

Northwestern State University of Louisiana

JOURNAL VOUCHER

Date: _____

Banner No: J _____

Transaction Date: _____

FY: _____

Description: _____

Document Total: _____

Budget Period: _____

Encumbrance No: _____

Item No: _____

Sequence: _____

¹JV Types:
 Bank Transfer = JO99 Journal Entry = JE15/JE16
 Disbursement = CR05 Receipt = CR05

²D/C is used for JE15/JE16 & JO99 transactions.
³+/- is used for CR05 transactions.

SEQ	¹ JV TYPE	INDEX	FUND	ORG	ACCOUNT	PROGRAM	AMOUNT	² D/C or ³ +/-	DESCRIPTION	BANK NO.	Action P-T-A
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

Note: Tab through Seq, Type, COA (assigned by system); Status must be: P - Postable, In Process will NOT post; Cash transaction requires Bank Code.

Requested by _____
 Signature _____ Date _____

Approved by _____
 Signature _____ Date _____

Entered by _____
 Signature _____ Date _____

Verified by _____
 Signature _____ Date _____

Remarks: _____
