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:

Smart Voucher

Find an Existing Value | Add a New Value

Business Unit: WSLYN
Voucher ID: NEXT
Voucher Style: Journal Voucher ⬅

Add

Find an Existing Value | Add a New Value

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

Voucher Entry

Voucher ID:	NEXT	Entered By:	NPETERS	Peters,Nathan D.
Voucher Style:	Journal Voucher	Approval Status:		
		Post Status:		

▽ Header

'Invoice Number: TEST79707   PayTerms: 30DAY   Due in 30 Days
Invoice Date: 07/23/2009   Scheduled Date:
'Vendor: WB MASON C-   Advanced Vendor Search   'Handling Code: US
Vendor ID: 0000002623   Related Voucher: ⬅
'Address: 1   WB MASON CO INC
               PO BOX 111
               59 CENTRE ST
               BROCKTON, MA 02303
               USA

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

Business Unit: WSLYN
Vendor ID: 0000002623
Related Voucher: begins with ∨

Look Up   Clear   Cancel | Basic Lookup

Search Results

View All   First ◄ 1-11 of 11 ► Last

Related Voucher	Invoice Number	Invoice Date
00000856	JUNE2009	06/26/2009
00001563	407646	07/02/2009
00001836	test attachments	07/23/2009
00001837	test attachment 2	07/23/2009
00001838	TEST79707	07/23/2009
00001839	test789707087	07/23/2009
00001840	emailtest_121	07/24/2009	⬅

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