Controller's Office – Journal Entry and Journal Voucher eForm Training

March 9, 2021

Discussion Topics

Journal Entry:

- Overview
- How to create/copy/delete a Journal Entry
- Journal Entry demonstration in PeopleSoft

Journal Voucher eForm:

- Overview
- How to create/update/approve/view a Journal Entry
- Journal Voucher eForm demonstration in PeopleSoft

Where to find the Resources referenced in this presentation

General Accounting Support Contacts

Journal Entry Overview

PeopleSoft journal entries (JEs), are used to make any adjustment other than PeopleSoft AP payment voucher adjustments and Expense Module adjustments.

- JEs are processed by departments using PeopleSoft's online system. Once they are submitted and approved by the department, the Controller's Office will then review, approve and post the entries.

When to Create a Journal Entry:

- Deposit corrections; 86/81 transfers; Creating/correcting RQs/IITs.
- Any ONL source transaction adjustment (Online Journal Entry.)
- Any Single Pay "Travel Expense" AP payment vouchers.
- Any transaction that happened prior to PeopleSoft.

When Not to Create a Journal Entry:

- **To adjust AP (non-travel related) Vouchers.**

  A Journal Voucher (JV eForm) should be submitted via PeopleSoft. Instructions on JV eForms can be found on the Controller's website.

- **To adjust Expense Module transactions for the following:**

  (Employee Travel, Procurement Card Team Card and Travel Card)

  An Expense Module Correction Form must be used. This form is located on the Controller's website.

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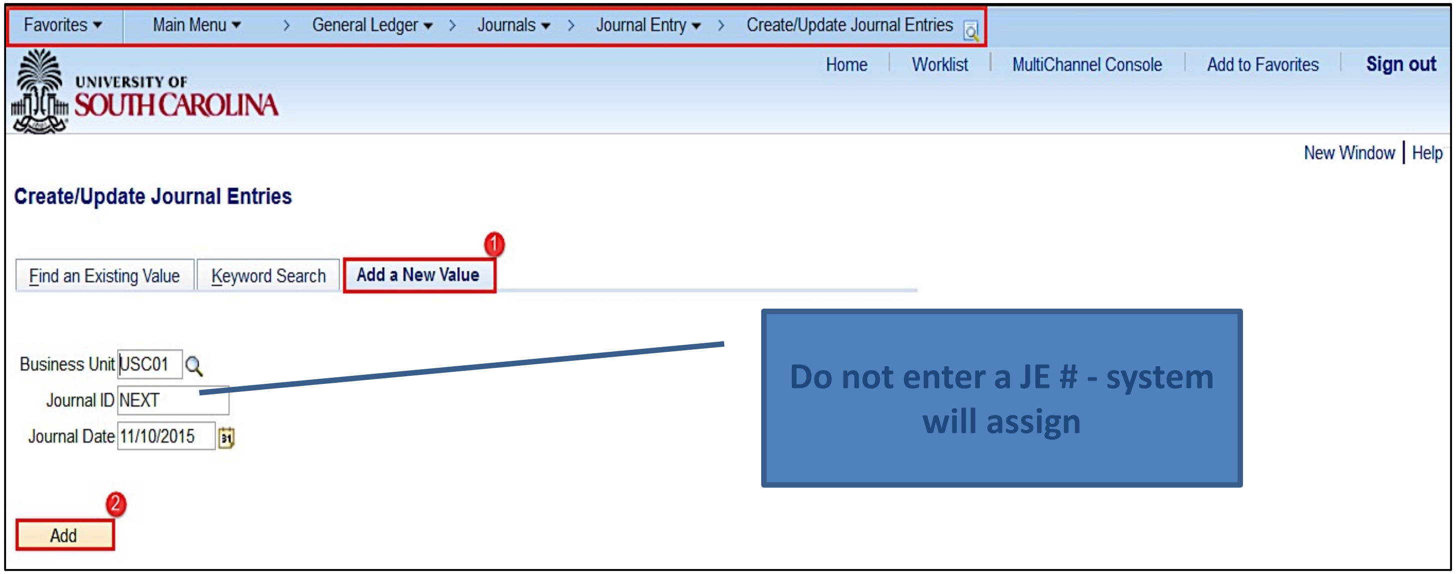
How to Create a Journal Entry

Journal Entries are created within the General ledger.

- Navigation Path: Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries

1. Click the **Add a New Value** tab.
2. Click the **Add** button.



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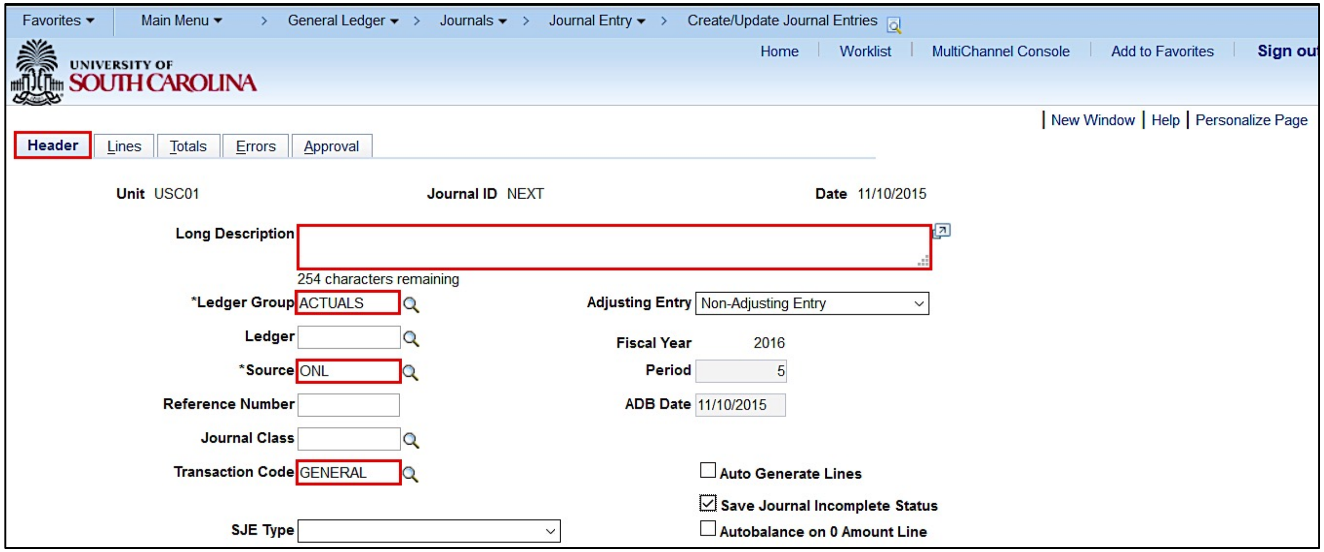
How to Create a Journal Entry

Use the Header tab to ensure the following fields are populated:

- Ledger Group - ACTUALS, Source - ONL, Transcode – GENERAL (**DO NOT CHANGE THESE FIELDS)**
- Long Description**(required)** –should reflect purpose of JE; required for JE approval to post.



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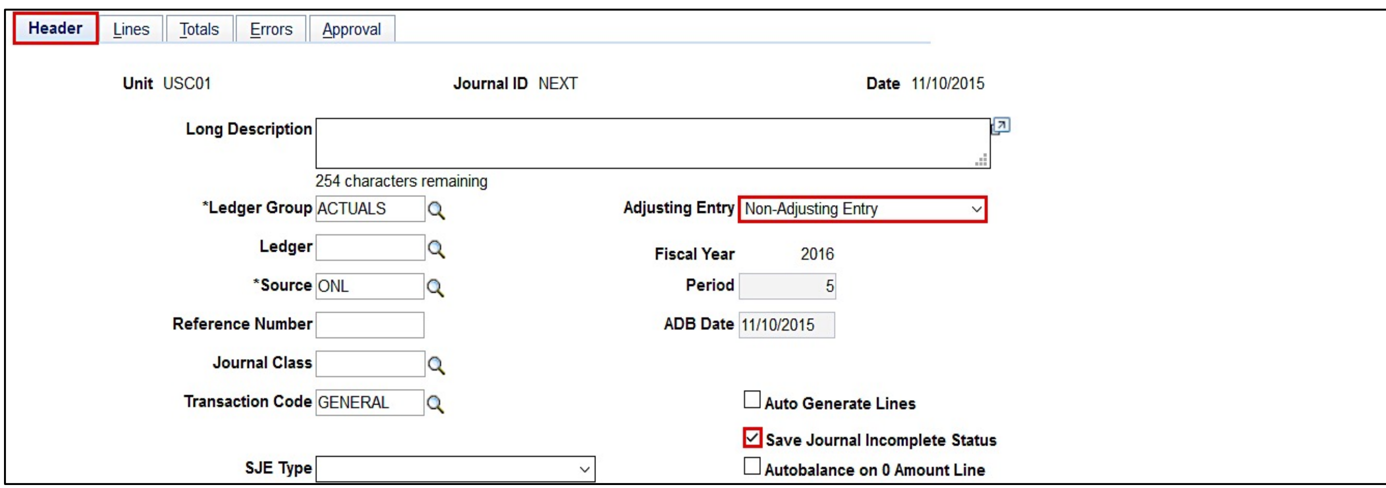
How to Create a Journal Entry

Use the Header tab to ensure:

- The Adjusting Entry field is “Non-Adjusting Entry”. Adjusting Entries are the year end adjustments that are made by Controller’s Office.
- It is recommended you check the Save Journal Incomplete Status box. If you cannot, please contact pssecure@mailbox.sc.edu so they can update your user preferences.


Header | Lines | Totals | Errors | Approval

Unit USC01   Journal ID NEXT   Date 11/10/2015

Long Description

254 characters remaining

*Ledger Group ACTUALS   Adjusting Entry Non-Adjusting Entry

Ledger   Fiscal Year 2016

*Source ONL   Period 5

Reference Number   ADB Date 11/10/2015

Journal Class

Transaction Code GENERAL   Auto Generate Lines

Save Journal Incomplete Status

SJE Type   Autobalance on 0 Amount Line

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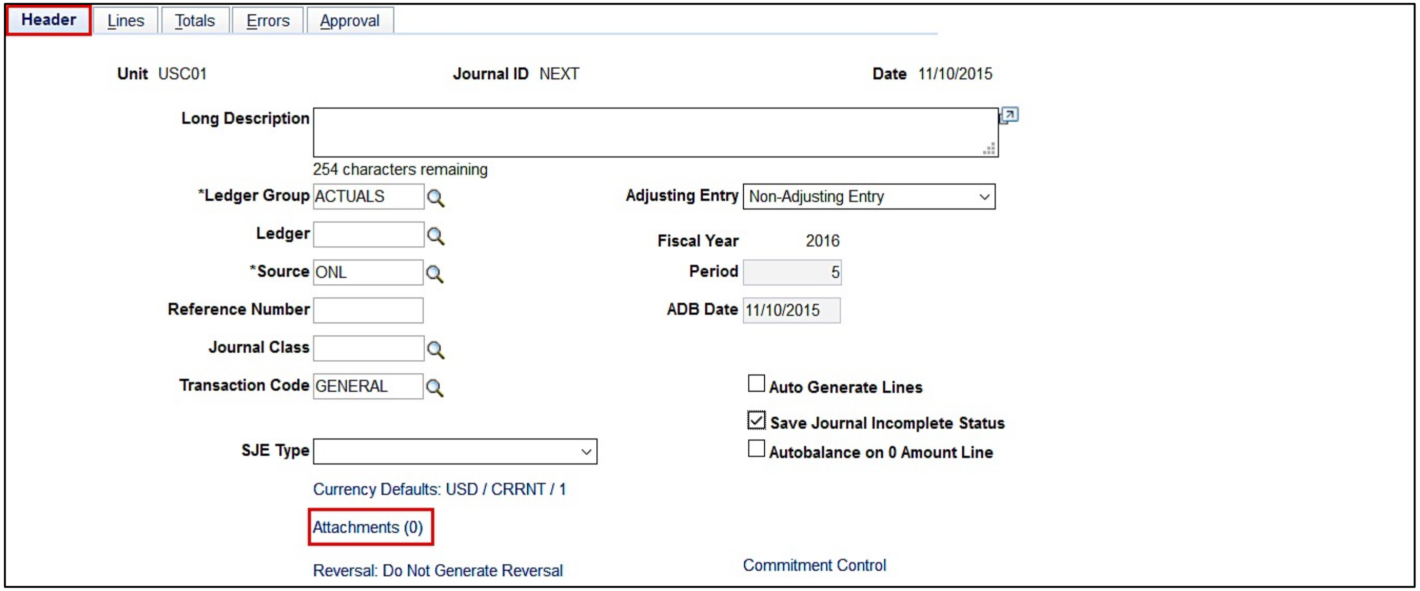
How to Create a Journal Entry

Add Attachments on the Header tab:

- Click the **Attachments** link.
- If you have more than one document to attach, you can scan and attach them as one document or you can attach each document separately. When adding documents separately be sure to **Save** after attaching each one.



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How to Create a Journal Entry

Types of supporting documentation:

- Pages or screenshots from PeopleSoft or the Finance Intranet. Also Spreadsheets, emails, letters or memos are acceptable.
- 81/86 Transfer: Documentation from PeopleSoft or the Finance Intranet showing the funds are available in the account where the funds are being moved from to verify the funds are available for the move.

A journal entry must be self-containing so that someone reviewing the entry (including auditors) can see what adjustment was made and why.

Relevant attachment is required for JE approval to post

When attaching documents be sure to add a description of the document using the Description field.

Details Personalize | Find | View All | First 1 of 1 Last

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	☑				

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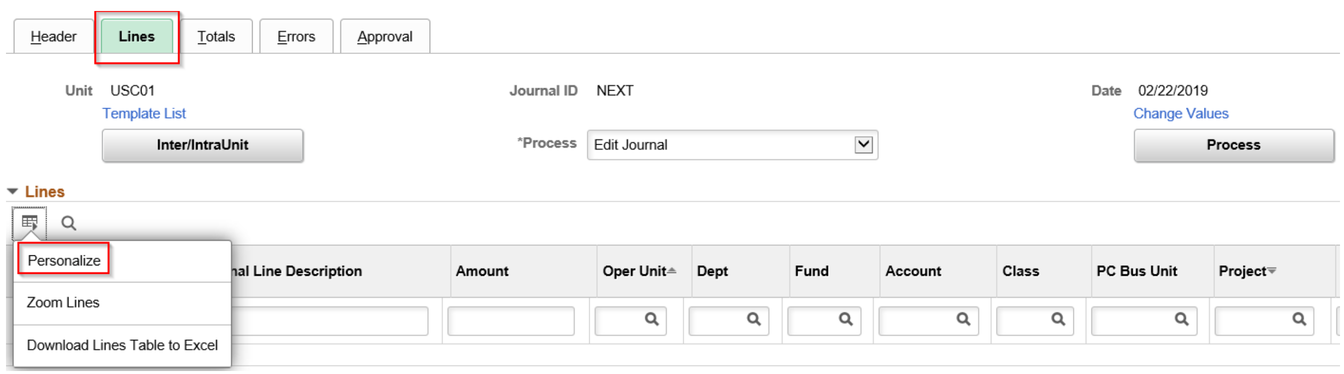
How to Create a Journal Entry

Use the Lines tab to enter chartfield string information.

- Before entering the chartfield string you can use the Personalize link to hide or sort columns.

- On the Lines tab, enter the chartfield string in respective boxes. Refer to the PeopleSoft Crosswalk for chartfield information as needed.



- **<u>Note</u>:** PC Bus Unit, Project, and Activity are only used for projects and grants (in addition to the required chartfields).

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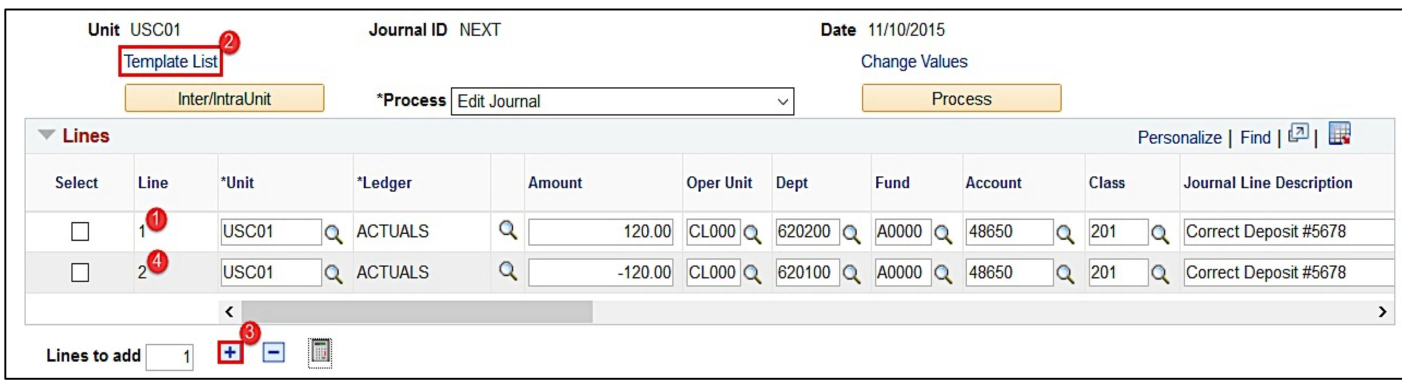
How to Create a Journal Entry

When creating a journal entry, at least 2 journal lines need to be added, a positive line and a negative line.

- Add the 1st journal line.
- Once you have keyed the first line, you have the option to click on the Template List link to control which items are copied down to the next row. (see later slide).
- Click the **Insert Lines** button – you can add one line at a time or multiple lines.



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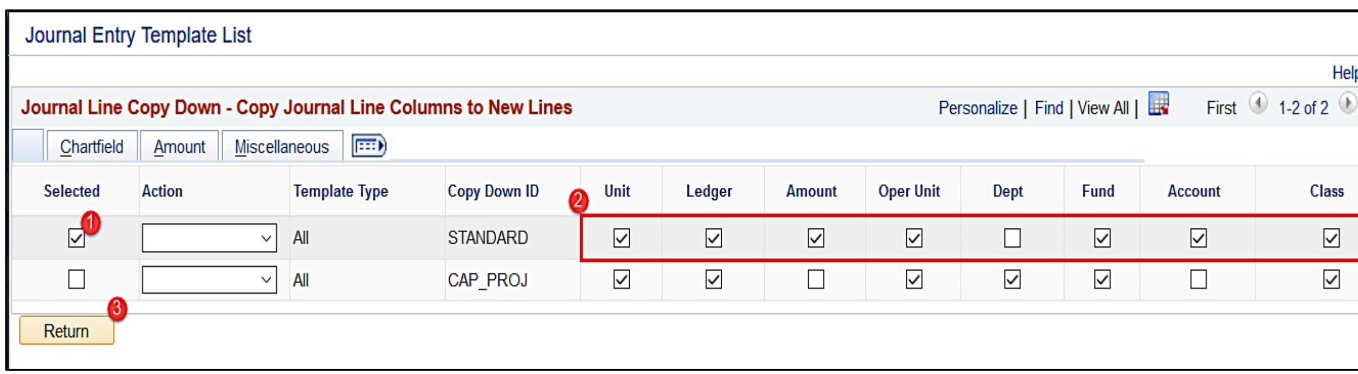
How to Create a Journal Entry

Use the Template List page to select the fields that you want to be copied down when you add a journal line.

- Select the **STANDARD** line.
- Check the boxes for the fields you would like to copy down.
- Click the **Return/OK** button to save your selections.



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How to Create a Journal Entry

ACCOUNT CODE REFERENCE FOR JOURNAL ENTRIES

		POSITIVE	NEGATIVE
ASSET	1XXXX	INCREASE	DECREASE
LIABILITY	2XXXX	DECREASE	INCREASE
REVENUE	4XXXX	DECREASE	INCREASE
EXPENSE	5XXXX	INCREASE	DECREASE
CONTRA EXPENSE	6XXXX	DECREASE	INCREASE
TRANSFER IN	81XXX	DECREASE	INCREASE
TRANSFER OUT	86XXX	INCREASE	DECREASE

HOW TRANSACTIONS REFLECT IN GL

PAYROLL JE	+ 990.00
AP JE FOR EXPENSE	+ 1000.00
DEPOSIT - REVENUE	(250.00)

SAMPLE: TRANSFER JE

TRANSFER $ FROM DEPT ABC	86100	5,000.00
TRANSFER $ TO DEPT XYZ	81100	(5,000.00)

SAMPLE: CORRECT A DEPOSIT

MOVE REVENUE/DEPOSIT FROM DEPT ABC	48650	250.00
MOVE REVENUE/DEPOSIT TO DEPT XYZ	48650	(250.00)

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How to Create a Journal Entry

ANALYSIS TYPES ARE USED IN THE GRANTS MODULE FOR CREATING BILLS AND OTHER PROCESSES

ANALYSIS TYPES ARE REQUIRED ON ALL LINES THAT USE A PROJECT: USCSP, USCIP, USCCP

- **GLE – GL EXPENSE:** FOR EXPENSES AND CONTRA EXPENSES (5 AND 6 ACCOUNT CODES)
- **GLR – GL REVENUE:** OR REVENUE (4 ACCOUNT CODES)
- **ADV – ADVANCES:** FOR GRANT CASH ADVANCES (10203 ACCOUNT CODES)

THERE ARE OTHERS THAT ARE UNIQUE TO CERTAIN GRANT ACTIVITY SUCH AS F&A – IF YOU ARE DOING OUT OF ORDINARY ENTRIES, CONTACT THE GRANTS AND FUNDS MANAGEMENT OFFICE.

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How to Create a Journal Entry

University of South Carolina

Grants and Funds Management

USCSP Analysis Type Guide

Account	Analysis Type	PC Business Unit	Project	Activity
1XXXX	BAL	USCSP	1xxxxxxx	1
10203	ADV	USCSP	1xxxxxxx	1
2XXXX	BAL	USCSP	1xxxxxxx	1
3XXXX	BAL	USCSP	1xxxxxxx	1
4XXXX	GLR	USCSP	1xxxxxxx	1
51000-51999	PAY	USCSP	1xxxxxxx	1
52000-59999	GLE	USCSP	1xxxxxxx	1
6XXXX	GLE	USCSP	1xxxxxxx	1
86250	GLE	USCSP	1xxxxxxx	1
86500	GLE	USCSP	1xxxxxxx	1

Note: All GL journal transaction lines related to the USCSP, USCIP, USCCP, USCEN, USCMP & USCSA, PC Business Units must follow the above Analysis Type Guide to ensure accurate data is cost collected into the Grants module.

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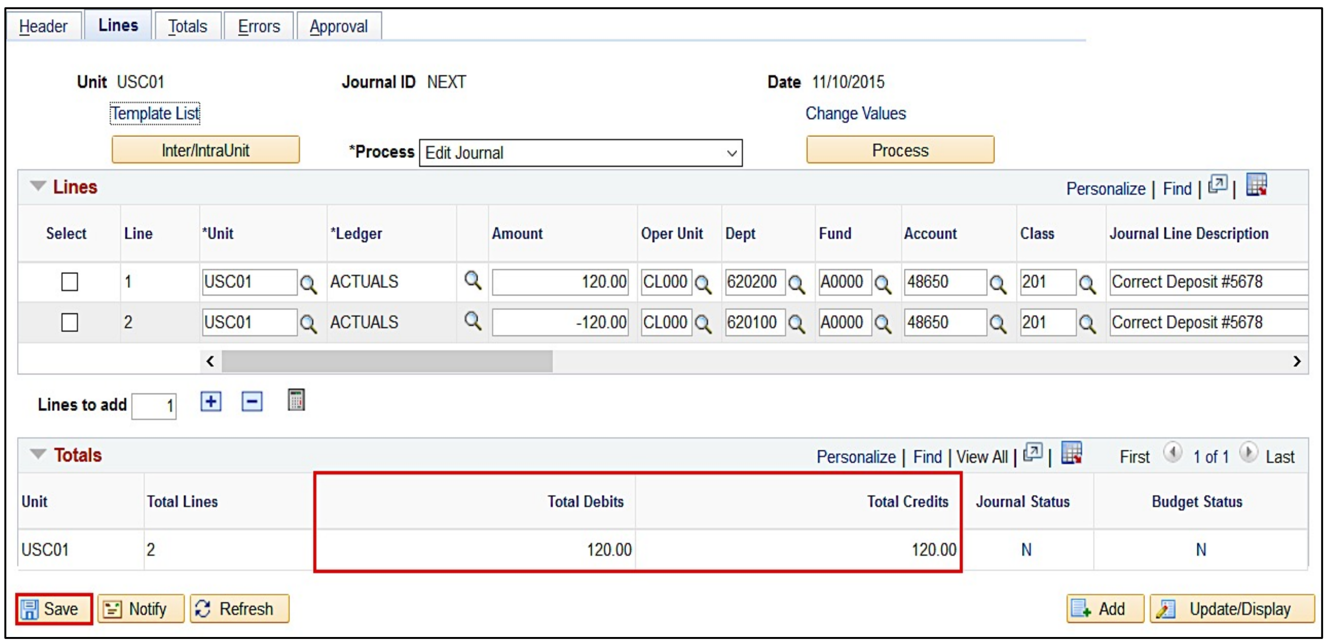
How to Create a Journal Entry

Before processing the journal entry click the Save button and make sure the Total Debits equals the Total Credits.

Save often when working in PeopleSoft!!



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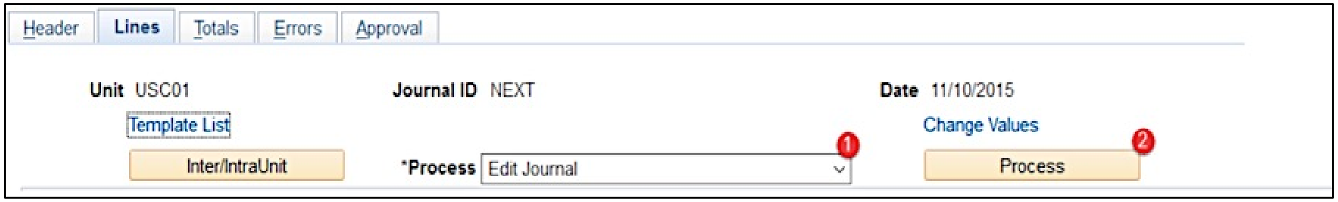
How to Create a Journal Entry

Now it's time to Process the journal entry.

- Select **Edit Journal** from the Process dropdown list.
- Click the **Process** button.



If the Budget Status is showing "E" for Errors after processing, go to the Errors tab to correct the errors before posting the journal.

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How to Create a Journal Entry

If there are no errors and the Budget Status is “Valid”, a Journal ID is assigned.

Totals | Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	2	120.00	120.00	V	V

Message

Journal 0000002455 is saved. (5210,6)

OK

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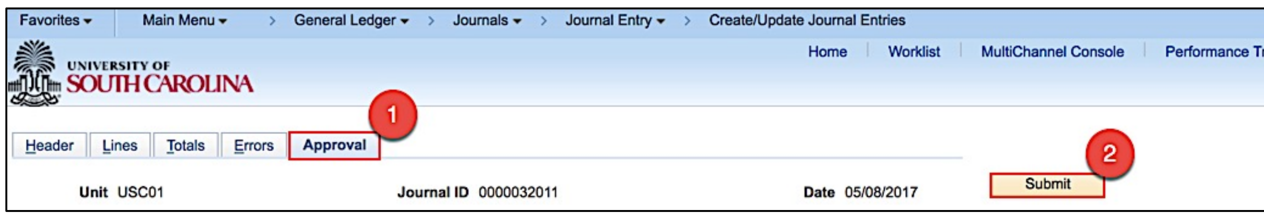
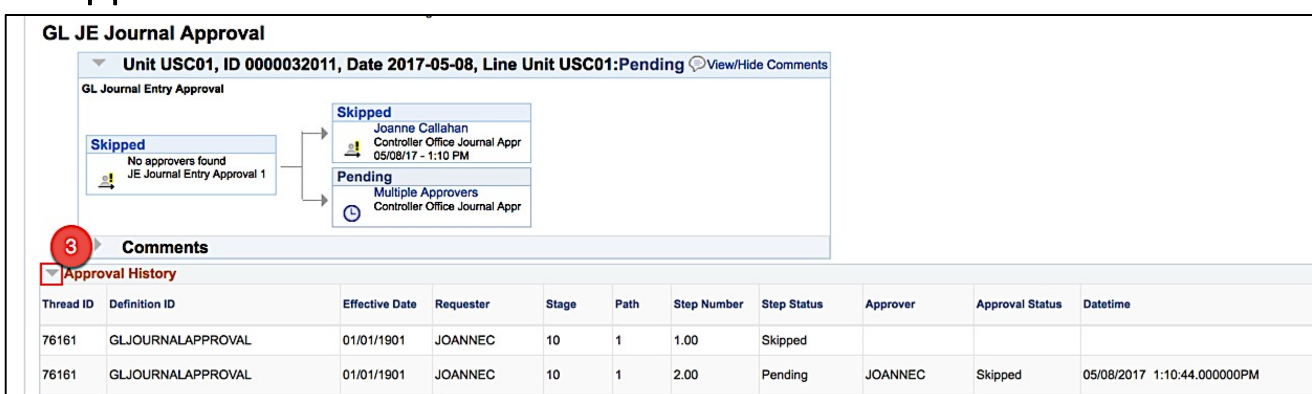
How to Create a Journal Entry

Use the Approval page to route the Journal for the proper approvals.

- Click the **Approval** tab.
- Click the **Submit** button.



- Click the **Approval History** expand button to view who the approvers are.



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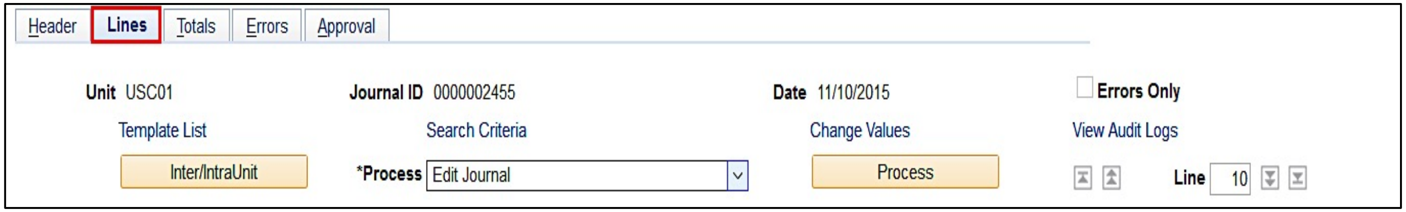
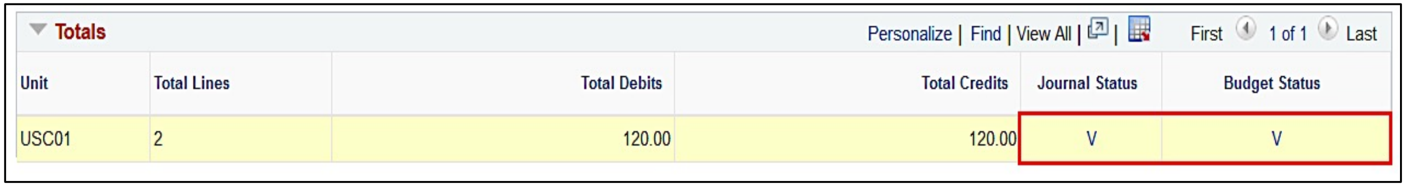
How to Create a Journal Entry

The Journal Status and Budget Status is now showing "Valid".

A journal can be edited after it has been submitted for approval. It can be edited after it has been approved but a change will require it go through the approval process again.

A journal can not be edited once it has been posted and the Journal Status is "P".





Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	2	120.00	120.00	V	V

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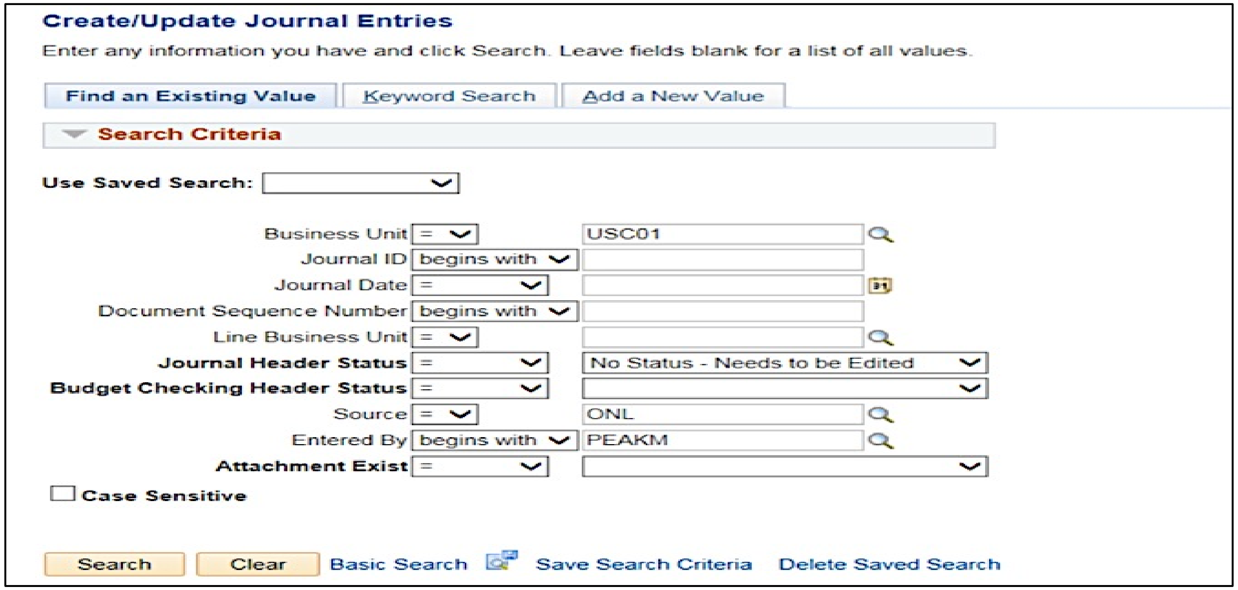
How to Search for a Journal Entry

Searching for a Journal Entry

- Navigation Path: Main Menu → General Ledger → Journals→ Journal Entry → Create/Update Journal Entries
- Click on Find Existing Value
- Search by name, date, JE #, etc.



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How to Search for a Journal Entry

Searching for a Journal Entry

- Listing provides Status, date, description
  If the status is “In Process” – contact Controller’s Office

Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description
0000002487	09/28/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	16	1124074.34	0	Bond interest Trnf for bonds t
0000002494	09/28/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	34	30485914.83	0	transfer the funds to the reve
0000002930	10/07/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	12	768909.38	0	SEPT DEBT PAYMENTS - FOI
0000003530	08/30/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	2	16826.25	0	corr BNR 410 & BNR 482.....
0000003799	10/27/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	4	514605.76	0	TO CORRECT JE 2808 S/B CL
0000003903	10/29/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	42	7077.79	0	CORR 00000 ACCOUNT COD
0000004009	10/30/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	152	2144900.17	0	correct deposit with 00000 acc
0000004617	10/31/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	5690	1212408.89	0	July 2016 F&A correction 2 - t
0000004622	10/31/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	8820	7259301.43	0	September 2016 F&A correctio
0000004625	10/31/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	8346	5548565.22	0	August 2016 F&A correction - t
0000005285	07/30/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	33	11871233.59	0	correct cash on PR and fringe
0000005289	08/15/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	33	10714254.38	0	correct cash on PR and fringe
0000005290	08/30/2015	0	(blank)	USC01	Posted	Valid	ACTUALS	ONL	USD	33	17090779.17	0	correct cash on PR and fringe

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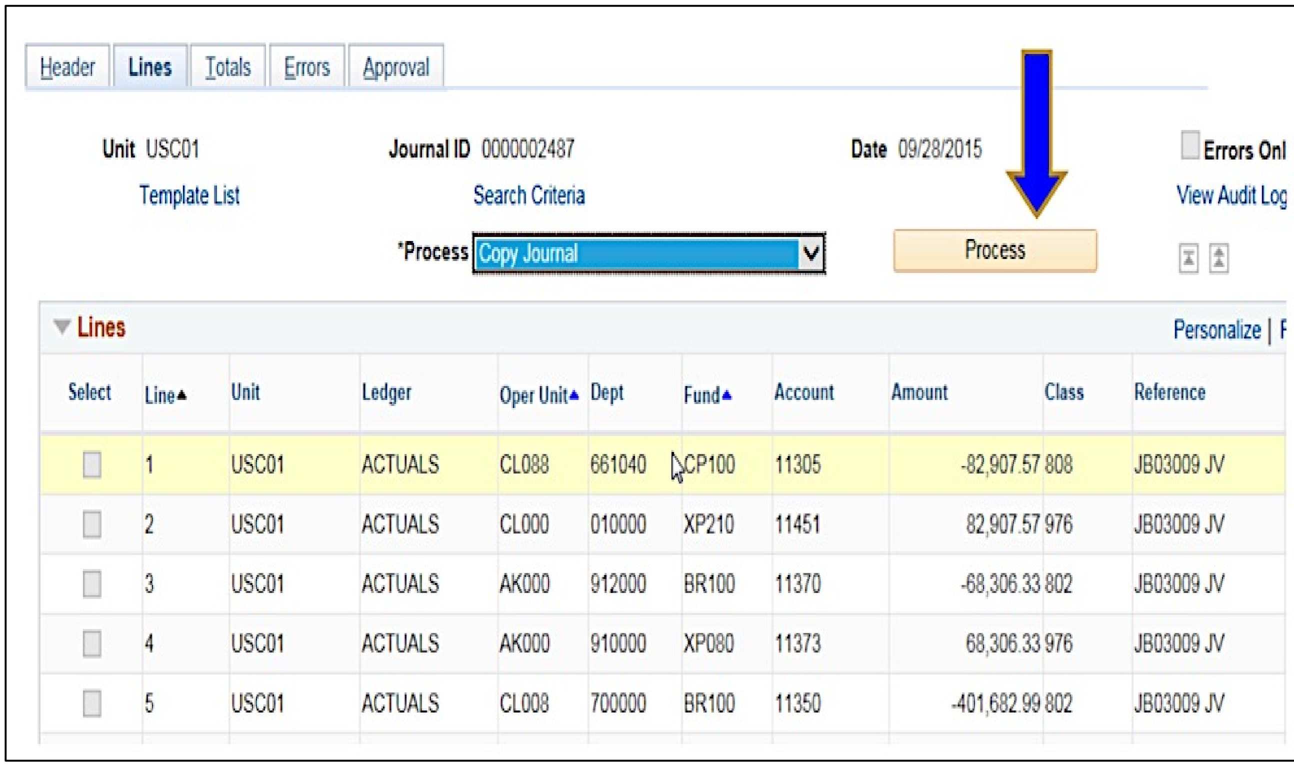
How to Copy a Journal Entry

Copying a Journal Entry



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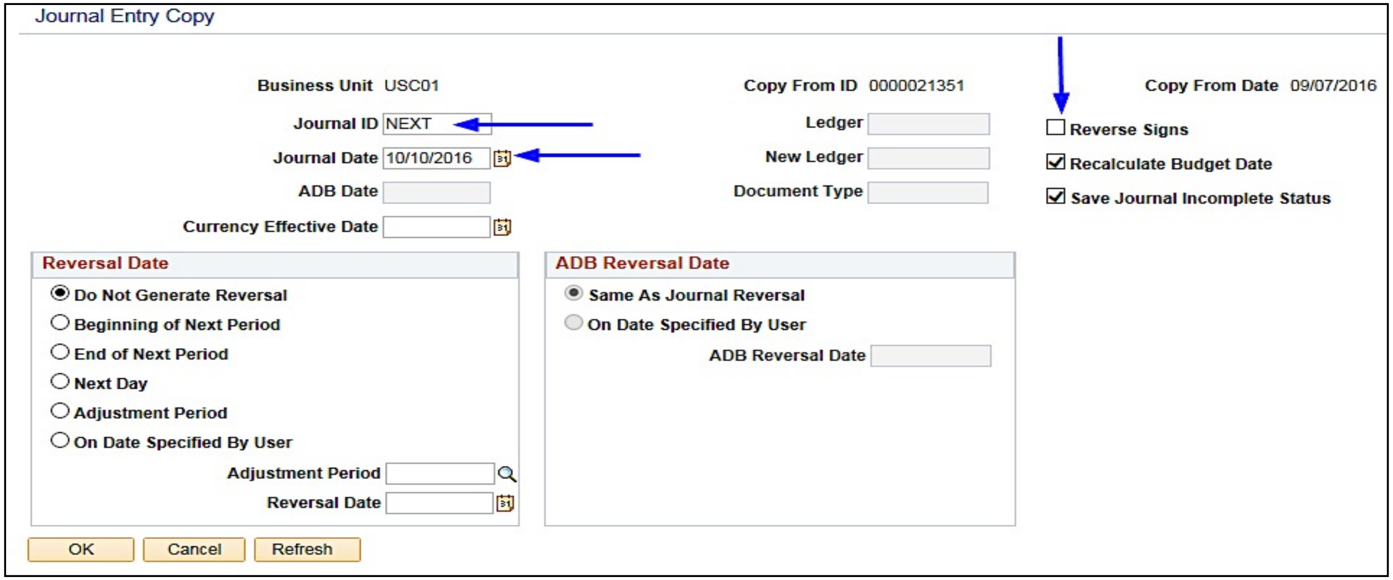
How to Copy a Journal Entry

Copying a Journal Entry

- System will assign #, user may choose to reverse signs if needed, choose date to assign (will only go to open periods) - leave other information as is unless you have discussed with Controller's Office



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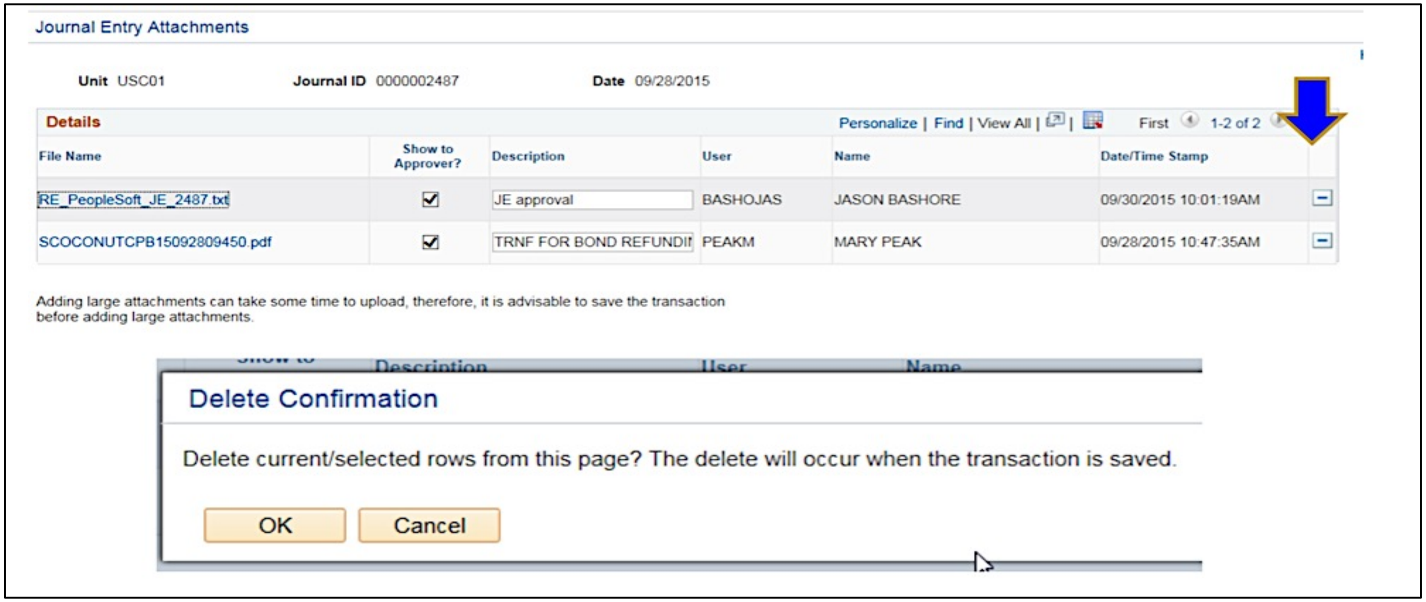
How to Delete a Journal Entry

Deleting a Journal Entry

- **Before attempting to delete an entry, make sure there are no Account 10300 lines. If there are, contact General Accounting to delete the entry for you.**
- **On Header tab, delete any attachments prior to deleting the entry**



Be sure to save entry with "Attachments (0)"; else system will not let you delete

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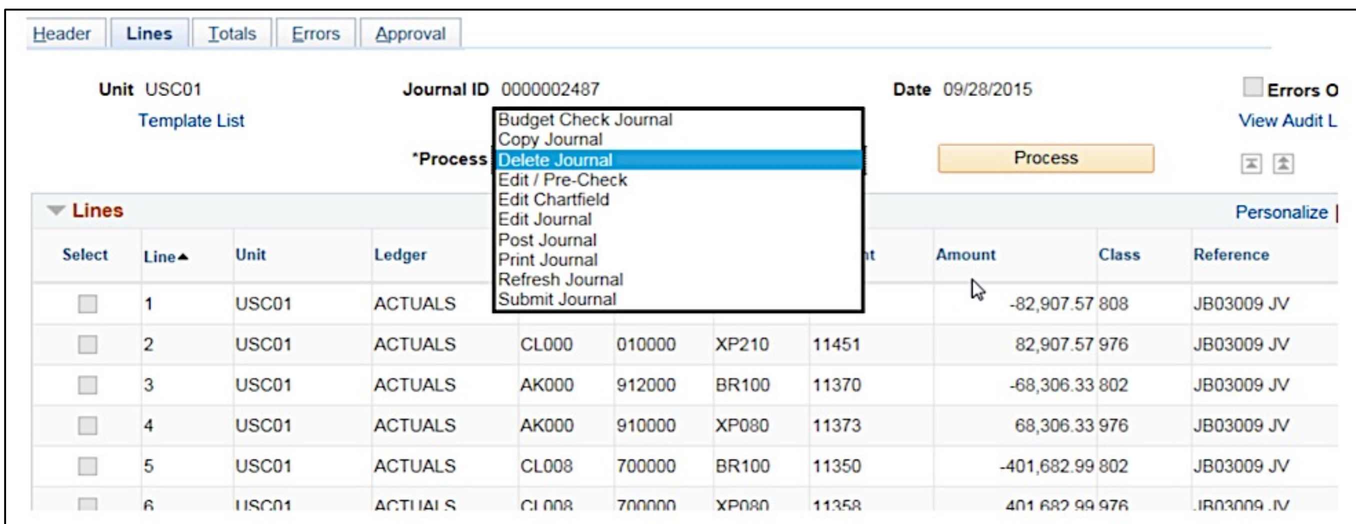
How to Delete a Journal Entry

Deleting a Journal Entry

- On Lines tab, select delete and Process
- System will give error message if attachments were not deleted.
- Cannot delete if posted.
- Once deleted – it is GONE! … therefore please be sure attachments, line info, etc. is saved elsewhere before deletion



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PeopleSoft Demonstration

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What is a Journal Voucher eForm

- **Journal voucher eForms (JVs) are used in PeopleSoft to adjust or correct posted and paid AP vouchers.**
- **Journal vouchers are zero amount vouchers and all adjustments must have a zero effect to the voucher.**
- **These adjustments may include, but are not limited to:**
  - departments
  - funds
  - accounts
  - projects
- **Journal voucher eForms link the JV to the original voucher.**
- **Please note: All "Single Pay Expense" vouchers with a Supplier ID "SP000000XX" are processed via Journal Entry.**

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How to Create a Journal Voucher eForm

JV eForms are created within PeopleSoft.

- Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm

1. Click the **Add Journal Voucher** tab.
2. Enter the voucher number in **Voucher ID** box.

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How to Create a Journal Voucher eForm

On the Search page you can:

- Search for an existing Voucher ID
- View a list of matching Voucher ID's with the associated Supplier ID and Supplier Name
- You cannot see or select a single pay Voucher ID

Form Page

Journal Voucher

- Add Journal Voucher
- Update Journal Voucher
- Approve Journal Voucher
- View Journal Voucher

Search by:

Voucher ID Begins With 0140041

Search Clear

	Voucher ID	Supplier ID	Supplier Name
1	01400410	C000000250	RICOH USA
2	01400411	0000027763	DRIVESOFT LLC
3	01400412	0000002351	INDIGO AMERICA INC
4	01400413	0000008275	MICROMERITICS INSTRUMENT CORPORATION
5	01400414	0000002974	OTIS ELEVATOR COMPANY
6	01400415	0000002386	MAPLESOFT
7	01400416	C000000487	JACK PORTER INC
8	01400417	C000001130	UNITED EVENT SERVICES INC
9	01400418	0000000650	FIND GREAT PEOPLE LLC
10	01400419	C000001130	UNITED EVENT SERVICES INC

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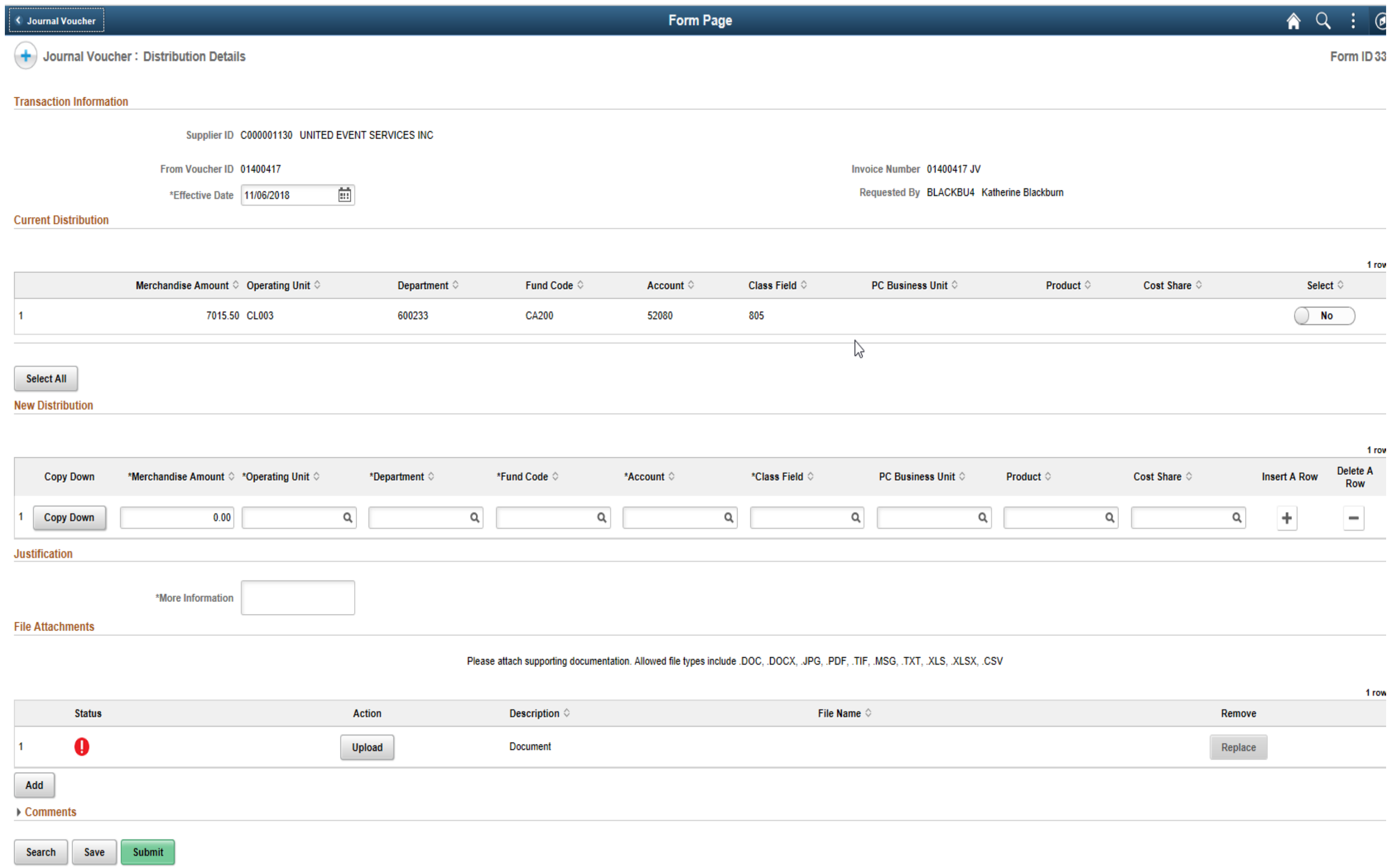
How to Create a Journal Voucher eForm

Select Voucher ID – Distribution Details.


Journal Voucher

Form Page

Journal Voucher : Distribution Details

Form ID 33

Transaction Information

Supplier ID C000001130 UNITED EVENT SERVICES INC

From Voucher ID 01400417

Invoice Number 01400417 JV

*Effective Date 11/06/2018

Requested By BLACKBU4 Katherine Blackburn

Current Distribution

1 row

	Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Product	Cost Share	Select
1	7015.50	CL003	600233	CA200	52080	805				No

Select All

New Distribution

1 row

	Copy Down	*Merchandise Amount	*Operating Unit	*Department	*Fund Code	*Account	*Class Field	PC Business Unit	Product	Cost Share	Insert A Row	Delete A Row
1	Copy Down	0.00									+	−

Justification

*More Information

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

1 row

	Status	Action	Description	File Name	Remove
1	!	Upload	Document		Replace

Add

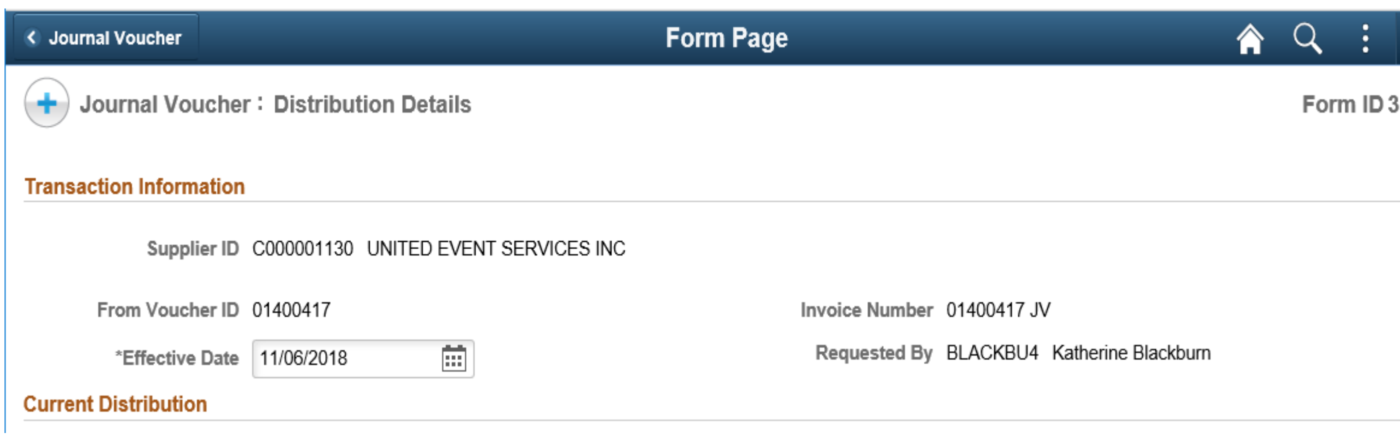
Comments

Search Save Submit

How to Create a Journal Voucher eForm

Transaction Information:

- View, but not modify, the Supplier ID and Name; the original Voucher ID; the Invoice Number, and your Network ID and Name.
- View and modify the Effective Date (defaults to today) – this date must fall in an open accounting period.



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How to Create a Journal Voucher eForm

Current Distribution:

- View the current lines on the voucher
- Select/Deselect a single line (click on the select button)
- Select/Deselect multiple lines (click on the select button)
- Select/Deselect all lines

Current Distribution

1 row

	Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Product	Cost Share	Select
1	7015.50	CL003	600233	CA200	52080	805				Yes

Deselect All

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How to Create a Journal Voucher eForm

New Distribution:

- Selected lines copied from the current distribution. The amount is negative and open for edit so a partial adjustment can be made. All other fields are read only.
- Copy a selected line. The amount is positive and open for edit. All other fields are open for edit.
- Add a blank row
- Deleting a row
  - In order to remove a row selected from above, you must deselect it rather than delete.
- Select/Change Project/Activity only after the PC Business Unit is selected

New Distribution

	Copy Down	*Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field
1	Copy Down	-7015.50	CL003	600233	CA200	52080	805
2	Copy Down	7015.50	CL003	600233	CA200	52080	805

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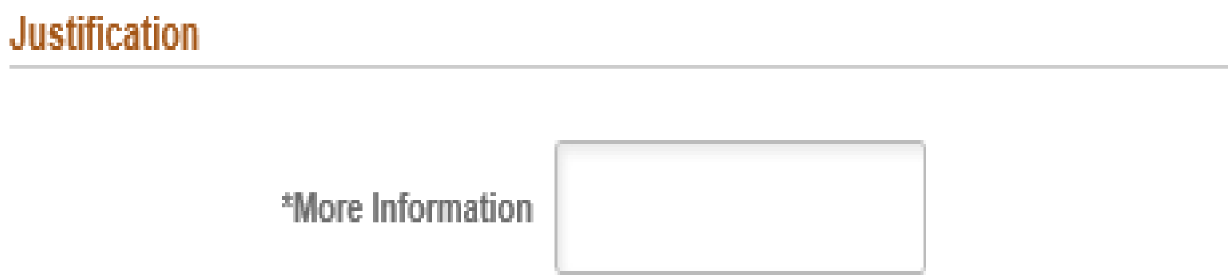
How to Create a Journal Voucher eForm

Justification:

- Comment is required – type in the box labeled “More Information”



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How to Create a Journal Voucher eForm

File Attachments:

- An attachment is required
- Types of documents that can be attached: DOC, DOCX, JPG, PDF, TIF, MSG, TXT, XLS, XLSX, CSV
- Add additional documents as needed
- Once you add a document you can replace it but not delete it.

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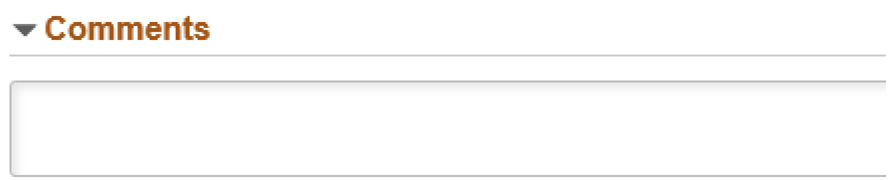
How to Create a Journal Voucher eForm

Comments:

- You can add additional comments
- This field is optional
- Click arrow to expand the comment box



How to Create a Journal Voucher eForm

Form validation - warnings:

- Effective date blank or choose a date that is in a closed period
- Leave a required field blank
- The amounts of the New Distribution section do not net to zero
- Leave a required attachment blank
- Attempt to attach an invalid file type

Example of Warning

The New Distribution merchandise amounts net to -15.5.

The new distribution merchandise amounts must net to 0.00. Please revise before proceeding.

OK

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How to Create a Journal Voucher eForm

Save or Submit:

- Save a form and return to it from the Update Journal Voucher search. From there you can make changes, Save, Submit or Withdraw
- Submit a form which will route for approval

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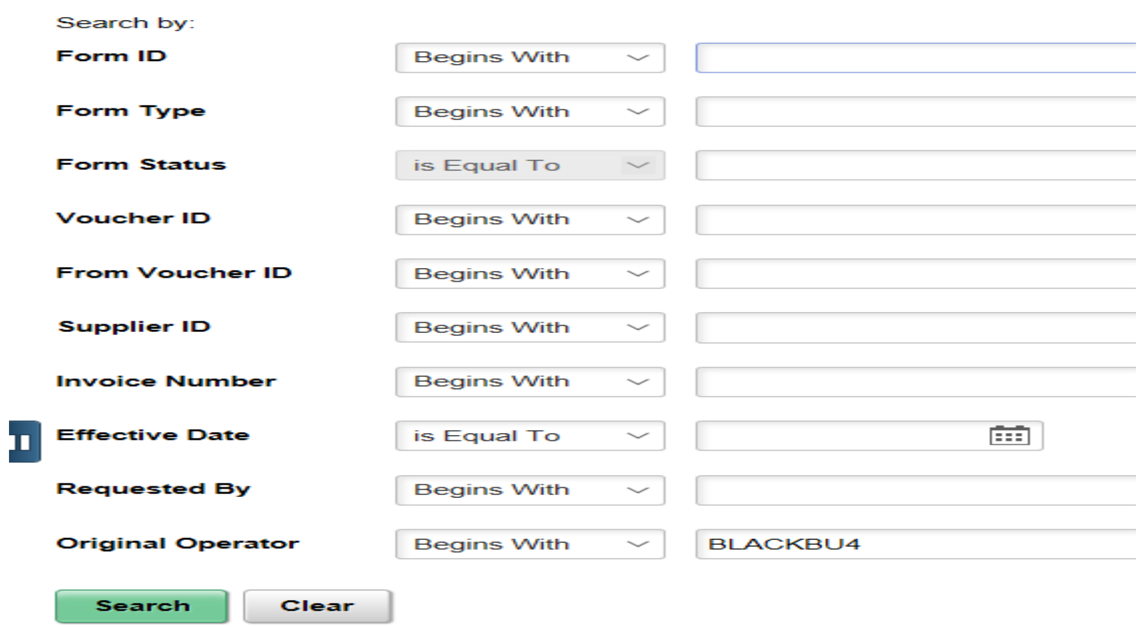
How to Update a Journal Voucher eForm

JV eForms are updated using the following navigation.

- Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm

1. Click the **Update Journal Voucher** tab.
2. Search Page – You can find your journal voucher by searching any of the following categories



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How to Update a Journal Voucher eForm

Search:

- Click the search button
- Journal vouchers that have been saved and not submitted, and journal vouchers that have been submitted but not approved will display.
- Click on the journal voucher you would like to update.

Original Operator Begins With BLACKBU4

Search Clear

	Form ID	Form Type	Form Status	Voucher ID	From Voucher ID	Supplier ID	Invoice Number	Effective Date	Requested By
1	32	JRNLVCHR	Pending	NEXT	01515521	0000006368	01515521 JV	2018-11-20	BLACKBU4
2	36	JRNLVCHR	Saved	NEXT	01400417	C000001130	01400417 JV	2018-11-27	BLACKBU4
3	53	JRNLVCHR	Pending	NEXT	01540241	0000003473	01540241 JV	2018-11-30	BLACKBU4

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How to Update a Journal Voucher eForm

Update:

- Journal vouchers with a status of “Pending” have been submitted but not fully approved
  - The voucher lines can be updated
  - You have the option to Withdraw or Resubmit

- Journal vouchers with a status of “Saved” have been saved but not submitted
  - The voucher lines can be updated
  - You have the option to Save, Withdraw or Submit

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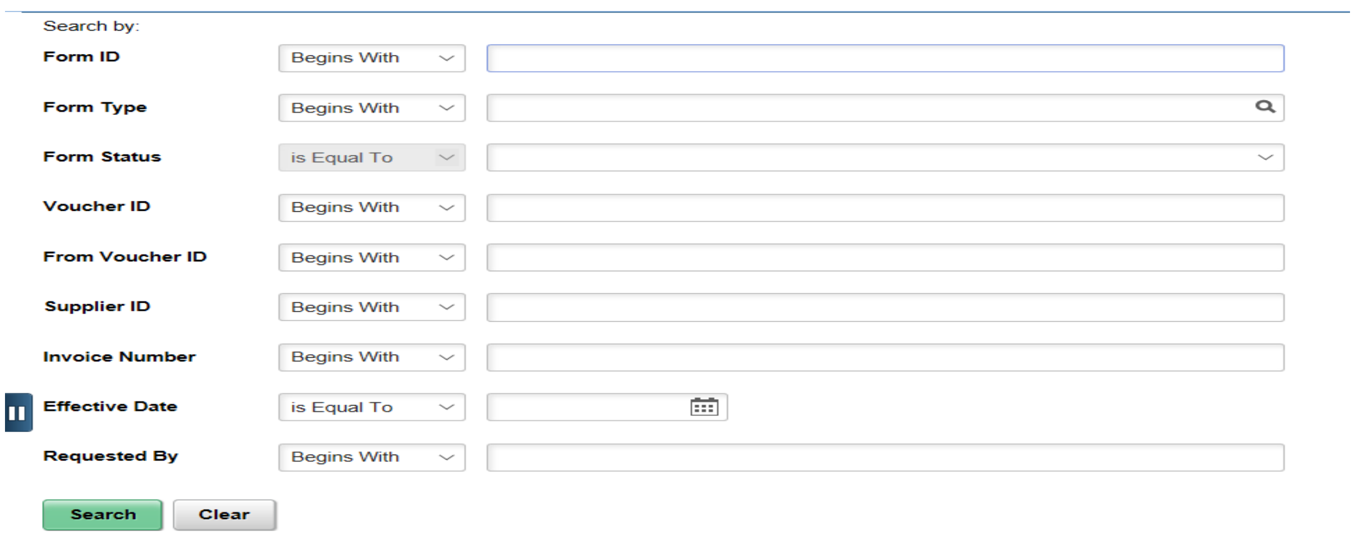
How to Approve a Journal Voucher eForm

JV eForms are approved using the following navigation.

- Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm

1. Click the **Approve Journal Voucher** tab.
2. Search Page – You can find a journal voucher ready for approval by searching any of the following categories or just click the Search button (Note: You will only see vouchers you have access to approve)



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How to Approve a Journal Voucher eForm

Search:

- Click the search button
- Select one of the journal vouchers from the list

Search Clear

	Form ID	Form Type	Form Status	Voucher ID	From Voucher ID	Supplier ID	Invoice Number	Effective Date
1	49	JRNLVCHR	Pending	NEXT	01561948	0000008806	01561948 JV	2018-11-30
2	52	JRNLVCHR	Pending	NEXT	01561800	C000001130	01561800 JV2	2018-11-30

- Review the document
- You have the option to Deny, Recycle, Hold and Approve.

Deny Recycle Hold Approve

- Once you approve the journal voucher it will move to the next step in the workflow

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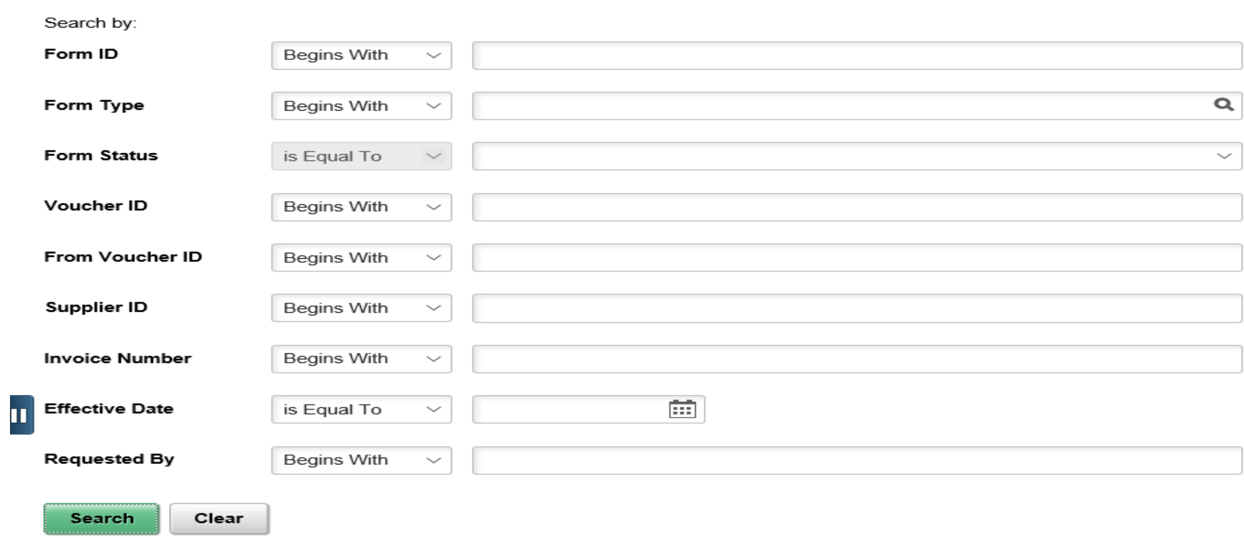
How to View a Journal Voucher eForm

JV eForms are viewed using the following navigation.

- Navigation Path: Main Menu → USC Finance eForms → Journal Voucher eForm

1. Click the **View Journal Voucher** tab.
2. Search Page – You can view a journal voucher by searching any of the following categories or just click the Search button


Search by:

Form ID	Begins With
Form Type	Begins With
Form Status	is Equal To
Voucher ID	Begins With
From Voucher ID	Begins With
Supplier ID	Begins With
Invoice Number	Begins With
Effective Date	is Equal To
Requested By	Begins With

Search Clear

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How to View a Journal Voucher eForm

View:

- Click the search button
- Select one of the journal vouchers from the list

Effective Date is Equal To 11/16/2018

Requested By Begins With

Search Clear

	Form ID	Form Type	Form Status	Voucher ID	From Voucher ID	Supplier ID	Invoice Number	Effective Date
1	13	JRNLVCHR	Executed	01562107	01561802	0000021161	01561802 JV	2018-11-16
2	14	JRNLVCHR	Pending	NEXT	01561814	0000018460	01561814 JV	2018-11-16
3	15	JRNLVCHR	Withdrawn	NEXT	01561869	0000034754	01561869 JV	2018-11-16
4	16	JRNLVCHR	Denied	NEXT	01561809	0000026379	01561809 JV	2018-11-16
5	27	JRNLVCHR	Executed	01562111	01561810	0000000053	01561810 JV	2018-11-16

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How to View a Journal Voucher eForm

View:

- Once you select one of the journal vouchers from the list you can only view the voucher – no changes can be made in the view mode

Journal Voucher : Distribution Details

Form ID 2

Transaction Information

Supplier ID 0000019689 MHD ADNAN ALSAKA

From Voucher ID 01460111

Invoice Number 01460111 JV

Effective Date 11/15/2018

Requested By BHOLT Brad Holt

Current Distribution

1 row

	Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1	1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			Yes

Deselect All

New Distribution

2 rows

	Copy Down	Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Insert A Row	Delete A Row
1	Copy Down	-1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			+	−
2	Copy Down	1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			+	−

Justification

More Information test

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

2 rows

	Status	Action	Description	File Name
1	✔	View	Document	BHOLT2018-11-29-09.41.42test.txt
2	✔	View	Document	BHOLT2018-11-29-09.42.44test_document.docx

Add

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How to View a Journal Voucher eForm

Form Status:

- Saved – journal voucher has not been submitted
- Withdrawn – the creator of the journal voucher has cancelled the voucher
- Pending – journal voucher has been submitted – waiting on approvals
- Recycle – an approver has returned the journal voucher to the creator – only the creator is able to make changes to the voucher and resubmit
- Denied – an approver has denied the voucher – it cannot be resubmitted
- On Hold – an approver has put the voucher on hold – the creator or approver can make changes to the voucher and resubmit (Update Journal Voucher)
- Executed – fully approved – has a Voucher ID

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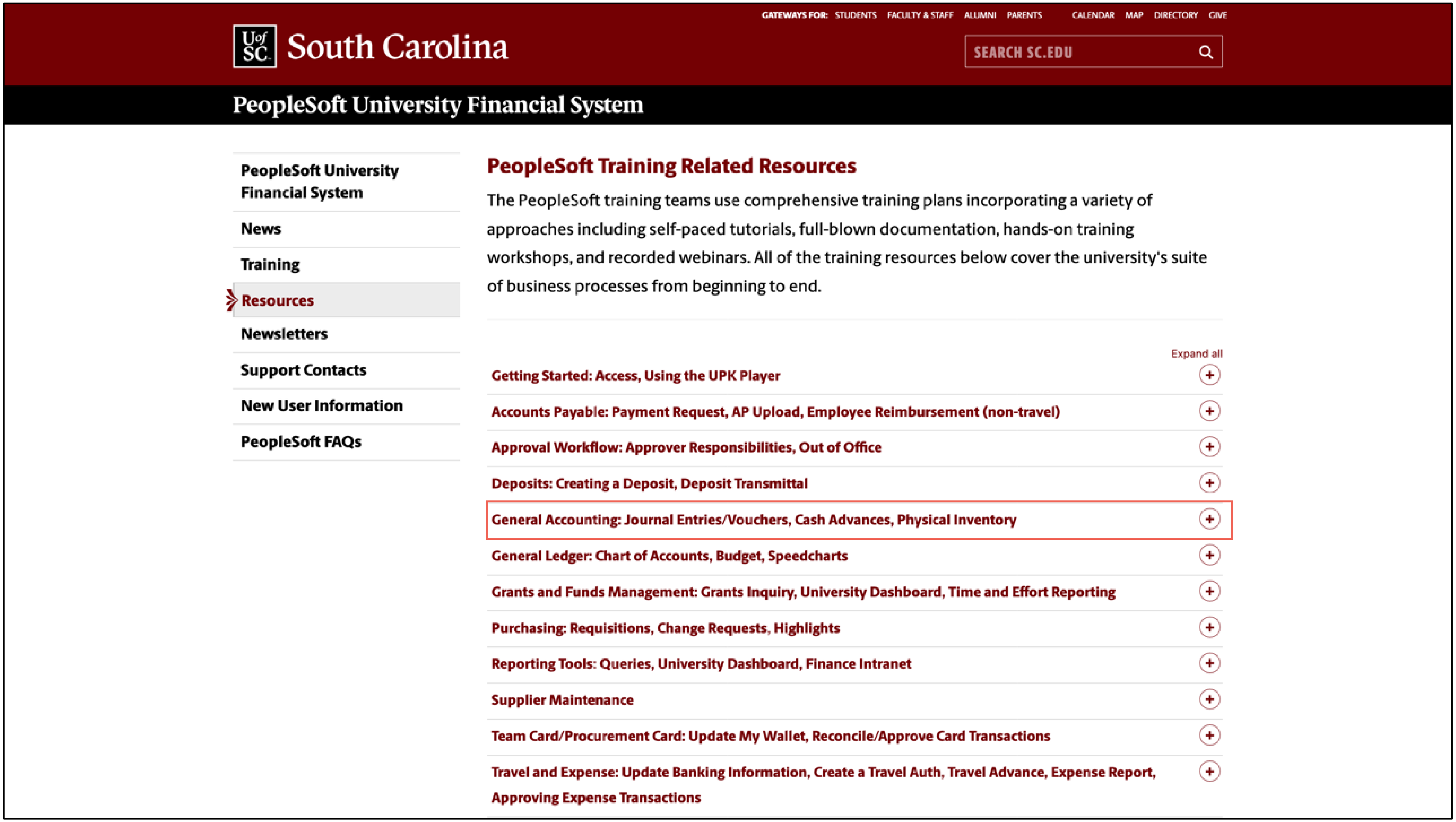
Journal Voucher eForm

- Demonstration

Where to Find the Resources Referenced in this Presentation



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UofSC South Carolina

SEARCH SC.EDU

PeopleSoft University Financial System

- PeopleSoft University Financial System
- News
- Training
- Resources
- Newsletters
- Support Contacts
- New User Information
- PeopleSoft FAQs

PeopleSoft Training Related Resources

The PeopleSoft training teams use comprehensive training plans incorporating a variety of approaches including self-paced tutorials, full-blown documentation, hands-on training workshops, and recorded webinars. All of the training resources below cover the university's suite of business processes from beginning to end.

Expand all

- Getting Started: Access, Using the UPK Player
- Accounts Payable: Payment Request, AP Upload, Employee Reimbursement (non-travel)
- Approval Workflow: Approver Responsibilities, Out of Office
- Deposits: Creating a Deposit, Deposit Transmittal
- General Accounting: Journal Entries/Vouchers, Cash Advances, Physical Inventory
- General Ledger: Chart of Accounts, Budget, Speedcharts
- Grants and Funds Management: Grants Inquiry, University Dashboard, Time and Effort Reporting
- Purchasing: Requisitions, Change Requests, Highlights
- Reporting Tools: Queries, University Dashboard, Finance Intranet
- Supplier Maintenance
- Team Card/Procurement Card: Update My Wallet, Reconcile/Approve Card Transactions
- Travel and Expense: Update Banking Information, Create a Travel Auth, Travel Advance, Expense Report, Approving Expense Transactions

General Accounting Support Contacts

For assistances or questions on journal entries, please email the General Accounting mailbox below:

Email: GENACCTG@mailbox.sc.edu

For assistance or questions on a Journal Voucher eForm please email the Journal Voucher (JV) mailbox below:

Email: APJRNLVO@mailbox.sc.edu

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Questions

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