

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.

Find an Existing Value	Add a New Value
Business Unit:	COLUM
Voucher ID:	NEXT
Voucher Style:	Journal Voucher
Name 1:	APPLE INC
Short Supplier Name:	APPLE INC-001
Supplier ID:	0000010007
Supplier Location:	ACH-01
Address Sequence Number	r. 1 🔍
Invoice Number:	Journal Voucher
Invoice Date:	03/27/2017

- 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.



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Creating a Journal Voucher



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.

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	12	
	ACH Debit	
	Advance Reconciliation	
	Cash Advance	
	Check Request	
	Employee Reimbursement	
	Invoice	
	OCG	
	P-Card	
	Paycard	
	Petty Cash	
	Dronoumont	

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.

Look Up Related Voucher					
Business Unit: Supplier ID: Related Voucher: begins with		COLUI 00000	И 10007		
Look Up Search Resul	Clear	Cancel	Basic Lookup	l	
Only the first 300) results can	be displayed	2		
View 100 First 🕢 1-300 of 300 🕑 Last					
Related Voucher	Invoice Nun	nber	Invoice Date		
00000940	999802422	0	06/19/2012		
00000953	999861726	8	06/19/2012		

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**.
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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.

Creating a Journal Voucher



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. Look Up Related Voucher × Business Unit: COLUM BOA Supplier ID: Related Voucher: begins with v Look Up Clear Cancel Basic Lookup Search Results Only the first 300 results can be displayed. View 100 First 🕚 1-300 of 300 🕑 Last Related Voucher Invoice Number Invoice Date 00011582 27227_00000000000000000 07/22/2012 00011583 27227_000000000000000000 07/22/2012 00011584 27227_00000000000000000 07/22/2012 00011585 27227 000000000000000004 07/22/2012 00011586 27227_000000000000000000 07/22/2012

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