Journal Voucher Transaction
Vendor/Provider Code Instructions

Comptroller's Office Memo dated August 27, 2009:
Effective September 1, 2009 *all* Journal Voucher (JV) transactions, moving expenditures (Account Type 22 <u>or</u> Account Type 23) between agencies, object codes, <u>or</u> sub-object codes *must* have a vendor/provider number in the 'Code Vendor/Provider Name' field of the JV transaction.

When an entering a Journal Voucher (JV) transaction requiring a vendor/provider code, enter a "V" (for Vendor) or a "P" (for Provider) in the 'Code' field of the JV transaction. The cursor will automatically move to the 'Vendor/Provider' field of the JV transaction, allowing the vendor/provider number to be entered. Once an edit (ED) has been performed on the JV transaction, the system will infer the vendor (from the CAS VEN2 table)/provider (from the AFNS PROV table) name in the field immediately following the vendor/provider number (please see below examples).

<u>Vendor Example:</u>

```
FUNCTION: NEW             DOCID: JV   AGC  XAGC0000001
   STATUS:                 BATID:                  ORG:          001-001 OF 001
 H-                         JOURNAL VOUCHER INPUT FORM
     JV DATE:          ACCTG PRD:       BUDGET FY:     REVERSAL DATE:
     ACTION:      BUDGET OVERRIDE IND:         COMMENTS:
          DEBIT DOC TOTAL:        200.00      CREDIT DOC TOTAL:       200.00
         CALC DEBIT TOTAL:        200.00     CALC CREDIT TOTAL:       200.00
 AC                   SUB                    FUNC  OBJ SUB   BS   JOB
 TP  FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
 --  ----  ----  --------  ---------  ----  ----  -------  ----  --------
 INT   REF   BK      DEBIT                          VENDOR / PROVIDER
 FUND  AGCY  CD      AMOUNT      REPT CAT  CODE           NAME
 ----  ----  --  --------------  --------  -------------------------------
                                     CREDIT     CASH
 DESCRIPTION                         AMOUNT     IND
 ------------------------------  -------------- ---
 22  1234  AGC   1234                             0800 01
                        100.00            V 12345678901 VENDOR NAME
MOVING EXPENDITURES
```

<u>Provider Example:</u>

```
FUNCTION: NEW             DOCID: JV   AGC  XAGC0000002
   STATUS:                 BATID:                  ORG:          001-001 OF 001
 H-                         JOURNAL VOUCHER INPUT FORM
     JV DATE:          ACCTG PRD:       BUDGET FY:     REVERSAL DATE:
     ACTION:      BUDGET OVERRIDE IND:         COMMENTS:
          DEBIT DOC TOTAL:        200.00      CREDIT DOC TOTAL:       200.00
         CALC DEBIT TOTAL:        200.00     CALC CREDIT TOTAL:       200.00
 AC                   SUB                    FUNC  OBJ SUB   BS   JOB
 TP  FUND  AGCY  ORG  ORG  APPR UNIT  ACTV  TION  REV O/R  ACCT  NUMBER
 --  ----  ----  --------  ---------  ----  ----  -------  ----  --------
 INT   REF   BK      DEBIT                          VENDOR / PROVIDER
 FUND  AGCY  CD      AMOUNT      REPT CAT  CODE           NAME
 ----  ----  --  --------------  --------  -------------------------------
                                     CREDIT     CASH
 DESCRIPTION                         AMOUNT     IND
 ------------------------------  -------------- ---
 22  1234  AGC   1234                             0800 01
                        100.00            P 12345678901 PROVIDER NAME
MOVING EXPENDITURES
```