

**STATE OF WISCONSIN
STATE ACCOUNTING MANUAL**

SECTION:	III General Accounting	EFFECTIVE DATE:	July 1, 1993
SUB-SECTION:	1 - WiSMART Journal Vouchers	REVISION DATE:	July 1, 1993
SUBJECT:	Policy and Procedures	PAGE:	1 of 2

WiSMART JOURNAL VOUCHER

WiSMART journal vouchers (JV) are very flexible accounting transactions whose access is limited to certain users. Most WiSMART transactions can be adjusted or corrected by using the same transaction type and account codes as the original transaction. An advantage of using a regular WiSMART transaction is the inference of one side of the accounting transaction. However, some transactions represent financial events for which WiSMART cannot infer account codes. These events should be recorded with a JV. The JV closely resembles the correction transfer transaction which was utilized prior to WiSMART. A JV can be used to:

1. Reclassify ledger entries (move from one Balance Sheet account to another or from one Object Code to another)
2. Expense previously recorded expenditures (For example: depreciation on a vehicle. You can use the JV to depreciate a certain amount of the expenditure at one time or at intervals.)
3. Record standard accruals and reversals. (For example: depreciation on a building on a recurring basis or summary receivables.) For automatic JV reversal, place "E" in the last column identifier of the JV document.

A journal voucher **cannot** be used to adjust balance sheet accounts with detail ledgers which reference and clear previous documents, such as:

1. Any sub-system of WiSMART that is not tied to the general ledger. The subsystems for which you cannot use the detail ledger are indicated on the System Special Accounts (SPEC) Table. For example: Vouchers Payable and Billed Receivables. These accounts must be adjusted by modifying the original transaction.
2. Outstanding purchase orders payable.
3. Vouchers payable account (PVs and P1's because these are part of a subsystem.)

All JV transactions require State Controller's Office approval prior to posting.

See Enter a Journal Voucher in the WiSMART Procedures Manual for data entry procedures.

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RECURRING JOURNAL VOUCHER

Recurring JV's are established on the Recurring JV Table (REJV). These transactions are used to record accruals for monthly or annual reporting that should be reversed automatically for the next period's processing. These can be established with a specified effective date and reversal date. Since WiSMART will automatically generate the reversing entry, agencies are not required to take any action after establishing the journal voucher. See Add, Change or Delete a Recurring Journal Voucher in the WiSMART Procedures Manual for data entry procedures.
