Journal vouchers are used to adjust accounting entries for vouchers that have been posted. Journal vouchers will not un-post the voucher, but simply reallocate the ChartField's as appropriate. Journal vouchers are $0 vouchers that must have balancing debit and credit lines defined on the distribution. The credit lines should reference the exact ChartField values from the original voucher. The debit line will reference the corrected ChartField string. The distribution allocation can be re-allocated to multiple distribution lines, but the debit and credit lines must balance.

Creating a Journal Voucher

1. 1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.
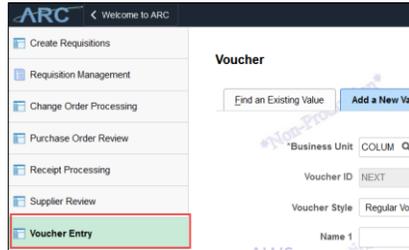
   Or, click the **NavBar** > **Main Menu** >**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**.
2. Click the **Voucher Style** dropdown and select **Journal Voucher**.

3. In the **Supplier ID** field, enter or search for the desired Suppler ID.
4. Type the original invoice number from the original voucher into the **Invoice Number** field.
5. Enter the **Invoice Date**.
6. Click the **Add** button. The Voucher form appears.

Completing the Voucher Form

1. In the Header section, enter the **Invoice Received** date.

2. Click the **Voucher Type** dropdown and select the Voucher Type of the original voucher for which you are changing with the Journal Entry.

3. You will need to identify the voucher for which you are changing with the Journal Entry. Click in the **Related Voucher** field and click the **Look up** button.
   The Look Up Related Voucher window appears.

   Enter the desired lookup information into the **Related Voucher** field, click the **Look Up** button, and select the matching Related Voucher.

4. In the **Distribution Lines** section, enter the ChartField information for the correct Journal distribution. Enter **Merchandise Amt** and **Quantity** as a <u>positive</u> amount.

5. Click the **+** button to insert a new distribution line(s).

6. Enter the ChartField values from the original voucher (Related Voucher ID) for the distribution line(s) that is being reversed with the **Merchandise Amt** and **Quantity** defined as a <u>negative</u> number. The two distribution lines must balance.

7. Click the **Save** button.

8. Click the **Preview & Submit for Approval** button.

9. Click the **Submit for Approval** button and click **OK**.

COLUMBIA UNIVERSITY
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Creating a Journal Voucher for P-Card Transactions

Changes to a P-Card transaction distribution require a journal voucher.

Locate the P-Card Voucher and Distribution Line

Identify the original P-Card voucher number in order to process the journal voucher. In **FDS**, you can use either the **Trial Balance by Account Detail** or the **P-Card Drillback Query**.

In ARC, look up the voucher number to view the distribution line(s) you need to reference in the journal voucher you are creating.

1. Click **Main Menu** >**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**.
2. Click the **Find an Existing Value** tab.
3. Enter the **Voucher ID**.
4. Click **Search**. The Voucher screen appears.
5. Click the **Invoice Information** tab. Reference the correct distribution from the **Distribution Lines** section to complete your Journal Voucher.

Create the Journal Voucher

1. Click **Main Menu** >**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**.
2. Click the **Voucher Style** dropdown and select **Journal Voucher**.
3. Type "BOA" in the **Supplier ID** field.
4. Type the original invoice number from the original voucher into the **Invoice Number** field.
5. Enter the current date for the **Invoice Date**.
6. Click the **Add** button. The Voucher form appears.

Completing the Voucher Form

1. In the Header section, enter the current date for **Invoice Received**.
2. Click the **Voucher Type** dropdown and select **Invoice**.
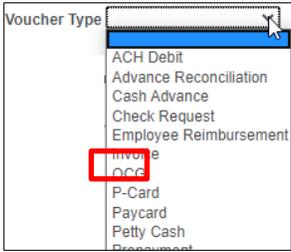
3. Click in the **Related Voucher** field and click the **Look up** button to search and select the P-Card Voucher you previously located.
   The Look Up Related Voucher window appears.
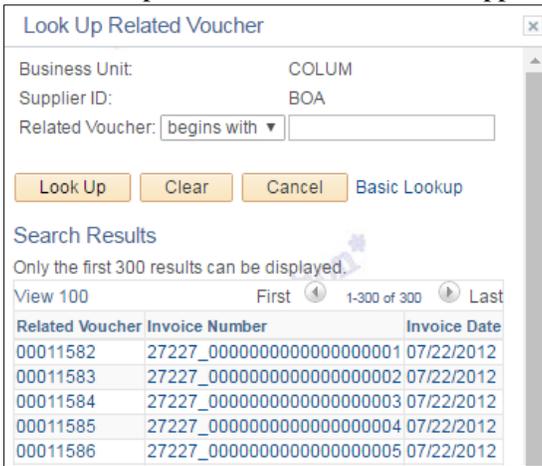
   Enter the related voucher number in the **Related Voucher** field, click the **Look Up** button, and select the matching Related Voucher.

4. In the **Distribution Lines** section, enter the ChartField information for the correct Journal distribution. Enter **Merchandise Amt** and **Quantity** as a positive amount.
5. Click the **+** button to insert a new distribution line(s).
6. Enter the ChartField values from the original voucher (Related Voucher ID) for the distribution line(s) that is being reversed with the **Merchandise Amt** and **Quantity** defined as a negative number.
7. Click the **Save** button.
8. Click the **Preview & Submit for Approval** button.
9. Click the **Submit for Approval** button and click **OK**.

Getting Help

Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com