

Controller's Office – General Accounting Procedure

JOURNAL VOUCHER

Journal vouchers (JV) are used in PeopleSoft to adjust or correct posted and paid vouchers. These adjustments or corrections may include but not limited to, departments, funds, accounts, projects and distribution amounts. The use of a Journal Voucher will allow corrections and adjustments to be connected directly with the original voucher.

Access to process or approve JV eForms in PeopleSoft is granted by completing a **PeopleSoft Finance Access** form. Located:

SC.edu > Division of Information Technology > PeopleSoft > Resources > Getting Started

Click on **Resources** and then click on **Request for PeopleSoft Finance Access**. Complete the “**Other**” section of the form for the access needed.

I. Voucher Inquiry

In preparation for a Journal Voucher, it is important to review the actual chartfields as charged on the voucher you will need to provide this information. The following navigation can be used for voucher inquiry:

Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher

This inquiry can search on many key areas such as voucher, supplier, and amount.

II. Journal Voucher eForm

A Journal Voucher eForm is used to provide information to General Accounting for the adjustment or correction of vouchers. The following information is needed in order for the JV to be processed:

- Voucher ID
- Supplier Name
- Amount
- Chartfield Error (correct and incorrect fields)
- Justification for request
- Supporting documentation attached

JV's are zero amount vouchers and all corrections and adjustments must have a zero effect to the voucher.

All questions should be sent to the Journal Voucher mailbox at APJRNLVO@mailbox.sc.edu.

USC Controller's Office General Accounting Department will provide final approval all JV request in PeopleSoft. All JV's received by the last day of the calendar month will be processed before the close of the fiscal month.

III. Journal Voucher eForm Navigation:

Main Menu > USC Finance eForms > Journal Voucher eForm

IV. Creating a Journal Voucher eForm within PeopleSoft

1. Add Journal Voucher tab.

- Enter the voucher number in **Voucher ID box**. This will take you to the **Form Page**.

Form Page categories: Transaction Information, Current Distribution, New Distribution, Justification, File Attachments, Comments, Save or Submit.

2. Transaction Information:

- View only: The Supplier ID/Name; the From Voucher ID; the Invoice Number, and your Name.
- View and modify the Effective Date (defaults to today) – this date must fall in an open accounting period.

3. Current Distribution:

- View the current lines on the voucher
- Select/Deselect a single line (click on the select Yes/No button)
- Select/Deselect multiple lines (click on the select Yes/No button) for each line
- Select/Deselect all lines

4. New Distribution:

- Selected lines copied from the Current Distribution. The amount is negative and open for edit so a partial adjustment can be made. All other fields are read only.
- Select **“Copy Down”** or **“Insert A Row”** to begin making your corrections. The amount is positive and can be adjusted along with all other fields.
- Deleting a row (if needed)
 - In order to remove a row selected from above, you must deselect it on the **Current Distribution** section using the (select Yes/No button.)

5. Justification:

- Comment is required – type in the box labeled “More Information”

6. File Attachments:

- An attachment is required
- Once you add a document you can replace it but not delete it.

7. Comments:

- You can add additional comments. This field is optional.

8. Save or Submit:

- Save a form and return to it from the Update Journal Voucher search. From there you can make changes, Save, Submit or Withdraw.
- Submit a form which will route for approval.

V. Updating a Journal Voucher eForm within PeopleSoft

1. On the **Update Journal Voucher** tab.
2. You can find your journal voucher eForm by searching any of the shown categories. Journal vouchers that have been saved and not submitted, and journal vouchers that have been submitted but not approved will display.
3. Click on the journal voucher you would like to update.
 - a. Journal vouchers with a status of “Pending” have been submitted but not approved.
 - i. The voucher lines can be updated.
 - ii. You have the option to Withdraw or Resubmit.
 - b. Journal vouchers with a status of “Saved” have been saved but not submitted.
 - i. The voucher lines can be updated.
 - ii. You have the option to Save, Withdraw or Resubmit.

VI. Approving a Journal Voucher eForm within PeopleSoft

1. On the **Approve Journal Voucher** tab.
2. Search Page – You can find a journal voucher ready for approval by searching on any category or just click the Search button (Note: You will only see vouchers you have access to approve.)
3. Review the document.
4. You have the option to Deny, Recycle, Hold and Approve.
5. Once you approve the journal voucher will move to the next step in the workflow.
6. If you would like to see who has approved the entry:
 - Go to **View Journal Voucher**, enter the **Form ID** number, under **Original Operator**, delete your user id, and then **Search**.
 - Go to the bottom of the screen, click **Next**
 - Expand the **Signature/Action Log** to see the **History** or select **View Approval Route**, to get the same information.
 - Once viewed, go back to **Approve Journal Voucher** to approve the entry.

VII. Form Validation Warnings

1. If you receive an error message similar to this: *Normally at month-end, when crossing months*
 - *The Transaction Date, USC01, is not open. The open period for 2019-03-01 is from 2019-03-31 to Transactions Date, 2019-02-28 is not open. The open period for USC01 is from 2019-03-01 to 2019-03-31 Open Period can be maintained in Open Period Update page.*
 - Follow these steps if you Are the Approver:
 1. Go to **Approve Journal Voucher**. Select **Search**. Click on the desired eForm, if multiples are listed. If only one eForm, it will automatically load to the **Form Page**.
 2. **Form Page**, Under **Transaction Information** (top of page.)
Change the ***Effective Date:** to current date.
Then scroll to the (bottom of the **Form Page**) to **Approve**, Deny, Recycle or Hold.

- Follow these steps if you **Are Not** the **Approver**:
 1. Go to **Update Journal Voucher**, enter the **Form ID** number, under **Original Operator**, delete your user id, and then **Search**.
 2. Change the **Effective Date**: to current date.
 3. Select **Resubmit** (This will restart the approval process & move the JV to the open accounting period.)

VIII. View a Journal Voucher eForm within PeopleSoft

1. On the **View Journal Voucher** tab.
2. Search Page – You can view a journal voucher by searching any of the categories or just click the Search button.
3. Click the search button.
4. Select one of the journal vouchers from the list.

Journal Voucher eForm Status:

Saved – journal voucher has not been submitted

Withdrawn – the creator of the journal voucher has cancelled the voucher – it cannot be resubmitted

Pending – journal voucher has been submitted – waiting on approvals

Denied – an approver has denied the voucher – it cannot be resubmitted

On Hold – an approver has put the voucher on hold – the creator or approver can make changes to the voucher and resubmit (Update Journal Voucher)

Executed – fully approved – has a Voucher ID

Recycle – an approver has returned the journal voucher to the creator – only the creator is able to make changes to the voucher and resubmit (Update Journal Voucher) (form status will show: partially approved)