

## UBC Journal Voucher processing

Purpose of JV is to:

- record the purchase or sale of goods or services from one department to another department
- transfer revenues or charges to another department
- adjust balances or correct posted errors

Layers of a JV:

- Pink Financial Services “original”
- Yellow Originator “carbon copy”

### How to process from TS LPC:

1. Pink original is annotated by TS:

- description of transaction
- debit line
- contact info
- authorization (Laura Brechin TS Acq)
- goods ordered description

2. Original vendor invoice is annotated by TS:

- PO#
- fund
- “Paid by Journal Voucher” and J number reference (top right hand corner)
- currency code (if not already listed by vendor)
- Prepaid stamped
- K stamped: date, staff initials

3. TS forwards Pink “original” and **copy** of vendor’s original invoice back to vendor:

- vendor fills in the credit line
- vendor sends both to UBC Financial Services Department

4. Yellow “carbon copy” and a copy of the original invoice stays in LPC TS, filed in the Acq binder at Laura Brechin’s desk.

5. **Original** vendor invoice and a copy of the Yellow “carbon copy” is forwarded to Library’s CABI department.

6. Add note to Voyager Order record in the Acquisitions client:

- search by title, order, etc.
- display Detailed Line Item
- display Notes tab and annotate according to the type of order being processed:
  - firm/approval: **Paid on JV654327 (23no2007mc)**
  - serial: **Paid on JV654327: 1 Print + Electronic subscription: v.80 no.1-4 2007 (23no2007mc)**

See also (on staff intranet):

- a) Example of Pink Financial Services “original”.
- b) Example of Yellow Originator “carbon copy”.
- c) List of instructions printed on reverse of Yellow Originator “carbon copy”.
- d) Example of annotated Original invoice.