
From: UGA Business Services info. <BUSINESS-SERV-L@LISTSERV.UGA.EDU> on behalf of Allison Davis <ahdavis@UGA.EDU>
Sent: Tuesday, September 15, 2015 4:29 PM
To: BUSINESS-SERV-L@LISTSERV.UGA.EDU
Subject: Electronic Journal Voucher System
Attachments: Instructions for eJV System.pdf

Good afternoon –

We are pleased to announce the new electronic journal voucher (eJV) system is now available for processing of standard journal vouchers. This system will replace the current paper forms used to submit non-personal service journal vouchers to the Accounting Department. To facilitate this transition, we would like for departments to discontinue sending journal vouchers in paper form as of November 1 and only submit them via the eJV system.

Attached you will find detailed instructions on how to access the system and process an electronic journal voucher. The link to the system is located at <https://ejv.uga.edu/eJV/home.seam>. All journal vouchers completed in the eJV system will post to the Financial Accounting System. Please do not send a paper copy so that we avoid duplications. You can also monitor the progress of the journal voucher in the eJV system. Once eJVs have a “posted” status, a batch and edit process is performed in the Accounting Department before they appear in the Financial Accounting System.

Please note this will not change how personal services journal vouchers are processed and submitted to Payroll.

We are very excited about the new eJV system and welcome any feedback that you might have. If you have any questions, please contact Holly Byrd in the Accounting Department at 706-542-1197 or hbyrd@uga.edu. Thank you.

Serving the mission of UGA,

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We in the Budget Division and University Business and Accounting Services constantly seek opportunities to enhance services and processes so that we can exceed your expectations.

We ask for your valuable feedback