



UNIVERSITY OF
SOUTH CAROLINA

Controller's Office

Journal Entry and Journal Voucher eForm Training

April 2023

Discussion Topics

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 - Overview
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Journal Entry Overview

PeopleSoft journal entries (JEs), are used to make any adjustment other than PeopleSoft AP payment voucher adjustments and Expense Module adjustments.

- JEs are processed by departments using PeopleSoft's online system. Once they are submitted and approved by the department, the Controller's Office will then review, approve and post the entries.

When to Create a Journal Entry:

- Deposit corrections; 86/81 transfers; Creating/correcting Internal Charges.
- Any ONL source transaction adjustment (Online Journal Entry.)
- Any Single Pay AP payment vouchers.
- Any transaction that happened prior to PeopleSoft.

When Not to Create a Journal Entry:

- **To adjust AP Vouchers.**
A Journal Voucher (JV eForm) should be submitted via PeopleSoft.
Instructions on JV eForms can be found on the Controller's website.
- **To adjust Expense Module transactions for the following:** (Employee Non-travel, Employee Travel, Procurement Card, Team Card, and Travel Card)
An Expense Module Correction Form must be used. This form is located on the Controller's website.



How to Create a Journal Entry

Journal Entries are created within the General ledger.

Navigation Path: **Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries**

- Click the **Add a New Value** tab.
- Click the **Add** button.

The screenshot shows the 'Create/Update Journal Entries' page. At the top, a breadcrumb trail reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below this is a header bar with the University of South Carolina logo, a 'Journals' dropdown menu, a search bar, and an 'Advanced Search' link. The main heading is 'Create/Update Journal Entries'. Below the heading are three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' (which is highlighted with a red box). The form contains three fields: '*Business Unit' with the value 'USC01', '*Journal ID' with the value 'NEXT', and '*Journal Date' with the value '04/01/2022'. A red arrow points from the text 'Do not enter a Journal ID, the system will assign one.' to the 'NEXT' value in the '*Journal ID' field. At the bottom left, there is a green 'Add' button highlighted with a red box. The University of South Carolina logo is visible in the bottom left corner of the slide.

Do not enter a Journal ID, the system will assign one.

How to Create a Journal Entry

Use the Header tab to ensure the following fields are populated:
Ledger Group - ACTUALS, Source - ONL, Transcode – GENERAL (DO NOT CHANGE THESE FIELDS)

- Click in the **Long Description** field and enter a description(**required**) –should reflect purpose of JE; required for JE approval to post.

University of South Carolina Journal Entry Form

Unit: USC01 Journal ID: NEXT Date: 04/01/2022

Long Description: (254 characters remaining)

*Ledger Group: **ACTUALS** Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2022

*Source: **ONL** Period: 10

Reference Number: ADB Date: 04/01/2022

Journal Class: ☐ Auto Generate Lines

Transaction Code: **GENERAL** ☒ Save Journal Incomplete Status

SJE Type: ☐ Autobalance on 0 Amount Line

How to Create a Journal Entry

Use the Header tab to ensure:

The Adjusting Entry field is **Non-Adjusting Entry**. Adjusting Entries are the year end adjustments that are made by Controller's Office.

It is recommended you check the Save Journal Incomplete Status box. If you cannot, please contact pssecure@mailbox.sc.edu so they can update your user preferences.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

University of South Carolina | Journals | Search | Advanced Search

Header | Lines | Totals | Errors | Approval

Unit: USC01 | Journal ID: NEXT | Date: 04/01/2022

Long Description: [Text Field] (254 characters remaining)

*Ledger Group: ACTUALS | Adjusting Entry: **Non-Adjusting Entry**

Ledger: [Text Field] | Fiscal Year: 2022

*Source: ONL | Period: 10

Reference Number: [Text Field] | ADB Date: 04/01/2022

Journal Class: [Text Field]

Transaction Code: GENERAL

SJE Type: [Text Field]

☐ Auto Generate Lines
☒ **Save Journal Incomplete Status**
☐ Autobalance on 0 Amount Line



Supporting Documentation

Add Attachments on the Header tab:

- It is very important to have detailed documentation to support the amount of the entry, and why you are entering the JE.
- Click the **Attachments** link to add appropriate documentation.

Unit USC01 Journal ID NEXT Date 04/01/2022

Long Description 254 characters remaining

*Ledger Group ACTUALS

Ledger

*Source ONL

Reference Number

Journal Class

Transaction Code GENERAL

SJE Type

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2022

Period 10

ADB Date 04/01/2022

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

☐ CTA

☐ Commitment Control

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Note: If you have more than one document to attach, you can scan and attach them as one document or you can attach each document separately. When adding documents separately be sure to **Save** after attaching each one.

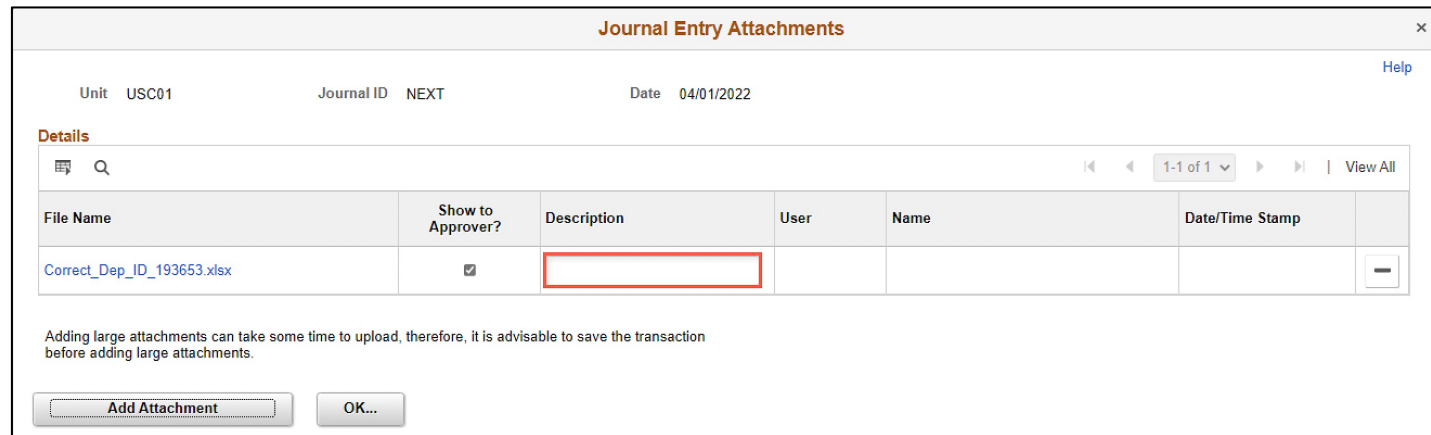


Supporting Documentation

Types of supporting documentation:

- Pages or screenshots from PeopleSoft or the Finance Intranet can support the entry amount.
- Spreadsheets with labels, emails, letters or memos can support why the JE is being submitted.

Relevant attachment is required for JE approval to post. When attaching documents be sure to add a description of the document using the Description field.



The screenshot shows the 'Journal Entry Attachments' window. At the top, it displays 'Unit USC01', 'Journal ID NEXT', and 'Date 04/01/2022'. Below this is a 'Details' section with a search bar and a table. The table has columns: 'File Name', 'Show to Approver?', 'Description', 'User', 'Name', and 'Date/Time Stamp'. One row is visible with the file name 'Correct_Dep_ID_193653.xlsx', a checked 'Show to Approver?' box, and an empty 'Description' field highlighted with a red border. At the bottom, there are 'Add Attachment' and 'OK...' buttons. A note states: 'Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.'

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
Correct_Dep_ID_193653.xlsx	<input checked="" type="checkbox"/>				

Note: Please attach a screenshot of any emails that provide supporting documentation. This will:

- alleviate the need for the approver to search for the information
- allow a Mac User to access the information because they cannot open an attached email



How to Create a Journal Entry

Use the Lines tab to enter chartfield string information:

On the Lines tab, enter the chartfield string in respective boxes. Refer to the PeopleSoft Crosswalk for chartfield information as needed.

Before entering the chartfield string you can use the Personalize link to hide or sort columns.

The screenshot displays the PeopleSoft Journal Entry interface. The top navigation bar includes 'Favorites', 'Main Menu', 'General Ledger', 'Journals', 'Journal Entry', and 'Create/Update Journal Entries'. The 'Journals' dropdown is selected, showing 'Journals' and 'Search'. The 'Advanced Search' button is visible. The 'Unit' is set to 'USC01', 'Journal ID' is 'NEXT', and 'Date' is '04/01/2022'. The 'Inter/IntraUnit' button is highlighted. The 'Lines' tab is selected, and the 'Personalize' dropdown menu is open, showing options: 'Personalize', 'Zoom Lines', and 'Download Lines Table to Excel'. The table below has columns: *Unit, *Ledger, SpeedType, Oper Unit, Dept, Fund, Account, Class, PC Bus Unit, and Project. The *Unit column contains 'USC01' and the *Ledger column contains 'ACTUALS'. The 'Lines to add' field is set to '1'.

*Unit	*Ledger	SpeedType	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
USC01	ACTUALS								

Note: PC Bus Unit, Project, and Activity are only used for projects and grants (in addition to the required chartfields).



How to Create a Journal Entry

When creating a journal entry, at least 2 journal lines need to be added, a positive line and a negative line.

- Add the **1st journal line**. Be sure to scroll to the right to add the Amount.
- Click the **Insert Lines** button – you can add one line at a time or multiple lines.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Worklist | Home | Sign Out

UNIVERSITY OF SOUTH CAROLINA FUAT Journals Search Advanced Search

Add To Notification NavBar

New Window | Help | Personalize Page

Header Lines Totals Errors Approval

Unit USC01 Journal ID NEXT Date 04/21/2022

Template List

Inter/IntraUnit *Process Edit Journal Process

▼ Lines

Select	Line	SpeedType		Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1		Q	CL038 Q	150500 Q	Z1177 Q	48622 Q	990 Q			
<input type="checkbox"/>	2		Q	CL038 Q	150500 Q	Z1177 Q	48622 Q	990 Q			

Lines to add 1 + -



How to Create a Journal Entry

Account Number	Account Name	Accounting Debit Effect	Accounting Credit Effect	PeopleSoft JE Positive Effect	PeopleSoft JE Negative Effect	Intranet Signs Compared to PeopleSoft
1xxxx	Assets	Increase	Decrease	Increase	Decrease	Same as PeopleSoft
2xxxx	Liabilities	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
4xxxx	Revenue	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
5xxxx	Expense	Increase	Decrease	Increase	Decrease	Same as PeopleSoft
6xxxx	Contra Expense	Decrease	Increase	Decrease	Increase	Same as PeopleSoft
81xxx	Transfer In	Decrease	Increase	Decrease	Increase	Opposite of PeopleSoft
86xxx	Transfer Out	Increase	Decrease	Increase	Decrease	Same as PeopleSoft

The chart shows the general accounting effect of debits/credits and the positive/negative values posting in PeopleSoft. For example, a credit/negative value increases revenue (4xxxx account codes) while a debit/positive value increases an expense account (5xxxx). The last column shows the values in the Finance Intranet, which on some occasions, are reversed when compared to PeopleSoft.



Analysis Types

Analysis types are used in the Project Costing module for creating invoices for sponsors and running other processes.

Analysis types are required on all lines that use a project: USCSP, USCIP, USCEN, and USCSA

- **GLE – GL Expense:** For expenses and contra expenses (5 and 6 account codes)
- **GLR – GL Revenue:** For revenue (4 account codes)

Note: There are others that are unique to certain grant activity such as F&A. If you are creating out of the ordinary entries, reach out to your Post Award Accountant.



How to Create a Journal Entry

University of South Carolina
Grants and Funds Management
USCSP Analysis Type Guide

Account	Analysis Type	PC Business Unit	Project	Activity
1xxxx	BAL	USCSP	1xxxxxxxxx	1
2xxxx	BAL	USCSP	1xxxxxxxxx	1
3xxxx	BAL	USCSP	1xxxxxxxxx	1
4xxxx	GLR	USCSP	1xxxxxxxxx	1
51000-51999	PAY	USCSP	1xxxxxxxxx	1
52000-59999	GLE	USCSP	1xxxxxxxxx	1
6xxxx	GLE	USCSP	1xxxxxxxxx	1
81xxx	GLR	USCSP	1xxxxxxxxx	1
86xxx	GLE	USCSP	1xxxxxxxxx	1

Note: All GL journal transaction lines related to the USCSP, USCIP, USCEN, USCSA, PC Business Units must follow the above Analysis Type Guide to ensure accurate data is cost collected into the Grants module.



How to Create a Journal Entry

Before processing the journal entry click the Save button and make sure the Total Debits equals the Total Credits.

Save often when working in PeopleSoft!!

University of South Carolina PeopleSoft Journal Entry Interface

Unit: USC01 | Journal ID: NEXT | Date: 04/01/2022

Buttons: Inter/IntraUnit, *Process (Edit Journal), Process

Lines Table:

Select	Line	*Unit	*Ledger	SpeedType	Oper Unit	Dept	Fund	Account	Class	PC Bus Unit	Project
<input type="checkbox"/>	1	USC01	ACTUALS		CL038	150500	Z1177	48622	990		
<input type="checkbox"/>	2	USC01	ACTUALS		CL038	150500	Z1177	48650	990		

Lines to add: 1

Totals Table:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	2	163.04	163.04	N	N

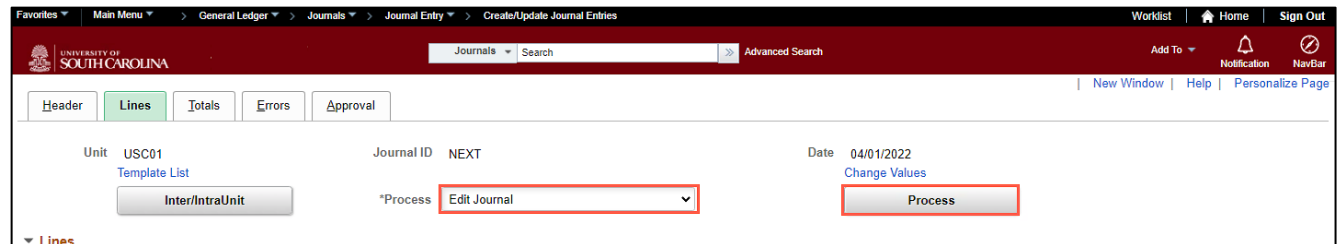
Buttons: Save, Notify, Refresh, Add, Update/Disp



How to Create a Journal Entry

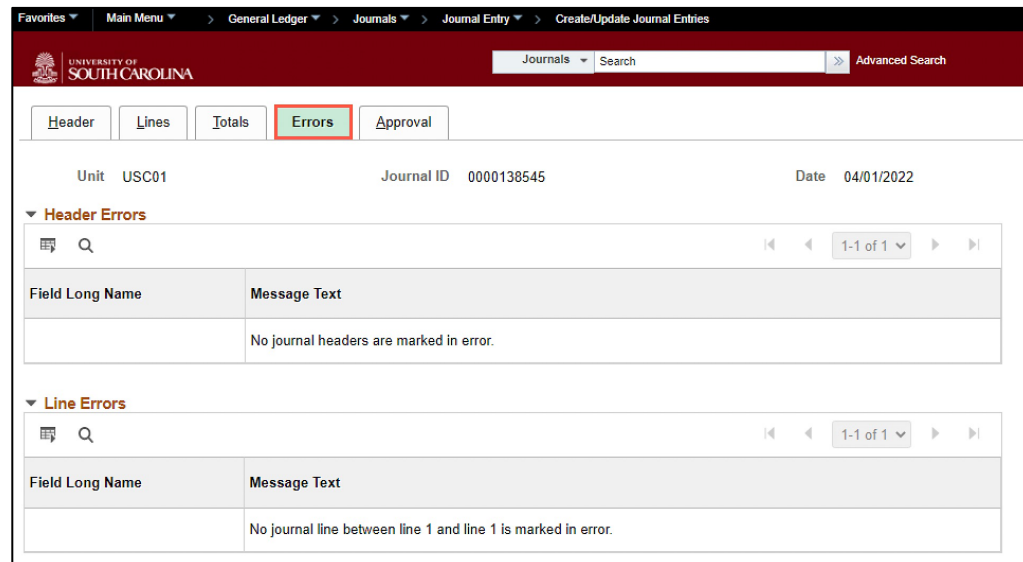
Now it's time to Process the journal entry.

- Select **Edit Journal** from the Process dropdown list.
- Click the **Process** button.



The screenshot shows the 'Create/Update Journal Entries' interface. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page has tabs for Header, Lines (selected), Totals, Errors, and Approval. The Unit is USC01, Journal ID is NEXT, and the Date is 04/01/2022. The *Process dropdown is set to 'Edit Journal' and the Process button is highlighted with a red box.

If the Budget Status is showing “E” for Errors after processing, go to the Errors tab to correct the errors before posting the journal.



The screenshot shows the 'Errors' tab selected. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page has tabs for Header, Lines, Totals, Errors (selected), and Approval. The Unit is USC01, Journal ID is 0000138545, and the Date is 04/01/2022. The 'Header Errors' section shows a table with the following data:

Field Long Name	Message Text
	No journal headers are marked in error.

The 'Line Errors' section shows a table with the following data:

Field Long Name	Message Text
	No journal line between line 1 and line 1 is marked in error.



How to Create a Journal Entry

If there are no errors and the Budget Status is “Valid”, a Journal ID is assigned.

Totals					
1-1 of 1 View All					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	2	163.04	163.04	V	V
Save Notify Refresh					

Message

Journal 0000002455 is saved. (5210,6)

OK



Understanding Journal/Budget Status

Journal status codes indicate the status of the journal entry at any given time. These codes are visible on the Lines page and on other reports such as the Search Results page. PeopleSoft Financial system will only accept journal entries with Journal and Budget statuses of Valid for posting.

Totals					
1-1 of 1 View All					
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	2	163.04	163.04	V	V
Save Notify Refresh					

Status Code	Status Code Description	Status Code Definition
N	Not Edited	Not edited, cannot be posted
E	Error	Edited, contains errors
I	In Process	JE edit in process
V	Valid	Valid, ready for posting to the GL
P	Posted	Posted to the GL
T	Incomplete	Marked incomplete to bypass processing

Note: If you use an award that has been expired for more than 60 days the system will show E for error because all expenses should have posted before that time. If you have permission to charge after the 60 days, contact GFM so that they can override the error.



How to Create a Journal Entry

Use the Approval page to route the Journal for the proper approvals.

- Click the **Approval** tab.
- Click the **Submit** button.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Unit: USC01 Journal ID: 0000138545 Date: 04/01/2022 **Submit**

- Click the **Approval History** expand button to view who the approvers are.

GL JE Journal Approval

Unit USC01, ID 0000138545, Date 2022-04-01, Line Unit USC01:Pending

GL Journal Entry Approval

Pending Multiple Approvers → Not Routed Multiple Approvers
JE Journal Entry Approval 1 → Controller Office Journal Appr

Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
154647	GLJOURNALAPPROVAL	01/01/1901	JOANNEC	10	1	1.00	Pending	BASHOJAS	Pending	04/01/2022 11:26:25.000000AM
154647	GLJOURNALAPPROVAL	01/01/1901	JOANNEC	10	1	1.00	Pending	BLACKBU4	Pending	04/01/2022 11:26:25.000000AM
154647	GLJOURNALAPPROVAL	01/01/1901	JOANNEC	10	1	2.00	Not Active			



How to Create a Journal Entry

The Journal Status and Budget Status is now showing “Valid”.

A journal can be edited after it has been submitted for approval. It can be edited after it has been approved but a change will require it to go through the approval process again.



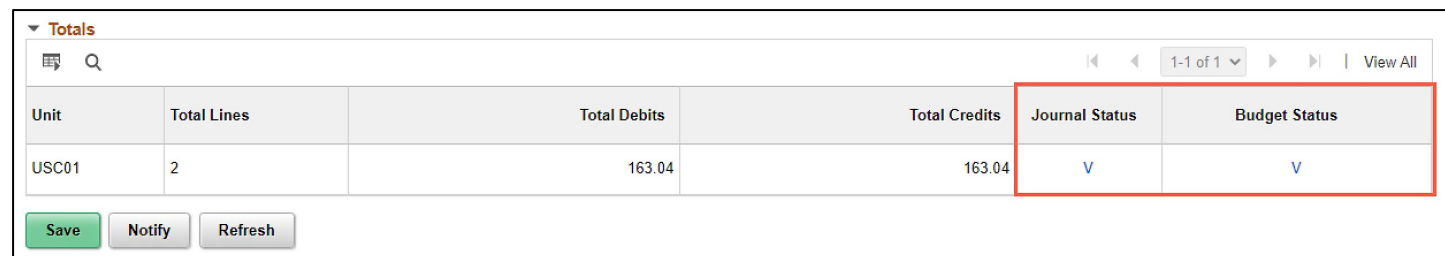
University of South Carolina Journal Entry interface. The 'Process' dropdown menu is set to 'Edit Journal' and is highlighted with a red box. The 'Process' button is also highlighted with a red box.

Unit: USC01 Journal ID: 0000138545 Date: 04/01/2022

[Template List](#) [Search Criteria](#) [Change Values](#)

[Inter/IntraUnit](#) *Process: **Edit Journal** **Process**

A journal can not be edited once it has been posted and the Journal Status is “P”.



Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
USC01	2	163.04	163.04	V	V

Save Notify Refresh



[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

UNIVERSITY OF SOUTH CAROLINA

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Keyword Search](#)
[Add a New Value](#)

▼ Search Criteria

Business Unit = ▼ USC01

Journal ID begins with ▼

Journal Date = ▼

Document Sequence Number begins with ▼

Line Business Unit = ▼

Journal Header Status = ▼ No Status - Needs to be Edited ▼

Budget Checking Header Status = ▼

Source = ▼ ONL

Entered By begins with ▼ JOANNEC

Attachment Exist = ▼

Journal Class begins with ▼

Long Description begins with ▼

☐ Case Sensitive

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

How to Search for a Journal Entry

Navigation Path: **Main Menu → General Ledger → Journals → Journal Entry → Create/Update Journal Entries**

- Click the **Find Existing Value** tab.
- Search by name, date, JE #, etc.



How to Search for a Journal Entry

Use the Find an Existing Value tab to searching for a Journal Entry.

- The returned list provides Status, Date, Description, etc.
If the status is **“In Process”** – contact the Controller’s Office.

Search Results																		
View All																		
Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Attachment Exist	Journal Class	Long Description
USC01	0000138539	03/30/2022	0	(blank)	USC01	Valid	Valid	ACTUALS	ONL	USD	2	100	0	correct deposit 1234	JOANNEC	Y	(blank)	correct deposit 1234
USC01	0000138544	04/01/2022	0	(blank)	USC01	Valid	Valid	ACTUALS	ONL	USD	2	163.04	0	correct deposit id 193653	JOANNEC	Y	(blank)	correct deposit id 193653
USC01	0000138545	04/01/2022	0	(blank)	USC01	Valid	Valid	ACTUALS	ONL	USD	2	163.04	0	(blank)	JOANNEC	N	(blank)	(blank)



How to Copy a Journal Entry

Copying a Journal Entry.

- Select **Copy Journal** from the Process list.
- Click the **Process** button.

The screenshot displays the 'Create/Update Journal Entries' page in the University of South Carolina's financial system. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The page header includes the University of South Carolina logo, a search bar with 'Journals' selected, and links for 'Advanced Search' and 'Last Search Results'. Below the header, there are tabs for 'Header', 'Lines' (which is active), 'Totals', 'Errors', and 'Approval'. The main content area shows the following details: Unit: USC01 with a 'Template List' link; Journal ID: NEXT; Date: 04/01/2022 with a 'Change Values' link. There are three buttons: 'Inter/IntraUnit', '*Process' (which has a dropdown menu currently showing 'Copy Journal'), and 'Process'. The 'Process' button is highlighted with a red box. At the bottom left, there is a 'Lines' section with a dropdown arrow.



How to Copy a Journal Entry

Copying a Journal Entry

- System will assign #, user may choose to reverse signs if needed, choose date to assign (will only go to open periods) - leave other information as is unless you have discussed with Controller's Office.

Journal Entry Copy

Help

Business Unit USC01

Journal ID NEXT

Journal Date 04/01/2022

ADB Date

Currency Effective Date

Copy From ID NEXT

Ledger

New Ledger

Document Type

Copy From Date 04/01/2022

☐ Reverse Signs

☒ Recalculate Budget Date

☒ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

OK

Cancel

Refresh



How to Delete a Journal Entry

Deleting a Journal Entry

- Before attempting to delete an entry, make sure there are no Account 10300 lines. If there are, contact General Accounting to delete the entry for you.

Journal Entry Attachments

Unit USC01 Journal ID 0000138539 Date 03/30/2022

Details

1-1 of 1

View All

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
Test_document_for_upload.docx	<input checked="" type="checkbox"/>		JOANNEC	Joanne Callahan	03/30/2022 2:44:03PM	<div>-</div>

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment OK...

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK

Cancel



How to Delete a Journal Entry

Deleting a Journal Entry

- On Lines tab, select **Delete** and **Process**.
- Cannot delete if posted.
- Once deleted – **it is GONE!** ... therefore, please be sure attachments, line info, etc. are saved elsewhere before deleting.

The screenshot shows the 'Journal Entry' screen in the University of South Carolina financial system. The 'Lines' tab is selected, and a dropdown menu is open for the '*Process' field, with 'Delete Journal' highlighted. The 'Process' button is also highlighted with a red box. The interface includes a search bar, a date field (03/22/2022), and a table of journal entry lines.

Select	Line	*Unit	*Ledger	Dept	Fund	Account	Class	PC Bus Unit	Project
<input type="checkbox"/>	1	USC01	ACTUALS	CL011	701021	BR100	52070	802	
<input type="checkbox"/>	2	USC01	ACTUALS	CL011	673100	A0001	62070	707	
<input type="checkbox"/>	3	USC01	ACTUALS	CL008	701022	BR100	52070	802	
<input type="checkbox"/>	4	USC01	ACTUALS	CL011	673100	A0001	62070	707	
<input type="checkbox"/>	5	USC01	ACTUALS	CL008	701008	BR100	52070	802	



How to create a Journal Entry

- Demonstration



What is a Journal Voucher eForm

Journal voucher eForms (JVs) are used in PeopleSoft to adjust or correct posted and paid AP vouchers.

- Journal vouchers are zero amount vouchers, and all adjustments must have a zero effect to the voucher.
- **These adjustments may include, but are not limited to:**
 - departments
 - funds
 - accounts
 - Projects
- Journal voucher eForms link the JV to the original voucher.
- Please note: All “Single Pay Expense” vouchers with a Supplier ID “SP000000XX” are processed via Journal Entry.



How to Create a Journal Voucher eForm

JV eForms are created within PeopleSoft.

Navigation Path: **Main Menu → USC Finance eForms → Journal Voucher eForm**

- Click the **Add Journal Voucher** tab.
- Enter the voucher number in **Voucher ID** box.

The screenshot shows the 'Journal Voucher' interface. On the left is a sidebar with a 'Home' button and four menu items: 'Add Journal Voucher' (highlighted with a red box), 'Update Journal Voucher', 'Approve Journal Voucher', and 'View Journal Voucher'. The main area has a 'Search by:' section with a 'Voucher ID' label, a dropdown menu set to 'Begins With', and a large empty text input box (also outlined in red). Below these are 'Search' and 'Clear' buttons.



How to Create a Journal Voucher eForm

Select Voucher ID – Review Distribution Details.

Journal Voucher

Form Page

Journal Voucher : Distribution Details

Form ID33

Transaction Information

Supplier ID C000001130 UNITED EVENT SERVICES INC

From Voucher ID 01400417

Invoice Number 01400417 JV

*Effective Date 11/06/2018

Requested By BLACKBU4 Katherine Blackburn

Current Distribution

	Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Product	Cost Share	Select
1	7015.50	CL003	600233	CA200	52080	805				No

Select All

New Distribution

	Copy Down	*Merchandise Amount	*Operating Unit	*Department	*Fund Code	*Account	*Class Field	PC Business Unit	Product	Cost Share	Insert A Row	Delete A Row
1	Copy Down	0.00									+	-

Justification

*More Information

File Attachments

Please attach supporting documentation. Allowed file types include DOC, DOCX, JPG, PDF, TIF, MSG, TXT, XLS, XLSX, CSV

Status	Action	Description	File Name	Remove
1	Upload	Document		Replace

Add

Comments

Search Save Submit



How to Create a Journal Voucher eForm

Review the Transaction Information:

- View, but not modify, the Supplier ID and Name; the original Voucher ID; the Invoice Number, and your Network ID and Name.
- View and modify the Effective Date (defaults to today) – this date must fall in an open accounting period.

The screenshot displays the 'Journal Voucher : Distribution Details' form. The header bar includes a back arrow, 'Journal Voucher', 'Form Page', and navigation icons. The main content area is titled 'Transaction Information' and contains the following fields:

Supplier ID	C000001130	UNITED EVENT SERVICES INC
From Voucher ID	01400417	
*Effective Date	11/06/2018	
Invoice Number	01400417 JV	
Requested By	BLACKBU4	Katherine Blackburn

Below the transaction information, the 'Current Distribution' section is partially visible.



How to Create a Journal Voucher eForm

Current Distribution:

View the current lines on the voucher. Here you can:

- Select/Deselect a single line (click on the select button)
- Select/Deselect multiple lines (click on the select button)
- Select/Deselect all lines

Current Distribution

1 row

	Merchandise Amount ◇	Operating Unit ◇	Department ◇	Fund Code ◇	Account ◇	Class Field ◇	PC Business Unit ◇	Product ◇	Cost Share ◇	Select ◇
1	7015.50	CL003	600233	CA200	52080	805				<input checked="" type="checkbox"/> Yes

Deselect All



How to Create a Journal Voucher eForm

Add a new distribution line:

- Selected lines copied from the current distribution. The amount is negative and open for edit so a partial adjustment can be made. All other fields are read only.
- Copy a selected line. The amount is positive and open for edit. All other fields are open for edit.
- Add a blank row.
- Deleting a row.
 - In order to remove a row selected from above, you must deselect it rather than delete.
- Select/Change Project/Activity only after the PC Business Unit is selected.

New Distribution							
	Copy Down	*Merchandise Amount ◇	Operating Unit ◇	Department ◇	Fund Code ◇	Account ◇	Class Field ◇
1	<input type="button" value="Copy Down"/>	<input type="text" value="-7015.50"/>	<input type="text" value="CL003"/>	<input type="text" value="600233"/>	<input type="text" value="CA200"/>	<input type="text" value="52080"/>	<input type="text" value="805"/>
2	<input type="button" value="Copy Down"/>	<input type="text" value="7015.50"/>	<input type="text" value="CL003"/> <input type="button" value="Q"/>	<input type="text" value="600233"/> <input type="button" value="Q"/>	<input type="text" value="CA200"/> <input type="button" value="Q"/>	<input type="text" value="52080"/> <input type="button" value="Q"/>	<input type="text" value="805"/> <input type="button" value="Q"/>



How to Create a Journal Voucher eForm

Add a Justification:

- A justification comment is required – type in the box labeled More Information.

Justification	
*More Information	<input type="text"/>




How to Create a Journal Voucher eForm

File Attachments:

- An attachment is required.
- Types of documents that can be attached: DOC, DOCX, JPG, PDF, TIF, MSG, TXT, XLS, XLSX, CSV.
- Add additional documents as needed.
- Once you add a document to the first line you can replace it but not delete it.

File Attachments

Please attach supporting documentation. Allowed file types include .DOC, .DOCX, .JPG, .PDF, .TIF, .MSG, .TXT, .XLS, .XLSX, .CSV

Status	Action	Description ↕	File Name ↕	Remove
1 	<input type="button" value="Upload"/>	Document		<input type="button" value="Replace"/>



How to Create a Journal Voucher eForm

Add Comments, optional:

- You can add additional comments.
- This field is optional.
- Click the arrow to expand the Comment box.

 **Comments**



How to Create a Journal Voucher eForm

Form validation - warnings:

- Effective date blank or choose a date that is in a closed period.
- Leave a required field blank.
- The amounts of the New Distribution section do not net to zero.
- Leave a required attachment blank.
- Attempt to attach an invalid file type.

Example of Warning:

The New Distribution merchandise amounts net to -15.5.
The new distribution merchandise amounts must net to 0.00. Please revise before proceeding.

OK



How to Create a Journal Voucher eForm

Save or Submit:

- Save a form and return to it from the Update Journal Voucher search. From there you can make changes, Save, Submit or Withdraw.
- A Submitted form will route for approval.

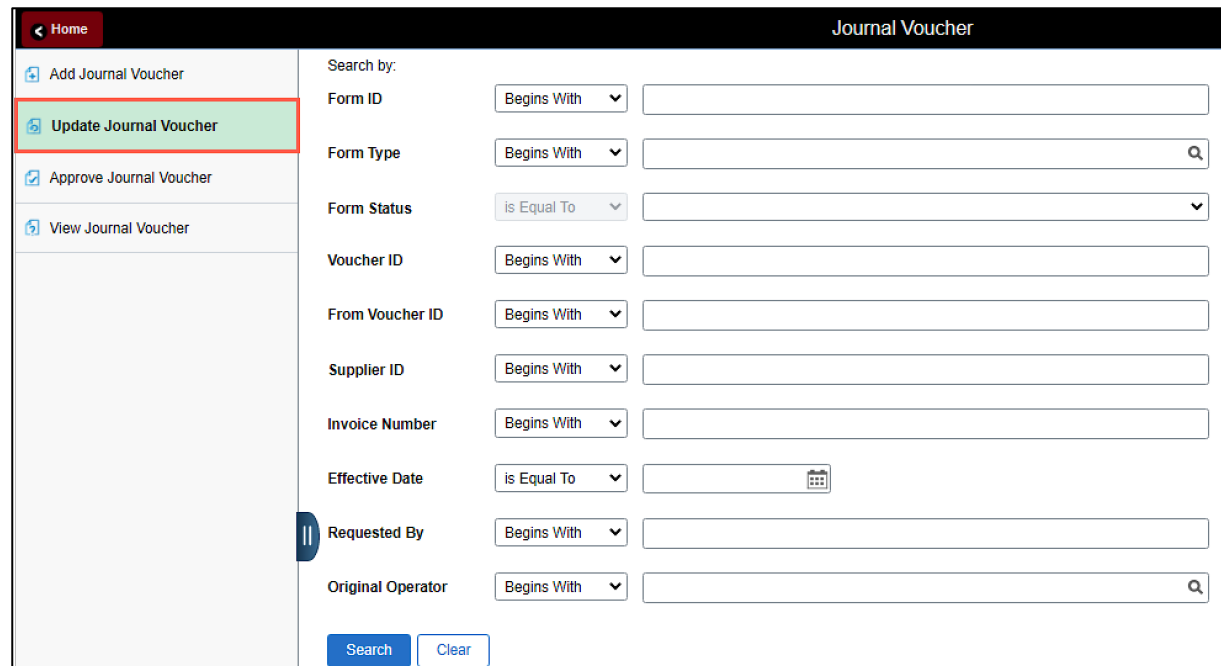


How to Update a Journal Voucher eForm

JV eForms are updated using the following navigation.

Navigation Path: **Main Menu → USC Finance eForms → Journal Voucher eForm**

- Click the **Update Journal Voucher** tab.
- On the Search Page you can find your journal voucher by searching any of the following categories.



The screenshot displays the 'Journal Voucher' search interface. On the left, a sidebar contains four tabs: 'Add Journal Voucher', 'Update Journal Voucher' (highlighted with a red border), 'Approve Journal Voucher', and 'View Journal Voucher'. The main content area is titled 'Journal Voucher' and features a 'Search by:' section with the following filters:

- Form ID: Begins With [dropdown] [input field]
- Form Type: Begins With [dropdown] [input field] [search icon]
- Form Status: is Equal To [dropdown] [input field] [dropdown arrow]
- Voucher ID: Begins With [dropdown] [input field]
- From Voucher ID: Begins With [dropdown] [input field]
- Supplier ID: Begins With [dropdown] [input field]
- Invoice Number: Begins With [dropdown] [input field]
- Effective Date: is Equal To [dropdown] [input field] [calendar icon]
- Requested By: Begins With [dropdown] [input field]
- Original Operator: Begins With [dropdown] [input field] [search icon]

At the bottom of the search area are two buttons: 'Search' and 'Clear'.



How to Update a Journal Voucher eForm

To search for a saved or unapproved vouchers:

- Click the **Search** button.
- Journal vouchers that have been saved and not submitted, and journal vouchers that have been submitted but not approved will display.
- Click on the **Journal Voucher** you would like to update.

Original Operator

Begins With

ECORNELI

Q

Search

Clear

5 rows

Form ID	Form Type	Form Status	Voucher ID	From Voucher ID	Supplier ID	Invoice Number	Effective Date	Requested By	Original Operator	Original Date	Last Operator	Last Date
1 7962	JRNLVCHR	Recycled	NEXT	02032353	C000001257	02032353 JV	2022-03-07	ECORNELI	ECORNELI	2022-03-07	NOAHMF	2022-03-17
2 7963	JRNLVCHR	Recycled	NEXT	02032352	0000042772	02032352 JV	2022-03-07	ECORNELI	ECORNELI	2022-03-07	NOAHMF	2022-03-17
3 7964	JRNLVCHR	Recycled	NEXT	02032354	C000001200	02032354 JV	2022-03-07	ECORNELI	ECORNELI	2022-03-07	NOAHMF	2022-03-17
4 7965	JRNLVCHR	Recycled	NEXT	02052068	0000042751	02052068 JV	2022-03-07	ECORNELI	ECORNELI	2022-03-07	NOAHMF	2022-03-17
5 7967	JRNLVCHR	Pending	NEXT	02064914	0000022958	02064914 JV	2022-03-08	ECORNELI	ECORNELI	2022-03-08	MMARTIN	2022-03-25

How to Update a Journal Voucher eForm

A Journal Voucher can be updated when:

- Journal vouchers with a status of “Pending” have been submitted but not fully approved
 - The voucher lines can be updated
 - You have the option to Withdraw or Resubmit



- Journal vouchers with a status of “Saved” have been saved but not submitted
 - The voucher lines can be updated
 - You have the option to Save, Withdraw or Submit



How to Approve a Journal Voucher eForm

JV eForms are approved using the following navigation.

Navigation Path: **Main Menu → USC Finance eForms → Journal Voucher eForm**

- Click the **Approve Journal Voucher** tab.
- Search Page – You can find a journal voucher ready for approval by searching any of the following categories or just by clicking the **Search** button. (Note: You will only see vouchers you have access to approve.)

The screenshot displays the 'Journal Voucher' eForm interface. On the left, a sidebar lists four actions: 'Add Journal Voucher', 'Update Journal Voucher', 'Approve Journal Voucher' (which is highlighted with a red border), and 'View Journal Voucher'. The main content area, titled 'Journal Voucher', features a search section with the following filters: 'Form ID', 'Form Type', 'Form Status', 'Voucher ID', 'From Voucher ID', 'Supplier ID', 'Invoice Number', 'Effective Date', and 'Requested By'. Each filter includes a dropdown menu (e.g., 'Begins With', 'is Equal To') and a corresponding text input field. The 'Effective Date' field also includes a calendar icon. At the bottom of the search section are two buttons: 'Search' and 'Clear'.



How to Approve a Journal Voucher eForm

To approve a Journal Voucher:

- Click the **Search** button.
- Select one of the Journal Vouchers from the list.

<input type="button" value="Search"/>		<input type="button" value="Clear"/>					
Form ID	Form Type	Form Status	Voucher ID	From Voucher ID	Supplier ID	Invoice Number	Effective Date
1 49	JRNLVCHR	Pending	NEXT	01561948	0000008806	01561948 JV	2018-11-30
2 52	JRNLVCHR	Pending	NEXT	01561800	C000001130	01561800 JV2	2018-11-30

- Review the document.
- You have the option to Deny, Recycle, Hold and Approve.

<input type="button" value="Deny"/>	<input type="button" value="Recycle"/>	<input type="button" value="Hold"/>	<input type="button" value="Approve"/>
-------------------------------------	--	-------------------------------------	--

- Once you approve the journal voucher it will move to the next step in the workflow.



How to View a Journal Voucher eForm

JV eForms are viewed using the following navigation.

Navigation Path: **Main Menu → USC Finance eForms → Journal Voucher eForm**

- Click the **View Journal Voucher** tab.
- Search Page – You can view a Journal Voucher by searching any of the following categories or just by clicking the Search button.

The screenshot displays the 'Journal Voucher' search interface. On the left, a sidebar contains four navigation links: 'Add Journal Voucher', 'Update Journal Voucher', 'Approve Journal Voucher', and 'View Journal Voucher'. The 'View Journal Voucher' link is highlighted with a red rectangular border. The main content area is titled 'Journal Voucher' and features a search section with the label 'Search by:'. Below this, there are eight search criteria, each with a dropdown menu and a text input field: 'Form ID' (Begin With), 'Form Status' (is Equal To), 'Voucher ID' (Begin With), 'From Voucher ID' (Begin With), 'Supplier ID' (Begin With), 'Invoice Number' (Begin With), 'Effective Date' (is Equal To), and 'Requested By' (Begin With). The 'Effective Date' field includes a calendar icon. At the bottom of the search section are two buttons: 'Search' and 'Clear'.



How to View a Journal Voucher eForm

To view a Journal Voucher:

- Click the **Search** button.
- Select one of the Journal Vouchers from the list.

Effective Date

is Equal To

11/16/2018

Requested By

Begins With

Search

Clear

	Form ID	Form Type	Form Status	Voucher ID	From Voucher ID	Supplier ID	Invoice Number	Effective Date
1	13	JRNLVCHR	Executed	01562107	01561802	0000021161	01561802 JV	2018-11-16
2	14	JRNLVCHR	Pending	NEXT	01561814	0000018460	01561814 JV	2018-11-16
3	15	JRNLVCHR	Withdrawn	NEXT	01561869	0000034754	01561869 JV	2018-11-16
4	16	JRNLVCHR	Denied	NEXT	01561809	0000026379	01561809 JV	2018-11-16
5	27	JRNLVCHR	Executed	01562111	01561810	0000000053	01561810 JV	2018-11-16



How to View a Journal Voucher eForm

To view a Journal Voucher:

- Once you select one of the journal vouchers from the list you can only view the voucher. No changes can be made in the view mode.

Journal Voucher : Distribution Details Form ID 2

Transaction Information

Supplier ID 0000019689 MHD ADNAN ALSAKA

From Voucher ID 01460111 Invoice Number 01460111 JV

Effective Date 11/15/2018 Requested By BHOLT Brad Holt

Current Distribution

Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Select
1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			Yes

Deselect All

New Distribution

Copy Down	Merchandise Amount	Operating Unit	Department	Fund Code	Account	Class Field	PC Business Unit	Project	Activity	Product	Cost Share	Insert A Row	Delete A Row
Copy Down	-1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			+	-
Copy Down	1800.00	MC000	180000	F1000	52071	301	USCSP	10007664	1			+	-

Justification

More Information test

File Attachments

Please attach supporting documentation. Allowed file types include DOC, DOCX, JPG, PDF, TIF, MSG, TXT, XLS, XLSX, CSV

Status	Action	Description	File Name
1	View	Document	BHOLT2018-11-29-09.41.42test.txt
2	View	Document	BHOLT2018-11-29-09.42.44test_document.docx

Add



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How to View a Journal Voucher eForm

Form Status:

- **Saved:** Journal Voucher has not been submitted
- **Withdrawn:** the creator of the Journal Voucher has cancelled the voucher
- **Pending:** Journal Voucher has been submitted – waiting on approvals
- **Recycle:** an approver has returned the Journal Voucher to the creator – only the creator is able to make changes to the voucher and resubmit
- **Denied:** an approver has denied the voucher – it cannot be resubmitted
- **On Hold:** an approver has put the voucher on hold – the creator or approver can make changes to the voucher and resubmit (Update Journal Voucher)
- **Executed:** fully approved – has a Voucher ID



How to View a Journal Voucher eForm

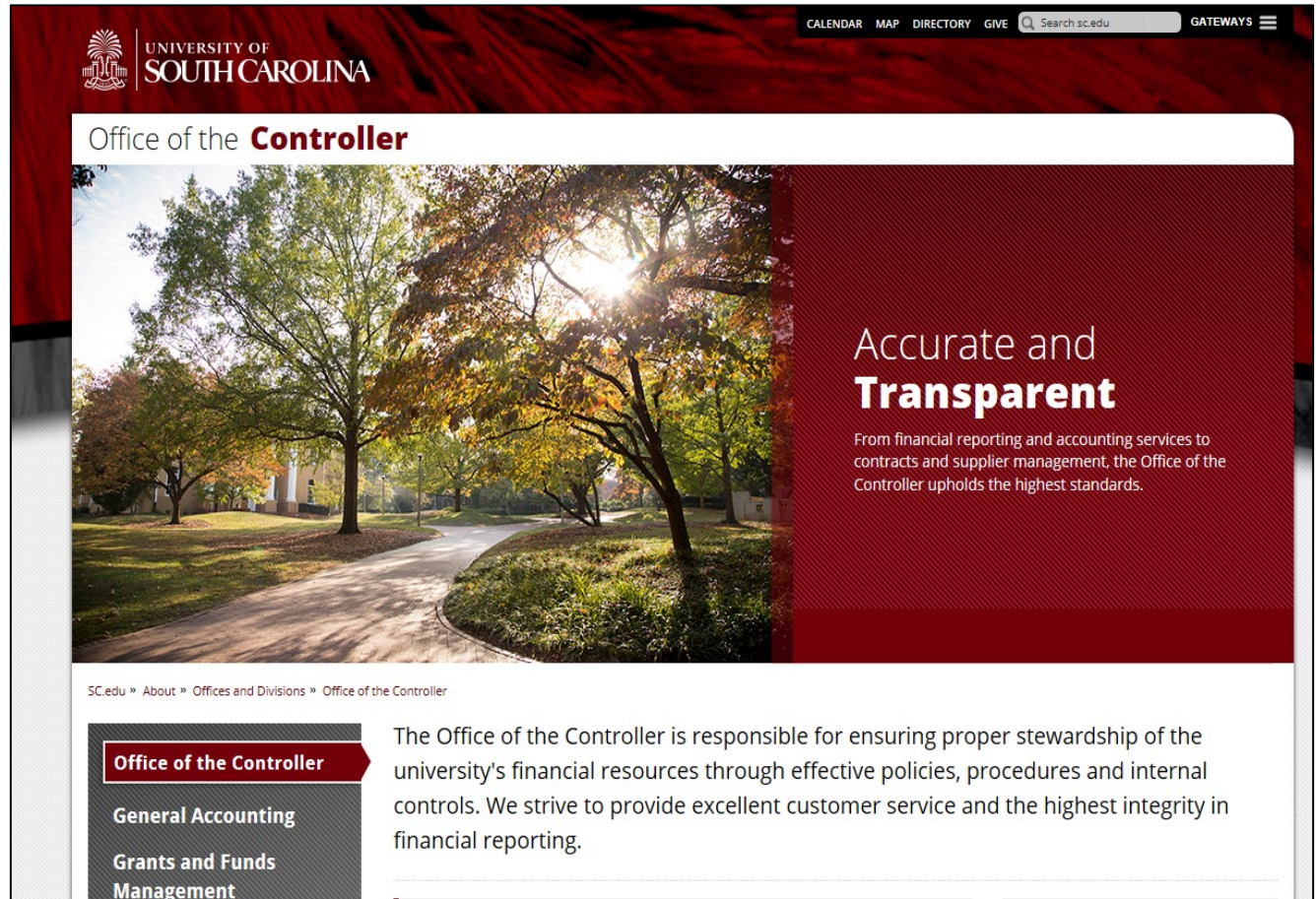
- Demonstration



Where to Find the Resources Referenced in this Presentation

Controller's Website

http://sc.edu/about/offices_and_divisions/controller/



The screenshot displays the official website of the University of South Carolina's Office of the Controller. The page features a dark red header with the university's logo and name on the left, and navigation links (CALENDAR, MAP, DIRECTORY, GIVE) and a search bar on the right. Below the header, the main content area is titled "Office of the Controller" and includes a large photograph of a tree-lined path. To the right of the photo, the text "Accurate and Transparent" is prominently displayed, followed by a brief description of the office's services. A breadcrumb trail at the bottom left reads "SC.edu » About » Offices and Divisions » Office of the Controller". A sidebar on the bottom left lists the office's functions: "Office of the Controller", "General Accounting", "Grants and Funds Management", and "Management". The main body of text describes the office's role in ensuring proper financial stewardship.

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CALENDAR MAP DIRECTORY GIVE Search sc.edu GATEWAYS

Office of the **Controller**

**Accurate and
Transparent**

From financial reporting and accounting services to contracts and supplier management, the Office of the Controller upholds the highest standards.

SC.edu » About » Offices and Divisions » Office of the Controller

Office of the Controller

General Accounting
Grants and Funds Management
Management

The Office of the Controller is responsible for ensuring proper stewardship of the university's financial resources through effective policies, procedures and internal controls. We strive to provide excellent customer service and the highest integrity in financial reporting.



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Upcoming Webinars

Upcoming Controller's Office Training

Tuesday	April 25, 2023	9:00 AM	Creating Expense Reports (Pcard, Team Card, and Travel Card)
Tuesday	May 23, 2023	9:00 AM	Fiscal Year End 2022-2023
Thursday	June 8, 2023	2:00 PM	Fiscal Year End 2022-2023

To register, click the links in the monthly newsletters or reminder emails sent to the BIZMANAGER listserv. On the registration page, provide your first/last name and email. Once registration is complete you will receive a confirmation email and the session will be added to your calendar.

Registration Tip: If you have trouble registering, you may need to clear cache or use a different browser.



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Contact Information

Contact Us

General Accounting (JEs, JVs, Apex, GL issues/questions)

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Chartfield Maintenance

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Moving Mailbox

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PeopleSoft Finance Security Requests

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pssecure@mailbox.sc.edu

Accounts Payable

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Questions



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