

PeopleSoft Journal Voucher Process

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry

Voucher

1: Leave voucher ID as "NEXT"

2: Voucher Style: Journal Voucher

3: **Must have correct Supplier ID**
Hint: only the Supplier ID is needed, the remaining Supplier info will automatically fill in

4: Invoice number: COR315262(old voucher number)-DEPT (ex. COR315262-5550 5550)
****Must be unique**

5: Invoice date: date of old voucher number

6: Click Add

7: Attach documentation showing what is moving and where it is going (see attached example – continue to use JV submission form, do not need signatures as approvals will be in the workflow)

8: Related voucher: **MUST** enter in voucher being corrected!

9: Description: Enter Vendor name or foundation fund starting with a 26...

10: Distribution Lines **must equal zero**: Negative amount is for the amount moving **FROM** the account and the Positive amount is the amount moving **TO** the account
****This is reversed if correcting a CREDIT VOUCHER**

11: Must add cash account when moving expense to another fund, dept, or project.

12: Click Save when complete.

Hint: if you disable the "Auto-fill" Feature in PeopleSoft, entering the chartfields will go faster

TIP: When using a Project # or Grant Funds, you must enter UNDO1 as the PC Bus Unit and 1 as the Activity

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