Creating a Journal Voucher

1. Click Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.

2. Click the Voucher Style dropdown and select Journal Voucher.

3. In the Supplier ID field, enter or search for the desired Supplier ID.
4. Type the original invoice number from the original voucher into the Invoice Number field.
5. Enter the Invoice Date.
6. Click the Add button. The Voucher form appears.

Completing the Voucher Form

1. In the Header section, enter the Invoice Received date.
2. Click the Voucher Type dropdown and select Invoice.
   Note: Regardless of the original voucher type, when processing a Journal Voucher, you must always select “Invoice” as the Voucher Type. Other selections will not route for approval correctly.
3. You will need to identify the voucher for which you are adjusting the Journal Entry. Click in the Related Voucher field and click the Look up button.
   The Look Up Related Voucher window appears.
   Enter the desired lookup information into the Related Voucher field, click the Look Up button, and select the matching Related Voucher.
4. In the Distribution Lines section, enter the ChartField values from the original voucher (Related Voucher ID) for the distribution line(s) that is being reversed with the Merchandise Amt and Quantity defined as a negative number.
5. Click the + button to insert a new distribution line(s).
6. Enter the ChartField information to correct the Journal distribution. Enter Merchandise Amt and Quantity as a positive amount to offset the amount you are crediting in the Line 1.
7. Click the Save button.
8. Click the Preview & Submit for Approval button.
9. Click the Submit for Approval button and click OK.
Creating a Journal Voucher for P-Card Transactions

Changes to a P-Card transaction distribution require a journal voucher.

Locate the P-Card Voucher and Distribution Line

Identify the original P-Card voucher number in order to process the journal voucher. In FDS, you can use either the Trial Balance by Account Detail or the P-Card Drillback Query.

In ARC, look up the voucher number to view the distribution line(s) you need to reference in the journal voucher you are creating.

1. Click Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.
2. Click the Find an Existing Value tab.
3. Enter the Voucher ID.
4. Click Search. The Voucher screen appears.
5. Click the Invoice Information tab. Reference the correct distribution from the Distribution Lines section to complete your Journal Voucher.

Create the Journal Voucher

1. Click Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry.
2. Click the Voucher Style dropdown and select Journal Voucher.
3. Type “BOA” in the Supplier ID field.
4. Type the original invoice number from the original voucher into the Invoice Number field.
5. Enter the current date for the Invoice Date.
6. Click the Add button. The Voucher form appears.

Completing the Voucher Form

1. In the Header section, enter the current date for Invoice Received.
2. Click the Voucher Type dropdown and select Invoice.
   Note: Regardless of the original voucher type, when processing a Journal Voucher, you must always select “Invoice” as the Voucher Type. Other selections will not route for approval correctly.
3. Click in the Related Voucher field and click the Look up button to search and select the P-Card Voucher you previously located.
   The Look Up Related Voucher window appears.
   Enter the related voucher number in the Related Voucher field, click the Look Up button, and select the matching Related Voucher.
4. In the Distribution Lines section, enter the ChartField values from the original P-Card voucher for the distribution line that is being reversed with the Merchandise Amt and Quantity defined as a negative number.
5. Click the + button to insert a new distribution line.
6. Enter the ChartField information to correct the Journal distribution. Enter Merchandise Amt and Quantity as a positive amount to offset the amount you are crediting in the Line 1.
7. Click the Save button.
8. Click the Preview & Submit for Approval button.
9. Click the Submit for Approval button and click OK.
Getting Help
Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com

Or, you can contact the Service Center by phone: (212) 854-2122