Journal Vouchers

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid. Journal vouchers are zero-amount vouchers. Prior to beginning data entry, know what voucher you are correcting (invoice number, invoice date, and vendor), the dollar amount of the adjustment line, and smartkey and account values.

Go to the Smart Voucher "Add a New Value" and select Journal Voucher in Voucher Style:

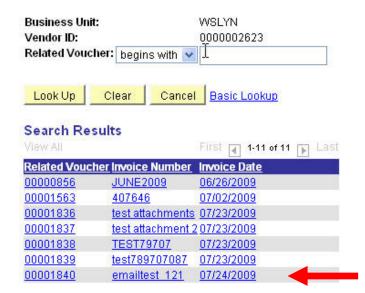


Input invoice number, invoice date, and vendor. Vendor must be populated before a Related Voucher can be entered.



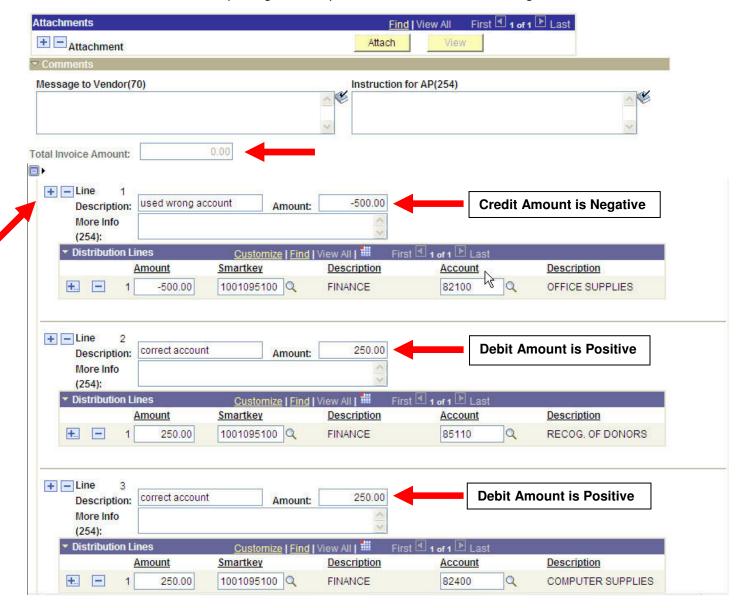
Choose a voucher ID from the "Related Voucher" field (click on "icon") to link this voucher to the voucher you are adjusting. Use this field to associate the journal voucher to the voucher whose accounting entries were entered incorrectly.

Look Up Related Voucher



Start inputting voucher information:

- 1. No need for a new attachment because the related voucher has the paperwork
- 2. Description = Enter reason for journal voucher (e.g. move to appropriate account(s))
- 3. Amount = total invoice amount is \$0.00 and cannot be changed
 - a. Enter a **Negative** amount for the SmartKey/Account that needs to be credited.
 - b. Click "+" icon to add another row.
 - c. Enter a **Positive** amount for the SmartKey/Account you wish to debit.
 - d. You can add multiple negative and positive lines and amounts as long as the total sums to zero



The voucher will need to be budget checked and submitted to workflow just like a regular voucher