

General Processing

Before inputting a Journal Voucher, ensure that sufficient cash and budget are available for the document to be processed.

When inputting the Journal Voucher, ensure that the proper Accounting Period and Budget Fiscal Year is being used.

If the Journal Voucher rejects when edited, read all error messages associated with the document. If the error message is unclear, place your cursor on the error message and hit **Enter**. An explanation of the error will be given.

If the following error message, “*S305-ACTION NOT AUTH FOR AGCY/SEC1”, is the cause for the Journal Voucher rejecting, call OSRAP to have it reviewed and edited.

Once a J1, J2 or J3 document has been edited, the agency must apply their approval before OSRAP and STO will review and approve it.

Once agency approval has been applied, the agency must submit all pertinent documentation to OSRAP before any further approvals will be applied.