**Controller’s Office – General Accounting**

**Procedure**

**JOURNAL VOUCHERS**

Journal vouchers (JV) are used in PeopleSoft to adjust or correct posted and paid vouchers. These adjustments or corrections may include but not limited to, departments, funds, accounts and distribution amounts. The use of a Journal Voucher will allow corrections and adjustments to be connected directly with the original voucher.

1. **Voucher Inquiry**

In preparation for a Journal Voucher, it is important to review the actual chartfields as charged on the voucher as you will need to provide this information. The following navigation can be used for voucher inquiry:

**Main Menu > Accounts Payable > Review Accounts Payable Info > Vouchers > Voucher**

This inquiry can search on many key areas such as voucher, supplier, and amount.

1. **Journal Voucher Request Form**

A Journal Voucher Request Form is used to provide information to General Accounting for the adjustment or correction of vouchers. The following information is needed in order for the JV to be processed:

* Voucher ID
* Supplier Name
* Amount
* Chartfield Error (correct and incorrect fields)
* Justification for request

JV’s are zero amount vouchers and all corrections and adjustments must have a zero effect to the voucher.

Send completed and signed request form to APJRNLVO@mailbox.sc.edu . Please also attach any supporting documentation with the email request.

USC Controller’s Office General Accounting Department will process all JV request in PeopleSoft. All JV’s received by the last day of the calendar month will be processed before the close of the fiscal month.