



Welcome to  
Introduction to  
Journal Vouchers

# Course Objectives

- General Ledger Accounts
  - Revenues and Expenses
- The web Journal Voucher
- When to use a Journal Voucher
- What information should be on a Journal Voucher
- Value of Accrual Accounting
- Things to think about
- Where to get help

# GL = General ledger account

- **GLs are 6-digit numbers that class Expenses and Revenues**
- **GLs that begin with "4xxxxx" = Expenses**
  - to increase an expense--> debit
  - to decrease an expense--> credit
- **GLs that begin with "8xxxxx" = Revenues**
  - to increase a revenue--> credit
  - to decrease a revenue--> debit

# The web Journal Voucher

SAPweb: Accounting: Create a JV - Netscape

## Create a Journal Voucher



Company Code 
 Sending Backup

Document Date 
 Document Type

Posting Date 
 Posting Period

Reference 
 Fiscal Year

Header Text

|   | #  | G/L Account          | Cost Object          | Object Type          | Line Item Text       | Transaction Date     | Debit Amount         | Credit Amount        |
|---|----|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="checkbox"/>  | 1  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 2  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 3  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 4  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 5  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 6  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 7  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 8  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 9  | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="checkbox"/>  | 10 | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <b>Subtotal</b>   |    |                      |                      |                      |                      |                      | \$0.00               | \$0.00               |
| <b>Total</b>  |    |                      |                      |                      |                      |                      | \$0.00               | \$0.00               |

Explanation (This text is required. Enter up to 20 lines of text.)

# When to use a Journal Voucher

- Transfer an expense
- Transfer a revenue
- Process an internal billing
- Transfer an overrun
- Accrue and/or defer items at fiscal year end

# Transfer an Expense Using the same GL

SAPweb: Accounting: Create a JV - Netscape

Company Code: CUR      Sending Backup: No  
 Document Date: today      Document Type: SA  
 Posting Date: today      Posting Period: xx  
 Reference: optional      Fiscal Year: 200x  
 Header Text: optional

Delete Selected Items

| #                        | G/L Account | Cost Object | Object Type | Line Item Text                 | Transaction Date | Debit Amount | Credit Amount |
|--------------------------|-------------|-------------|-------------|--------------------------------|------------------|--------------|---------------|
| <input type="checkbox"/> | same        | xxxxxxx     |             | Vendor & Originating Doc. #    | OrigDocDte       | amount       |               |
| <input type="checkbox"/> | same        | xxxxxxx     |             | Vendor & Originating Doc. #    | OrigDocDte       |              | amount        |
| <input type="checkbox"/> |             |             |             |                                |                  |              |               |
| <input type="checkbox"/> |             |             |             | WHEN ORIGINATING EXPENSE IS    |                  |              |               |
| <input type="checkbox"/> |             |             |             | PROPERLY CLASSED FOR GL, USE   |                  |              |               |
| <input type="checkbox"/> |             |             |             | THAT GL ON YOUR JV TO TRANSFER |                  |              |               |
| <input type="checkbox"/> |             |             |             | THE EXPENSE TO ANOTHER COST    |                  |              |               |
| <input type="checkbox"/> |             |             |             | OBJECT                         |                  |              |               |
| <input type="checkbox"/> |             |             |             |                                |                  |              |               |
| <input type="checkbox"/> |             |             |             |                                |                  |              |               |
| <b>Subtotal</b>          |             |             |             |                                |                  | \$0.00       | \$0.00        |
| <b>Total</b>             |             |             |             |                                |                  | \$0.00       | \$0.00        |

Explanation (This text is required. Enter up to 20 lines of text.)

Explain why you are making the JV.

IXOS-eCON Desktop - MM LIV Invoice - Post 4:00 PM

# Transfer an Expense Using different GLs

SAPweb: Accounting: Create a JV - Netscape

Company Code: CUR      Sending Backup: No  
 Document Date: today      Document Type: SA  
 Posting Date: today      Posting Period: xx  
 Reference: optional      Fiscal Year: 200x  
 Header Text: optional

Delete Selected Items

| #                        | G/L Account | Cost Object | Object Type | Line Item Text                  | Transaction Date | Debit Amount | Credit Amount |
|--------------------------|-------------|-------------|-------------|---------------------------------|------------------|--------------|---------------|
| <input type="checkbox"/> | 1 G/L"A"    | xxxxxxx     |             | Vendor & Originating Doc. #     | OrigDocDte       | amount       |               |
| <input type="checkbox"/> | 2 G/L"B"    | xxxxxxx     |             | Vendor & Originating Doc. #     | OrigDocDte       |              | amount        |
| <input type="checkbox"/> | 3           |             |             | WHEN ORIGINATING EXPENSE IS     |                  |              |               |
| <input type="checkbox"/> | 4           |             |             | NOT PROPERLY CLASSIFIED FOR GL, |                  |              |               |
| <input type="checkbox"/> | 5           |             |             | THE GLS ON YOUR JV WILL NOT BE  |                  |              |               |
| <input type="checkbox"/> | 6           |             |             | THE SAME.                       |                  |              |               |
| <input type="checkbox"/> | 7           |             |             | MOST FREQUENT EXAMPLE:          |                  |              |               |
| <input type="checkbox"/> | 8           |             |             | GL420255-SWEPT CREDIT CARD CHG. |                  |              |               |
| <input type="checkbox"/> | 9           |             |             | NOTE: COST OBJECT MAY OR        |                  |              |               |
| <input type="checkbox"/> | 10          |             |             | MAY NOT CHANGE                  |                  |              |               |
| <b>Subtotal</b>          |             |             |             |                                 |                  | \$0.00       | \$0.00        |
| <b>Total</b>             |             |             |             |                                 |                  | \$0.00       | \$0.00        |

Explanation (This text is required. Enter up to 20 lines of text.)

Explain why you are making the JV.

Start | ... | 4:10 PM



# Process an Internal Billing

## GL 801046-Internal Billing Revenue

## GL 4xxxxx-Expense for service

SAPweb: Accounting: Create a JV - Netscape

Company Code: CUR      Sending Backup: No  
 Document Date: today      Document Type: SA  
 Posting Date: today      Posting Period: xx  
 Reference: optional      Fiscal Year: 200x  
 Header Text: optional

Delete Selected Items

| #                        | G/L Account | Cost Object | Object Type | Line Item Text                  | Transaction Date | Debit Amount | Credit Amount |
|--------------------------|-------------|-------------|-------------|---------------------------------|------------------|--------------|---------------|
| <input type="checkbox"/> | 1 4xxxxx    | xxxxxxx     |             | what service was provided       | ServicDate       | amount       |               |
| <input type="checkbox"/> | 2 801046    | xxxxxxx     |             | what service was provided       | ServicDate       |              | amount        |
| <input type="checkbox"/> | 3           |             |             |                                 |                  |              |               |
| <input type="checkbox"/> | 4           |             |             | BUY/SELL BETWEEN DLCS:          |                  |              |               |
| <input type="checkbox"/> | 5           |             |             | The buyer is the debit and uses |                  |              |               |
| <input type="checkbox"/> | 6           |             |             | an expense GL- starts with "4". |                  |              |               |
| <input type="checkbox"/> | 7           |             |             | The seller is the credit and    |                  |              |               |
| <input type="checkbox"/> | 8           |             |             | uses a revenue GL- 801046.      |                  |              |               |
| <input type="checkbox"/> | 9           |             |             |                                 |                  |              |               |
| <input type="checkbox"/> | 10          |             |             |                                 |                  |              |               |
| <b>Subtotal</b>          |             |             |             |                                 |                  | \$0.00       | \$0.00        |
| <b>Total</b>             |             |             |             |                                 |                  | \$0.00       | \$0.00        |

Explanation (This text is required. Enter up to 20 lines of text.)

Explain why you are making the JV.

Windows Taskbar: Start, Internet Explorer, Outlook, SAPweb, S..., E..., S..., S..., B..., D..., Di..., Di..., E..., C..., Mi..., IX..., 4:31 PM

# Transfer an Overrun

## GL 420314-Recorded Project Overrun

SAPweb: Accounting: Create a JV - Netscape

Company Code: CUR      Sending Backup: No  
 Document Date: today      Document Type: SA  
 Posting Date: today      Posting Period: xx  
 Reference: optional      Fiscal Year: 200x  
 Header Text: optional

Delete Selected Items

| #                        | G/L Account | Cost Object | Object Type | Line Item Text                   | Transaction Date | Debit Amount | Credit Amount |
|--------------------------|-------------|-------------|-------------|----------------------------------|------------------|--------------|---------------|
| <input type="checkbox"/> | 1 420314    | discrtry    |             | RPO to "project cost object #"   | ProjEndDat       | amount       |               |
| <input type="checkbox"/> | 2 420314    | project     |             | RPO fr "discretry cost objt #"   | ProjEndDat       |              | amount        |
| <input type="checkbox"/> | 3           |             |             |                                  |                  |              |               |
| <input type="checkbox"/> | 4           |             |             | Same GL-420314-both sides.       |                  |              |               |
| <input type="checkbox"/> | 5           |             |             | Discretionary gets the debit.    |                  |              |               |
| <input type="checkbox"/> | 6           |             |             | ResearchProject gets the credit. |                  |              |               |
| <input type="checkbox"/> | 7           |             |             |                                  |                  |              |               |
| <input type="checkbox"/> | 8           |             |             |                                  |                  |              |               |
| <input type="checkbox"/> | 9           |             |             |                                  |                  |              |               |
| <input type="checkbox"/> | 10          |             |             |                                  |                  |              |               |
| <b>Subtotal</b>          |             |             |             |                                  |                  | \$0.00       | \$0.00        |
| <b>Total</b>             |             |             |             |                                  |                  | \$0.00       | \$0.00        |

Explanation (This text is required. Enter up to 20 lines of text.)

Explain why you are making the JV.

Start | ... | 4:37 PM

# Accrual Accounting

- Accounting method that records revenue when earned and expenses when incurred, rather than when cash changes hands
- Revenues and Expenses should be posted to the fiscal year in which they were incurred
  - Accrue for Expenses incurred that will be paid next year
  - Accrue for Revenues earned this year that will be received next year
  - Defer for Expenses paid this year that will be incurred next year
  - Defer for Revenue that were received this year but will be earned next year

# Things to think about

- Your JV affects MIT's Financial Statements
  - Choose your GL accounts accurately
  - Your JV affects all of us...really!
- Never send back-up; let your JV provide details and tell the story
  - Use Line Item Text to provide details
  - Use Explanation Text to tell your story

# Help?

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