Discussion Topics

• What is a Journal Voucher eForm
• How to create a Journal Voucher eForm
• How to update a Journal Voucher eForm
• How to approve a Journal Voucher eForm
• How to view a Journal Voucher eForm
• Where to find the Resources referenced in this presentation
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>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>7015.50</td>
<td>CL003</td>
<td>600233</td>
<td>CA200</td>
<td>52080</td>
<td>805</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
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.
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 Create/Update a Journal Voucher eForm

• Demonstration
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

- 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 Approve a Journal Voucher eForm

- Demonstration
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>0000021161</td>
<td>01561802 JV</td>
<td>2018-11-16</td>
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<tr>
<td>2</td>
<td>JRNLVCHR</td>
<td>Pending</td>
<td>NEXT</td>
<td>01561814</td>
<td>0000018460</td>
<td>01561814 JV</td>
<td>2018-11-16</td>
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<tr>
<td>3</td>
<td>JRNLVCHR</td>
<td>Withdrawn</td>
<td>NEXT</td>
<td>01561869</td>
<td>0000034754</td>
<td>01561869 JV</td>
<td>2018-11-16</td>
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<tr>
<td>4</td>
<td>JRNLVCHR</td>
<td>Denied</td>
<td>NEXT</td>
<td>01561809</td>
<td>0000026379</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>0000000053</td>
<td>01561810 JV</td>
<td>2018-11-16</td>
</tr>
</tbody>
</table>
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
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

• Demonstration
Where to Find the Resources Referenced in this Presentation

The Division of **Information Technology**

**Resources**

Click a link below to download the selected resource

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<tr>
<th>Accounts Payable</th>
<th>General Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resources</strong> related to:</td>
<td><strong>Resources</strong> related to:</td>
</tr>
<tr>
<td>• Payment Request</td>
<td>• Journal Entries and Journal Vouchers</td>
</tr>
<tr>
<td>• Payment Request Matrix</td>
<td>• Cash Advances</td>
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<td>• AP Upload</td>
<td>• Physical Inventory</td>
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<td></td>
<td>• 2017-2018 Fiscal Year End</td>
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<table>
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<th>Supplier Maintenance</th>
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<tbody>
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<td><strong>Resources</strong> related to:</td>
<td><strong>Resources</strong> related to:</td>
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<tr>
<td>• Chart of Accounts</td>
<td>• New Suppliers</td>
</tr>
<tr>
<td>• Budget</td>
<td>• Changes to Supplier</td>
</tr>
<tr>
<td>• SpeedCharts/ SpeedTypes</td>
<td>• W-9/ W-8</td>
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</table>
General Accounting Resources

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

Email: APJRNVLVO@mailbox.sc.edu
Questions