

Journal Voucher Database



Presenter:

- Marianna Hernandez, EDA Deputy Director
 - Direct Line 955-4867
 - Secretary 955-4885

Journal Voucher Database(JVD)

- Provide monthly invoices
- Increase efficiencies
- Improves timing and availability
- Incorporates requested details
- User friendly

Website Link

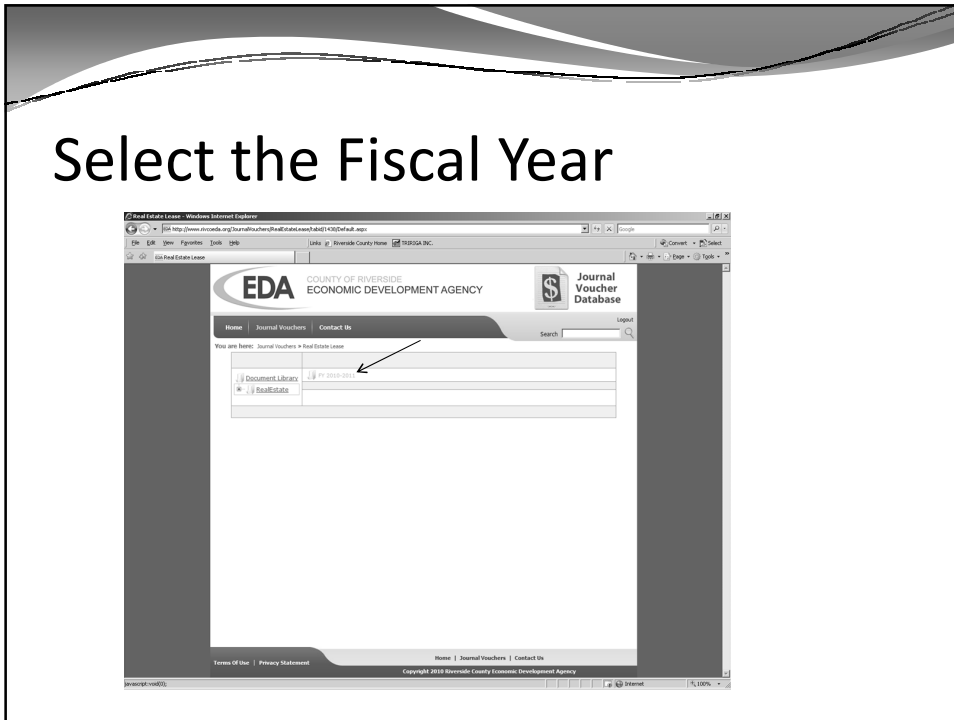
www.rivcoeda.org/journalvouchers

Journal Voucher Database

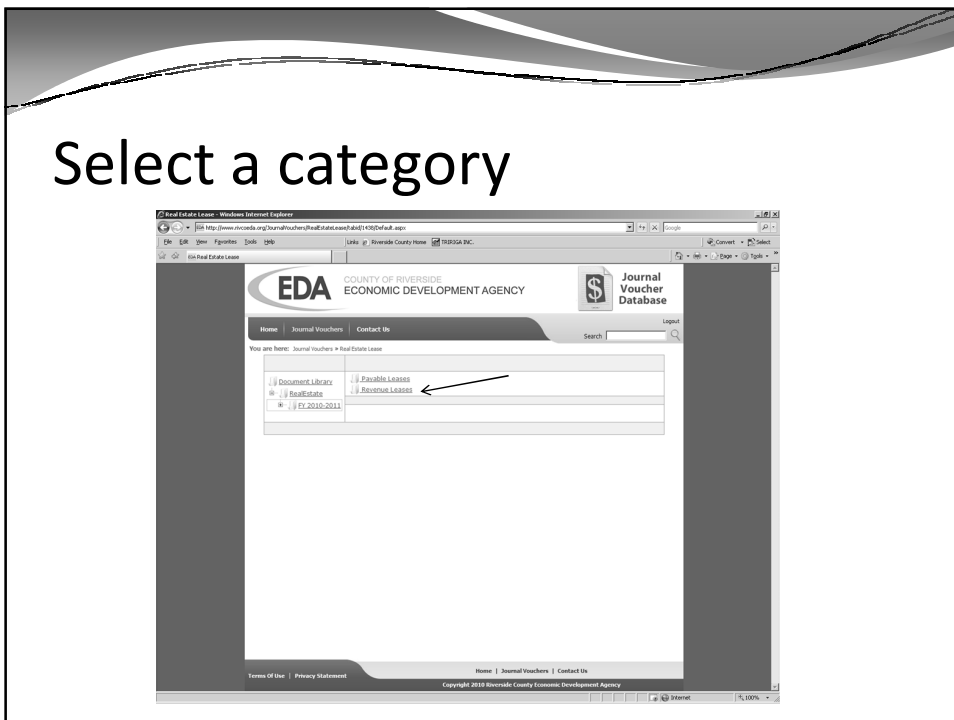
- Login: jvaccess
- Password: jvaccess

Select a Category:

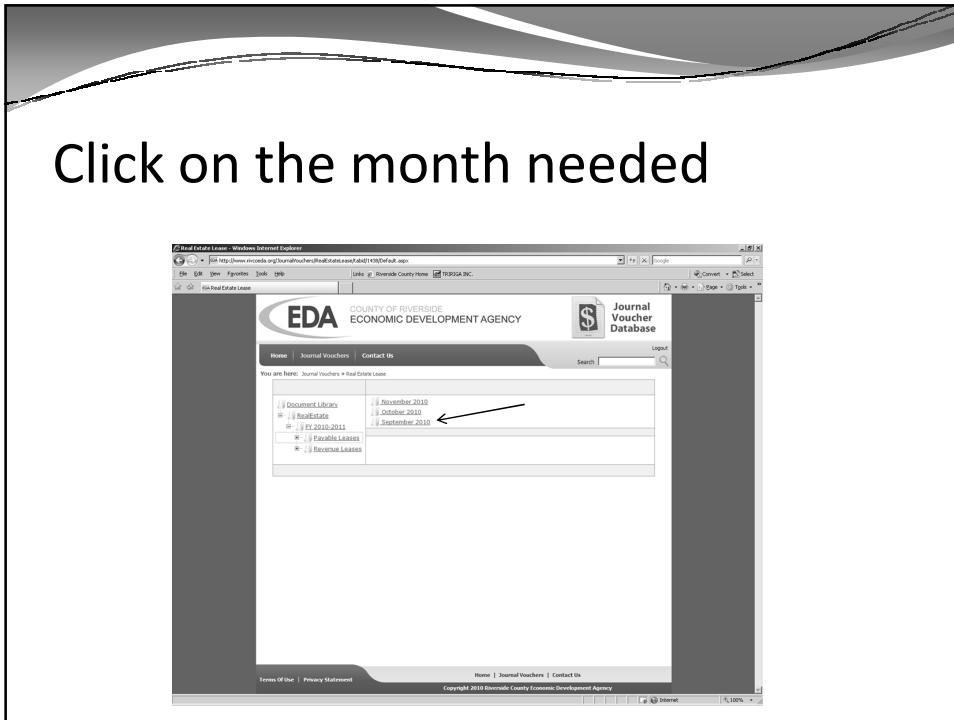
Select the Fiscal Year



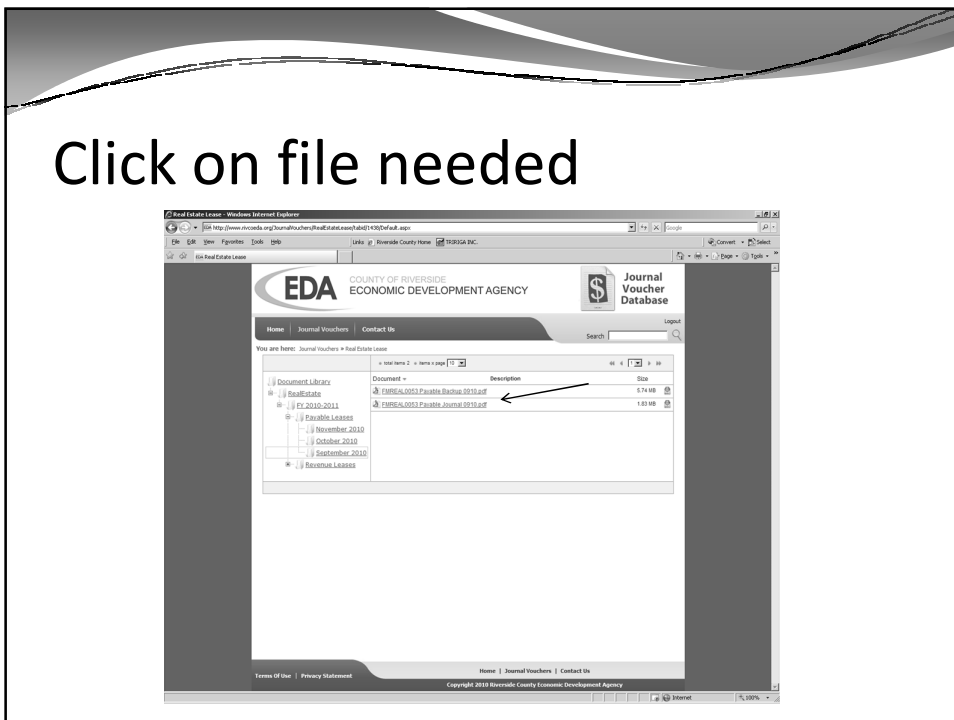
Select a category



Click on the month needed



Click on file needed



Types of Files-Real Estate

- Payable Leases
 - FMREAL 0053 Payable Journal-OASIS Journal
 - FMREAL 0053 Payable Backup
- Revenue Lease
 - FMREAL 0054 Revenue Journal-OASIS Journal
 - FMREAL 0054 Revenue Backup

Types of Files-Utilities

- County Owned Facilities
 - FMUTIL FM 0024 Journal
 - FMUTIL FM 0024 Owned Backup
- Leased Facilities
 - FMUTIL 0024 Journal
 - FMUTIL 0024 Backup

Types of Files-Maintenance

- Select Pay Period and File
 - FMMAIN0031 & 32 Invoices-Cover invoices for charges
 - FMMAIN0031 & 32 All County Depts Journal
 - FMMAIN0031 & 32 Backup-Summary Document
 - Excel File-Detailed document for labor charges

Types of Files-Custodial

- Select the Pay Period and File
 - FMCUST0034 & 35 Invoices
 - FMCUST0033 Contract Services Journal
 - FMCUST0033 Contract Services Backup
 - FMCUST0035 All County Departments Journal
 - FMCUST0034 & 35 Backup-Summary Document
 - Excel File-Detailed document for labor charges

Data

- Locate information for your Department
- Print pages
- Excel Spreadsheets are protected
 - Copy and paste data to a new spreadsheet if needed

Live Demonstration

Billings Contacts:

- Cathy Lovell, Fiscal Manager 955-8126
- Donna Ramey, Principal Accountant 955-4842
- Talishia Pitts, Supervising Accountant 955-8803

Q & A

