Controller’s Office – Journal Entry and Journal Voucher eForm Training

February 13, 2020
Discussion Topics

Journal Entry:
• Overview
• How to create/copy/delete a Journal Entry
• Journal Entry demonstration in PeopleSoft

Journal Voucher eForm:
• Overview
• How to create/update/approve/view a Journal Entry
• Journal Voucher eForm demonstration in PeopleSoft

Where to find the Resources referenced in this presentation

General Accounting Support Contacts
Journal Entry Overview

PeopleSoft journal entries (JEs), are used to make any adjustment other than PeopleSoft AP payment voucher adjustments and Expense Module adjustments.

- JEs are processed by departments using PeopleSoft's online system. Once they are submitted and approved by the department, the Controller’s Office will then review, approve and post the entries.

When to Create a Journal Entry:
- Deposit corrections; 86/81 transfers; Creating/correcting RQs/IITs.
- Any ONL source transaction adjustment (Online Journal Entry.)
- Any Single Pay “Travel Expense” AP payment vouchers.
- Any transaction that happened prior to PeopleSoft.

When Not to Create a Journal Entry:
- To adjust AP (non-travel related) Vouchers.
  A Journal Voucher (JV eForm) should be submitted via PeopleSoft. Instructions on JV eForms can be found on the Controller’s website.

- To adjust Expense Module transactions for the following:
  (Employee Travel, Procurement Card Team Card and Travel Card)
  An Expense Module Correction Form must be used. This form is located on the Controller’s website.
How to Create a Journal Entry

Journal Entries are created within the General ledger.

• Navigation Path: Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries

1. Click the **Add a New Value** tab.
2. Click the **Add** button.

Do not enter a JE # - system will assign
How to Create a Journal Entry

Use the Header tab to ensure the following fields are populated:

- Ledger Group - ACTUALS, Source - ONL, Transcode – GENERAL (DO NOT CHANGE THESE FIELDS)
- Long Description (required) – should reflect purpose of JE; required for JE approval to post.
How to Create a Journal Entry

Use the Header tab to ensure:

- The Adjusting Entry field is “Non-Adjusting Entry”. Adjusting Entries are the year end adjustments that are made by Controller’s Office.
- It is recommended you check the Save Journal Incomplete Status box. If you cannot, please contact pssecure@mailbox.sc.edu so they can update your user preferences.
How to Create a Journal Entry

Add Attachments on the Header tab:

- Click the Attachments link.
- If you have more than one document to attach, you can scan and attach them as one document or you can attach each document separately. When adding documents separately be sure to Save after attaching each one.
How to Create a Journal Entry

Types of supporting documentation:

• Pages or screenshots from PeopleSoft or the Finance Intranet. Also Spreadsheets, emails, letters or memos are acceptable.

• 81/86 Transfer: Documentation from PeopleSoft or the Finance Intranet showing the funds are available in the account where the funds are being moved from to verify the funds are available for the move.

A journal entry must be self-containing so that someone reviewing the entry (including auditors) can see what adjustment was made and why.

Relevant attachment is required for JE approval to post

When attaching documents be sure to add a description of the document using the Description field.
How to Create a Journal Entry

Use the Lines tab to enter chartfield string information.

• Before entering the chartfield string you can use the Personalize link to hide or sort columns.

• On the Lines tab, enter the chartfield string in respective boxes. Refer to the PeopleSoft Crosswalk for chartfield information as needed.

• **Note:** PC Bus Unit, Project, and Activity are only used for projects and grants (in addition to the required chartfields).
How to Create a Journal Entry

When creating a journal entry, at least 2 journal lines need to be added, a positive line and a negative line.

• Add the 1st journal line.

• Once you have keyed the first line, you have the option to click on the Template List link to control which items are copied down to the next row. (see later slide).

• Click the Insert Lines button – you can add one line at a time or multiple lines.
How to Create a Journal Entry

Use the Template List page to select the fields that you want to be copied down when you add a journal line.

- Select the STANDARD line.
- Check the boxes for the fields you would like to copy down.
- Click the Return/OK button to save your selections.
How to Create a Journal Entry

ACCOUNT CODE REFERENCE FOR JOURNAL ENTRIES

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>CODE</th>
<th>POSITIVE</th>
<th>NEGATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSET</td>
<td>1XXX</td>
<td>INCREASE</td>
<td>DECREASE</td>
</tr>
<tr>
<td>LIABILITY</td>
<td>2XXX</td>
<td>DECREASE</td>
<td>INCREASE</td>
</tr>
<tr>
<td>REVENUE</td>
<td>4XXX</td>
<td>DECREASE</td>
<td>INCREASE</td>
</tr>
<tr>
<td>EXPENSE</td>
<td>5XXX</td>
<td>INCREASE</td>
<td>DECREASE</td>
</tr>
<tr>
<td>CONTRA EXPENSE</td>
<td>6XXX</td>
<td>DECREASE</td>
<td>INCREASE</td>
</tr>
<tr>
<td>TRANSFER IN</td>
<td>81XX</td>
<td>DECREASE</td>
<td>INCREASE</td>
</tr>
<tr>
<td>TRANSFER OUT</td>
<td>86XX</td>
<td>INCREASE</td>
<td>DECREASE</td>
</tr>
</tbody>
</table>

HOW TRANSACTIONS REFLECT IN GL

PAYROLL JE       + 990.00
AP JE FOR EXPENSE + 1000.00
DEPOSIT - REVENUE (250.00)

SAMPLE: TRANSFER JE
TRANSFER $ FROM DEPT ABC 86100 5,000.00
TRANSFER $ TO DEPT XYZ  81100 (5,000.00)

SAMPLE: CORRECT A DEPOSIT
MOVE REVENUE/DEPOSIT FROM DEPT ABC 48650 250.00
MOVE REVENUE/DEPOSIT TO DEPT XYZ  48650 (250.00)
How to Create a Journal Entry

ANALYSIS TYPES ARE USED IN THE GRANTS MODULE FOR CREATING BILLS AND OTHER PROCESSES

ANALYSIS TYPES ARE REQUIRED ON ALL LINES THAT USE A PROJECT: USCSP, USCIP, USCCP

- **GLE – GL EXPENSE**: FOR EXPENSES AND CONTRA EXPENSES (5 AND 6 ACCOUNT CODES)

- **GLR – GL REVENUE**: OR REVENUE (4 ACCOUNT CODES)

- **ADV – ADVANCES**: FOR GRANT CASH ADVANCES (10203 ACCOUNT CODES)

THERE ARE OTHERS THAT ARE UNIQUE TO CERTAIN GRANT ACTIVITY SUCH AS F&A – IF YOU ARE DOING OUT OF ORDINARY ENTRIES, CONTACT THE GRANTS AND FUNDS MANAGEMENT OFFICE.
How to Create a Journal Entry

University of South Carolina
Grants and Funds Management
USCSP Analysis Type Guide

<table>
<thead>
<tr>
<th>Account</th>
<th>Analysis Type</th>
<th>PC Business Unit</th>
<th>Project</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1XXXXX</td>
<td>BAL</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>10203</td>
<td>ADV</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>2XXXXX</td>
<td>BAL</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>3XXXXX</td>
<td>BAL</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>4XXXXX</td>
<td>GLR</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>51000-51999</td>
<td>PAY</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>52000-59999</td>
<td>GLE</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>6XXXXX</td>
<td>GLE</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>86250</td>
<td>GLE</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
<tr>
<td>86500</td>
<td>GLE</td>
<td>USCSP</td>
<td>1xxxxxxx</td>
<td>1</td>
</tr>
</tbody>
</table>

Note: All GL journal transaction lines related to the USCSP, USCIP, USCCP, USCEN, USCMP & USCSA, PC Business Units must follow the above Analysis Type Guide to ensure accurate data is cost collected into the Grants module.
How to Create a Journal Entry

Before processing the journal entry click the Save button and make sure the Total Debits equals the Total Credits.

Save often when working in PeopleSoft!!
How to Create a Journal Entry

Now it’s time to Process the journal entry.

- Select Edit Journal from the Process dropdown list.
- Click the Process button.

If the Budget Status is showing “E” for Errors after processing, go to the Errors tab to correct the errors before posting the journal.
How to Create a Journal Entry

If there are no errors and the Budget Status is “Valid”, a Journal ID is assigned.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC01</td>
<td>2</td>
<td>120.00</td>
<td>120.00</td>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>

Message

Journal 0000002455 is saved. (5210,6)

OK
How to Create a Journal Entry

Use the Approval page to route the Journal for the proper approvals.

- Click the Approval tab.
- Click the Submit button.
- Click the Approval History expand button to view who the approvers are.
How to Create a Journal Entry

The Journal Status and Budget Status is now showing “Valid”.

A journal can be edited after it has been submitted for approval. It can be edited after it has been approved but a change will require it go through the approval process again.

A journal can not be edited once it has been posted and the Journal Status is “P”.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Total Lines</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Journal Status</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCD01</td>
<td>2</td>
<td>120.00</td>
<td>120.00</td>
<td>V</td>
<td>V</td>
</tr>
</tbody>
</table>
How to Search for a Journal Entry

Searching for a Journal Entry

- Click on Find Existing Value
- Search by name, date, JE #, etc.
How to Search for a Journal Entry

Searching for a Journal Entry

- Listing provides Status, date, description
  
  If the status is “In Process” – contact Controller’s Office

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0000002487</td>
<td>09/28/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>16</td>
<td>11240724.34</td>
<td>0</td>
<td>0</td>
<td>Bond interest Tmf for bond s transfer the funds to the receiv</td>
</tr>
<tr>
<td>0000002494</td>
<td>09/28/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>34</td>
<td>30485014.83</td>
<td>0</td>
<td>0</td>
<td>Sept debt payments - fo</td>
</tr>
<tr>
<td>0000002930</td>
<td>10/07/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>12</td>
<td>769399.38</td>
<td>0</td>
<td>0</td>
<td>Corr ENR 410 &amp; ENR 402 ...</td>
</tr>
<tr>
<td>0000003030</td>
<td>10/22/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>2</td>
<td>16920.25</td>
<td>0</td>
<td>0</td>
<td>To correct JE on 2808 sb cl</td>
</tr>
<tr>
<td>0000003030</td>
<td>10/22/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>4</td>
<td>514605.76</td>
<td>0</td>
<td>0</td>
<td>Corr 00000 account cod</td>
</tr>
<tr>
<td>0000004009</td>
<td>10/30/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>42</td>
<td>7077.79</td>
<td>0</td>
<td>0</td>
<td>Correct deposit with 00000 acc</td>
</tr>
<tr>
<td>0000004617</td>
<td>10/31/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>152</td>
<td>2144000.17</td>
<td>0</td>
<td>0</td>
<td>July 2016 F&amp;A correction 2 - 1</td>
</tr>
<tr>
<td>0000004622</td>
<td>10/31/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>5690</td>
<td>1212408.89</td>
<td>0</td>
<td>0</td>
<td>September 2016 F&amp;A correction</td>
</tr>
<tr>
<td>0000004625</td>
<td>10/31/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>8820</td>
<td>725301.43</td>
<td>0</td>
<td>0</td>
<td>August 2016 F&amp;A correction - t</td>
</tr>
<tr>
<td>0000005205</td>
<td>07/30/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>33</td>
<td>11371233.59</td>
<td>0</td>
<td>0</td>
<td>Correct cash on pr and fringe</td>
</tr>
<tr>
<td>0000005209</td>
<td>08/15/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>33</td>
<td>1074254.38</td>
<td>0</td>
<td>0</td>
<td>Correct cash on pr and fringe</td>
</tr>
<tr>
<td>0000005290</td>
<td>08/30/2015</td>
<td>0</td>
<td></td>
<td></td>
<td>Posted</td>
<td>Valid</td>
<td>ACTUALS ONL</td>
<td>USD</td>
<td>33</td>
<td>17090779.17</td>
<td>0</td>
<td>0</td>
<td>Correct cash on pr and fringe</td>
</tr>
</tbody>
</table>
How to Copy a Journal Entry

### Copying a Journal Entry

<table>
<thead>
<tr>
<th>Select</th>
<th>Line</th>
<th>Unit</th>
<th>Ledger</th>
<th>Oper Unit</th>
<th>Dept</th>
<th>Fund</th>
<th>Account</th>
<th>Amount</th>
<th>Class</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>USC01</td>
<td>ACTUALS</td>
<td>CL088</td>
<td>661040</td>
<td>010000</td>
<td>11305</td>
<td>-82,907.57</td>
<td>57,898</td>
<td>JB03009 JV</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>USC01</td>
<td>ACTUALS</td>
<td>CL000</td>
<td>010000</td>
<td>XP210</td>
<td>11451</td>
<td>82,907.57</td>
<td>57,976</td>
<td>JB03009 JV</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>USC01</td>
<td>ACTUALS</td>
<td>AK000</td>
<td>912000</td>
<td>BR100</td>
<td>11370</td>
<td>-68,306.33</td>
<td>33,692</td>
<td>JB03009 JV</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>USC01</td>
<td>ACTUALS</td>
<td>AK000</td>
<td>910000</td>
<td>XP080</td>
<td>11373</td>
<td>68,306.33</td>
<td>33,692</td>
<td>JB03009 JV</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>USC01</td>
<td>ACTUALS</td>
<td>CL008</td>
<td>700000</td>
<td>BR100</td>
<td>11350</td>
<td>-401,682.99</td>
<td>99,802</td>
<td>JB03009 JV</td>
</tr>
</tbody>
</table>
How to Copy a Journal Entry

Copying a Journal Entry

• System will assign #, user may choose to reverse signs if needed, choose date to assign (will only go to open periods) - leave other information as is unless you have discussed with Controller’s Office

![Journal Entry Copy](image)
How to Delete a Journal Entry

Deleting a Journal Entry

• Before attempting to delete an entry, make sure there are no Account 10300 lines. If there are, contact General Accounting to delete the entry for you.

• On Header tab, delete any attachments prior to deleting the entry.

Be sure to save entry with “Attachments (0)”; else system will not let you delete.
How to Delete a Journal Entry

Deleting a Journal Entry

- On Lines tab, select delete and Process
- System will give error message if attachments were not deleted.
- Cannot delete if posted.
- Once deleted – it is GONE! ... therefore please be sure attachments, line info, etc. is saved elsewhere before deletion
PeopleSoft Demonstration
What is a Journal Voucher eForm

• Journal voucher eForms (JVs) are used in PeopleSoft to adjust or correct posted and paid AP vouchers.

• Journal vouchers are zero amount vouchers and all adjustments must have a zero effect to the voucher.

• These adjustments may include, but are not limited to:
  • departments
  • funds
  • accounts
  • projects

• Journal voucher eForms link the JV to the original voucher.

• Please note: All “Single Pay Expense” vouchers with a Supplier ID “SP000000XX” are processed via Journal Entry.
How to Create a Journal Voucher eForm

JV eForms are created within PeopleSoft.

- Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm
  1. Click the Add Journal Voucher tab.
  2. Enter the voucher number in Voucher ID box.
How to Create a Journal Voucher eForm

On the Search page you can:

• Search for an existing Voucher ID
• View a list of matching Voucher ID’s with the associated Supplier ID and Supplier Name
• You cannot see or select a single pay Voucher ID
How to Create a Journal Voucher eForm

Select Voucher ID – Distribution Details.
How to Create a Journal Voucher eForm

Transaction Information:

• View, but not modify, the Supplier ID and Name; the original Voucher ID; the Invoice Number, and your Network ID and Name.

• View and modify the Effective Date (defaults to today) – this date must fall in an open accounting period.
How to Create a Journal Voucher eForm

Current Distribution:

- View the current lines on the voucher
- Select/Deselect a single line (click on the select button)
- Select/Deselect multiple lines (click on the select button)
- Select/Deselect all lines

<table>
<thead>
<tr>
<th>Merchandise Amount</th>
<th>Operating Unit</th>
<th>Department</th>
<th>Fund Code</th>
<th>Account</th>
<th>Class Field</th>
<th>PC Business Unit</th>
<th>Product</th>
<th>Cost Share</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>7015.50</td>
<td>CL03</td>
<td>600233</td>
<td>CA200</td>
<td>52080</td>
<td>805</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

Deselect All
How to Create a Journal Voucher eForm

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.
- Copy a selected line. The amount is positive and open for edit. All other fields are open for edit.
- Add a blank row
- Deleting a row
  - In order to remove a row selected from above, you must deselect it rather than delete.
- Select/Change Project/Activity only after the PC Business Unit is selected

<table>
<thead>
<tr>
<th>Copy Down</th>
<th>*Merchandise Amount</th>
<th>Operating Unit</th>
<th>Department</th>
<th>Fund Code</th>
<th>Account</th>
<th>Class Field</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-7015.50</td>
<td>CL003</td>
<td>500233</td>
<td>CA200</td>
<td>52080</td>
<td>805</td>
</tr>
<tr>
<td></td>
<td>7015.50</td>
<td>CL003</td>
<td>600233</td>
<td>CA200</td>
<td>52080</td>
<td>805</td>
</tr>
</tbody>
</table>
How to Create a Journal Voucher eForm

Justification:

• Comment is required – type in the box labeled “More Information”
How to Create a Journal Voucher eForm

File Attachments:

- An attachment is required
- Types of documents that can be attached: DOC, DOCX, JPG, PDF, TIF, MSG, TXT, XLS, XLSX, CSV
- Add additional documents as needed
- Once you add a document you can replace it but not delete it.

File Attachments

Please attach supporting documentation. Allowed file types include DOC, DOCX, JPG, PDF, TIF, MSG, TXT, XLS, XLSX, CSV

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>Description</th>
<th>File Name</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image" alt="Upload" /></td>
<td>Document</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add
How to Create a Journal Voucher eForm

Comments:
• You can add additional comments
• This field is optional
• Click arrow to expand the comment box
How to Create a Journal Voucher eForm

Form validation - warnings:

- Effective date blank or choose a date that is in a closed period
- Leave a required field blank
- The amounts of the New Distribution section do not net to zero
- Leave a required attachment blank
- Attempt to attach an invalid file type

Example of Warning

The New Distribution merchandise amounts net to -15.5. The new distribution merchandise amounts must net to 0.00. Please revise before proceeding.
How to Create a Journal Voucher eForm

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
How to Update a Journal Voucher eForm

JV eForms are updated using the following navigation.

• Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm

1. Click the **Update Journal Voucher** tab.
2. Search Page – You can find your journal voucher by searching any of the following categories
How to Update a Journal Voucher eForm

Search:

- Click the search button
- Journal vouchers that have been saved and not submitted, and journal vouchers that have been submitted but not approved will display.
- Click on the journal voucher you would like to update.
How to Update a Journal Voucher eForm

Update:

• Journal vouchers with a status of “Pending” have been submitted but not fully approved
  • The voucher lines can be updated
  • You have the option to Withdraw or Resubmit

• Journal vouchers with a status of “Saved” have been saved but not submitted
  • The voucher lines can be updated
  • You have the option to Save, Withdraw or Submit
How to Approve a Journal Voucher eForm

JV eForms are approved using the following navigation.

- Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm
  1. Click the **Approve Journal Voucher** tab.
  2. Search Page – You can find a journal voucher ready for approval by searching any of the following categories or just click the Search button (Note: You will only see vouchers you have access to approve)
How to Approve a Journal Voucher eForm

Search:

- Click the search button
- Select one of the journal vouchers from the list

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Form Type</th>
<th>Form Status</th>
<th>Voucher ID</th>
<th>From Voucher ID</th>
<th>Supplier ID</th>
<th>Invoice Number</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JRNLVCHR</td>
<td>Pending</td>
<td>NEXT</td>
<td>01561948</td>
<td>00000008806</td>
<td>01561948 JV</td>
<td>2018-11-30</td>
</tr>
<tr>
<td>2</td>
<td>JRNLVCHR</td>
<td>Pending</td>
<td>NEXT</td>
<td>01561800</td>
<td>000001130</td>
<td>01561800 JV2</td>
<td>2018-11-30</td>
</tr>
</tbody>
</table>

- Review the document
- You have the option to Deny, Recycle, Hold and Approve.

- Once you approve the journal voucher it will move to the next step in the workflow
How to View a Journal Voucher eForm

JV eForms are viewed using the following navigation.

- Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm
  1. Click the View Journal Voucher tab.
  2. Search Page – You can view a journal voucher by searching any of the following categories or just click the Search button.
How to View a Journal Voucher eForm

View:

• Click the search button
• Select one of the journal vouchers from the list

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Form Type</th>
<th>Form Status</th>
<th>Voucher ID</th>
<th>From Voucher ID</th>
<th>Supplier ID</th>
<th>Invoice Number</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JRNLVCHR</td>
<td>Executed</td>
<td>01562107</td>
<td>01561802</td>
<td>000021161</td>
<td>01561802 JV</td>
<td>2018-11-16</td>
</tr>
<tr>
<td>2</td>
<td>JRNLVCHR</td>
<td>Pending</td>
<td>NEXT</td>
<td>01561814</td>
<td>00018460</td>
<td>01561814 JV</td>
<td>2018-11-16</td>
</tr>
<tr>
<td>3</td>
<td>JRNLVCHR</td>
<td>Withdrawn</td>
<td>NEXT</td>
<td>01561869</td>
<td>00034754</td>
<td>01561869 JV</td>
<td>2018-11-16</td>
</tr>
<tr>
<td>4</td>
<td>JRNLVCHR</td>
<td>Denied</td>
<td>NEXT</td>
<td>01561809</td>
<td>00026379</td>
<td>01561809 JV</td>
<td>2018-11-16</td>
</tr>
<tr>
<td>5</td>
<td>JRNLVCHR</td>
<td>Executed</td>
<td>01562111</td>
<td>01561810</td>
<td>000000053</td>
<td>01561810 JV</td>
<td>2018-11-16</td>
</tr>
</tbody>
</table>
How to View a Journal Voucher eForm

View:

• Once you select one of the journal vouchers from the list you can only view the voucher – no changes can be made in the view mode.
How to View a Journal Voucher eForm

Form Status:

- Saved – journal voucher has not been submitted
- Withdrawn – the creator of the journal voucher has cancelled the voucher
- Pending – journal voucher has been submitted – waiting on approvals
- Recycle – an approver has returned the journal voucher to the creator – only the creator is able to make changes to the voucher and resubmit
- 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
Journal Voucher eForm

• Demonstration
Where to Find the Resources Referenced in this Presentation

PeopleSoft Training Related Resources
The PeopleSoft training teams use comprehensive training plans incorporating a variety of approaches including self-paced tutorials, full-blown documentation, hands-on training workshops, and recorded webinars. All of the training resources below cover the university’s suite of business processes from beginning to end.

- Getting Started: Access, Using the UPK Player
- Accounts Payable: Payment Request, AP Upload, Employee Reimbursement (non-travel)
- Approval Workflow: Approver Responsibilities, Out of Office
- Deposits: Creating a Deposit, Deposit Transmittal
- General Accounting: Journal Entries/Vouchers, Cash Advances, Physical Inventory
- General Ledger: Chart of Accounts, Budget, Speedcharts
- Grants and Funds Management: Grants Inquiry, University Dashboard, Time and Effort Reporting
- Purchasing: Requisitions, Change Requests, Highlights
- Reporting Tools: Queries, University Dashboard, Finance Intranet
- Supplier Maintenance
- Team Card/Procurement Card: Update My Wallet, Reconcile/Approve Card Transactions
- Travel and Expense: Update Banking Information, Create a Travel Auth, Travel Advance, Expense Report, Approving Expense Transactions
General Accounting Support

Contacts

For assistances or questions on journal entries, please email the General Accounting mailbox below:

Email: GENACCTG@mailbox.sc.edu

For assistance or questions on a Journal Voucher eForm please email the Journal Voucher (JV) mailbox below:

Email: APJRNVLVO@mailbox.sc.edu
Questions