

Journal Voucher System

REAS03A	DEPARTMENT OF REVENUE APPLICATION ACTIVITY SYSTEM	02/26/01
ADD	USER APPLICATION PROFILE	
RJV01	JOURNAL VOUCHER SYSTEM	
MODEL		
USER ID: <u>REV0000</u>	NICKNAME: <u>JQSMITH</u>	USER NAME: <u>JOHN Q SMITH</u>
PREPARER AUTH CODE: <u> </u>	APPROVER AUTH CODE: <u> </u>	TAX AUTHORITY: <u> </u>
JV INQUIRY ALLOWED: <u> </u>	TAX TYPE TABLE UPDATE ALLOWED: <u> </u>	
TAX AND RECPT ACCT JV'S: <u> </u>	TAX ACCT ONLY JV'S: <u> </u>	RECPT ACCT ONLY JV'S: <u> </u>
ACT/INACT: <u> </u>	ACT/INACT BEG DATE: <u> </u>	ACT/INACT END DATE: <u> </u>
APPROVER 1 ID: <u> </u>	APPROVER 1 NAME: <u> </u>	
APPROVER 2 ID: <u> </u>	APPROVER 2 NAME: <u> </u>	
APPROVER 1 AUTHORIZED AMOUNT: <u> </u>		
DELEGATE ID: <u> </u>	DELEGATE NAME: <u> </u>	
DELEGATE BEG DATE: <u> </u>	DELEGATE END DATE: <u> </u>	
USERID <u> </u> OR NAME <u> </u>	ADD <u> </u> INQ <u> </u> UPD <u> </u> DEL <u> </u>	
APPLICATION ID <u> </u> USERID <u> </u>	ADD <u> </u> INQ <u> </u> UPD <u> </u> DEL <u> </u>	
PFKEYS: 1-MAIN MENU	2-RETURN	11-HELP
** Fields in RED are REQUIRED Fields		
** Fields in BLUE are POPULATED Fields		

NOTE: The security form needs to be marked with a "P" or "A" to indicate if the employee will be able to prepare or approve Journal Vouchers.

PREPARER AUTH CODE:

"Y" indicates the employee **IS** authorized as a preparer in the Journal Voucher System.
 "N" indicates the employee **CANNOT** prepare Journal Vouchers.

APPROVER AUTH CODE:

"Y" indicates the employee **IS** authorized as an approver in the Journal Voucher System.
 "N" indicates the employee **CANNOT** approve Journal Vouchers.

TAX AUTHORITY: Defaults to **ALL**. Entry in this field is **NOT** allowed.

JV INQUIRY ALLOWED:

"Y" indicates the employee **IS** allowed to inquire into the Journal Voucher System.
 "N" indicates the employee is **NOT** allowed to inquire into the Journal Voucher System.

TAX TYPE TABLE UPDATE ALLOWED:

"N" indicates the employee is **NOT** able to update the Tax Type Table.
 "Y" indicates the employee **IS** authorized to update the Tax Type Table.

This is reserved for the employees in the Division of Revenue Operations.

TAX AND RECPT ACCT JV'S:

"Y" indicates the employee **IS** authorized to process tax and receipt account journal vouchers.
 "N" indicates the employee is **NOT** allowed to process tax and receipt account journal vouchers.

TAX ACCT ONLY JV'S:

"N" indicates the employee is **NOT** authorized to process tax account only Journal Vouchers.
"Y" indicates the employee **IS** authorized to process tax account only Journal Vouchers.

This is reserved for the employees in the Division of Revenue Operations.

RECPT ACCT ONLY JV'S:

"N" indicates the employee is **NOT** authorized to process receipt account only Journal Vouchers.
"Y" indicates the employee **IS** authorized to process receipt account only Journal Vouchers.

This is reserved for the employees in the Division of Revenue Operations.

ACT/INACT:

"A" indicates the employee is **ACTIVE** in the Journal Voucher System.

"I" indicates the employee is **INACTIVE** in the Journal Voucher System.

ACT/INACT BEG DATE:

The date that the active/inactive indicator becomes effective (ex. 01/01/2000).

ACT/INACT END DATE:

The date that the active/inactive indicator ceases to be effective (ex. 12/31/2000).

APPROVER 1 ID:

The UserID (REV Number) of the First Line supervisor.

This is only required if the PREPARER Auth Code is populated with a "Y".

APPROVER 1 NAME:

The Approver Name is populated when the User Id is entered and the record is accepted.

APPROVER 2 ID:

The UserId (REV Number) of the Second Line supervisor.

APPROVER 2 NAME:

The Approver Name is populated when the User ID (REV Number) is entered and the record is accepted.

APPROVER 1 AUTHORIZED AMOUNT:

The dollar amount **APPROVER 1 IS** authorized to approve.

Unit Supervisor	\$25,000
Section Supervisor	\$50,000
Branch Manager	\$100,000
Assistant Director	\$150,000
Director	\$999,999,999
Commissioner	\$999,999,999
Secretary	\$999,999,999

DELEGATE ID:

The User ID (REV Number) of the employee who will be the delegate for the employee.

If the user is assigned a delegate, the user cannot access the JV System.

For guidelines concerning delegates in the Journal Voucher System see Delegate Authority Guidelines (Section 2, C-2).

DELEGATE BEG DATE:

The date the delegate's authority begins (ex. 01/01/2000).

The beginning date must be equal to or older than the end date. Delegate's begin date is required, if a delegate's User ID and/or delegate end date is entered.

For guidelines concerning Journal Voucher System time limits see Delegate Authority Guidelines (Section 2, B).

DELEGATE END DATE:

The date the delegate's authority ends (ex. 12/31/2000).

The end date **MUST** be equal or latter than the beginning date. If the delegate User ID or begin date is entered, then Delegate End date is required.

For guidelines concerning Journal Voucher System time limits see Delegate Authority Guidelines (Section 2, B).

See Section 4, Page 8 for detailed descriptions of Mini Menus.