation to the appropriate approver. The preparer may not approve a journal voucher they created, entered, or uploaded.

   Journal vouchers should be submitted with enough time for review, approval, and posting in the appropriate accounting period.

7. **Review and Approve the Journal Voucher**
   The approver reviews the journal voucher and supporting documentation before posting to confirm the transaction is appropriate, adequately supported, and ready for approval. If the journal voucher is incomplete, unsupported, inaccurate, or otherwise inappropriate, the approver returns it to the preparer for correction. The approver may not approve a journal voucher they created, entered, or uploaded.

8. **Post the Journal Voucher**
   After approval, the journal voucher is posted to the general ledger by an individual with designated journal voucher posting authority in Banner Finance. Journal vouchers should be balanced before posting.

   Journal vouchers should be submitted with enough time to allow posting in the appropriate accounting period. Journal vouchers submitted after period close will be posted in an appropriate open accounting period. Posting to a closed prior period must be requested from and approved by the CFO or Controller.

9. **Review Uploads and Suspense Activity**
   Journal vouchers uploaded through the upload process should be reviewed to confirm successful upload and posting. Upload errors, rejected transactions, and suspended journal vouchers should be researched and resolved.

10. **Restricted or Sensitive Transactions**
    Journal vouchers involving grants, sponsored programs, restricted funds, donor funds, payroll-related activity, cash or cash-equivalent accounts, or other sensitive activity may require additional review before posting to confirm the transaction is allowable, properly documented, recorded to the appropriate FOAP/FOAPAL, and consistent with applicable funding source restrictions.

    Departments may not use journal vouchers to debit or credit cash or cash-equivalent accounts unless specifically authorized by the CFO or Controller.

11. **Retain Journal Voucher Documentation**
    The journal voucher, journal cover sheet, approvals, and supporting documentation are retained in accordance with University record retention requirements.

12. **Correct or Reverse Posted Journal Vouchers**
    If a posted journal voucher is later determined to be incorrect, the correction should be processed through a new journal voucher or other approved process.
    The correction should reference the original journal voucher and include documentation explaining the reason for the correction or reversal.

5.0 AUTHORITY AND REFERENCES

This policy is issued under the authority of the Chief Financial Officer (CFO). The Controller is responsible for administering and monitoring compliance with this policy. Exceptions to this policy must be approved by the CFO.

6.0 HISTORY

N/A