

## Electronic Mass JV Feed Procedure



(For Campus Distribution)

Procedure Number	Accounting 100.001cd
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Department	Business Services - Accounting
Last Update	November 29, 2010
Related Institutional Policy # (s)	N/A
Authored By	Business Services Accountant
Unit Manager	Business Services Accounting Manger
Approved By	Director of Business Services
Date Approved	December 1, 2010
Internal Use only, or for Campus Distribution	Campus Distribution
Date Posted to Business Services Website	02/28/2013 dj

Purpose	<p>To describe the mechanism to be used to electronically feed large journal vouchers to Banner Finance without requiring department to manually enter the transactions.</p> <p>To identify the data and format to be used, when delivering files to Business Services for posting to Banner Finance.</p>
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**Current Contacts:**

Business Service Accounting at: [http://www.sou.edu/bus\\_serv/staff.html](http://www.sou.edu/bus_serv/staff.html)

**General Information**

Departments sometimes have the need for Business Services to help post large journal entries by means of an automated mass JV feed. Because of the time involved for data preparation and integrity checks, these JV feeds are generally not done for JVs less than 20-30 lines. Manual entry at the department level is a more efficient use of resources in the case of small entries.

*Examples of Recurring JV feeds:*

- Sodexo – Weekly
- Purchasing Card – Monthly
- Bookstore – Monthly
- Mail Services – Monthly (data is in a raw format and takes extra time)

**Data Format**

The standardized JV User Input spreadsheet helps bridge the requestor’s information to a format Business Services can more easily use for feeding to Banner. The file is available and can be e-mailed to a department requesting a mass JV feed. See below.

	A	B	C	E	F	G	H	J	K	L	N	O
1	Required data for JV electronic Feed:											
2	Info Type	Date	Journal Type	Amount	Description	Debit D Credit C	Index	Fund	Account	Activity	Location	
3	Summary:	31-jan-2009	3SJV	0	enter here once if not repeating							
4												
5	Detail:											
6												
7												
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The JV User Input Form has all the basic data required to create an interface file for a JV feed:

- *Date* – Banner format dd-mmm-yyyy
- *Journal type* – Generally 3SJV, but there are exceptions (i.e. Mail services uses 6MJV).
- *Amount* – The amount listed on the Summary line is a hash total for all debits and credits entered in the Detail section.
- *Description* – Department should specify what description will be used; otherwise Business Services will use the first line of detail or a general description that makes sense based on the detail.
- *Debit/Credit* – Enter D or C on each detail line. Debits must match credits, or the entry will not post to Banner.
- *Index code* – Specified by department.
- *Fund code* – May be used in place of index code.
- *Account code* – Specified by department.
- *Activity code* – Activity code is specified by the department.
- *Location code* – Not generally used, but is available if necessary.

## **Completion**

Documents prepared using this procedure should be e-mailed to the Accounting Manager or their designee. Generally, mass JVs feed into Banner overnight. The document will then be reviewed by Business Services staff for potential errors (i.e. incorrect/inactive index code, etc.) prior to completion and posting in Banner.

Due to the nature and timing of the feed process, any documents that need to post prior to closing of a given period should be submitted to Business Services no later than the second business day following the end of the period. *Example:* A document that needs to post to November needs to be forwarded to Business Services no later than the end of the second business day of December.

Documents not required to post to a specific period can be sent to Business Services at your earliest convenience.