



Contact General
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Employee Spotlight—Liz Bath



General Accounting is proud to present our first employee spotlight on Liz Bath. Liz is the first to answer email that you send to generalaccounting@muohio.edu and she reviews journal voucher forms, among many other responsibilities. You've probably met her if you've attended one of General Accounting's workshops or if you attend MU's EHWP exercise classes. Liz started with MU's General Accounting department as a Staff Accountant close to three years ago.

[More on Liz](#)

Month-End and Year-End Deadlines

Financial departments at MU can receive transactions from over 200 departments on the Oxford campus alone. For this reason we must provide and enforce deadlines for month and year-end periods. This enables our employees time to process transactions in the appropriate periods. We also urge departments to keep current on their transactions instead of waiting until year-end for this same reason.

[More on Deadlines](#)

Journal Vouchers

Journal Vouchers (JV's) are documents used to enter transactions into the University's financial general ledger, which is in Banner. JV's are a way to change transactions that have already gone through the normal channels of recording revenue and expenses such as payroll, accounts payable, deposits, etc. Any department can fill out a JV form and submit it to generalaccounting@muohio.edu for processing. In order for Banner to accept a journal entry, the debit and credit dollar amounts must equal each other, and at least two index codes and two account codes must be provided.

Once posted, a journal voucher cannot be retracted. Instead, errors are corrected using another journal entry. Auditors are particularly interested in reviewing JV's to determine if the transactions are appropriate, if they follow Generally Accepted Accounting Principles (GAAP), and that there is no fraudulent activity. This is why the majority of JV's must have document numbers of the original expenses that are being covered or corrected in order to provide accurate support for the transaction.

[More on Journal Vouchers](#)

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Plant Funds/
Equipment Control

Additional Resources

[General Accounting Workshops](#)

Click [here](#) to view Workshops offered by General Accounting 4th Qtr 2008.

[Contacts for Financial Documents](#)

Not sure which department to contact when dealing with financial documents? Click [here](#).

[Expenditures Deadlines FY 2008](#)

Click [here](#) for memo.



[Expense Transfer Request Forms](#)

[Fiscal Year 2008](#)

[Fiscal Year 2009](#)