



Salary Journal Voucher

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Introduction to Payroll Adjustments (PAs)

What is a Payroll Adjustment?

A payroll adjustment (**aka** salary journal voucher) is used to move existing salary and benefit expenses to a different FOP or Fund-Acct.

When to use a Payroll Adjustment?

A payroll adjustment should be done for the following reasons:

- Overspending in Research Fund
- Project positions that work on several projects (linked to several FOPs)
- Eligible salaries and benefits charged to Research Support Fund (predecessor 12104)
- Student salaries are covered by Canada Summer Job funding
- Change of FOP allocation, but delay in paperwork submitted to Human Resources for the update
- Severance pay for a Grant funded position, the related salaries and benefits moving from Research Fund to Operating Fund

Navigating to the PA Page

1. Access **JUMP** from the University of Manitoba Homepage.
2. Select **Faculty and Staff** then choose the **JUMP portal**.

Faculty and staff

Find the resources and supports here for your working life, whatever your role at the U of M.

[Go directly to...](#)



Email

Online access to your UM email account



Aurora

Course catalogue and online registration system



JUMP portal

Hub for many UM digital services, including Employee Self Service, EPIC and Concur

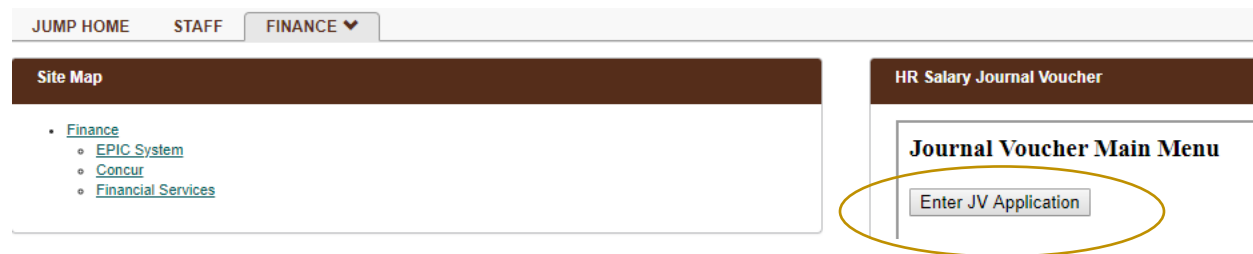


FAST Financial Reporting

Access the FAST online reporting tool within Aurora Finance

3. Log in to JUMP using your **UMnetID** and **password**.

- Once logged in, select **Finance** in the quick links.
- Click **Enter JV Application** under the HR Salary Journal Voucher



Creating a New PA

- Click on the **Create JV** button.
- The system will automatically generate a new document number. The document number will be visible once you begin a new salary journal voucher or in the Main Menu upon completion.
- The document number is eight characters long and all numbers will begin with the letters "PA."
- The **Created Date** field is automatically generated when a new JV is started.
- Information pertaining to your transaction will be entered in the JV Edit Screen.

Fiscal Period

- The fiscal period indicates the period that a transaction will be posted to. It takes the form **YYYYMM** (four digit fiscal year, two digit month; for example, 202010 for January 2020).
- The system defaults to the current period.
- This date can be backdated for month-end or year-end purposes as long as the previous period is still open.

Entering JV Detail

- Click on the **Create JV Detail** button, row 1 will appear. You will need to click on the *Create JV Detail* button for each line you require.
- Use the tab key to move through the fields, please enter the following information:
 - Fund:** enter the six digit Fund code
 - Orgn:** enter the six digit Orgn code (if applicable)
 - Acct:** enter the fix digit Account code
 - Prog:** enter the four digit Program code (if applicable).
 - Emp ID:** enter the six digit employee number. **Tips:** leave blank if moving benefits, levy or CDI.
 - Position Code: enter the five digit position number. **Tips:** leave blank if moving benefits, levy or CDI.
 - D/C:** enter D (debit) or C (credit)
 - Amount:** Enter the dollar amount.

Once all rows are complete, click the *Update JV* button to save the entry. The system will check for any errors. If there are no errors you will be able to click submit and your entry is ready to be approved.

Correcting Errors

- If your JV contains any errors, an error message(s) will appear on screen. You will be required to fix any errors before being allowed to complete the JV.
- Click the *Update JV Detail* button after making the correction(s).
- If you encounter problems please contact your Financial Analyst.

Deleting a Row

- Click the box under the Delete Column beside the row you would like to delete. Then click the *Update JV* button to delete that row.

Note: Deleting a row must be done before submitting the JV.

Completing a JV

- Once data entry for a particular JV is finished, click the *Submit JV* button to prepare it for Approval. If the *Submit JV* button is unusable you must first click *Update JV* to save your last row.

Viewing a JV

- In the Main Menu click the circle beside the PA number you wish to view and then click the *View JV Detail* button.

Journal Voucher Main Menu

Select	Banner Document Number	Fiscal Period	Source	Created By	Created Date	Submitted By	Submitted Date	Approved By	Approved Date	Reopened By	Reopened Date	Posted Date	Cancelled By
<input type="checkbox"/>						<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="radio"/>	PA001387	201112	WEB	SDRIEDGE	03-MAR-11								
<input type="radio"/>	PA001386	201112	WEB	DUNCANA	03-MAR-11	DUNCANA	03-MAR-11						
<input type="radio"/>	PA001385	201112	WEB	RENNIEJC	03-MAR-11	RENNIEJC	03-MAR-11						
<input type="radio"/>	PA001384	201112	WEB	SDRIEDGE	03-MAR-11								
<input type="radio"/>	PA001383	201112	WEB	SDRIEDGE	03-MAR-11								
<input type="radio"/>	PA001382	201112	WEB	SDRIEDGE	03-MAR-11								
<input type="radio"/>	PA001381	201112	WEB	SDRIEDGE	03-MAR-11								
<input type="radio"/>	PA001380	201112	WEB	RENNIEJC	03-MAR-11	RENNIEJC	03-MAR-11	SHELDON	03-MAR-11				
<input type="radio"/>	PA001379	201112	WEB	SDRIEDGE	03-MAR-11								
<input type="radio"/>	PA001378	201112	WEB	NGUYEN3	03-MAR-11								

View JV Detail Create JV Query JV Clear Query

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [Next] [End]

Printing a JV

- Select the PA you wish to view, once it opens to the JV Edit Screen, scroll to the bottom and click *Print JV*. A printable format will open in a browser window click the print button.

Cancelling a JV

- In the JV Edit Screen, click the *Cancel JV* button to cancel a journal voucher before approval.

Performing Queries

- To locate a specific JV document number or to find other information (i.e. the number of JVs completed on a specified date, the number of JVs approved by a specified username in a specified fiscal period, etc), you can run a query in the Main Menu.
- Enter the information into the relevant column in the top row of the Main Menu (the empty boxes).
- Then click on the *Query JV* button. The results of your query will appear. Reminder – In the Main Menu select the JV under the Select column and then click the *View JV Detail* button to view the JV.

To return to the full JV listing, click on the *Clear Query* button and then click the *Query JV* button.

** Remember to include CDI expense in your Salary Journal, use account 810128 O2TC-CDI. Note that the account name does not populate for this expense account, enter the account name – CDI – in the description column.*

Salary Journal Voucher Assistance

If you require assistance when working with the Payroll Adjustment tool, you have various individuals to assist you:

- **Financial Analysis and Reporting** or **Researching Accounting** – contact your Budget Accountant for any questions relating to processing Payroll Adjustments.
- **Aurora Finance Customer Service** – contact 204-480-1001 or Aurora_Finance@umanitoba.ca for assistance with the application or questions regarding your security (access) settings.