North Dakota University System

Journal Vouchers, Reversal Vouchers and Adjustment Vouchers

Training Manual
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Journal Vouchers Overview

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

For example, a voucher has been entered 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, you simply enter a journal voucher. On the journal voucher, you 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.

The changes will not appear on the voucher accounting lines until Voucher Post is run again. Payment post does not have to be run for Journal Vouchers.

To create a Journal voucher:

1. Select the Voucher Style Journal Voucher in the Voucher component. Journal vouchers are zero-amount vouchers and cannot be copied from any source documents.

2. Do not change any of the amounts on a Journal voucher. You are using it to back out accounting entries that were entered incorrectly.

3. (Optional) Enter a voucher ID in the Related Voucher field, in the Invoice group box, to link this voucher to the voucher you are adjusting. Use this field to associate the Journal voucher to the voucher whose accounting entries were entered incorrectly.

4. You can access additional information for your journal vouchers on the remaining pages in the Voucher component. These pages are the same as those for regular voucher entry.

NOTE: Throughout this manual page shots are included to illustrate and describe the data fields that must be entered for specific transactions. Not all pages or fields on a page will be explained. This manual focuses on those pages and fields that are required for data entry for the North Dakota University System.
CREATE A JOURNAL VOUCHER

VOUCHER ENTRY PAGE

In order to create a Journal Voucher, you must first know the Voucher ID and the Vendor associated with that Voucher. Journal Vouchers cannot be processed unless both the Voucher ID and Vendor are selected.

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry > Add a New Value Tab

You must specify the type of Voucher you are creating on this page before proceeding on to the next step. It is also useful to enter other relevant information on this page for easier input on the Invoice Information page.

Business Unit: Verify that your Business Unit defaulted in.
Voucher Style: Journal Voucher

Search for the relevant Vendor using Short Vendor Name or Vendor ID.

Click on the relevant Vendor. This will bring you back to the Add a New Value page of the Voucher.

Vouchers: Journal-Reversal-Adjustment
Voucher ID: Leave as NEXT. This will become the ID for the new Journal Voucher once it has been saved.

Click on Add. This brings you to the Invoice Information page of the Voucher. Note that the Vendor has defaulted in from the Add a New Value page.

**INVOICE INFORMATION PAGE**

This page will be used for most of the data for this Journal Voucher.

**Voucher Header Section**

**Invoice No:** Enter “CORR” followed by the related Voucher ID. (Example: CORR4923)

**Invoice Date:** Use the current date, unless otherwise specified (Example: Year-end adjustments)
**Acctg Date:** Use the current date, unless otherwise specified (Example: Year-end adjustments)

**Related Voucher:** Enter the Voucher ID of the Voucher for which the Journal Voucher is being created. Click on the icon for a list of all Vouchers associated with your selected Vendor.

**Note:** You cannot lookup the Related Voucher until you have selected the correct Vendor. Only Vouchers containing your selected Vendor will appear in this lookup. If your Voucher does not appear, double check to make sure you have the correct Vendor selected.

### Invoice Lines Section

Notice that the Chartfield information has defaulted in after the Related Voucher was selected. If the information did not default, click **Refresh**.

In order to correct the Chartfields for this Voucher, the amount must be subtracted from the incorrect Chartfield Combination, and added to the correct Chartfield Combination. Click on the **button to add a Distribution Line. The following prompt will appear.

![Prompt](image)

Enter the number of rows you wish to add. Each Chartfield Combination will require one row. To input one Chartfield Combination, enter 1. Click **OK**.

Notice the changes that occurred in the **Distribution Lines** section.
Make sure that you *Subtract* the relevant amount from the original Chartfield Combination(s), and *Add* the relevant amount to the new Chartfield Combination(s).

**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.

If necessary, Click on the **Payments** tab and verify payment information.

Click **Save**. Notice that the Voucher ID has changed from “NEXT” to a numbered value.

Note: Any time a change is made to a Voucher’s amount or Chartfield Combinations, it must be budget checked again. Click on the **Icon to budget check the Journal Voucher.**

**Comments**

**Budget Status:** Valid
Note that the **Budget Status** has changed from “Not Chk’d” to “Valid.” If the **Budget Status** is “Error,” click on the **Error** link to see the Budget detail.

**VOUCHER POST**

Any time changes are made to existing Vouchers or new Vouchers are created, such as a Journal Voucher, the new or revised voucher must be Posted again in Accounts Payable before the Accounting Line Entries will reflect the changes. Also note that the General Ledger process must be run before the Journal Entries will be updated.

**REVIEW THE ACCOUNTING LINE ENTRIES**

After the Voucher is Posted, view the changes in the Accounting Line entries to ensure that the values are correct.

**Navigation:** Accounts Payable > Review > Accounting Line Entries

This brings you to the **Voucher Accounting Entries** page.

Enter your search criteria:

**Business Unit:** Verify that your Business Unit has defaulted in.

**Voucher ID:** Enter the ID of the Journal Voucher you just created.

**OR**

**Invoice Number:** Enter the Invoice Number of the Journal Voucher you just created.

Click **Search**. Notice that the **Accounting Information** section now contains values.

Verify that the Amounts are Correct on the **Main Information** tab.
Click on the Chartfield tab.

Verify that the Chartfield information is correct.

Click on the Journal tab. Notice that the Journal ID and Journal Date are not populated. This indicates that the Journal Voucher has not been Journal Generated in the General Ledger.

After the Journal Voucher has been Journal Generated, the Journal ID and Journal Date will populate as shown below.

The Journal Voucher is complete, and all necessary changes have been made to the Voucher Accounting Entries, and the General Ledger.
ADJUSTMENT VOUCHERS OVERVIEW

Adjustment vouchers are used to adjust existing vouchers or to relate two vouchers to each other. For example, an incomplete shipment is received for an order. You can make an adjustment for the missing items using an adjustment voucher. Or if you are being billed in two parts for a major purchase, and you need to tie the two invoices together, enter the second invoice as an adjustment.

You can also use Adjustment vouchers to enter credit adjustment vouchers that reference purchase orders. Some credits from vendors for damaged merchandise, for example, are not reflected on Return to Vendor credits. You can use Adjustment vouchers to capture these credits.

You can enter adjustment information manually, or you can copy the voucher that you want to adjust into the Adjustment voucher.

CREATING ADJUSTMENT VOUCHERS

1. Select the Voucher Style Adjustments on the Voucher search page.
2. Enter the Voucher ID of the voucher you want to reverse in the Voucher ID field.
3. Click the Copy to Voucher button to copy the entire voucher.

NOTE: Source vouchers must have the same Business Unit, Vendor SetID (SHARE), and Vendor ID as the Adjustment voucher you are creating.

- To copy individual voucher lines, enter a vendor and click the Copy from Worksheet link.
- (Optional) If you are adjusting a voucher that references a purchase order, you can update the prior quantity and amount matched against the purchase order by selecting the Reverse Qty/Amt field on the Voucher Lookup Criteria page. You can also have the Budget Processor restore/liquidate the encumbrance budget by selecting the Adjust Matched Values on the Voucher Lookup Criteria page.
- Enter positive or negative adjustment lines.
- The system populates the Related Voucher field on the Invoice Line with a voucher ID to link voucher lines to the vouchers you are adjusting.
- The Related ID field is a reference field for tracking your adjustments; it is for informational purposes only. When you enter an adjustment amount, the system calculates whether the adjustment increases or decreases the vendor's balance. You may copy more than one voucher into an Adjustment voucher. The Related Voucher field appears on the voucher line so that each line can reference the voucher to which it is related.
- You can access additional information for your adjustments on the remaining pages in the Voucher component. These pages are the same as those for regular voucher entry.

NOTE: Unposting a voucher in the system automatically creates the reversing accounting entries and achieves the same result as creating an Adjustment voucher.
CREATE AN ADJUSTMENT VOUCHER

In order to create an Adjustment Voucher, you must first know the Voucher ID and the Vendor associated with that Voucher. (Adjustment Vouchers cannot be processed unless both the Voucher ID and the Vendor are selected.)

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry > Add a New Value Tab

You must specify the type of Voucher you are creating on this page before proceeding on to the next step. It is also useful to enter other relevant information on this page. Information entered here will ease input by defaulting on to the Invoice Information page.

Voucher Style: Adjustments
Select the relevant Vendor from the Short Vendor Name lookup or the Vendor ID lookup.

Note. Source vouchers must have the same Business Unit, Vendor SetID, and Vendor ID as the Adjustment voucher you are creating.
Click the **Add** button. This brings you to the **Invoice Information** page of the Voucher. Note that the Vendor has defaulted in from the **Add a New Value** page.

**INVOICE INFORMATION PAGE**

This page will be used for most of the data for Adjustment Vouchers.

**Voucher Header Section**

![Voucher Header Image]

**Voucher ID:** Click on the **Finder** icon for a list of all Vouchers associated with your selected Vendor.

**NOTE:** You will not be able to select a **Voucher** until you have specified the related **Vendor**.

Click the **Copy to Voucher** button. Notice that the Voucher information has populated, and the **Copy to Voucher** option is no longer available.

**Invoice No:** Enter “ADJ” followed by the related Voucher ID. (Example: ADJ00004923)

**Invoice Date:** Use the current date, unless otherwise specified (Example: Year-end adjustments)

**Acctg Date:** Use the current date, unless otherwise specified (Example: Year-end adjustments)

Notice that the **Invoice Lines** section is populated with the information from the Related Voucher.
Invoice Lines Section

To make an adjustment to the Total of this Voucher, Add an **Invoice Line**. Click on the `+` in the upper right of the Invoice Lines section to add another Invoice Line.

**NOTE:** Do not click on the `+` in the Distribution Lines section. That will add an additional Distribution. You want to add an additional Invoice Line.

Enter the number of rows you wish to add. Each Invoice Line will require one row. Click **OK**.

Notice the changes that occurred in the **Invoice Lines** section. Another **Invoice Line** has appeared.
Change the **Amount** on the second **Distribution Line** according to the adjustment needed. Do not change the amount on the original Line. (In the above example, an amount of $1 is added to the original voucher.)

If an increase is needed, enter the additional amount in the **Amount** field of the second line.

If a decrease is needed, enter the negative amount in the **Amount** field of the second line.

Now you must change the **Total** in the **Voucher Header** section to reflect the new total for this Voucher.
Change the **Total** so that it equals the sum of the amounts in the **Invoice Lines** section. (In the example above, the total was changed from $11 to $12.)

Click ![Refresh](image). Notice that the **Extended Amt** fields have populated.

Click ![Save](image). Notice that the Voucher ID has changed from “NEXT” to a numbered value.

![Invoice Information](image)

**NOTE:** Any time a change is made to a Voucher’s amount or ChartField Combinations, it must be budget checked again. Click on the ![Icon](image) to budget check the Journal Voucher.

Notice that the **Budget Status** has changed from “Not Chk’d” to “Valid.” If the **Budget Status** is “Error,” click on the **Error** link to see the Budget detail.

**Voucher Post**

Any time changes are made to existing Vouchers or new Vouchers are created, such as an Adjustment Voucher, the voucher must be Posted before the Accounting Line Entries will reflect the changes. Also note that the Journal Generate process must be run to create any new Journal Entries. The new Journal Entries must be posted before the impact of the adjustment voucher is reflected in the General Ledger.
Reversal Vouchers Overview

Reversal vouchers enable you to do several things. Primarily, Reversal vouchers allow you to back out incorrect vouchers and start over. For example, an incorrect amount is entered on the voucher, or the voucher references the wrong purchase order. Rather than unposting and canceling the voucher and starting over, you can simply enter a Reversal voucher, and the system does the rest of the work for you. You can even enter a Reversal voucher for a voucher that has already been paid. However, the system issues a warning message if the voucher you want to reverse has been paid or partially paid and you attempt to reverse more than the unpaid balance.

Reversal vouchers also enable you to restore the encumbrance for actuals. With Commitment Control, you must use a Reversal voucher to re-instate encumbrances. Closing a voucher does not re-instate the encumbrance, but Reversal vouchers do.

NOTE: The system prevents you from restoring the encumbrance on the voucher that you have partially paid. You must either cancel the payment or close only the remaining liability.

Reversal vouchers are similar to Adjustment vouchers in all aspects except for the following:

- Reversal vouchers are designed to correct only a single voucher.
- When creating Reversal vouchers by copying from a regular voucher, the freight, miscellaneous, sales tax/Use tax, and VAT related information from the regular voucher are copied to the correction voucher.
- Reversal vouchers are always credit vouchers. All voucher lines and distribution lines of correction vouchers must be the reverse sign of the original voucher.
- The transaction currency of the Reversal voucher must be equal to the source voucher.

NOTE: The system does not prevent users from reversing voucher line, distribution line, or quantity and amount more than the original value, and there is no validation to check the Reversal voucher gross amount. You can, however enable security such that only authorized users can add/update Reversal vouchers.

Creating Reversal Vouchers

1. Select the Voucher Style *Reversal Voucher*, in the Voucher component.
2. Enter the Voucher ID of the voucher you want to reverse in the Voucher To Be Reversed field.
3. Click the Copy to Voucher button.
NOTE: Source vouchers must have the same Business Unit, Vendor SetID (SHARE) and Vendor ID as the Reversal voucher you are creating. They must also be successfully budget checked and matched.

4. (Optional) Select the Reverse Remaining Vchr Balance check box to reverse the remaining voucher balance. This field is used with partially paid vouchers. For example, let's say a voucher of USD 1000.00 is to be paid in two installments of USD 700.00 and USD 300.00, and the first installment has been paid. By selecting the Reverse Remaining Vchr Balance check box, you reverse the remaining USD 300.00. This is akin to closing the remaining balance, however, it also reverses the related encumbrance.

5. (Optional) If you do not select the Reverse Remaining Vchr Balance check box the system reverses the entire voucher.

6. (Optional) If the voucher you are reversing references a purchase order, and you are using Commitment Control, you can select the Adjust PO Amounts/Encumbrances check box to restore the encumbrance.

7. When you save the Reversal voucher, the system adds the Voucher ID of the Reversal voucher in the Cross Reference field on the Invoice line of the voucher you reversed to indicate that you have reversed the voucher.

8. You must run Budget Checking and Matching after creating Reversal vouchers.

9. The Reversal voucher goes through pay cycle as a credit memo. The offset is settled during payment creation. The referenced voucher and the Reversal voucher zero out.

If you use Reversal vouchers to close a voucher, the system does not create closure entries for the original voucher. The Reversal voucher entries should be sufficient for accounting purposes.

CREATE A REVERSAL VOUCHER

ADD A NEW VALUE PAGE OF THE VOUCHER

In order to create a Reversal Voucher, you must first know the Voucher ID and the Vendor associated with that Voucher. Reversal Vouchers cannot be processed unless both the Voucher ID and the Vendor are selected.

Navigation: Accounts Payable > Vouchers > Entry > Regular Entry > Add a New Value Tab

You must specify the type of Voucher you are creating on this page before proceeding on to the next step. It is also useful to enter other relevant information on this page for easier input on the Invoice Information page.
Business Unit: Verify that your Business Unit defaulted in.

Voucher Style: Reversal Voucher

Search for the relevant Vendor using Short Vendor Name or Vendor ID.

Click on Add. This brings you to the Invoice Information page of the Voucher. Note that the Vendor has defaulted in from the Add a New Value page.

**INVOICE INFORMATION PAGE**

This page will be used for most of the data for the Reversal Voucher

Voucher Header Section
### Invoice Information

- **Invoice No:** Enter “REV” followed by the related Voucher ID. (Example: REV00004923)
- **Invoice Date:** Use the current date, unless otherwise specified (Example: Year-end adjustments)
- **Acctg Date:** Use the current date, unless otherwise specified (Example: Year-end adjustments)
- **Reverse Remaining Vchr Balance:** (Optional) this will reverse the remaining voucher balance for a Voucher that is partially paid. This is akin to closing the remaining balance, however, it also reverses the related encumbrance. If you do not select the Reverse Remaining Vchr Balance check box the system reverses the entire voucher.

For this exercise, do not select Reverse Remaining Vchr Balance.

### Voucher ID

- **Voucher ID:** Click on the icon for a list of all Vouchers associated with your selected Vendor.

### Note

You will not be able to select a Voucher until you have specified the related Vendor.

Click the Copy to Voucher button. Notice that the Voucher information has populated, and the Copy to Voucher option is no longer available.
Notice that the **Invoice Lines** section is populated with the information from the Related Voucher. The **Total**, **Amount** and **Extended Amount** fields are populated with the negative amount from the original Voucher.
Verify that all of the information is correct.

Click ![Save](image) to Reverse the Voucher. Notice that the Voucher ID has changed from “NEXT” to a numbered value.

Note: Any time a change is made to a Voucher’s amount or Chartfield Combinations, it must be budget checked again. Click on the ![Icon](image) to budget check the Reversal Voucher.

Note that the **Budget Status** has changed from “Not Chk’d” to “Valid.” If the **Budget Status** is “Error,” click on the ![Error](image) link to see the Budget detail.

**VOUCHER POST**

Any time changes are made to existing Vouchers or new Vouchers are created, such as a Reversal Voucher, the voucher must be Posted before the Accounting Line Entries will reflect the changes. Also note that the Journal Generate process must be run before the Journal Entries will be updated.