



Unrestricted Accounting

Date: 10/01/2011

Creating a JV through LoboWeb FSJA-043

1. Go to myunm.edu, from the Employee Life Tab, select LoboWeb and click on the Finance Tab. Go to the Journal Voucher Entry **and Click**.
2. In the **Document Total** field enter the absolute value of the journal voucher, i.e., add all amounts (debits and credits) together. This is also called the "hash" total.
3. Transaction Date will populate with today's date.

Document Text NOTE:

To enter data in the fields press **TAB** or **move your cursor** to the next field.

For steps 5-11 a **Drop-down list** provides a List of Values for each field.

4. Type in the **Rule Class Journal Type** field. The most common codes are:

JE2 =Journal Voucher Inter fund D/C

BD4 =Temporary Budget Adjustment -/+

BDT=Dept Budget Transfer Journal Entry -/+

JET=Dept Transfer Journal Entry D/C

5. Tab to the **Index** field and type the Index code. Once Index code is typed the Fund, Organization, Program & Activity information will default. No changes are allowed on these.

6. Tab to the **Account** field. Type the Account code.

NOTE: Location codes are not currently used.

8. Tab to the **Amount** field. Type the amount of the transaction associated with this record.
9. Tab to the **D/C** field. Type **D** (Debit) or **C** (Credit) for journal entries, OR **+** (Debit) or **-** (Credit) for budget entries. This selection will depend on the Rule Class selected.
10. Tab to the **Description** field. Type a meaningful description of the journal voucher.
11. Tab to the **Budget Period** and select from the drop down. The Budget Period must coincide with the transaction date.
12. Select **Document Text** to enter other relevant information for this JV.
13. Create and complete a new record by clicking on **Add New Record**, and follow steps 4-13, or if finished, go to step 15.
14. To **Delete** a record in the last field select the X to delete.
15. Click "**Complete**."
16. The **Document Number** will populate.

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