



Journal Vouchers

Contents

Overview	3
Pre-Requisites	3
Enter a Journal Voucher	4
Journal Voucher Approval	11
Approval History for Journal Vouchers	12
Approving or Denying Journal Vouchers (via email notification link)	14
Approving or Denying Journal Vouchers (via the Worklist)	15

Overview

A **Journal Voucher** is used to transfer the following actuals for FIU01 or FCN01:

- Resulting from Accounts Payable Vouchers
- Resulting from Departmental Credit Card (i.e., JP Morgan Chase)

Journal Vouchers are entered using lines from a related voucher identified from Financial Reports.

Pre-Requisites

Security & Training Requirements:

New users must complete the Journal Voucher Training in [FIU Develop](#) and request access role 008 via the [Access Request Form](#) in PantherSoft Financials.

Access Role 001 - Inquiry and Reporting is required to approve Journal Vouchers. This is requested via the [Access Request Form](#).

Acceptable Supporting Document:

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)

Note: Departmental credit card voucher adjustments must include a copy of the [CCS13 – Departmental Card Transfer of Charges Form](#).

Enter a Journal Voucher

To enter a Journal Voucher:

1. Use the **Navbars** 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.

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 EXAM

Search **Clear** **Cancel** 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.

< Employee Self Service FIU

FIU VOUCHER JRNL ENTRY

*Business Unit: FIU01

*Supplier ID: 0000024551 EXAM MASTER CORPORATION

Short Name: EXAMMASTER

*Location: MIDDLETOWN

*Address: 1

Related Voucher Lines

Load All Lines **Load Entered Lines**

*Invoice No:

*Invoice Date:

Only those Vouchers associated to the supplier will show.

Look Up Related Voucher x Help

Business Unit: FIU01

Supplier ID: 0000024551

Related Voucher: begins with

Search **Clear** **Cancel** Basic Lookup

Search Results

View 100 1-9 of 9

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

5. Use the **Lines** lookup glasses to select up to three lines to load from the original Related Voucher to include in the Journal Voucher, then click **Load Entered Lines**.

Credit card reconciliation vouchers are normally 50 lines. If your original voucher is a credit card reconciliation voucher, please make sure to only load the lines you need to adjust.

Note: If more than three Related Voucher lines need to be adjusted, use the **Load All Lines** button, and remove the remaining lines that do not need to be submitted with the Journal Voucher.

6. 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 exists in the system. To resolve this, enter a sequential number after the ADJ prefix (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 numbers 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. **Accounting Date**
 - d. **Distribution Lines**

FIU VOUCHER JRNL ENTRY

*Business Unit: FIU01
 *Supplier ID: 000030402 JP MORGAN CHASE COMMERCIAL CARD SERVICES
 Short Name: CHASEMANH4
 *Location: SALT LAKE
 *Address: 1
 Related Voucher: 00343112
 *Invoice No: ADJ-CCJANSTMT20120117_0000082
 *Invoice Date: 01/17/2012

Acctg Date: 06/24/2022
 Pymnt Terms: 01
 Voucher Style: JRNL
 Origin: JNL

Lines: 6 Q 44 Q

Buttons: Load All Lines, Load Entered Lines

Invoice Lines

Line: 6

Distribution Lines

Copy Down	Line	*Merch Amt	Qty	GL Unit	SpeedChart Key	*Account	Alt Acct	Fund	Dept
<input type="checkbox"/>	1	-74.030	1.0000	FIU01		773301	77300	210	105700
<input type="checkbox"/>	2	74.030	1.0000	FIU01		773301	77300	210	105700

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.

- 7. **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.

Origin: JNL

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

Invoice Lines

Line: 1

Distribution Lines

Copy Down	Line	*Merch Amt	Qty	GL Unit	SpeedChart Key	*Account	Alt Acct	Fund	Dept
<input type="checkbox"/>	1	-4500.000	1.0000	FIU01		711452	71100	335	30
<input type="checkbox"/>	2	4500.000	1.0000	FIU01	1235320001			210	11

- 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 Voucher Style: JRNL
Origin: JNL
*Invoice No: ADJ-3224022
*Invoice Date: 06/18/2019

Invoice Lines: 1 of 1 | View All

Line: 1

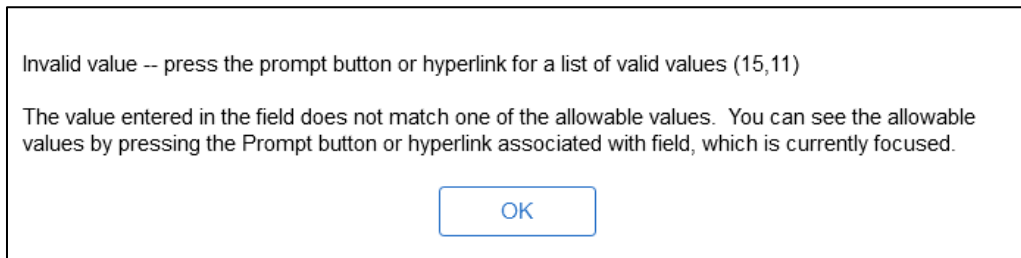
Distribution Lines: 1-2 of 2 | View All

	Copy Down	Line	*Merch Amt	Qty	*GL Unit	SpeedChart Key	*Account	Alt Acct	Fund	Dt
1	<input type="checkbox"/>	1	-4500.000	1.0000	FIU01		711452	71100	335	3C
2	<input type="checkbox"/>	2	4500.000	1.0000	FIU01	1235320001	711452	71100	335	3C

Note: Restricted accounts include 700000, 799000, 799900, and 799997 through 799999 as well as any accounts that fall within the following categories:

Balance Sheet, Revenues, Personal Services, Scholarships & Fellowships, Tuition Payments, Guarantee Student Loans, Shared Services Fee, Exp Fixed Capital Outlay, Installment Purchase Acquisitions, Capital Lease Inceptions or Principal Retirement.

The following error will appear if one of the restricted accounts is used:



- Add required attachments using the [Attachments](#) link in the header. An **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?**

Note: Departmental credit card voucher adjustments must include a copy of the [CCS13 – Departmental Card Transfer of Charges Form](#).

The distribution will be as follows:

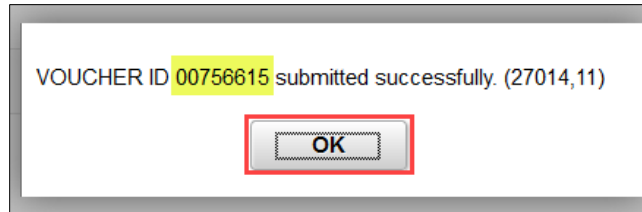
DR \$000.00 (include accounts number and GL distribution)

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

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

11. Review the submission notifications.

12. 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 error exists.

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

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

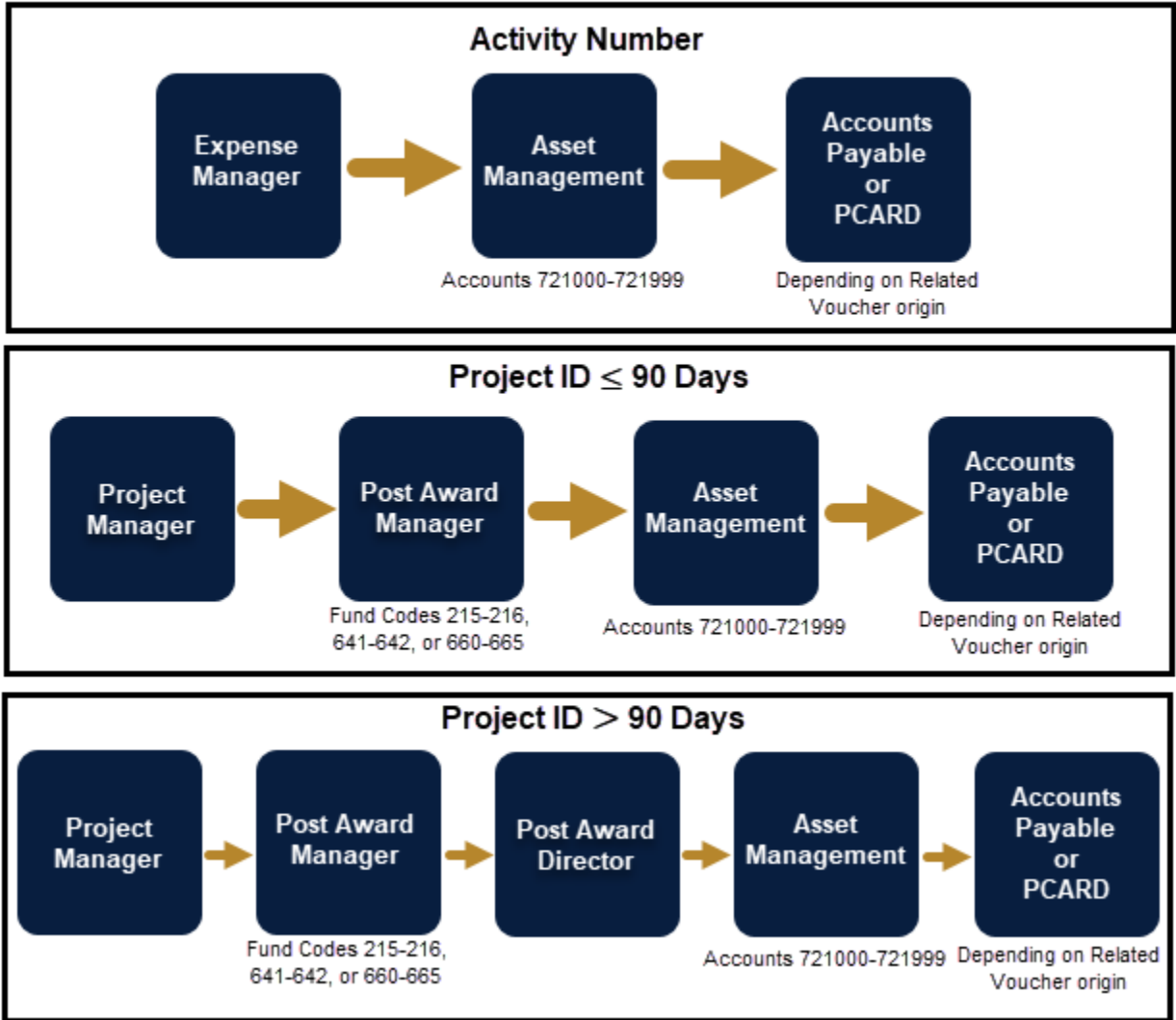
Step 2: Asset Management (if any distribution line attached to accounts 721000 through 721999)

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.

Journal Voucher Approval

Journal Voucher Approval Workflow



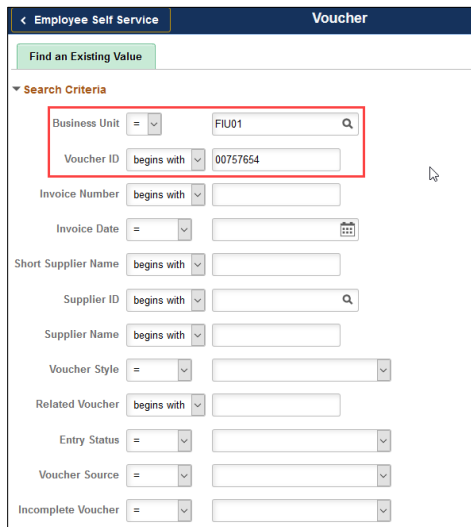
Approval History for Journal Vouchers

Upon submission, Journal Vouchers are not immediately available for review in the system until a Voucher Build and Budget Checking job runs. This happens throughout the day.

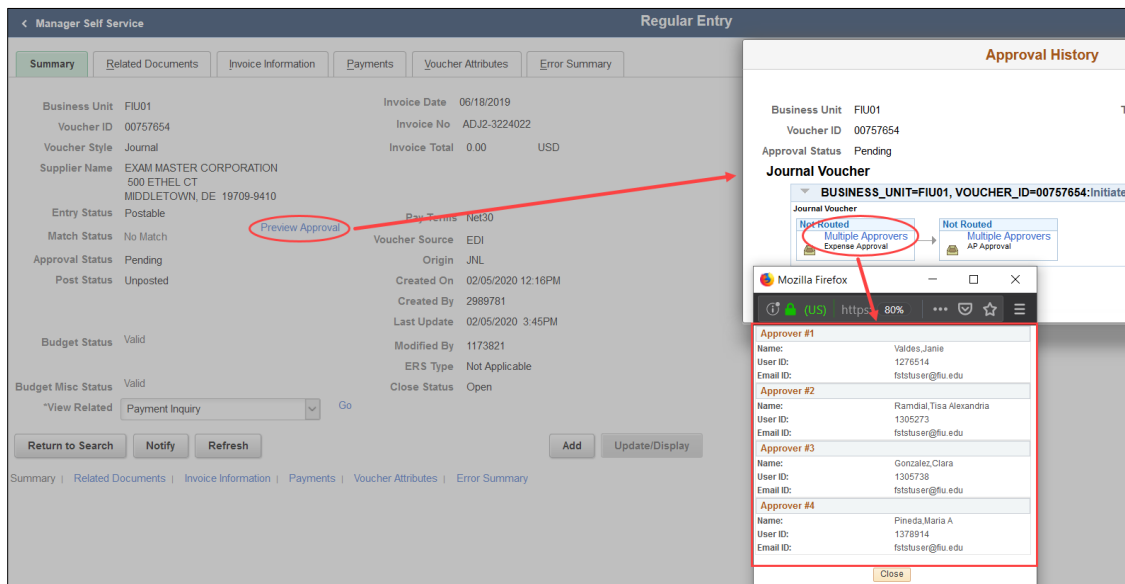
Once the Voucher is generated, it is routed for approval.

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 search using the **Voucher ID**.



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.



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

The screenshot displays the 'Journal Voucher' interface. The main window has tabs for 'Summary', 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Summary' tab is active, showing details for Business Unit FIU01, Voucher ID 00757654, and Supplier Name EXAM MASTER CORPORATION. The 'Approval Status' is 'Pending'. A red circle highlights the 'Approval History' link in the 'Voucher Attributes' section. An arrow points from this link to a pop-up window titled 'Approval History'. This window shows a table of approval actions for the voucher. One action is highlighted with a green box: 'Approved' by 'Pineda, Mana A' on 02/05/2020 at 4:13 PM. Other actions include 'Pending' and 'Multiple Approvers'.

Approval History	
Business Unit	FIU01
Voucher ID	00757654
Approval Status	Pending
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

Approving or Denying Journal Vouchers (via email notification link)

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

Access Role 001 - Inquiry and Reporting is required to approve Journal Vouchers. This is requested via the [Access Request Form](#).

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://myfstage.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.

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

254 characters remaining

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

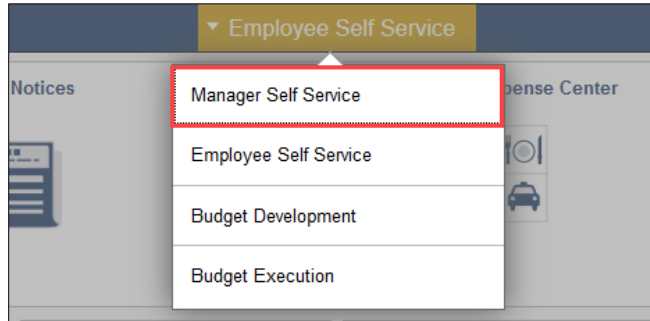
Return to Search Notify

Approving or Denying Journal Vouchers (via the Worklist)

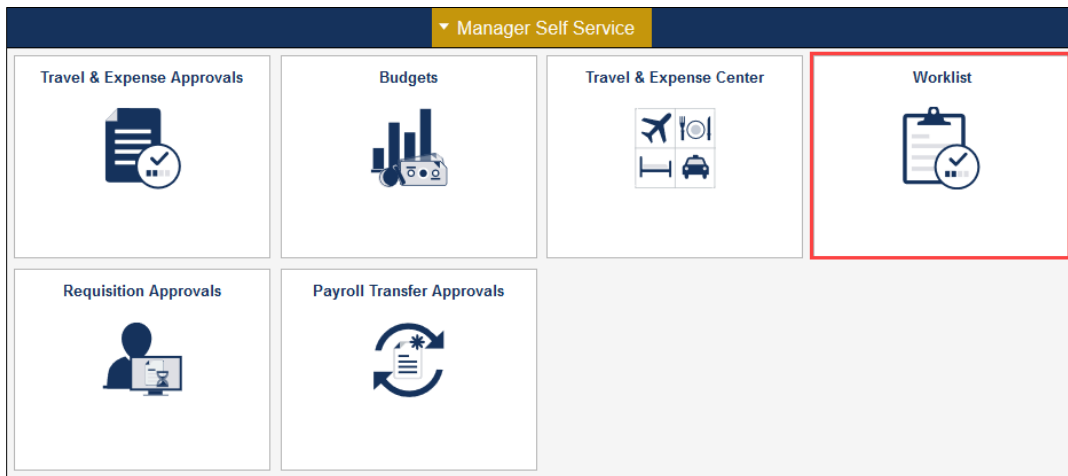
Access Role 001 - Inquiry and Reporting is required to approve Journal Vouchers. This is requested via the [Access Request Form](#).

To approve via the Worklist:

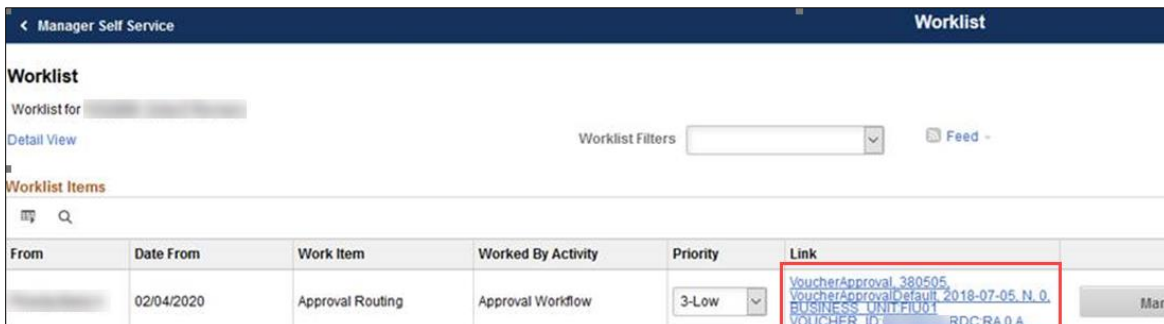
1. Navigate to the **Manager Self Service** homepage.



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

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

Submit

Approve

Deny

Pushback

Add Comments

Hold

Return to Search

Notify