Posting Journal Voucher Transactions to Accounts

MEMORANDUM

TO:	Chief Financial Officers All Departments and Agencies
FROM:	John J. Linderman, Director Office of Financial Management
DATE:	October 2, 1995
SUBJECT:	Posting Journal Voucher Transactions to Accounts in an Overdraft Status; Limited Agency Use of "Funds Control Override" Capability

I am writing to notify you about and explain a process that is now available, on a limited basis, for your agency to enter journal voucher transactions that require the use of "funds control override" capability.

The R*STARS baseline software in Michigan was originally designed so that transactions to accounts in an "overdraft" status could not be entered and posted without the use of funds control override. Up until now, funds control override capability for journal voucher transactions has been available only on a very limited basis, mainly to certain staff at the Office of Financial Management (OFM).

This functionality is being delegated to the agency level to permit more flexibility and greater efficiency in the operations of R*STARS. At the same time, it is essential that we maintain adequate control over this type of transaction. Consequently, OFM approval and the approval of, at a minimum, your agency's chief accountant will be required for journal vouchers entered using the override capability. *Use of this functionality will be monitored centrally by OFM, and inappropriate use could result in it being revoked.*

This memorandum explains the required actions your agency should take to properly utilize the funds control override capability. We have established a unique, new user class (UC 89 - Account Clerk Input of Centrally Approved JVs/Fund OR) which will, when combined with the following steps, allow journal voucher transactions to post to an account that is in an overdraft status. Please note that only transaction codes (TC) 486-488 and 492-495 can be used with UC 89. In order to utilize this process, please take the following steps:

- The agency CFO should designate at least 1, but not more than 3 key staff members at your agency who will be authorized to enter these transactions. Submit a request for each of these individuals to be granted UC 89, using standard security access request procedures. These requests should be sent to Mr. Mike Moody, Director, Assets and Payroll Operations Division, OFM.

- After you have received the security approval, your staff person(s) should enter the transactions in edit mode 1, no post, using UC 89. They will need to enter a "W" in the

funds override field on the screen. Each transaction should have a "note pad" notation "attached" which identifies the transaction as one entered using UC 89.

- The transactions should be approved using the JVA approval action code of, at a minimum, your agency's chief accountant. After appropriate review and approval at your agency, the transactions will be reviewed and released by OFM.

- Send a screen print of the 520 screen (first page only) and the related note pad to your OFM agency liaison accountant with a request to release the transaction. The funds override will be effective when OFM releases the document.

We are hopeful that this processing revision will help alleviate a situation that was proving difficult for us all to manage. Please direct any questions regarding this matter to your agency liaison accountant.

Thank you and, oh yes, happy new year.

cc:	M. Murray	P. Wippel
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