FISCAL YEAR END 2021 Fact Sheet

Journal Voucher (correction of a voucher payment)

Department Use: For use by departments in the timely processing of transactions. Situations may occur that require processing outside of the dates listed below. Please consult your division’s finance department or payment services at UND.pps@UND.edu for additional guidance.

The journal voucher must correspond with the date of the original voucher. If the original voucher date is 07/01/2019 - 06/30/2020, the correcting journal voucher must be dated in FY21. If the original entry posted after 6/30/21, the correcting journal voucher must be dated in FY22.

July 09  Last day to approve an FY21 journal voucher to be routed to payment services for review

*Note! For the journal voucher to be processed in FY21, the journal voucher must be at the AP audit review by the end of the day on July 09.