

## 9.2 Correcting Grant/Project Accounting Entries in Accounts Payable (Journal Voucher)

**Purpose:** Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid, and whose payments have been posted.

**Audience:** AP Specialist/AP Manager

! You must have at least one of these local college managed security roles:

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ\_AP\_MANAGER
- ZZ\_AP\_SPECIALIST

You must also set these User Preference Definitions:

- [User Preferences: Voucher Processing](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

! Journal vouchers are zero amount vouchers.


## Correct Grant/Project Accounting Entries in Accounts Payable

**Scenario:** A Voucher has been created using an incorrect Chartfield string, and is posted and paid. All other information on the voucher is correct. To avoid making a manual General Ledger entry, which would result in General Ledger and Payables being out of sync,

or unposting the voucher, correcting the voucher and then reposting the voucher and payment, we simply enter a Journal voucher in Account Payable. On the journal voucher, we reverse the amount to the incorrect Chartfields and add the amount to the correct Chartfields. This will keep the General Ledger and Payables in sync.

**Example:** Voucher 00004339 (BU WA220) has been entered incorrectly with project ID 0000001780, and is posted, paid and GL distributed. The project ID should be 0000001783. Therefore, to correct the project ID we will create Journal Voucher in AP module.

**Navigation:** NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value tab

 In order to create a Journal Voucher, you must first know the **Voucher ID** and the **Supplier** associated with that Voucher.

1. **Business Unit:** BU defaults to specific value for each user.
2. **Voucher ID:** Defaults to **NEXT**. The system sequentially numbers the voucher. **DO NOT CHANGE.**
3. **Voucher Style:** Select **Journal Voucher**.
4. **Supplier ID:** Enter the Supplier ID that is identical to the original voucher to be corrected. **Make sure Supplier location is correct.**
5. **Invoice Number:** Enter the invoice number as entered on the original voucher and add the suffix of **JV**.
6. **Invoice Date:** Enter the same invoice date as entered on the original voucher.
7. Select **Add**.

**Voucher**

Find an Existing Value Add a New Value

Business Unit WA000

Voucher ID NEXT

Voucher Style Journal Voucher

Supplier Name Literacy Source

Short Supplier Name LITERACYS-001

Supplier ID 0000046604

Supplier Location 000

Address Sequence Number 1

Invoice Number ABELead821\_JV

Invoice Date 08/31/2021

Add

8. The **Invoice Information** tab displays. It enables you to enter or view invoice information, including invoice header information, non-merchandise charges, and voucher line and distribution information. Use journal vouchers to correct accounting entries that have already been posted and paid. You do not change any of the amounts on a journal voucher.
9. Use the **Related Voucher** field to enter the number of the voucher against which you need to create the journal voucher. Enter the **Related Voucher ID**. The field is optional, but it should be populated to maintain an audit trail and to be able to search for it using the Related Voucher field on the Add and Search page.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit WA000 Invoice No ABELead821

Voucher ID 00011744 Accounting Date 12/01/2021

Voucher Style Journal Voucher Pay Terms 00 Due Immedi

Invoice Date 08/31/2021 Basis Date Type Inv Date

Invoice Received 12/07/2021

Literacy Source

Supplier ID 0000046604

ShortName LITERACYS-001

Location 000

\*Address 1

Related Voucher 00010590

Invoice Total

Line Total	0.00
*Currency	USD
VAT	0.00
NonInv	
Total	0.00
Difference	0.00

Save Action Run Calculate Print

Sales/Use Tax Summary  
VAT Summary  
Session Defaults  
Comments(0)  
Attachments (1)  
Template List  
Advanced Supplier Search  
Approval History  
Supplier Hierarchy  
Supplier 360

**!** **Note:** Every Journal Voucher requires 4 Distribution Lines. Journal Vouchers are not "paid" but journal entries attached to a voucher. The Cash Lines need to be added in order to move the cash with the expense. For example:

- **Expense Line:** Reversal of original entry
- **Cash Line:** Off-set of reversal of original entry line
- **Expense Line:** New/corrected entry
- **Cash Line:** Off-set of new/corrected entry

10. **Line Amount:** Enter if applicable. The total of journal lines must net to zero.

11. In the **Distrbution Line** section:

- Enter the Distribution Line 1:** Enter the first distribution line to reverse the accounting entry that was recorded incorrectly on the associated voucher.
- Distribution Line 2:** Enter the second distribution line to reverse the accounting entry of the cash line that was recorded incorrectly on the associated voucher.
- Distribution Line 3:** Enter the new or corrected expense line entry of the voucher.
- Distribution Line 4:** Enter the cash line distribution to offset the amount of new distribution line.

12. Select **Save**.

**!** **Note:** The sum of all amounts on the Journal Voucher must be equal to zero. If an adjustment is needed in the amount of the Voucher, an **Adjustment Voucher** must be created.

**Invoice Lines**

Line 1 ☐ Copy Down

\*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

Ship To AP00000001

Description project & activity correction

Packing Slip

☐ One Asset

[Invoice Line VAT](#)

[Calculate](#)

**Distribution Lines**

GL Chart Exchange Rate Statistics Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	-235.28		WA600	5081395	7002	145		34010	421	N	WA900	0000002640	AL21P
<input type="checkbox"/>	2	235.28		WA600	1000199	7002	145		34010	421	N	WA900	0000002640	AL21P
<input type="checkbox"/>	3	-235.28		WA600	1000199	7002	145		34010	421	N	WA900	0000002538	AL20P
<input type="checkbox"/>	4	235.28		WA600	5081395	7002	145		34010	421	N	WA900	0000002538	AL20P

[Save](#)

13. The Journal voucher will be budget checked, approved and posted however, no payment will be created since the voucher has a zero balance.

**Note:** The sum of all amounts on the Journal Vouchers must be equal to zero. If an adjustment is needed in the amount of the Voucher, an Adjustment Voucher must be created.

**i** The journal voucher will be selected for Approval, budget checking and posting; however, no payments will be created since the voucher has a zero balance.

14. Select **Submit Approval** (or if needed, please see how [Submit Vouchers for Approval](#)).

**Summary** | **Related Documents** | **Invoice Information** | **Payments** | **Voucher Attributes** | **Error Summary**

Business Unit WA220

Voucher ID 00004452

Voucher Style Journal Voucher

Invoice Date 05/02/2017

Invoice Received

Supplier ID V000020305

ShortName PROMETHEAN-001

Location 220

\*Address 2

Invoice No C2273\_JV

Accounting Date 08/25/2017

Pay Terms 30

Basis Date Type Inv Date

Control Group

Related Voucher 00004338

**Invoice Total**

Line Total	0.00
*Currency	USD
VAT NonInv	0.00
Total	0.00
Difference	0.00

[Sales/Use Tax Summary](#)

[VAT Summary](#)

[Session Defaults](#)

[Comments\(0\)](#)

[Attachments\(0\)](#)

[Template List](#)

[Advanced Supplier Search](#)

[Preview Approval](#)

[Supplier Hierarchy](#)

[Supplier 360](#)

[Save](#) [Run](#) [Calculate](#) [Print](#) [Submit Approval](#)

15. **Post** the Voucher either through online or batch.

16. Once it is posted, the **Post Status** will show as “Posted”.
17. **Also, note that the Journal generator process must be run in order to move the accounting entries in GL.**

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit	WA000	Invoice Date	08/31/2021								
Voucher ID	00011744	Invoice No	ABELead821								
Voucher Style	Journal	Invoice Total	0.00	USD							
Supplier Name	Literacy Source 3200 NE 125th St Seattle, WA 98125										
Entry Status	Postable	Pay Terms	Due Immedi								
Match Status	No Match	Approval History									
Approval Status	Approved	Voucher Source	Online								
Post Status	Posted	Origin	ONL								
		Created On	12/08/2021 3:25PM								
		Created By	101008022								
		Last Update	12/15/2021 9:33PM								
		Modified By	JOBS_FIN								
		ERS Type	Not Applicable								
Budget Status	Valid	Close Status	Open								
Budget Misc Status	Valid										
*View Related	Payment Inquiry	Go									
Return to Search		Previous in List		Next in List		Notify		Refresh		Add	
Update/Display											

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

18. Process complete.