QUICK REFERENCE GUIDE

Journal Vouchers

May 26, 2015

Journal Vouchers

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid. They can also be used for intra-agency payments, which are payments within your agency. Use this Quick Reference Guide to understand how to use a journal voucher to correct an error, make intra-agency payments and run a related voucher query.

For more details, refer to the *Accounts Payable Voucher Entry, Maintenance, Approval and Reporting Tools User Guide.*

Use a Journal Voucher to Correct an Error

The most common use of a journal voucher is to adjust accounting entries after a voucher has been posted and paid. For example, an incorrect expense account was used on a voucher that has already paid. You can use a journal voucher to correct the expense account by entering a negative amount against the incorrect account and a positive amount for the correct account.

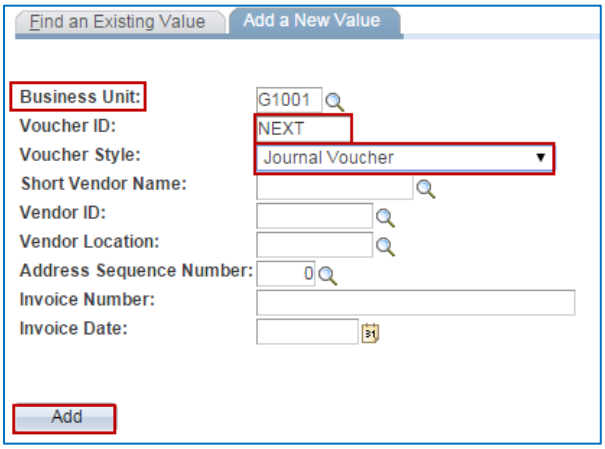
Journal vouchers can also be used to change accounts that are 1099 reportable to non-1099 reportable and vice versa.

Additionally, journal vouchers can be used to make corrections to sales tax liability accounts or to Pcard transactions. These types of corrections should reference *Vendor ID* "XXECORRECT" in place of an actual *Vendor ID*.

Selecting the *Voucher Style* is the most important step in journal voucher creation. If this step is missed and "Regular Voucher" (the default) style is used, the style cannot be changed. The voucher must be deleted or closed and a new voucher created. Regular vouchers that are not processed for payment can appear on unpaid voucher queries and potentially impact prompt pay calculations.

Step 1: Create a new voucher using Add a New Value.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry.
2. Enter the *Business Unit* in the field
3. For *Voucher ID*, keep "NEXT".
4. For *Voucher Style*, select "Journal Voucher".
5. Click on the **Add** button.

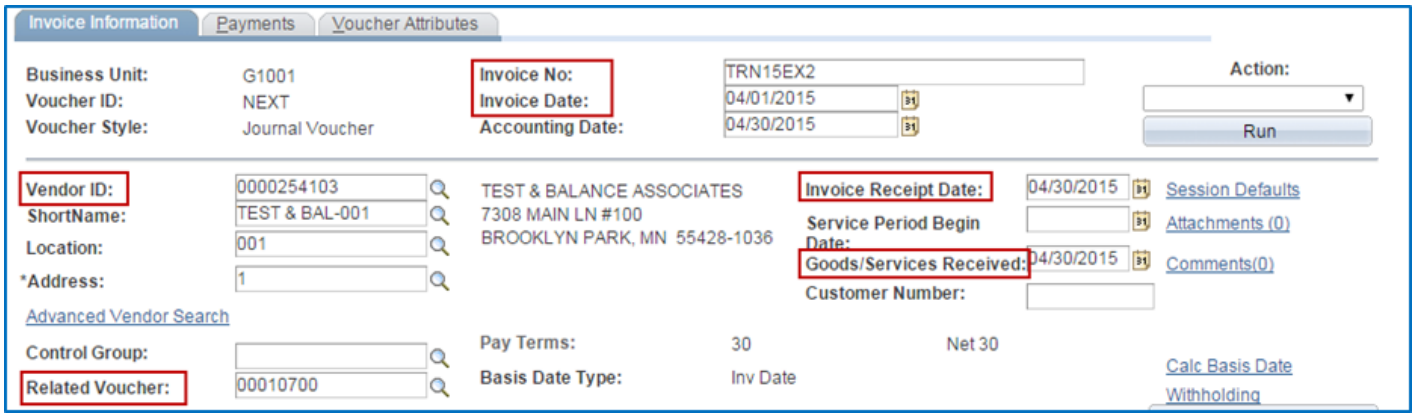


Step 2: Enter information in the Invoice Information page.

The example described in this QRG assumes one error on the ChartField (i.e., the *Account*) on the *Distribution Lines* section. As a reminder, journal vouchers must be zero-amount vouchers. Because there is only one error, you will need two lines in **Invoice Information** page, one negative and one positive.

1. On the *Header*, enter the following

- *Invoice Number.*
- *Invoice Date.*
- *Vendor ID*
- *Invoice Receipt Date.*
- *Goods/Services Received Date*.
- Click on the **Attachments** link to add supporting documentation for this journal voucher correction. Select **Add Attachment** button then **Browse** to find the document. Once selected, **Upload** and add a description. Click **OK** to return to the **Invoice Information** tab.
- On the *Related Voucher* field, look up the original voucher and enter it. This field links the voucher previously created with the incorrect information to its updated journal voucher.



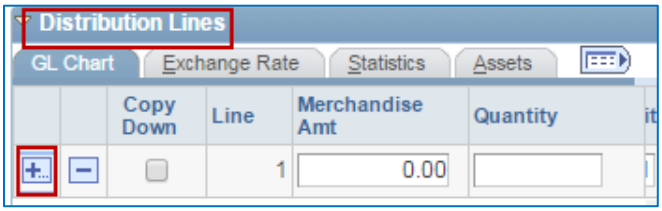
2. Depending upon the information you need to update, there are two options to update the data on the *Invoice Lines*.

   - Option 1: Update the *Invoice Lines and Distribution Lines* by adding a new *Invoice Line*.

   Use this option if you have one error on the Distribution Line (e.g., ChartField string). This option allows you to add a description for internal use and a message on the remittance.

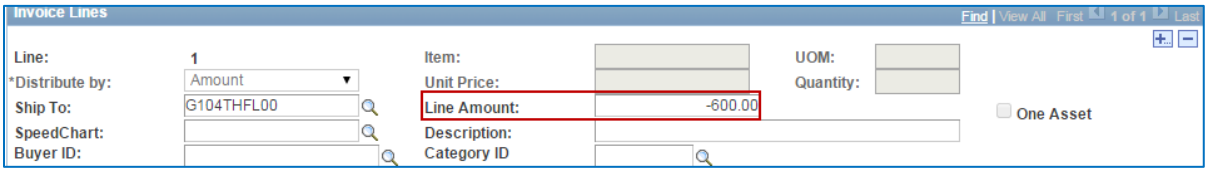
   - Option 2: Retain the *Invoice Line* and update the *Distribution Lines* by adding *Distribution Lines.*

   Use this option if you need to update multiple *Distribution Lines*. This option allows you to add a message on the remittance. However, you cannot add a description for internal use.



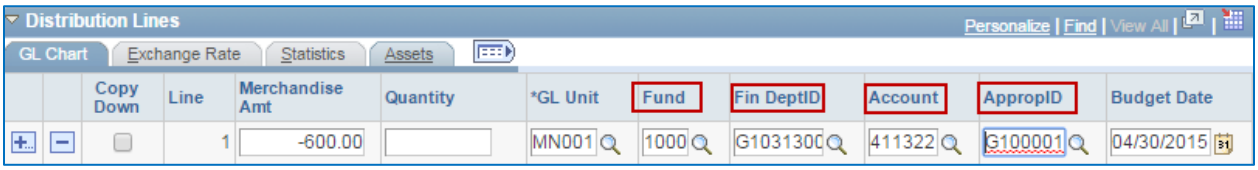
For this exercise, two *Invoice Lines* are required to correct the error.

   - Update the *Line Amount* by inputting the correct ***negative number*** to back out the original (incorrect) accounting error. Add a description of this transaction.



Input the funding string from the original voucher on the *Distribution Lines*.

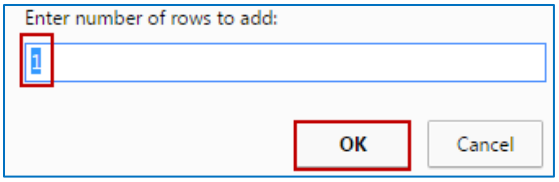
- Enter the *Fund*.
- Enter the *Fin DeptID.*
- Enter the *Account* (in this case, keep the incorrect account).
- Enter the *Approp ID.*



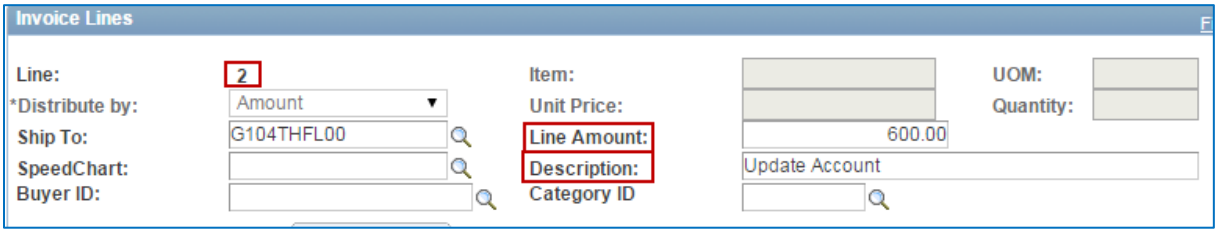
3. Return to the *Invoice Lines* section to add another line to add the correct information.

- Click on the **Add Multiple New Row** icon, "+", to add a new line.

- An *Explorer User Prompt* window appears. It allows you to specify the number of rows to add to the invoice. Enter "1", to enter one row. Click on the **OK** button.



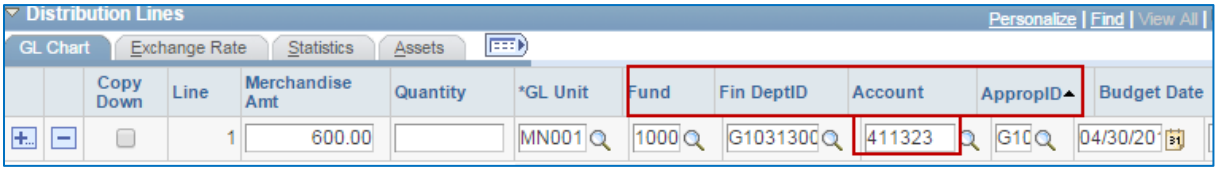
- Enter information on the new line you just added.
- Update the Line Amount by inputting the line amounts using a positive number to offset the negative one from Line 1. And, add a description of this transaction.



4. Go to the *Distribution Lines* section and the ChartField string from the original transaction - except update the value that needs to be corrected. In this case, the Account is updated.

- Enter the *Fund*.
- Enter the *Fin DeptID*.
- Enter the *Account* (Use the updated one in this case).
- Enter the *Approp ID*.

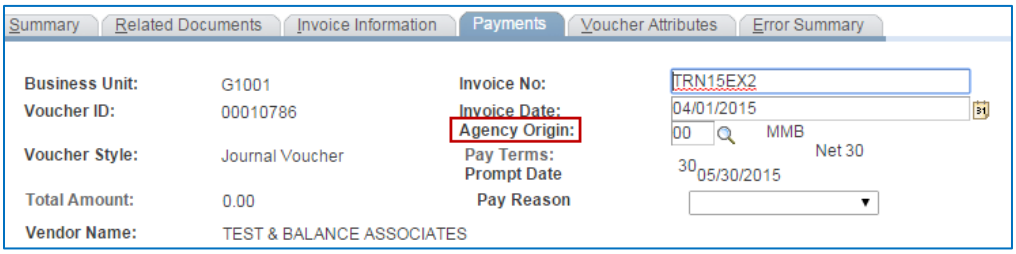
NOTE: Be sure to check the *Budget Date*. Sometimes this date will change depending upon where transaction needs to occur.



- Click on the **Payments** link.

Step 3: Enter information on the Payments page.

1. Enter the Agency Origin.

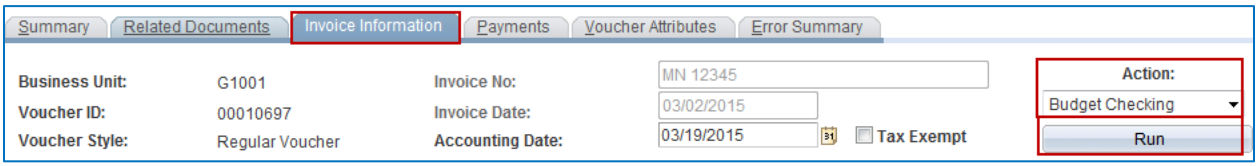


2. Enter the any *Messages* to print on the remittance advice.

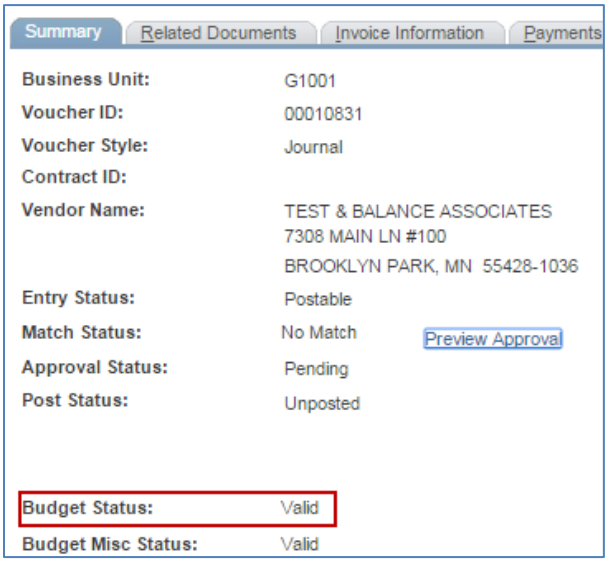
3. Scroll to the bottom of the **Payments** page and click the **Save** button.

Step 4: Complete your new voucher.

1. Return to the **Invoice Information tab** and **Budget Check** the voucher.



2. Validate that the budget checking process was successful by clicking on the **Summary** tab. The *Budget Status* should be "Valid."



3. Return to the **Invoice Information tab** and click **Submit for Approval**. The journal voucher to correct the error has been created.

Use a Journal Voucher to Make an Intra-Agency Payment

The recommended and easiest way to make an intra-agency payment (a payment within your own agency), is to create a journal voucher. Only use a journal voucher if the "selling" office did not create an invoice. If an invoice exists you need to use bilateral netting (interagency payment process). When creating a journal voucher to make an intra-agency payment, attach supporting documentation to the voucher through the **Attachments** link.

All offices involved in the intra-agency transaction need to agree on who will create the journal voucher.

Navigation: Accounts Payable, Vouchers, Add/Update, Regular Entry

1. On the **Add a New Value** tab, enter the following:

- *Business Unit*
- On *Voucher Style*, select "Journal Voucher". The search criteria will change.
- *Vendor ID* – Enter the vendor ID for your agency. Use the look up icon to locate the 10 digit ID.
- Click **Add**

2. The **Invoice Information** tab will display. Similar to other vouchers, a journal voucher consists of one Header, one or more Invoice Lines and one or more Distribution Lines.

- On the *Header*, enter the following, *Invoice Number, Invoice Date, Invoice Receipt Date and Goods/Services Received Date*.
- Click on the **Attachments** link to add supporting documentation for this journal voucher correction. Select **Add Attachment** button then **Browse** to find the document. Once selected, **Upload** and add a description. Click **OK** to return to the **Invoice Information** tab.
- Since the voucher is for an intra-agency payment, do <u>not</u> enter a Related Voucher number.

3. On the *Invoice Lines* section, note that two Invoice Lines are required to make the payment (move the funding).

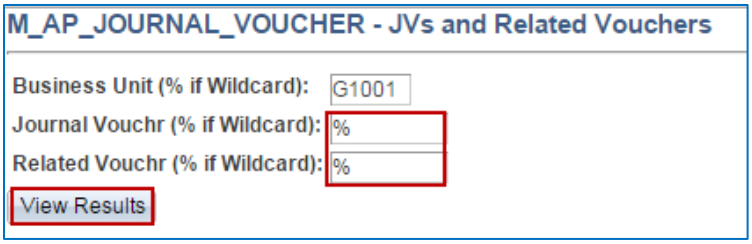
- Enter the positive dollar amount into *Line Amount* – this is the line that debits (removes) the funds from the "buying" office.
- Enter the "buying" office's codes into the GL *ChartFields*, including *Fund, FinDept ID, Account* and *AppropID.*
- Add a new row to *Invoice Lines* that reflects the dollar amount to move to the "selling" office. Click on the **Add** multiple new rows icon.
- At the **Explorer User Prompt** enter the number of rows to add, usually 1. Then click **OK**.
- In the *Line Amount* for *Invoice Line 2*, enter the negative dollar amount to credit (send) the funds to the "selling" office's *ChartField* string. Enter the *ChartField* information for the line, including *Fund, FinDept ID, Account* and *AppropID.*
- Click on the **Payments tab** to enter the **Agency Origin** and a **Message** for documentation.
- Click **Save**.

4. Return to the **Invoice Information tab** and **Budget Check** the voucher.
   - Validate that the Budget Checking process was successful by clicking on the **Summary** tab. The *Budget Status* should be "Valid."
   - Return to the **Invoice Information** tab and click **Submit for Approval**. The journal voucher to make an intra-agency payment has been created.

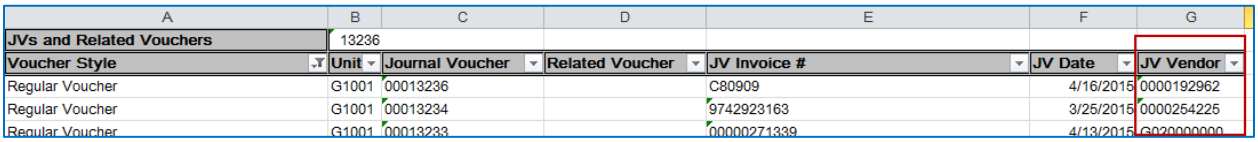
Journal Voucher and Related Voucher Query

Agencies can use the query "M_AP_JOURNAL_VOUCHER" to identify and match related vouchers to journal vouchers. The *Related Voucher* field on the journal voucher must be entered for the query to work.

- **Navigation:** Reporting Tools, Query, Query View
- Enter the query: **M_AP_JOURNAL_VOUCHER.**
- Add your *Business Unit*. Put "%" in both the *Journal Voucher* and *Related Voucher* fields. Click **View Results**.



- View your results in an Excel spreadsheet and you can filter it by *Vendor ID*.



A	B	C	D	E	F	G
JVs and Related Vouchers	13236					
Voucher Style	Unit	Journal Voucher	Related Voucher	JV Invoice #	JV Date	JV Vendor
Regular Voucher	G1001	00013236		C80909	4/16/2015	0000192962
Regular Voucher	G1001	00013234		9742923163	3/25/2015	0000254225
Regular Voucher	G1001	00013233		00000271339	4/13/2015	G020000000