



Journal Vouchers

Contents

Enter an Journal Voucher.....	3
Approval History for Journal Vouchers	9
Approving or Denying Journal Vouchers (via email notification link).....	11
Approving or Denying Journal Vouchers (via the Worklist).....	12

Enter an Journal Voucher

To enter an Journal Voucher:

1. Use the **NavBar** to navigate to **Main Menu > Accounts Payable > FIU AP Custom Processes > FIU Journal Voucher Entry**
2. Select **Business Unit** "FIU01" or "FCN01" and the **Voucher ID** is "JNLVCHR", then click **Add**.

3. Enter the full or partial **Supplier ID** into the corresponding field and click the lookup glass icon.

If needed, use the available search criteria to identify the Supplier associated to the Voucher that will be adjusted, then select the Supplier from the search results.

Look Up Supplier ID

SetID: FIU01

Supplier ID: begins with

Short Supplier Name: contains

[Basic Lookup](#)

Search Results

View 100 1-2 of 2

Supplier ID	Short Supplier Name	Name 1	Name 2	Our Customer Number	Old Supplier ID
0000024551	EXAMMASTER-001	EXAM MASTER CORPORATION	(blank)	(blank)	(blank)
0000001607	EXAMSOFTWO-001	EXAMSOFT WORLDWIDE INC	(blank)	(blank)	650836105

- Once the Supplier is identified, locate the Voucher that will be reclassified using the lookup glass on the **Related Voucher** field.

FIU Journal Vchr Entry

FIU VOUCHER JRNL ENTRY

*Business Unit: Attachments (0)

*Supplier ID: EXAM MASTER CORPORATION

Short Name:

*Location:

*Address:

*Related Voucher:

*Invoice No:

*Invoice Date:

Acctg Date: 02/03/2020

Pymnt Terms: 01

Voucher Style: JRNL

Origin: JNL

Invoice Lines 1 of 1 | View All

Only those Vouchers associated to the supplier will show.

Look Up Related Voucher

[Help](#)

Business Unit: FIU01

Supplier ID: 0000024551

Related Voucher: begins with

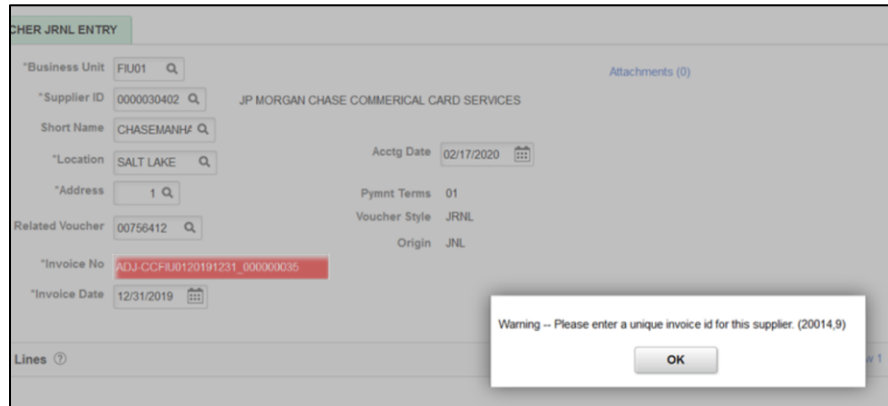
[Basic Lookup](#)

Search Results

View 100 1-9 of 9

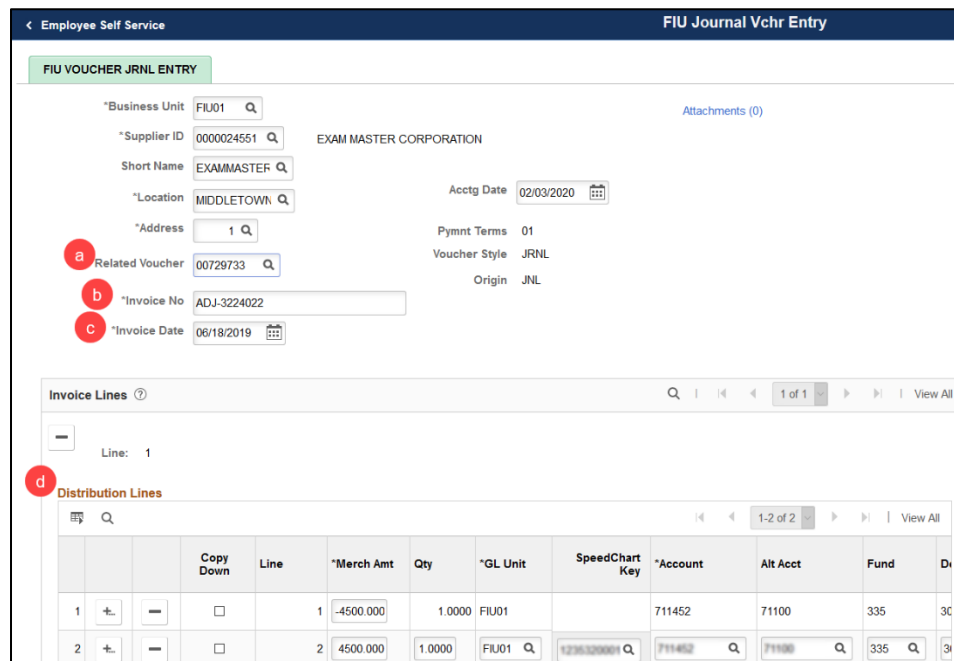
Related Voucher	Invoice Number	Invoice Date
00729733	3224022	06/18/2019

5. Details in the following fields will pull from the Voucher selected.
 - a. **Invoice No** (the original invoice with prefix of ADJ); Note the invoice number field is 30 characters long and **must be unique in the system**.
 - A warning will appear if the **Invoice No** already exist in the system. To resolve this, enter a sequential number after the ADJprefix (i.e. ADJ2-1234567).



- If creating a journal voucher to a previous Journal Voucher, the invoice number on your new Journal voucher populate as “ADJ-ADJ2-1234567”. Since the invoice number field is limited to 30 characters it will cut off some of the original invoice number as the number of characters in the field increases. To retain much of the original invoice number, you can manually update the invoice number to ADJ3-1234567.

- b. **Invoice Date**
- c. **Distribution Lines**



Note: Accounting Date defaults to Current Date, if the accounting date on the related voucher is over 90 days or crosses fiscal years you will receive a **warning** when you try to submit the voucher. You can still submit the voucher for review and approval.

- 6. **Distribution Line 1** represents the expense associated to the original Voucher. The amount to be credited will appear under the **Merch Amt** column and can be adjusted.

Distribution Line 2 represents the expense reclassification. The amount to be debited will appear under the **Merch Amt** column and must balance against the original expense line.

Invoice No: ADJ-3224022
Invoice Date: 06/18/2019

Line	Copy Down	Line	*Merch Amt	Qty	*GL Unit	SpeedChart Key	*Account	Alt Acct	Fund	Dr
1	<input type="checkbox"/>	1	-4500.000	1.0000	FIU01		711452	71100	335	30
2	<input type="checkbox"/>	2	4500.000	1.0000	FIU01	1235320001			210	1:

Credit card reconciliation vouchers are normally 50 lines. If your original voucher is a credit card reconciliation voucher, please make sure to delete (using the minus button) all lines that you do not want to adjust in your journal voucher before submitting for approval.

- 7. Begin entering and select the appropriate **SpeedChart** on **Distribution Line 2**. This will clear the **Account** and **Alt Account** fields on the line. Use the lookup glass to enter the **Account**. The **Alt Account** will auto populate.

Related Voucher: 00729733
Invoice No: ADJ-3224022
Invoice Date: 06/18/2019

Line	Copy Down	Line	*Merch Amt	Qty	*GL Unit	SpeedChart Key	*Account	Alt Acct	Fund	Dr
1	<input type="checkbox"/>	1	-4500.000	1.0000	FIU01		711452	71100	335	30
2	<input type="checkbox"/>	2	4500.000	1.0000	FIU01	1235320001	711452	71100	335	30

8. Add required attachments using the [Attachments](#) link in the header. **Acceptable attachment** is an email or other communication between all expense/project managers attached to the journal voucher. The document should include the following information:

A journal voucher will be entered to reclass lines of voucher **00XXXXXX**.

- **Accounting date of original voucher:**
- **If over 90 days, why was the transfer not done earlier?**
- **Justification of reclass:**
- **How & why did the error occur?**
- **What steps will be taken to prevent these errors from reoccurring?**

The distribution will be as follows:

DR \$000.00 (include accounts number and GL distribution)

CR \$000.00 (include accounts number and GL distribution)

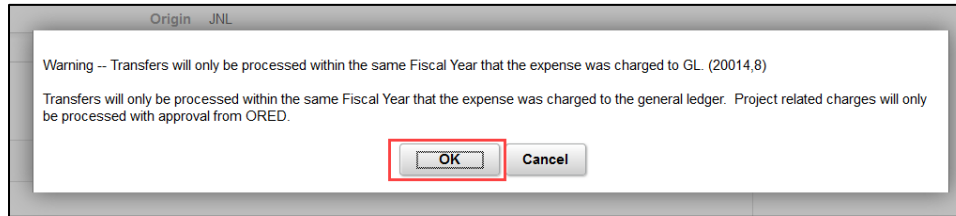
9. When all adjustments and attachments are complete, Review and check the certification checkbox and click **Save**.

Copy Down	Line	*Merch Amt	Qty	*GL Unit	SpeedChart Key	*Account	Alt Acct	Fund	Dr
<input type="checkbox"/>	1	-4500.000	1.0000	FIU01		711452	71100	335	30
<input type="checkbox"/>	2	4500.000	1.0000	FIU01	123532000	711452	71100	210	1:

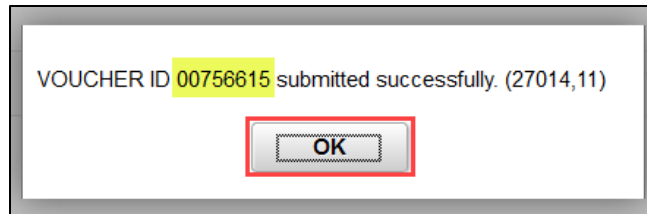
I certify that the journal voucher created is appropriate, accurate, timely, and in compliance with FIU policies and procedures. I also certify that receiving department's expense manager is aware and in agreement with the receipt of the expense that results from this transaction.

Save Notify Refresh

10. Review the submission notifications.



Document the **Voucher ID**.



NOTE: Voucher Build and Budget Checking jobs will run throughout the day. The submitter will be notified via email if a budget errors exists.

Once the voucher build job completes the voucher will route for approval:

Step 1: Expense/Project Manager, ORED and Sub-recipient (when applicable)

Step 2: Asset Management (if any distribution line attached to accounts 721000 through 721999)

Step 3: If related voucher was AP journal voucher will route to the AP team. If for a ProCard it will route to the ProCard team

To check the history and status of these approvals, see the [Approval History for Journal Vouchers](#) section of this document.

Approval History for Journal Vouchers

Once the Journal Voucher is generated, it is routed for approval.

To review Approval History:

1. Use the **NavBar** to navigate to **Main Menu > Account Payable > Vouchers > Add/Update > Regular Entry**. Select **Business Unit** "FIU01" or "FCN01" and enter **Voucher ID**, then click **Search**.

Employee Self Service | **Voucher**

Find an Existing Value

Search Criteria

Business Unit = FIU01

Voucher ID begins with 00757654

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

2. On the **Summary** tab, click the [Preview Approval](#) link. The Approval History window will show the status of the approvals required for the Journal Voucher. Select any of the [Multiple Approvers](#) links to preview who may approve.

Manager Self Service | **Regular Entry**

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

Business Unit: FIU01 | Invoice Date: 06/18/2019
 Voucher ID: 00757654 | Invoice No: ADJ2-3224022
 Voucher Style: Journal | Invoice Total: 0.00 USD
 Supplier Name: EXAM MASTER CORPORATION
 500 ETHEL CT
 MIDDLETOWN, DE 19709-9410
 Entry Status: Postable | Pay Terms: Net30
 Match Status: No Match | Voucher Source: EDI
 Approval Status: Pending | Origin: JNL
 Post Status: Unposted | Created On: 02/05/2020 12:16PM
 Created By: 2989781
 Last Update: 02/05/2020 3:45PM
 Modified By: 1173821
 ERS Type: Not Applicable
 Budget Status: Valid | Close Status: Open
 Budget Misc Status: Valid

[Return to Search](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

Approval History

Business Unit: FIU01
 Voucher ID: 00757654
 Approval Status: Pending

Journal Voucher

BUSINESS_UNIT=FIU01, VOUCHER_ID=00757654:Initiated

Not Routed Expense Approval | Multiple Approvers | Not Routed Multiple Approvers AP Approval

Mozilla Firefox

Appraiser #1
 Name: Valdes,Janie
 User ID: 1276514
 Email ID: fstabuser@fiu.edu

Appraiser #2
 Name: Ramdial,Tisa Alexandra
 User ID: 1305273
 Email ID: fstabuser@fiu.edu

Appraiser #3
 Name: Gonzalez,Clara
 User ID: 1305738
 Email ID: fstabuser@fiu.edu

Appraiser #4
 Name: Pineda,Maria A
 User ID: 1378814
 Email ID: fstabuser@fiu.edu

[Close](#)

Once an approval is obtained, the **Approval History** will show who approved.

The screenshot displays the 'Journal Voucher' interface with the 'Approval History' tab selected. The main voucher details are as follows:

Business Unit	FIU01	Invoice Date	06/18/2019
Voucher ID	00757654	Invoice No	ADJ2-3224022
Voucher Style	Journal	Invoice Total	0.00 USD
Supplier Name	EXAM MASTER CORPORATION 500 ETHEL CT MIDDLETOWN, DE 19709-9410		
Entry Status	Postable	Pay Terms	Net30
Match Status	No Match	Voucher Source	EDI
Approval Status	Pending	Origin	JNL
Post Status	Unposted	Created On	02/05/2020 12:16PM
		Created By	2989781
		Last Update	02/05/2020 4:12PM
Budget Status	Valid	Modified By	1173821
Budget Misc Status	Valid	ERS Type	Not Applicable
View Related	Payment Inquiry	Close Status	Open

The 'Approval History' window is open, showing the following details:

- Business Unit: FIU01
- Voucher ID: 00757654
- Approval Status: Pending
- Total: 0.00
- Journal Voucher: BUSINESS_UNIT=FIU01, VOUCHER_ID=00757654:Pending
- Approval History:
 - Approved:** Pineda Maria A, Expense Approval, 02/05/20 - 4:13 PM
 - Pending:** Multiple Approvers, AP Approval

A red circle highlights the 'Approval History' link in the main voucher details, with an arrow pointing to the 'Approval History' window. A red box highlights the 'Approved' entry in the approval history, with an arrow pointing to the 'Approved' status in the approval history window.

Approving or Denying Journal Vouchers (via email notification link)

When an Journal Voucher is created, a notification will be sent to the required approvers.

To approve via the email:

1. Click the link located at the bottom of the notification and log into PantherSoft Financials.

Subject: Approval is requested for Voucher ID "00756616" Business Unit "FIU01"

A voucher has been entered that requires your attention.

Business Unit: FIU01
 Voucher ID: 00756616
 Invoice ID: ADJ2-3224022
 Invoice Date: 2019-06-18
 Gross Amount: 0
 Supplier: EXAM MASTER CORPORATION
 Entered by: Beauboeuf,Regine Michelle
 Updated by: Martinez, Maria R

You can navigate to the Voucher Approval page by clicking the link below.

https://myfsstage.fiu.edu/psp/fscm/EMPLOYEE/ERP/c/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE2.GBL?Page=VCHR_APPRVL_AF&Action=U&BUSINESS_UNIT=FIU01&VOUCHER_ID=00756616

2. Approve or deny the Journal Vouchers using the corresponding button at the bottom of the page.

Worklist Approval Framework - Voucher

Voucher Details

Transaction Currency	USD	Terms	Net 30 Days
Total	0.00	Approval Status	Pending
Misc Amt	0.00	Added By	2989781
Freight	0.00		Baca, Samantha Patricia
Sales Tax	0.00		Attachments (1)
Use Tax	0.00		ImageNow
Entered VAT	0.00		

Details

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
FIU01	0000024551	Remitting Address	02/05/2020		USD	EXAM MASTER C

Journal Voucher

BUSINESS_UNIT=FIU01, VOUCHER_ID=00757654:Pending

Journal Voucher

Approved: Pineda, Mana A (Expense Approval 02/05/20 - 4:13 PM) → Pending: Multiple Approvers (AP Approval)

254 characters remaining

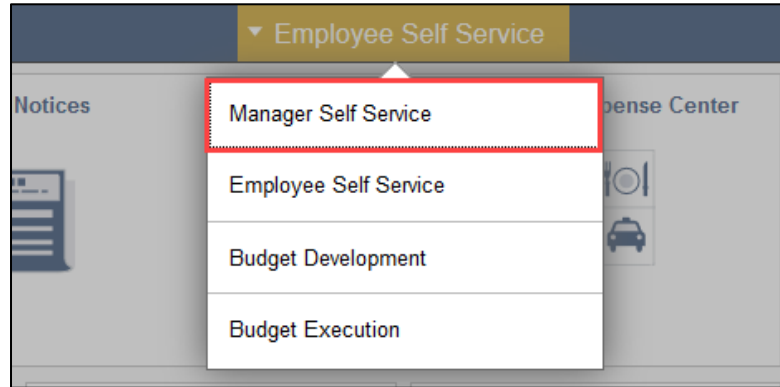
Submit **Approve** **Deny** Pushback Add Comments Hold

Return to Search Notify

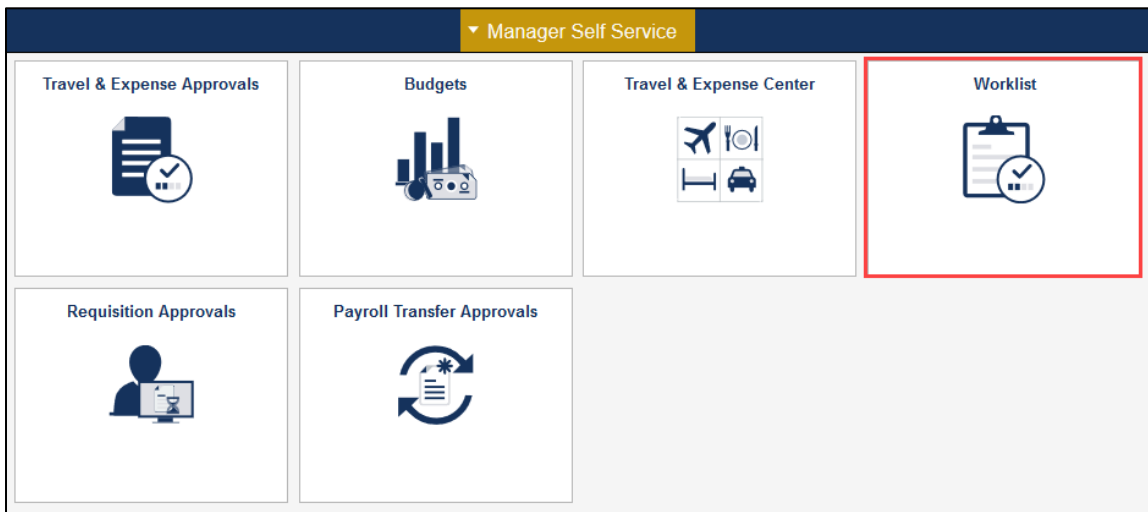
Approving or Denying Journal Vouchers (via the Worklist)

To approve via the Worklist:

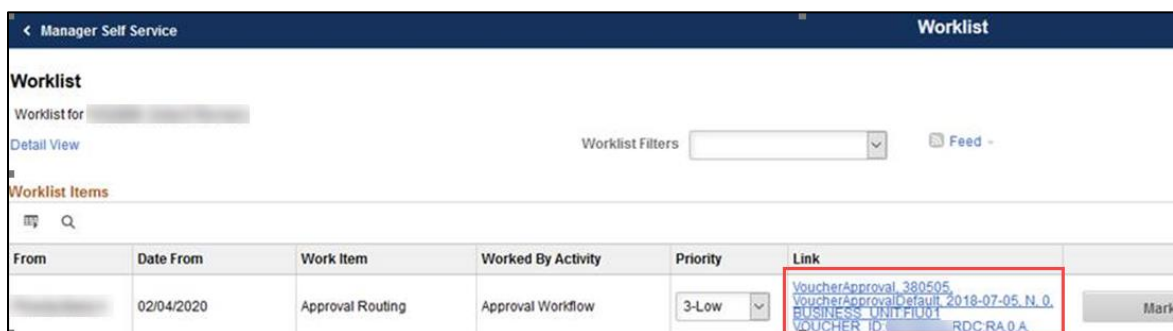
1. Navigate to the **Manager Self Service** homepage.



2. Click the **Worklist** tile.



3. Click the link associated to the Journal Voucher.



4. Approve or deny the Journal Vouchers using the corresponding button at the bottom of the page.

Worklist Approval Framework - Voucher

Voucher Details

Transaction Currency	USD	Terms	Net 30 Days
Total	0.00	Approval Status	Pending
Misc Amt	0.00	Added By	2989781
Freight	0.00		Baca, Samantha Patricia
Sales Tax	0.00		Attachments (1)
Use Tax	0.00		ImageNow
Entered VAT	0.00		

Details

1-1 of 1 | View All

Remit SetID	Remit Supplier	Remitting Address	Scheduled to Pay	Gross Amt	Currency	Supplier Name
FIU01	0000024551	Remitting Address	02/05/2020		USD	EXAM MASTER C

Journal Voucher

BUSINESS_UNIT=FIU01, VOUCHER_ID=00757654:Pending

Journal Voucher

Approved: Pineda Maria A
Expense Approval
02/05/20 - 4:13 PM

Pending: Multiple Approvers
AP Approval

254 characters remaining