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.
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.

4. Once the Supplier is identified, locate the Voucher that will be reclassed using the lookup glass on the Related Voucher field.

Only those Vouchers associated to the supplier will show.
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.

![Journal Voucher Lookup](image)

**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).

![Invoice Number Field](image)

   - 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**
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.
8. 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.

![SpeedChart on Distribution Line 2](image)

**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:

![Invalid value error](image)

**Note:** Departmental credit card voucher adjustments must include a copy of the **CCS13 – Departmental Card Transfer of Charges Form**.

9. 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?**
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 Workflow

Activity Number

Expense Manager → Asset Management → Accounts Payable or PCARD

Accounts 721000-721999 Depending on Related Voucher origin

Project ID ≤ 90 Days

Project Manager → Post Award Manager → Asset Management → Accounts Payable or PCARD

Fund Codes 215-216, 641-642, or 660-665 Accounts 721000-721999 Depending on Related Voucher origin

Project ID > 90 Days

Project Manager → Post Award Manager → Post Award Director → Asset Management → Accounts Payable or PCARD

Fund Codes 215-216, 641-642, or 660-665 Accounts 721000-721999 Depending on Related Voucher origin
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.
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.

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

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: 1002-322-0022
Invoice Date: 2013-06-18
Gross Amount: 0
Supplier: EXAM MASTER CORPORATION
Entered by: Beaubois,Regine Michelle
Updated by: Martinez,Maria R

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


Submit Approve Deny Pushback Add Comments Hold

254 characters remaining
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.