

JOURNAL VOUCHER FORM

As of 12-4-14 - The use of this new Journal Voucher form is effective immediately.

The Journal Voucher form is a new form to correct existing Accounts Payable and Travel Vouchers. This form is ONLY to correct existing vouchers, all other correcting entries will still need to be submitted on a Correcting Entry Request form. Any corrections for existing vouchers submitted on a Correcting Entry Request form or a Spreadsheet Import Journal, will be returned. As with any other accounting form or voucher that has Grant or Ag funding, this form will need to be submitted to Grant and Contract Accounting and/or Ag Budget prior to sending it to accounting for processing.

What are Journal Vouchers?

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid.

This is a process within Finance that we are utilizing to correct existing vouchers.

It avoids making a manual general ledger entry, like we do currently, which would cause PeopleSoft General Ledger and Payables to get out of sync.

For example, let's say a voucher has been entered using expense account 611020. The voucher has been posted and paid when you discover that the expense should have been account 521005. The journal voucher will reverse the amount on account 611020 and add the amount to account 521005, keeping PeopleSoft General Ledger and Payables in sync. The journal voucher posts without having to post a payment.

As with regular Accounts Payable and Travel Vouchers, Journal Vouchers can be looked up through the Find an Existing Value tab of the Regular Entry screen within PeopleSoft Finance.

Search Criteria

Use Saved Search:

Business Unit: [=] NDSU1

Voucher ID: [begins with] 00905896

Invoice Number: [begins with]

Short Vendor Name: [begins with]

Vendor ID: [begins with]

Name 1: [begins with]

Voucher Style: [=]

Related Voucher: [begins with]

Entry Status: [=]

Voucher Source: [=]

Case Sensitive

[Basic Search](#) [Delete Saved Search](#)

A copy of the print-screen of the paid voucher** should be included with the Journal Voucher form – below is an example of what the print-screen looks like:

North Dakota University System
 You are on Database: HEFP
 Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: NDSU1 Invoice Number: 8115057667 Budget Status: Valid
 Voucher ID: 00905896 Invoice Date: 10/24/2014
 Voucher Style: Regular Action:

Copy from a Source Document
 PO Unit: Purchase Order: Worksheet Copy Option: None

Vendor: 0000126226 Pay Terms: 00 Now Basis Dt Type InvDate
 Name: BIOEXPRESS-001 Comments(0)
 Location: REMIT Accounting Date: 11/10/2014
 Address: 1 Advanced Vendor Search Currency: USD Non Merchandise Summary
 BIOEXPRESS CORP Total: 598.69
 PO BOX 644881 Difference 0.00 Session Defaults
 PITTSBURGH, PA 15264-4881
 Packing Slip:

Invoice Lines Find | View All | First | 1 of 1 | Last

Line	Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended Amount
1	Amount		LAB SUPPLIES-BIOL 150L				598.69
	Ship To	SpeedChart					
		NDSU					

Use One Asset ID

Distribution Lines Personalize | Find | View All | First | 1 of 1 | Last

Copy Down	PO Percent	Percent	Amount	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity	Budget Date
<input type="checkbox"/>			598.69	532060	18501	2715					11/10/2014

Business Unit: NDSU1
 Voucher ID: 00905896

Balancing

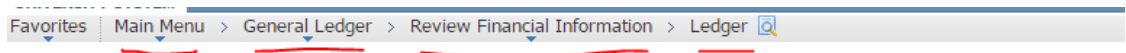
	Invoice Lines	598.69
	Misc Charge Amount	<input type="button" value="Print"/>
	Freight Amount	<input type="button" value="Print"/>
(minus)	Total	598.69 <input type="button" value="Calculate"/>
(equals)	Difference Amount	0.00

Non Merchandise Summary

**The exception to submitting the print-screen of the voucher payment as backup is for the AP payment to JP Morgan for your monthly purchasing card transactions. Beginning with the March, 2015, purchases - they are being processed to your funds via the AP Voucher system. As the voucher is quite large for the payment to JP Morgan and will be difficult to find your exact funding lines, please run a Budget Transaction Detail or do a print-screen of a General Ledger Inquiry to show the original charges to your fund that you are correcting.

As not everyone always uses the Ledger Inquiry here are a few print-screens and instructions for you to find the entry:

To view from the Ledger Inquiry screen please start here – if you haven't done this before you will need to choose the 'Add a New Value' tab and set up an inquiry:



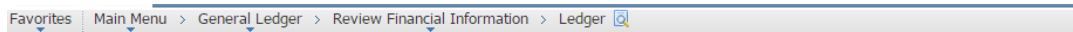
Ledger

Enter any information you have and click Search. Leave fields blank for a list of all values.

Inquiry Name:

[Find an Existing Value](#) | [Add a New Value](#)

Once you have your query set up, you will then get a screen like this – make sure all the information is completed correctly in the top section, and then fill in the funding information to search for, making sure the 'Sum By' boxes are checked:



Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

Ledger Criteria

Inquiry Name: LEDGER
 *Unit:
 *Ledger:
 *Fiscal Year:
 *From Period:
 *To Period:
 Currency:
 Stat Code:

Show YTD Balance
 Show Transaction Details
 Include Closing Adjustments
 Only in Base Currency
 Max Ledger Rows:

Chartfield Criteria

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	<input type="text" value="536015"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Unit	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	<input type="text" value="30744"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2
Class Field	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem PC Bus Unit	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Activity ID	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subsystem Analysis Type	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Project	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>	<input type="button" value="Update/New"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click search and then you should get a screen like this :

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Ledger Summary

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2015	1	12		
<input checked="" type="checkbox"/> Show YTD Balance <input type="checkbox"/> Include Closing Adjustments <input type="checkbox"/> Show Transaction Details <input type="checkbox"/> Only in Base Currency							Max Ledger Rows: 100

Go To: [Inquiry Criteria](#) [Ledger Detail Drill-Down Chartfield Display](#)

Ledger Amount by Currency											
Period	Activity	Detail	Account	Fund	Account Description	Period Balance (in Transaction Currency)	YTD Period Balance (in Transaction Currency)	Currency	Period Balance (in Base Currency)	YTD Period Balance (in Base Currency)	Base Currency
1	Activity	Detail	536015	30744	Office Supplies	60.60	60.60	USD	60.60	60.60	USD
2	Activity	Detail	536015	30744	Office Supplies	177.00	237.60	USD	177.00	237.60	USD
3	Activity	Detail	536015	30744	Office Supplies	428.59	666.19	USD	428.59	666.19	USD
4	Activity	Detail	536015	30744	Office Supplies	134.60	800.79	USD	134.60	800.79	USD
5	Activity	Detail	536015	30744	Office Supplies	791.23	1,592.02	USD	791.23	1,592.02	USD
6	Activity	Detail	536015	30744	Office Supplies	136.48	1,728.50	USD	136.48	1,728.50	USD
7	Activity	Detail	536015	30744	Office Supplies	69.01	1,797.51	USD	69.01	1,797.51	USD
8	Activity	Detail	536015	30744	Office Supplies	126.48	1,923.99	USD	126.48	1,923.99	USD
9	Activity	Detail	536015	30744	Office Supplies	262.73	2,186.72	USD	262.73	2,186.72	USD

Currency Totals					
Amount (in Transaction Currency):	2,186.72	USD	Amount (in Base Currency):	2,186.72	USD

Save Return to Search Notify Add Update/Display

Using this example for period 9, click on 'Activity' and it will take you to another screen:

Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Ledger Inquiry

Transaction Details

Ledger Criteria							
Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2015	1	12		
<input checked="" type="checkbox"/> Show YTD Balance <input type="checkbox"/> Include Closing Adjustments <input type="checkbox"/> Show Transaction Details <input type="checkbox"/> Only in Base Currency							Max Ledger Rows: 100

Go To: [Inquiry Criteria](#) [Ledger Summary](#) [Transaction Criteria](#)

Transaction Details					
Period	Account	Fund	Account Description	Stat	
9	536015	30744	Office Supplies		

Amount (in Transaction Currency):						Amount (in Base Currency):					
262.73						262.73					

Journals										
Journal ID	Line Descr	Date	Seq	Stat Amt	N/R	Amount (in Transaction Currency)	Currency	Amount (in Base Currency)	Base Currency	
AP01378541	AP Accruals	03/31/2015		0.00	N	71.95	USD	71.95	USD	
IDBB47408	Office Supplies	03/30/2015		0.00	N	145.98	USD	145.98	USD	
IDBB47450	Office Supplies	03/30/2015		0.00	N	44.80	USD	44.80	USD	
JPMCARD	CULLIGAN WATER SERVICE	03/31/2015		0.00	N	42.00	USD	42.00	USD	
JPMCARD	NDSU-BOOKSTORE	03/31/2015		0.00	N	29.95	USD	29.95	USD	
JPMCARDREV	JPMCARD REVERSAL 3-31-15	03/31/2015		0.00	N	-42.00	USD	-42.00	USD	
JPMCARDREV	JPMCARD REVERSAL 3-31-15	03/31/2015		0.00	N	-29.95	USD	-29.95	USD	

Save Return to Search Notify Add Update/Display

In this example, the Journal ID AP01378541 is the journal entry for the payment to JP Morgan for the March purchases – clicking on that will take you to a screen which will show the actual funding string for that portion of the payment:

Navigation: Favorites | Main Menu > General Ledger > Review Financial Information > Ledger

Journal Inquiry

Journal Inquiry Details

Ledger Criteria

Inquiry Name	Unit	Ledger	Fiscal Year	From Period	To Period	Currency	Stat
LEDGER	NDSU1	ACTUALS	2015	1	12		

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency

Max Ledger Rows: 100

Go To: [Inquiry Criteria](#) | [Ledger Summary](#) | [Transaction Details](#)

Journal Header

Journal ID:	AP01378541	Date:	03/31/2015	Schedule:	
Ledger Group:	ACTUALS	Original Date:	03/31/2015	Process:	No Request
Source:	AP	Date Posted:	04/20/2015	Total Lines:	1524
Journal Status:	Posted	Reversal Date:		User ID:	INDU_PROCESS
Balanced:	DR=CR	Reversal:	None	InterUnit BU:	NDSU1
Doc Seq:		Budget Status:	Valid		
Long Description:	Accounts Payable				

Totals by Currency

Currency	USD Debit Amount	Credit Amount	Net
USD	946,399.20	946,399.20	0.00

All Lines
 From/To From Line: To Line: [Query Journal Lines](#)

Journal Line

Drill to Source	Line #	Line Descr	Amount (in Transaction Currency)	Currency	Account	Fund	Dept	Program	Project	N/R	Amount (in Base Currency)	Base Currency
	1200	AP Accruals	71.95	USD	536015	30744	3150			N	71.95	USD

[Save](#) [Return to Search](#) [Notify](#)

Clicking on the 'Drill to Source' icon will take you to a screen which shows the actual Voucher ID number which would go on the Journal Voucher form under Related Voucher #. **This screen and the one above may be printed for attachment to the Journal Voucher:**

Navigation: Favorites | Main Menu > General Ledger > Review Financial Information > Ledger > Journal Drill Down

Drill to Source

Journal ID

Unit	Journal	Date	Ledger	Line	Line Descr	GL Journal
NDSU1	AP01378541	03/31/2015	ACTUALS	1200	AP Accruals	

Account	Oper Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	An Type	Source Type	Category	Subcategory	Subsys PC BU	Subsys Activ ID	Subsys Anal
536015		30744	3150												

Base Currency Base Amount DR Base Amount CR Currency Transaction Amo
 USD 71.95 0.00 USD

Details

Chartfields [Voucher Information](#) [Document Information](#) [E...](#)

Voucher ID	Descr	Vchr Line	Distrib Line	Amount	Currency
00936623	Expense Distribution	168	1	42.00	USD
00936623	Expense Distribution	172	1	29.95	USD

[Save](#) [Return to Search](#) [Notify](#)