



UNIVERSITY OF
SOUTH CAROLINA

**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.



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.

The screenshot shows the 'Create/Update Journal Entries' page in the University of South Carolina system. The breadcrumb navigation at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page header includes the University of South Carolina logo and navigation links: Home, Worklist, MultiChannel Console, Add to Favorites, and Sign out. The main content area is titled 'Create/Update Journal Entries' and features three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The 'Add a New Value' tab is selected and highlighted with a red box and a red circle with the number '1'. Below the tabs are input fields for 'Business Unit' (JSC01), 'Journal ID' (NEXT), and 'Journal Date' (11/10/2015). A blue callout box on the right contains the text: 'Do not enter a JE # - system will assign'. At the bottom left, there is an 'Add' button highlighted with a red box and a red circle with the number '2'.

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.

University of South Carolina Financial System Interface - Create/Update Journal Entries

Navigation: Favorites | Main Menu | General Ledger | Journals | Journal Entry | Create/Update Journal Entries

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Header | Lines | Totals | Errors | Approval

Unit USC01 | Journal ID NEXT | Date 11/10/2015

Long Description [Red Box] 254 characters remaining

*Ledger Group ACTUALS [Red Box] | Adjusting Entry Non-Adjusting Entry

Ledger [Red Box] | Fiscal Year 2016

*Source ONL [Red Box] | Period 5

Reference Number [Red Box] | ADB Date 11/10/2015

Journal Class [Red Box]

Transaction Code GENERAL [Red Box] | Auto Generate Lines

SJE Type [Red Box] | Save Journal Incomplete Status

Autobalance on 0 Amount Line

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.

The screenshot shows the 'Header' tab of a journal entry form. The 'Adjusting Entry' dropdown menu is set to 'Non-Adjusting Entry' and is highlighted with a red box. The 'Save Journal Incomplete Status' checkbox is checked, also highlighted with a red box. Other fields include Unit (USC01), Journal ID (NEXT), Date (11/10/2015), Long Description (254 characters remaining), Ledger Group (ACTUALS), Ledger, Source (ONL), Reference Number, Journal Class, Transaction Code (GENERAL), SJE Type, Fiscal Year (2016), Period (5), ADB Date (11/10/2015), and checkboxes for Auto Generate Lines, Save Journal Incomplete Status, and Autobalance on 0 Amount Line.



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.

Header	Lines	Totals	Errors	Approval	
Unit	USC01	Journal ID	NEXT	Date	11/10/2015
Long Description	<input type="text"/>				
	254 characters remaining				
*Ledger Group	ACTUALS	Adjusting Entry	Non-Adjusting Entry		
Ledger	<input type="text"/>	Fiscal Year	2016		
*Source	ONL	Period	5		
Reference Number	<input type="text"/>	ADB Date	11/10/2015		
Journal Class	<input type="text"/>	<input type="checkbox"/>	Auto Generate Lines		
Transaction Code	GENERAL	<input checked="" type="checkbox"/>	Save Journal Incomplete Status		
SJE Type	<input type="text"/>	<input type="checkbox"/>	Autobalance on 0 Amount Line		
	Currency Defaults: USD / CRRNT / 1				
	Attachments (0)				
	Reversal: Do Not Generate Reversal		Commitment Control		



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	<input checked="" type="checkbox"/>	<input type="text"/>				



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.

The screenshot displays the PeopleSoft Journal Entry interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected and highlighted with a red box. Below the tabs, the 'Unit' is set to 'USC01' and the 'Journal ID' is 'NEXT'. The date is '02/22/2019'. There are buttons for 'Inter/IntraUnit', '*Process' (set to 'Edit Journal'), and 'Process'. Below this, the 'Lines' section is visible, with a 'Personalize' dropdown menu open, also highlighted with a red box. The dropdown menu options are 'Personalize', 'Zoom Lines', and 'Download Lines Table to Excel'. The main table has columns for 'Line Description', 'Amount', 'Oper Unit', 'Dept', 'Fund', 'Account', 'Class', 'PC Bus Unit', and 'Project', each with a search icon.

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



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.

Unit USC01 ² Journal ID NEXT Date 11/10/2015
[Template List](#) Change Values
Inter/IntraUnit *Process Edit Journal Process

▼ Lines Personalize | Find |

Select	Line	*Unit	*Ledger	Amount	Oper Unit	Dept	Fund	Account	Class	Journal Line Description
<input type="checkbox"/>	1 ¹	USC01	ACTUALS	120.00	CL000	620200	A0000	48650	201	Correct Deposit #5678
<input type="checkbox"/>	2 ⁴	USC01	ACTUALS	-120.00	CL000	620100	A0000	48650	201	Correct Deposit #5678

Lines to add 1 ³



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.

Journal Entry Template List

Journal Line Copy Down - Copy Journal Line Columns to New Lines Personalize | Find | View All | First 1-2 of 2

Chartfield Amount Miscellaneous

Selected	Action	Template Type	Copy Down ID	Unit	Ledger	Amount	Oper Unit	Dept	Fund	Account	Class
<input checked="" type="checkbox"/>	<input type="text"/>	All	STANDARD	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	All	CAP_PROJ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Return



How to Create a Journal Entry

ACCOUNT CODE REFERENCE FOR JOURNAL ENTRIES

		<u>POSITIVE</u>	<u>NEGATIVE</u>
ASSET	1XXXX	INCREASE	DECREASE
LIABILITY	2XXXX	DECREASE	INCREASE
REVENUE	4XXXX	DECREASE	INCREASE
EXPENSE	5XXXX	+	INCREASE
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)



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.



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.



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!!

Header | **Lines** | Totals | Errors | Approval

Unit USC01 Journal ID NEXT Date 11/10/2015
Template List Change Values
Inter/IntraUnit *Process Edit Journal Process

▼ **Lines** Personalize | Find | [Print] | [Refresh]

Select	Line	*Unit	*Ledger	Amount	Oper Unit	Dept	Fund	Account	Class	Journal Line Description
<input type="checkbox"/>	1	USC01	ACTUALS	120.00	CL000	620200	A0000	48650	201	Correct Deposit #5678
<input type="checkbox"/>	2	USC01	ACTUALS	-120.00	CL000	620100	A0000	48650	201	Correct Deposit #5678

Lines to add + - [Print]

▼ **Totals** Personalize | Find | View All | [Print] | [Refresh] First 1 of 1 Last

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



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.

The screenshot shows a software interface with tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. It displays 'Unit USC01', 'Journal ID NEXT', and 'Date 11/10/2015'. There is a 'Template List' link and a 'Change Values' link. A dropdown menu for '*Process' is set to 'Edit Journal', with a red '1' next to it. A 'Process' button is highlighted with a red '2'.

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

The screenshot shows the 'Errors' tab selected. It displays 'Unit USC01', 'Journal ID 0000002455', and 'Date 11/10/2015'. There are two sections: 'Header Errors' and 'Line Errors'. Both sections show a message text box with a red border containing the error message: 'No journal headers are marked in error.' and 'No journal line between line 1 and line 2 is marked in error.' respectively.



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



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.

The screenshot shows the 'Create/Update Journal Entries' page in the University of South Carolina system. The breadcrumb trail is 'Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries'. The page header includes the University of South Carolina logo and navigation links: Home, Worklist, MultiChannel Console, and Performance Tra. Below the header, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is highlighted with a red circle labeled '1'. Below the tabs, the page displays 'Unit USC01', 'Journal ID 0000032011', and 'Date 05/08/2017'. A 'Submit' button is highlighted with a red circle labeled '2'.

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

The screenshot shows the 'GL JE Journal Approval' page. The page title is 'GL JE Journal Approval'. Below the title, there is a dropdown menu for 'Unit USC01, ID 0000032011, Date 2017-05-08, Line Unit USC01:Pending' with a 'View/Hide Comments' link. The page displays a flowchart of the approval process. A 'Skipped' box for 'No approvers found JE Journal Entry Approval 1' has arrows pointing to two 'Skipped' boxes: one for 'Joanne Callahan, Controller Office Journal Appr, 05/08/17 - 1:10 PM' and one for 'Multiple Approvers, Controller Office Journal Appr'. Below the flowchart, there is a 'Comments' section with a red circle labeled '3' pointing to the 'Approval History' expand button. The 'Approval History' section contains a table with the following data:

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
76161	GLJOURNALAPPROVAL	01/01/1901	JOANNEC	10	1	1.00	Skipped			
76161	GLJOURNALAPPROVAL	01/01/1901	JOANNEC	10	1	2.00	Pending	JOANNEC	Skipped	05/08/2017 1:10:44.000000PM

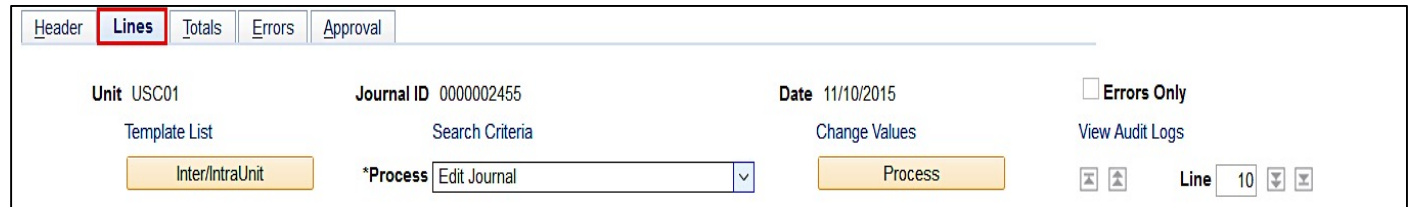


How to Create a Journal Entry

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”.

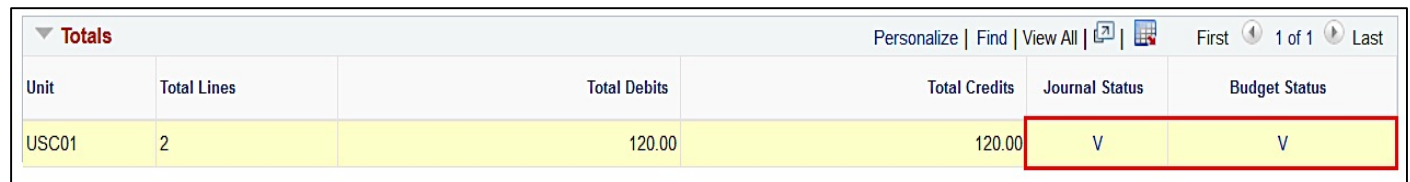


Header **Lines** Totals Errors Approval

Unit USC01 Journal ID 0000002455 Date 11/10/2015 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Edit Journal Process Line 10



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



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.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

Search Criteria

Use Saved Search:

Business Unit	=	<input type="text" value="USC01"/>	<input type="button" value="Q"/>
Journal ID	begins with	<input type="text"/>	
Journal Date	=	<input type="text"/>	<input type="button" value="IT"/>
Document Sequence Number	begins with	<input type="text"/>	
Line Business Unit	=	<input type="text"/>	<input type="button" value="Q"/>
Journal Header Status	=	<input type="text" value="No Status - Needs to be Edited"/>	<input type="button" value="V"/>
Budget Checking Header Status	=	<input type="text"/>	<input type="button" value="V"/>
Source	=	<input type="text" value="ONL"/>	<input type="button" value="Q"/>
Entered By	begins with	<input type="text" value="PEAKM"/>	<input type="button" value="Q"/>
Attachment Exist	=	<input type="text"/>	<input type="button" value="V"/>

Case Sensitive

[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)



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 Trmf 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

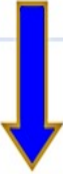


How to Copy a Journal Entry

Copying a Journal Entry

Header | **Lines** | Totals | Errors | Approval

Unit USC01 Journal ID 0000002487 Date 09/28/2015 Errors Onl
Template List Search Criteria View Audit Log

*Process **Copy Journal** **Process** 

▼ **Lines** Personalize | F

Select	Line▲	Unit	Ledger	Oper Unit▲	Dept	Fund▲	Account	Amount	Class	Reference
<input type="checkbox"/>	1	USC01	ACTUALS	CL088	661040	CP100	11305	-82,907.57	808	JB03009 JV
<input type="checkbox"/>	2	USC01	ACTUALS	CL000	010000	XP210	11451	82,907.57	976	JB03009 JV
<input type="checkbox"/>	3	USC01	ACTUALS	AK000	912000	BR100	11370	-68,306.33	802	JB03009 JV
<input type="checkbox"/>	4	USC01	ACTUALS	AK000	910000	XP080	11373	68,306.33	976	JB03009 JV
<input type="checkbox"/>	5	USC01	ACTUALS	CL008	700000	BR100	11350	-401,682.99	802	JB03009 JV



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

Journal Entry Copy

Business Unit USC01 Copy From ID 0000021351 Copy From Date 09/07/2016

Journal ID NEXT Ledger

Journal Date 10/10/2016 New Ledger

ADB Date Document Type

Currency Effective Date

Reverse Signs

Recalculate Budget Date

Save Journal Incomplete Status

Reversal Date

Do Not Generate Reversal

Beginning of Next Period

End of Next Period

Next Day

Adjustment Period

On Date Specified By User

Adjustment Period

Reversal Date

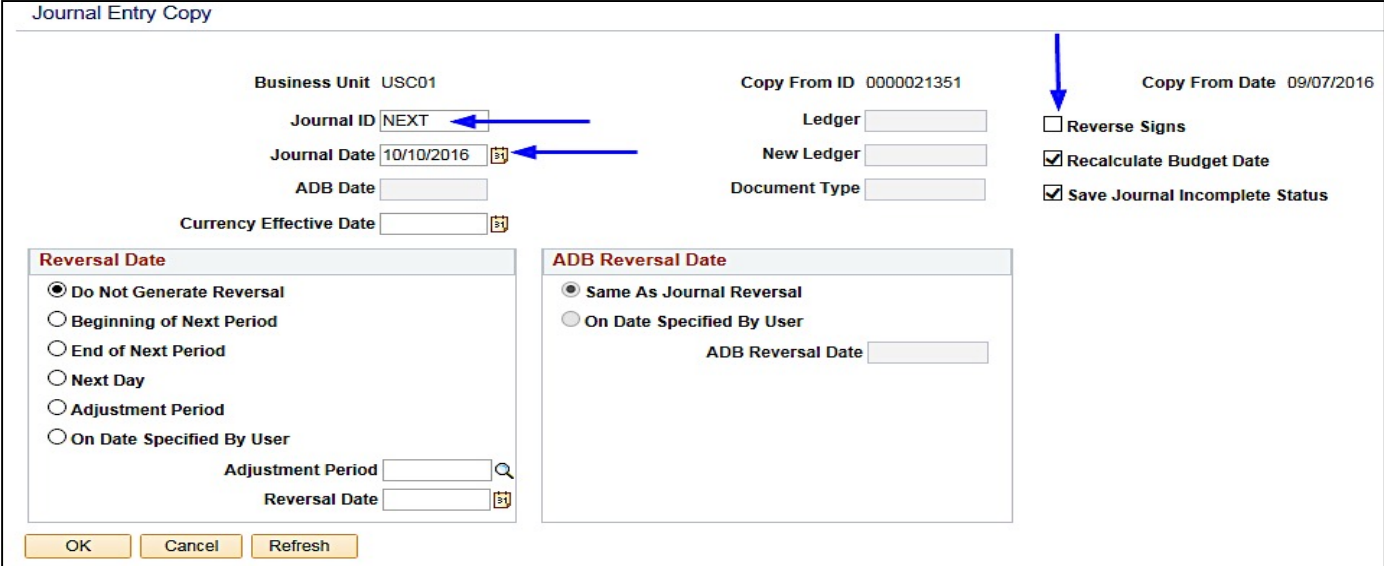
ADB Reversal Date

Same As Journal Reversal

On Date Specified By User

ADB Reversal Date

OK Cancel Refresh



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

Journal Entry Attachments

Unit USC01 Journal ID 0000002487 Date 09/28/2015

Details Personalize | Find | View All | [Print] | [Refresh] First 1-2 of 2

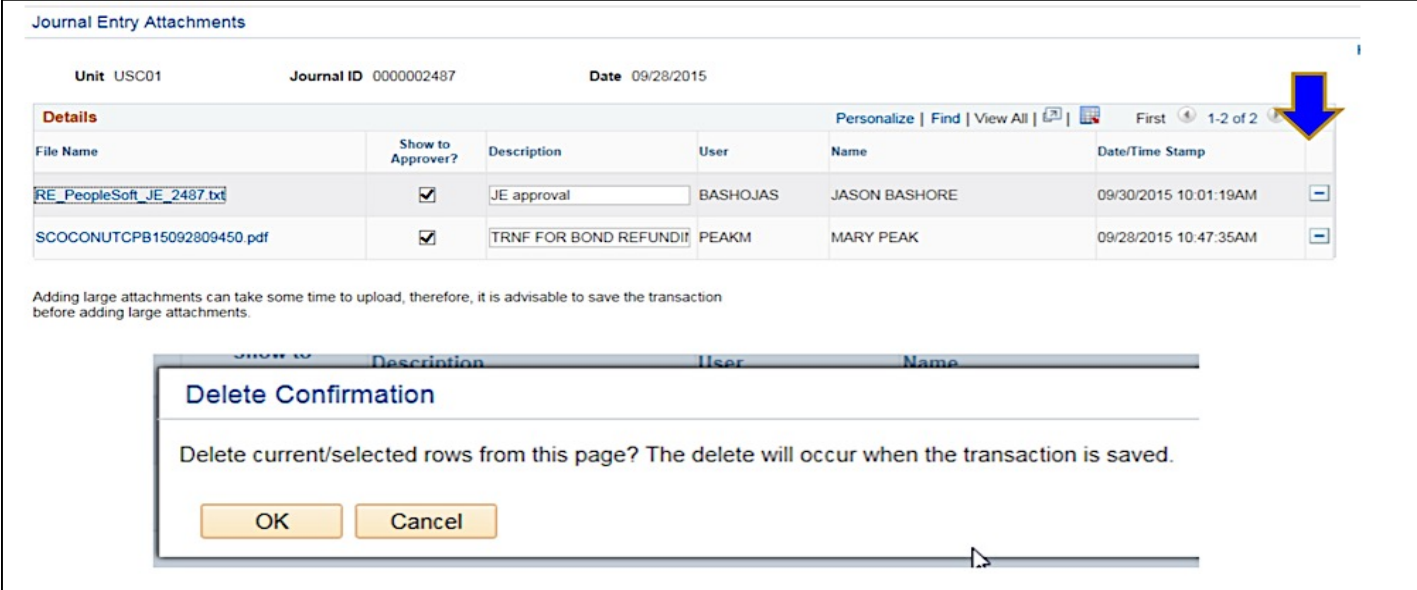
File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
RE_PeopleSoft_JE_2487.txt	<input checked="" type="checkbox"/>	JE approval	BASHOJAS	JASON BASHORE	09/30/2015 10:01:19AM	-
SCOCOCPB15092809450.pdf	<input checked="" type="checkbox"/>	TRNF FOR BOND REFUNDIT	PEAKM	MARY PEAK	09/28/2015 10:47:35AM	-

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Delete Confirmation

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

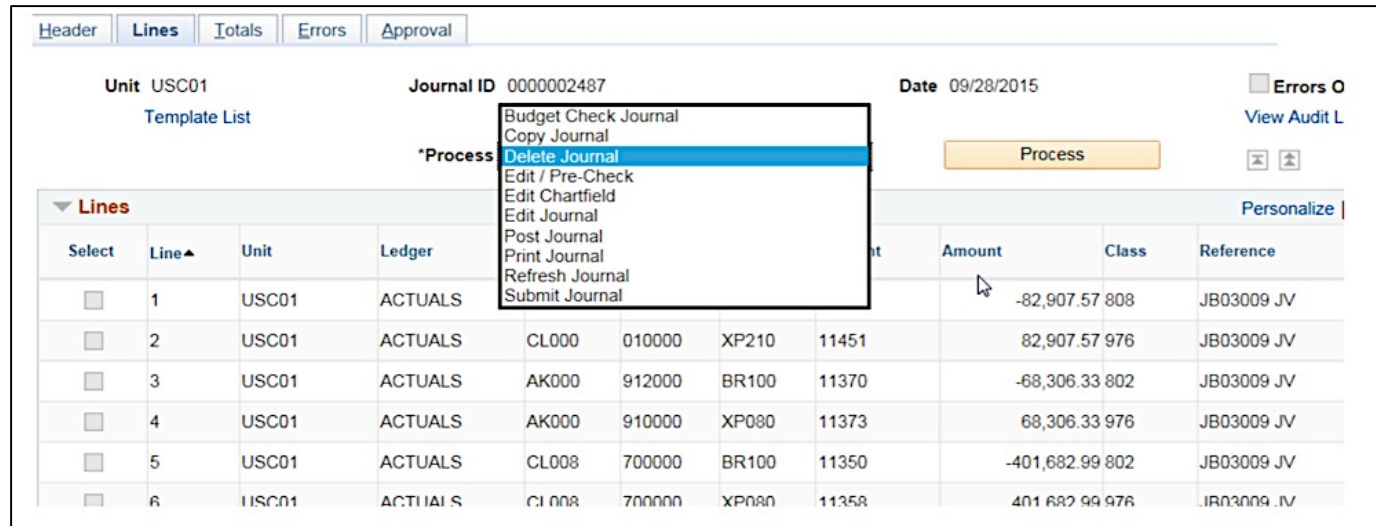


Be sure to save entry with “Attachments (0)”; else system will not let you delete

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



The screenshot displays a financial system interface with the following elements:

- Navigation Tabs:** Header, Lines, Totals, Errors, Approval.
- Unit:** USC01
- Journal ID:** 0000002487
- Date:** 09/28/2015
- Errors:** 0
- Buttons:** Process, View Audit L, Personalize
- Dropdown Menu (Process):** Budget Check Journal, Copy Journal, **Delete Journal** (highlighted), Edit / Pre-Check, Edit Chartfield, Edit Journal, Post Journal, Print Journal, Refresh Journal, Submit Journal
- Table:**

Select	Line	Unit	Ledger	Amount	Class	Reference
<input type="checkbox"/>	1	USC01	ACTUALS	-82,907.57	808	JB03009 JV
<input type="checkbox"/>	2	USC01	ACTUALS	82,907.57	976	JB03009 JV
<input type="checkbox"/>	3	USC01	ACTUALS	-68,306.33	802	JB03009 JV
<input type="checkbox"/>	4	USC01	ACTUALS	68,306.33	976	JB03009 JV
<input type="checkbox"/>	5	USC01	ACTUALS	-401,682.99	802	JB03009 JV
<input type="checkbox"/>	6	USC01	ACTUALS	401,682.99	976	JB03009 JV



PeopleSoft Demonstration



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.**



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.

The screenshot shows the PeopleSoft interface for the Journal Voucher eForm. At the top, there is a dark blue header with a back arrow and the text "Form Page" on the left, and "Journal Voucher" on the right. Below the header is a vertical navigation menu on the left with four items: "Add Journal Voucher" (highlighted in green), "Update Journal Voucher", "Approve Journal Voucher", and "View Journal Voucher". To the right of the menu is the main content area. It features a "Search by:" label above a "Voucher ID" input field. The input field has a dropdown menu set to "Begins With" and is currently empty. Below the input field are two buttons: a green "Search" button and a grey "Clear" button.



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

Search by:
Voucher ID Begins With

	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



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

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

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

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.

Journal Voucher Form Page

Journal Voucher : Distribution Details Form ID 31

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



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			<input checked="" type="checkbox"/>

Deselect All



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	<input type="button" value="Copy Down"/>	<input type="text" value="-7015.50"/>	CL003	600233	CA200	52080	805
2	<input type="button" value="Copy Down"/>	<input type="text" value="7015.50"/>	<input type="text" value="CL003"/>	<input type="text" value="600233"/>	<input type="text" value="CA200"/>	<input type="text" value="52080"/>	<input type="text" value="805"/>



How to Create a Journal Voucher eForm

Justification:

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

Justification

*More Information



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.

File Attachments

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

Status	Action	Description	File Name	Remove
1 	<input type="button" value="Upload"/>	Document		<input type="button" value="Replace"/>



How to Create a Journal Voucher eForm

Comments:

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

▼ Comments



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



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





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

Search by:

Form ID	Begins With ▾	<input type="text"/>
Form Type	Begins With ▾	<input type="text"/>
Form Status	is Equal To ▾	<input type="text"/>
Voucher ID	Begins With ▾	<input type="text"/>
From Voucher ID	Begins With ▾	<input type="text"/>
Supplier ID	Begins With ▾	<input type="text"/>
Invoice Number	Begins With ▾	<input type="text"/>
 Effective Date	is Equal To ▾	<input type="text"/> 
Requested By	Begins With ▾	<input type="text"/>
Original Operator	Begins With ▾	BLACKBU4



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

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



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




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)

Search by:









Form ID	Begins With	<input type="text"/>
Form Type	Begins With	<input type="text"/>
Form Status	is Equal To	<input type="text"/>
Voucher ID	Begins With	<input type="text"/>
From Voucher ID	Begins With	<input type="text"/>
Supplier ID	Begins With	<input type="text"/>
Invoice Number	Begins With	<input type="text"/>
 Effective Date	is Equal To	<input type="text"/>
Requested By	Begins With	<input type="text"/>



How to Approve a Journal Voucher eForm

Search:

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

	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.

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






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	<input type="text"/>
Form Type	Begins With	<input type="text"/> 
Form Status	is Equal To	<input type="text"/>
Voucher ID	Begins With	<input type="text"/>
From Voucher ID	Begins With	<input type="text"/>
Supplier ID	Begins With	<input type="text"/>
Invoice Number	Begins With	<input type="text"/>
 Effective Date	is Equal To	<input type="text"/> 
Requested By	Begins With	<input type="text"/>



How to View a Journal Voucher eForm

View:

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

Effective Date

Requested By

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



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 000019689 MHD ADNAN ALSAKA
 From Voucher ID 01460111 Invoice Number 01460111 JV
 Effective Date 11/15/2018 Requested By BHOLT Brad Holt

Current Distribution

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

New Distribution

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
<input type="button" value="Copy Down"/>	-1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="button" value="Copy Down"/>	1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			<input type="button" value="+"/>	<input type="button" value="-"/>

Justification

More Information

File Attachments

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

Status	Action	Description	File Name
1 <input checked="" type="checkbox"/>	<input type="button" value="View"/>	Document	BHOLT2018-11-29-09.41.42test.txt
2 <input checked="" type="checkbox"/>	<input type="button" value="View"/>	Document	BHOLT2018-11-29-09.42.44test_document.docx



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



Journal Voucher eForm

- Demonstration



Where to Find the Resources Referenced in this Presentation



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



Questions





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