Journal Vouchers
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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.

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. 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 ADJ prefix (i.e. ADJ2-1234567).

   ![Image of journal voucher entry screen]

   - 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**

   ![Image of journal voucher entry screen]
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.

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.
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.**
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**.

![Search Window](image1)

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.

![Approval History Window](image2)
Once an approval is obtained, the **Approval History** will show who approved.
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: AO02-3224002
Invoice Date: 2019-08-18
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://myfisstage.fiu.edu/psp/tcr/EMPLOYEE/EMP/1/ENTER_VOUCHER_INFORMATION.VCHR_APPROVE2.8BL?page=VCHR_APPROV1_AF&Action=0&BUSINESS_UNIT=FIU01&VOUCHER_ID=00756616
```

2. Approve or deny the Journal Vouchers using the corresponding button at the bottom of the page.
Approving or Denying Journal Vouchers (via the Worklist)

To approve via the Worklist:

1. Navigate to the Manager Self Service homepage.

![Manager Self Service homepage](image)

2. Click the Worklist tile.

![Worklist tile](image)

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.