Journal vouchers are used to adjust accounting entries for vouchers that have been posted. Journal vouchers will not un-post the voucher, but simply reallocate the ChartField's as appropriate. Journal vouchers are $0 vouchers that must have balancing debit and credit lines defined on the distribution. The credit lines should reference the exact ChartField values from the original voucher. The debit line will reference the corrected ChartField string. The distribution allocation can be re-allocated to multiple distribution lines, but the debit and credit lines must balance.

### Creating a Journal Voucher

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

![Screenshot of the Voucher form](image)

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 **Invoice Received Date** field, enter the desired **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.

![Screenshot of the Look Up Related Voucher window](image)

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 information for the correct Journal distribution. Enter **Merchandise Amt** and **Quantity** as a positive amount.

5. Click the **Add** button to insert a new distribution line(s).

6. 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.

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.

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.

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.

In the Distribution Lines section, enter the ChartField information for the correct Journal distribution. Enter Merchandise Amt and Quantity as a positive amount.

1. Enter the related voucher number in the Related Voucher field, click the Look Up button to search and select the matching Related Voucher.
2. 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.
3. Click the + button to insert a new distribution line(s).
4. 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 Save button.
6. Click the Preview & Submit for Approval button.
7. 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