State of Kansas
Accounts Payable Journal Voucher
Statewide Management, Accounting and Reporting

How to Enter a Journal Voucher in AP

Navigate to: Accounts Payable>Vouchers>Add/Update>Regular Entry

Enter the Business Unit, Voucher Style = Journal Voucher, Vendor ID, Invoice Number (we used the original plus –ADJ) and Invoice Date (we used today's date). Click 'Add'.

Voucher

Find an Existing Value | **Add a New Value**

Business Unit:	17300
Voucher ID:	NEXT
Voucher Style:	Journal Voucher
Short Vendor Name:	STAPLESCO-001
Vendor ID:	0000002571
Vendor Location:	001
Address Sequence Number:	1
Invoice Number:	105011326-ADJ
Invoice Date:	12/17/2010

Add

Enter the Related Voucher (this is voucher that is being corrected).

Invoice Information | Payments | Voucher Attributes

Business Unit:	17300	**Invoice Number:**	105011326-ADJ
Voucher ID:	NEXT	**Invoice Date:**	12/17/2010
Voucher Style:	Journal	**Action:**	[ ] Run

Setoff Status: Not Processed by Setoff   **Interfund Status** N/A

Vendor:	0000002571	**Pay Terms:**	00	Due Now	**Basis Dt Type** Inv Date
Name:	STAPLESCO-001	**Control Group:**			Comments(0)
Location:	001	**Accounting Date:**	12/17/2010		
***Address:**	1 Advanced Vendor Search	***Currency:**	USD		

STAPLES CONTRACT &
COMMERCIAL INC
39143 TREASURY CENTER
CHICAGO, IL 60694-9100

Total: 0.00 [Calculate]
Difference 0.00
Related Voucher: 00007066

Session Defaults

Lease Number:
Packing Slip:

Line 1: Enter as a negative amount using the original ChartFields that were used on the Voucher (1730101010-1000-0440-01031-526900) including PC ChartFields. Add a row.

Line 2: Enter as a positive amount using the ChartFields in which the funding should be charged (1730101010-6105-4010-01031-526900) including PC ChartFields. Add a row.

Line 3: Enter a positive amount with the exact ChartFields (with the exception of account) from the incorrect line (in this case, line 1; 1730101010-1000-0440-01031-110100). The account MUST BE 110100. DO NOT enter PC ChartFields.

Line 4: Enter a negative 'Amount' with exact ChartFields (with the exception of account) from the corrected line (in this case, line 2; 1730101010-6105-4010-01031-110100). The account MUST BE 110100. DO NOT enter PC ChartFields.

NOTE: For each line on the Journal there must be a cash line entered. The positive cash line coincides with the incorrect funding. The negative cash line coincides with the corrected funding.

DO NOT enter PC ChartFields on the cash lines (account 110100). However, they must be entered on the non-cash lines (accounts other than 110100).

Click the 'Save' button. Budget Check and Approvals can now be done.

Invoice Lines

Line	*Distribute by	Item	Description	Quantity	UOM	Unit Price	Extended
1	Amount						

Ship To: BA17300   SpeedChart: ☐ Use One Asset ID

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

	Copy Down		Amount	Quantity	*GL Unit	Dept	Fund	Bud Unit	Program	Account
☐		1	-25.00		17300	1730101010	1000	0440	01031	526900
☐		2	25.00		17300	1730101010	6105	4010	01031	526900
☐		3	25.00		17300	1730101010	1000	0440	01031	110100
☐		4	-25.00		17300	1730101010	6105	4010	01031	110100