State of Kansas

How to Process a Journal Voucher on a Single Pay Voucher

Statewide Management, Accounting and Reporting Tool

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Reason for Job aid:

When would I need to process a Journal Voucher on a Single Pay Voucher?

Use this process when you need to:

- Change the Fund, Budget Unit, Program, Account Code, and Project chartfields (if applicable to your agency) for a Single Pay Voucher that has already been paid in SMART, or

- Change the split (funding distribution) for a Single Pay voucher that has already been paid in SMART.

Important Information:

Before you create the Journal Voucher in SMART:

Use the '**Summary**' tab of the original Single Pay voucher page to ensure that the:

- **Approval Status** is 'Approved'
- **Post Status** is 'Posted', and
- **Budget Status** is 'Valid'

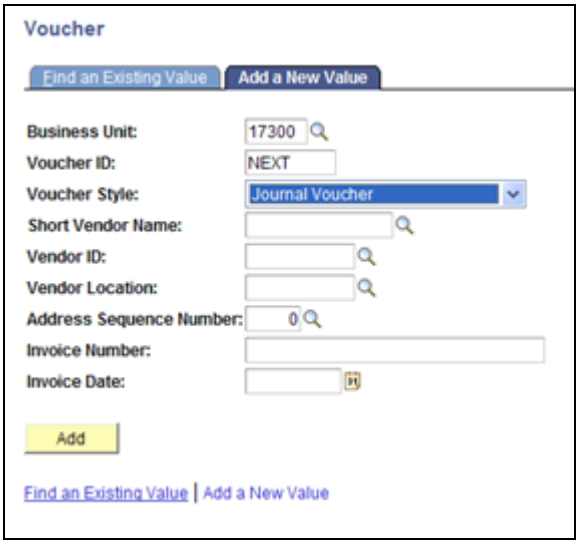
On the '**Payments**' tab, in the '**Scheduled Payments**' section, ensure that there is a '**Payment Date**' and a '**Reference**' (which will be either the paper check number or the ACH transit number).

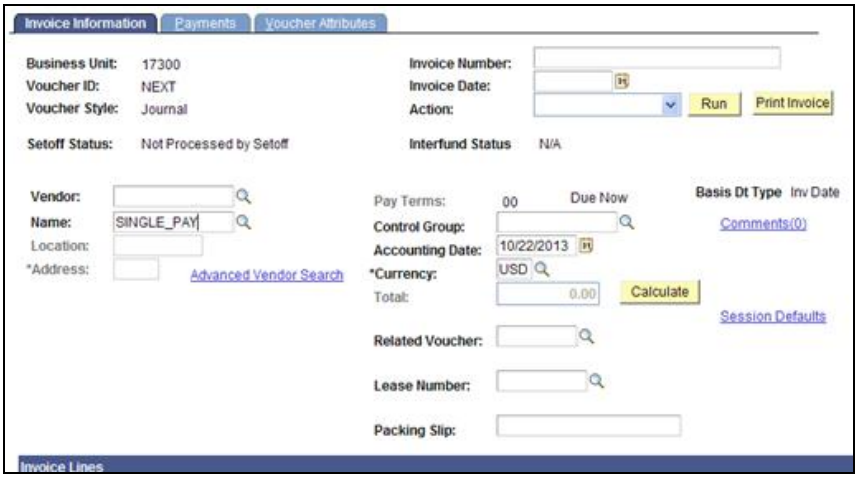
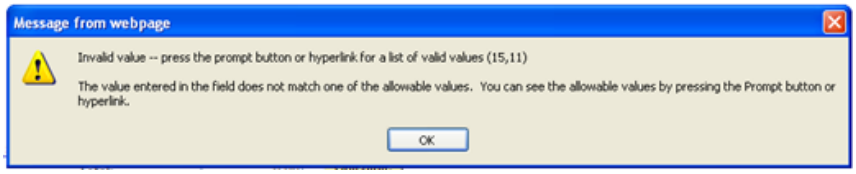
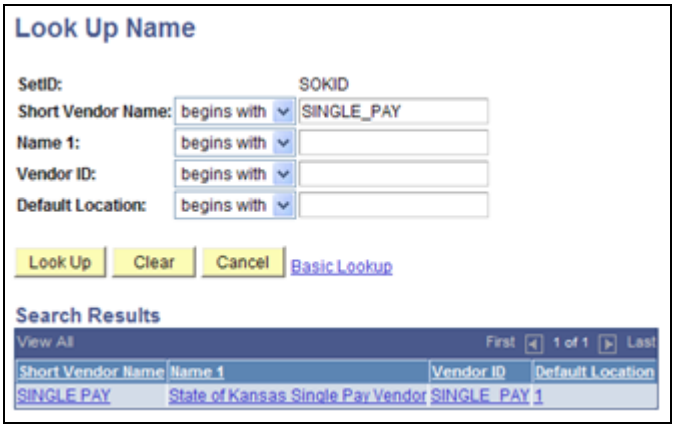
Note:

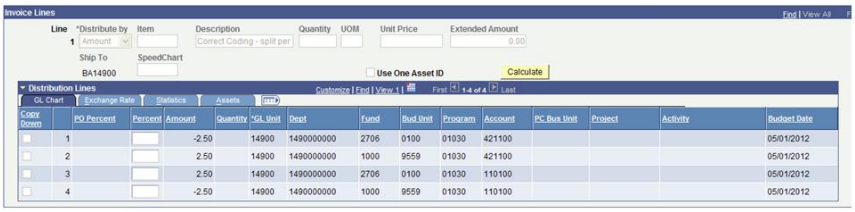
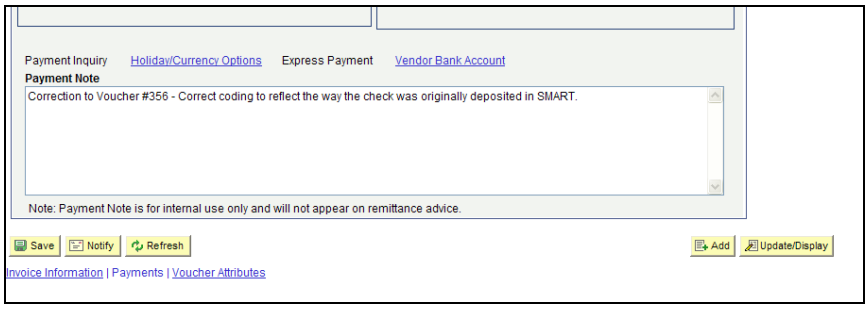
The Journal Voucher process for a Single Pay Voucher must be completed within the same Fiscal year.

Examples: Use the Journal Voucher process to correct funding information, such as:

Example One:
Your agency did not use the correct funding distribution (split funding) when creating the original voucher in SMART.
The original deposit was entered with a 90/10 split between a Fee Fund and the State General Fund, however the original refund voucher was created using 100% out of the Fee Fund. The Journal Voucher would be used to correct the funding information

		that was used on the original Voucher (to correct it to the 90/10 split). **Example Two:** Your Agency needs to change an Account code that was used on the original Single Pay Voucher. For example: To correct an Account code that was incorrectly keyed on a voucher, like a transposition of numbers.
1.	**Navigation:** From the **Home** page in SMART, on the left navigation menu, click on '**Accounts Payable'.**	
2.	Click on '**Vouchers**', then click on the '**Add/Update**' option. This opens the 'Add/Update' page for Vouchers. Click the '**Regular Entry**' component. This opens the '**Voucher**' page.	
3.	On the **Voucher** page, '**Add a New Value**' tab: **Business Unit**: Enter your 5 digit Agency number. **Voucher Style**: Select the 'Journal Voucher' option from the drop-down list. ***Do not enter any vendor information.*** Click the '**Add**' button.	

4.	Clicking the Add button opens the Voucher pages. On the '**Invoice Information**' tab: **Name:** Enter '**SINGLE_PAY**'. **Note:** If you enter '**SINGLE_PAY**' and then hit the tab button, or click in another field you will receive the error message shown below. If you enter '**SINGLE_PAY**' in the field then immediately click on the magnifying glass you can avoid this error message altogether. **Note**: You may receive a '**message from webpage**' dialog box advising that you have entered an '**Invalid value**'. Click the '**OK**' button. Use the '**Lookup**' button (magnifying glass icon) to select the '**SINGLE_PAY**' option from the Search Results section of the 'Look Up Name' page. On the '**Invoice Information**' tab: **Business Process:** **Invoice Number**: Enter the original Invoice Number followed by '**ADJ**' (indicating that this is an adjustment). **Invoice Date:** Enter the current date <today's date>. **Related Voucher**: Enter the original voucher number (as a cross reference to the	   **Related Voucher field** – This field does not validate data entered into it. If you enter a voucher ID, and then click the magnifying glass icon, SMART validates whether it finds a matching value that a user could then click on. Alternatively, you can type anything up to 8 characters into this field, and then and tab out of the field. Please refer to your

	voucher that you are correcting).	Agency's business process regarding the use of the Related Voucher field.
5.	On the '**Invoice Information**' tab, in the '**Invoice Lines**' section: Use the '**Distribution Lines**' section to enter the desired journal voucher funding information. **Hint:** Don't forget to adjust the cash lines! **Remember**: The total of the cash lines should net to $0 and the total of the expense lines should also net to $0.	 ***Note:*** *On Journal Vouchers you need to adjust cash using the '**110100**' Account code (this helps with Cash Reconciliation).* **For example:** - Reduce Expense in Fund '1000' - Add Cash to Fund '1000' using Account Code '110100' - Add Expense to Fund '2706' - Reduce Cash to Fund '2706' using Account Code '110100'
6.	**Business Process:** On the '**Payments**' Tab, in the '**Payment Note**' text box (free text field), enter an **explanation for the Journal Voucher**. In the explanation, please include the: - Original Single Pay Voucher number - The reason why the Journal Voucher is created (what is being corrected). After you have entered your explanation for the Journal Voucher in the Payment Note text box, click the '**Save**' button (which is located beneath the Payment Note text box, to the left).