



PeopleSoft Journal Voucher vs. Journal Entry

PeopleSoft allows users two different ways to correct accounting chart field information. This can be done with either a journal voucher or a journal entry.

JOURNAL VOUCHER

PeopleSoft journal vouchers (JV) are used to correct chart fields on Accounts Payable (AP) payment vouchers (non-travel related) that have already been processed and paid in PeopleSoft. An example of when a JV is needed includes an AP payment that was recorded to the incorrect department or account code. In this case a JV request form will need to be completed and sent to the Controller's Office for processing.

The following information is required in order to request a JV. This information is needed in full due to the fact that the new JV will be directly linked to the original AP voucher.

- PeopleSoft Voucher ID
- PeopleSoft Supplier ID
- Amount (full or partial amount that needs adjusting)
- Incorrect and correct chart fields for the adjustment

Please send completed JV Request sheet to the Controller's Office at APJRNLV0@mailbox.sc.edu.

JOURNAL ENTRY

PeopleSoft journal entries (JE) are used to make any adjustment other than PeopleSoft AP payment voucher adjustments. Examples include correcting cash receipts, correcting RQs/IITs, correcting Travel payment vouchers, and adjusting chart fields for AP payment vouchers processed prior to USC PeopleSoft implementation. *P-Card*

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. The JE creation tool is located at:

Main Menu→General Ledger→Journals→Journal Entry→Create/Update Journal Entry.