FISCAL YEAR END 2020 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 central accounts payable 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 FY20. If the original entry posted after 6/30/20, the correcting journal voucher must be dated in FY21.

Please e-mail completed journal vouchers to UND.pps@UND.edu by July 10th. The journal voucher and all backup can be submitted electronically. This can be accomplished by saving the journal voucher and attachments as pdfs or any form of electronic file.

July 10

Last day for a journal voucher to be approved and routed to central finance for posting

*Note-the journal voucher must pass all approvals by July 10th.

*Note-any journal voucher received in central finance after July 10th for correction of a FY20 transaction that is not associated with a grant project will be deleted and will not be processed in FY20 or FY21. Exceptions may be made if the correcting transactions are associated with grant projects in which the correcting entry will post to FY21, but not back to FY20.