


**PeopleSoft**

**KUMC**

**Journal Voucher Request  
Procedural Reference**

## Table of Contents

	Page
Overview .....	3
Displaying the Navigation Icons .....	4
Journal Voucher Request Entry .....	5
Journal Voucher Inquiry .....	9
Starting Journal Voucher Request through PO Voucher .....	12
PO Voucher after Journal Voucher Processed .....	15
Appendix	
Possible Warning or Error Messages .....	16
Assistance .....	17

Throughout this manual, the  symbol indicates additional information on the left side of the page.

## JOURNAL VOUCHER REQUEST

---

### Overview

A Journal Voucher Request is used to modify the SpeedType to which a purchase was charged. This may be needed when a purchase was erroneously charged to the incorrect SpeedType, or when funds have recently become available in a SpeedType more suitable for the purchase. This modification can only be requested after the payment has been made, and must be completed before the end of the fiscal year.

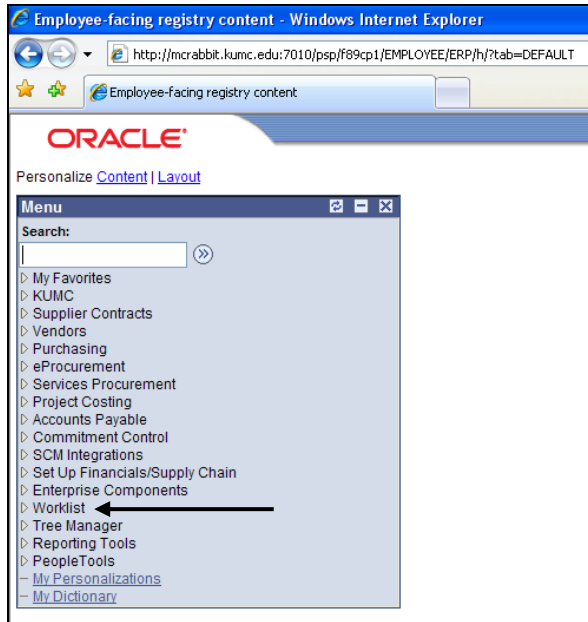
In order to create a Journal Voucher Request, you must know the voucher ID. There are several resources in PeopleSoft that provide this information: the AM 90/91 Report, the PO Detail Report (both found under Financial Reports), or the PO Activity Summary (found under User Inquiry).

The result of a Journal Voucher Request which has been approved and posted will appear as a line item on the AM 90/91 report. In addition, the Summary page within PO Voucher contains a notation referencing the GL Journal ID and the date it was posted.

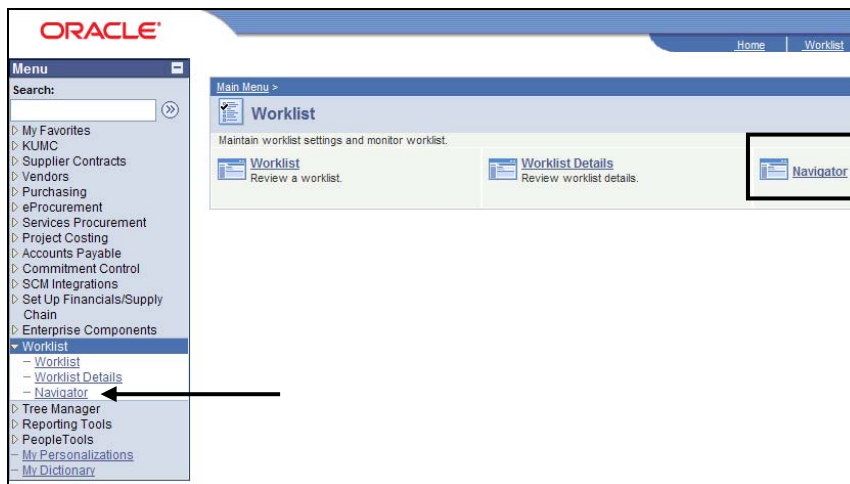
The Journal Voucher Request module in PeopleSoft is only used for KUMED vouchers. To modify funding for RINST vouchers, use the *RINST Expense Reallocation Request* form on the Research Institute web site.

## DISPLAYING THE NAVIGATION ICONS

### Navigation



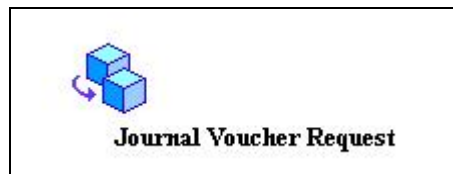
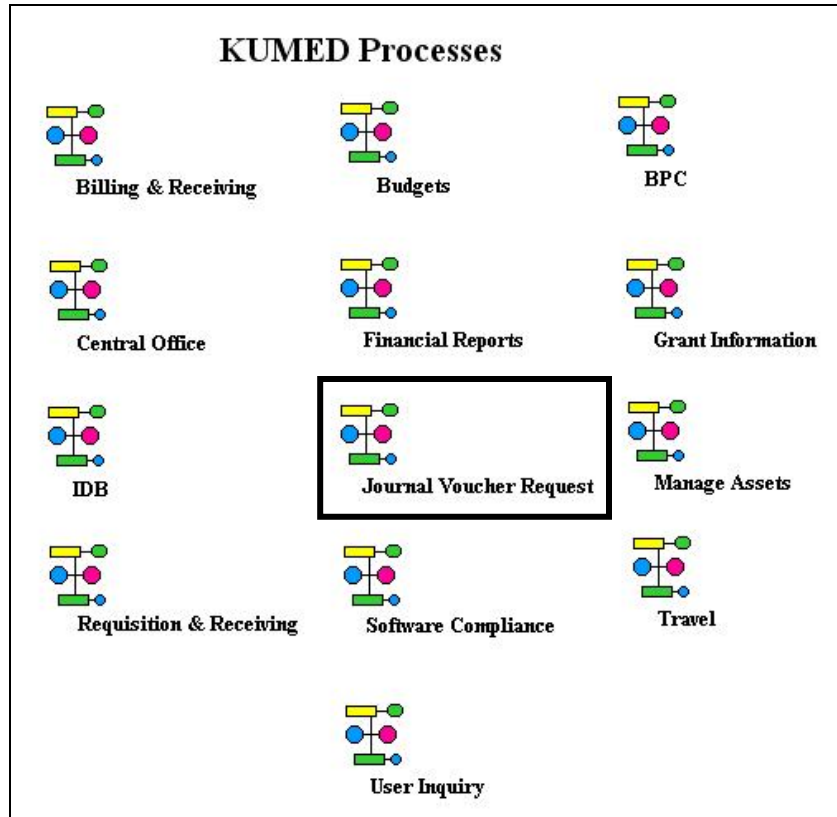
1. Click **Worklist** in the menu.



2. Click **Navigator** icon or menu item.

# JOURNAL VOUCHER ENTRY

## Navigation

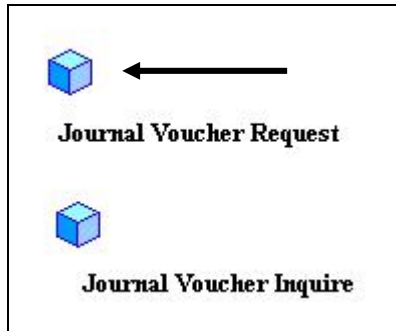


1. Click **Journal Voucher Request** icon.

2. Click **Journal Voucher Request** icon.

## JOURNAL VOUCHER ENTRY


### Navigation (continued)



**Journal Voucher Request**


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

Business Unit:

Voucher ID:  

Journal ID:

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

 **Step 5** If a journal voucher request is pending for the voucher ID entered, a message box appears stating that a new one cannot be requested. Also, a message box will appear if previous voucher requests have been processed for the voucher ID entered.

3. Click **Journal Voucher Request** icon.

4. Enter **Voucher ID**.

5. Click  

# JOURNAL VOUCHER ENTRY

## Enter Data

Journal Voucher Request | Journal Voucher Approval

Unit: KUMED Voucher: 00240217 Journal: NEXT Lines: 2 Request Status: In Process  
 Requester: PSHETTLEROE Phone: Dept:

**Voucher Information** Find | View All | First | 1 of 2 | Last ①

Line	PO No.	Amount	Description
1	000017207	290.000	PROJECT: UKS75

**Current Transaction** Find | View All | First | 1 of 1 | Last ②

Line	*Amount	Account	Fund	Dept	Program	Budget Ref
1	290.000	2690	2800	11228	71000	2006
	*SpeedType	Project				
	ROV11228					

**Corrected Transaction** Find | View All | First | 1 of 2 | Last ③

Line	*Amount	Account	Fund	Dept	Program	Budget Ref
1	25.000	2690	0503	60201	51650	2006
	*SpeedType	Project				
	APP60201					

\*\*\* Amount Changed \*\*\*  
 \*\*\* SpeedType Changed \*\*\*  
 Find Changed Lines

**Step 1** On a multiple line voucher, use the Voucher Information navigation bar ① to display the line to modify. If an individual line was originally split funded, use the Current Transaction navigation bar ② to display the line to modify.

If a journal voucher change was previously processed for the voucher, the **Current Transaction** section displays the changes that have been completed and posted.

**Step 4** To insert a row, press **ALT** + **7**. Use the Corrected Transaction navigation bar ③ to move from line to line.

1. In **Current Transaction** section, display transaction line to be modified. Use navigation bars if necessary.
2. In **Corrected Transaction** section, enter **Amount** (if necessary).
3. In **Corrected Transaction** section, enter **SpeedType**.
4. Do you wish to split fund the line?  
 If **no**, go to step 5.  
 If **yes**, insert a row and return to step 2.
5. Do you wish to modify another line of the Voucher?  
 If **no**, go to step 6.  
 If **yes**, return to step 1.
6. Click **Journal Voucher Approval** tab.

## JOURNAL VOUCHER ENTRY

### Submit for Approval

Journal Voucher Request | Journal Voucher Approval

Unit: KUMED Voucher: 00240217 Journal: NEXT Lines: 1 Approval Status: Initial

\*Reason:

Approvals  Submit for Approval

Grant Accounting  
 Approve  Deny  Recycle Name: Date:  
Comments:

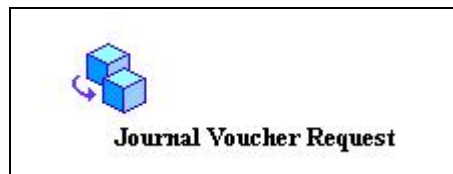
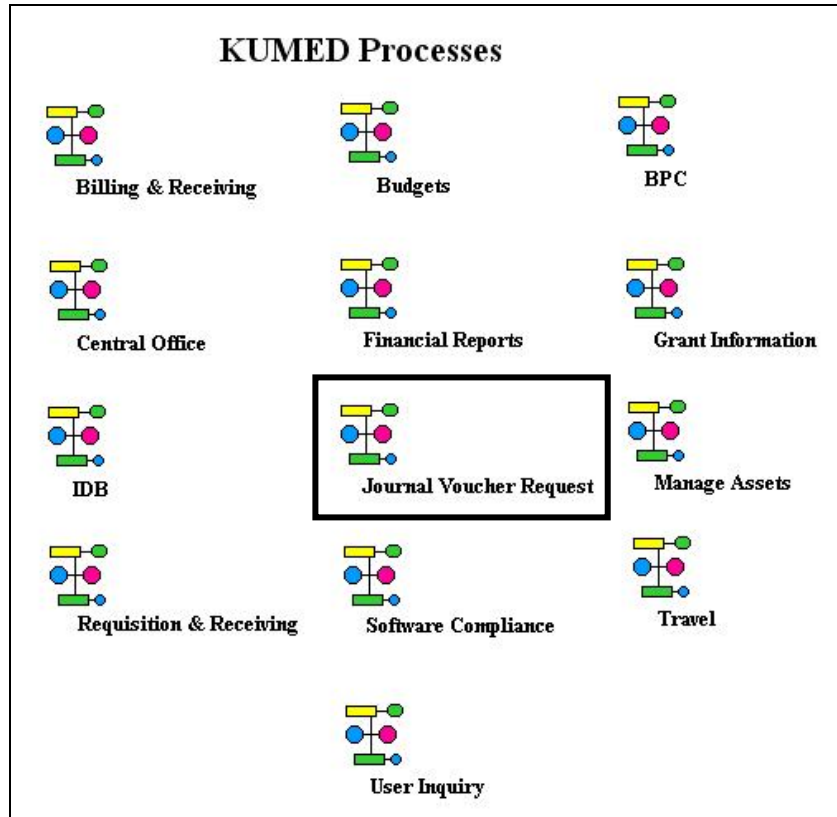
Control & Reporting  Combine With Other Vouchers  
 Approve  Deny  Recycle Name: Date:  
Comments:

- Step 1** Reason is a required field.
- Step 3** An email is sent to Control and Reporting staff, who will process the request.

1. Complete the **Reason** field.
2. Click **Submit for Approval** check box.
3. Click **Save** .
4. Click [KU\\_PROCESSES](#) to return to navigation icons.

# JOURNAL VOUCHER INQUIRY

## Navigation

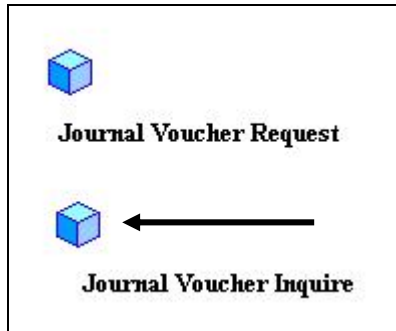


1. Click **Journal Voucher Request** icon.

2. Click **Journal Voucher Request** icon.

## JOURNAL VOUCHER INQUIRY

### Navigation (continued)



#### Journal Voucher Request

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

Find an Existing Value

Add a New Value

Business Unit: begins with

Voucher ID: begins with

Journal ID: begins with

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

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

3. Click **Journal Voucher Inquire** icon.

4. Select KUMED in **Business Unit** field.

5. Enter **Voucher ID** or **Journal ID**.

6. Click .

# JOURNAL VOUCHER INQUIRY

## View Data

The screenshot shows two views of the Journal Voucher Inquiry system. The top view shows an approved request with the following details:

- Unit: KUMED Voucher: 00240049 Journal: 0000368145 Lines: 1 Approval Status: Approved
- \*Reason: test
- Approvals:  Submit for Approval
- Grant Accounting:  Approve  Deny  Recycle Name: Not Applicable Date: 04/05/2007
- Control & Reporting:  Combine With Other Vouchers  Approve  Deny  Recycle Name: Davenport, Sean J Date: 04/05/2007

The bottom view shows a request in process with the following details:

- Unit: KUMED Voucher: 00240049 Journal: 0000368145 Lines: 1 Request Status: In Process
- Requester: SDAVENPO Phone: Dept:
- Voucher information table:
 

Line	PO No.	Amount	Description
1	000017274	38.610	PGT34953 Dishwashing De
- Current Transaction table:
 

Line	*Amount	Account	Fund	Dept	Program	Budget Ref
1	38.610	3920	0503	00101	51610	2006
- Corrected Transaction table:
 

Line	*Amount	Account	Fund	Dept	Program	Budget Ref
1	38.610	3920	0503	69101	51650	2006

Callouts in the image:

- 1: Points to the 'Approval Status' field in the top view.
- 2: Points to the 'Name' field in the 'Control & Reporting' section of the top view.
- 3: Points to the 'Journal Voucher Request' tab in the top view.
- 4: Points to the 'Find Changed Lines' button in the bottom view.
- 5: Points to the 'Journal Voucher Request' tab in the bottom view.

1. PeopleSoft displays the Journal Voucher Request.
2. **Approval Status** field displays either Pending or Approved. ❶

When a journal voucher request has been approved, the **Control & Reporting** section will be completed with the **Name** of the approver and the **Date** approved. ❷  
Following approval, Control and Reporting staff posts the change in the system.

Requester will receive an email when the change has been posted to the PeopleSoft system.

3. Click **Journal Voucher Request** tab to review modified lines. ❸

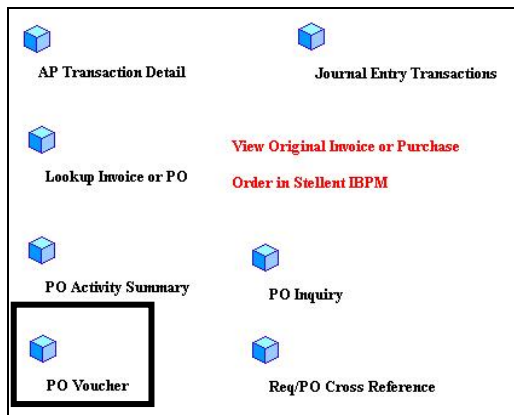
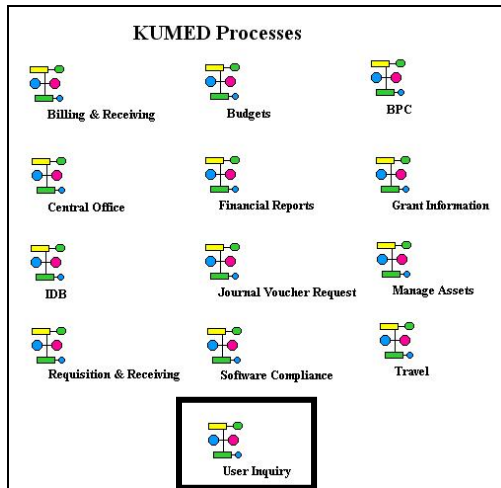
4. Click **Find Changed Lines** to quickly display lines with changes.

5. Click **KU\_PROCESSES** to return to navigation icons.

## JOURNAL VOUCHER REQUEST THROUGH PO VOUCHER

The process of requesting a Journal Voucher entry can also be started from the PO Voucher panels.

### Navigation



1. Click **User Inquiry** icon.

2. Click **User Inquiry** icon.

3. Click **PO Voucher** icon.


## JOURNAL VOUCHER REQUEST THROUGH PO VOUCHER

### Display Voucher

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

Find an Existing Value

Business Unit: =

Voucher ID: begins with  

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Approval Status: =

Case Sensitive

[Basic Search](#)

1. Select KUMED in **Business Unit** field.
2. Enter **Voucher ID**.
3. Click .

Summary Invoice Information Payments **KU Panel**

Unit: KUMED Invoice: 206713 Vendor: Underground Vaults & Storage

Vchr: 00288606 Date: 04/30/2008 Batch#: 105 BatchDt: 05/23/2008 ID: 0000007481 Pay Group:

Intfc Date: 05/23/08 8:42AM Warrant #: 001206018 Date: 05/23/2008 IntFund Dt:

Contract# per Line

Scroll Area Find | View All First 1 of 1 Last

Line Number	Contract #
-------------	------------

1. PeopleSoft displays the **KU Panel** tab of the PO Voucher pages.
  2. Click .
- A second PeopleSoft window will open in a new browser window or tab.

# JOURNAL VOUCHER REQUEST THROUGH PO VOUCHER

## Create Request

**Journal Voucher Request**

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

Business Unit:

Voucher ID:

Journal ID:

Journal Voucher Request [Journal Voucher Approval](#)

Unit: KUMED Voucher: 00240049 Journal: 0000368145 Lines: 1 Request Status: In Process  
Requester: SDAVENPO Phone: Dept:

**Voucher Information** [Find](#) | [View All](#) First  Last

Line	PO No.	Amount	Description
1	000017274	38.610	PGT34953 Dishwashing De

**Current Transaction** [Find](#) | [View All](#) First  Last

Line	*Amount	Account	Fund	Dept	Program	Budget Ref
1	38.610	3920	0503	00101	51610	2006

\*SpeedType:  Project:

**Corrected Transaction** [Find](#) | [View All](#) First  Last

Line	*Amount	Account	Fund	Dept	Program	Budget Ref
1	38.610	3920	0503	69101	51650	2006

\*SpeedType:  Project:  \*\*\* SpeedType Changed \*\*\*

1. Click .

2. Modify transaction as directed under *Journal Voucher Entry* section of this manual.
3. When complete, close the second PeopleSoft window.
4. In the original PeopleSoft window, click [KU PROCESSES](#) to return to navigation icons.

## PO VOUCHER AFTER JOURNAL VOUCHER PROCESSED

The result of a Journal Voucher Request which has been approved and posted will appear as a notation on the Summary page within PO Voucher. The notation includes the GL Journal ID and the date it was posted.

### View Data

Journal Voucher Request
Journal Voucher Approval

Unit: KUMED    Voucher: 00247972    Journal: J2683024    Lines: 1    Approval Status: **Approved**

\*Reason: Reclassify \$800 of Midwest Pest Control from Restricted Fee to General Use

Approvals  Submit for Approval

Grant Accounting  
 Approve    Deny    Recycle    Name: Not Applicable    Date: 06/23/2006  
Comments:

Control & Reporting  Combine With Other Vouchers  
 Approve    Deny    Recycle    Name: Warren, Valerie L    ← →    Date: 06/26/2006  
Comments:

Save
Return to Search
Add
Update

This Journal Voucher Request has been approved and posted.

Summary
Invoice Information
Payments
KU Panel

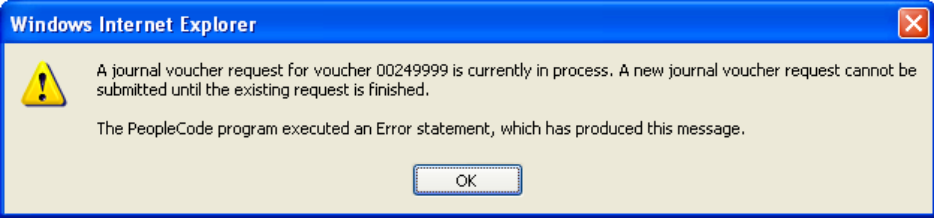
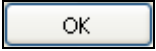
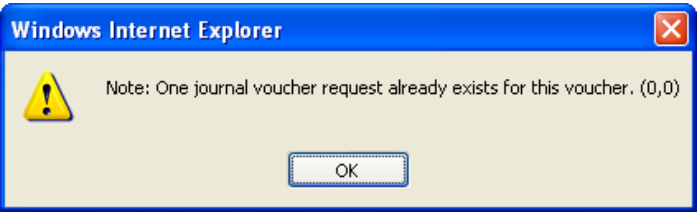
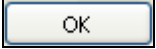
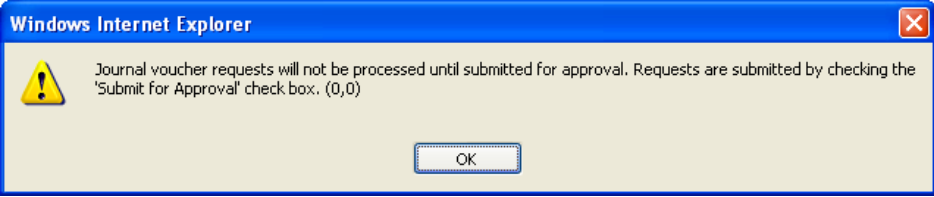
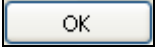
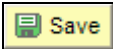
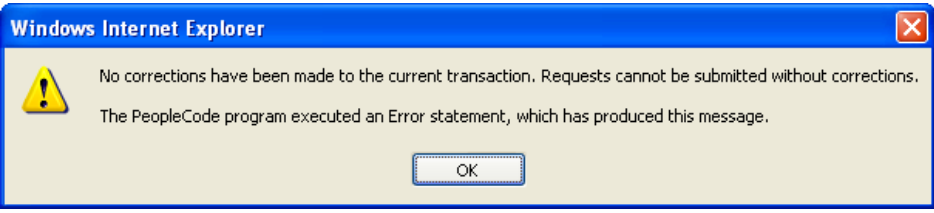
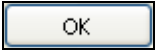
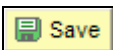
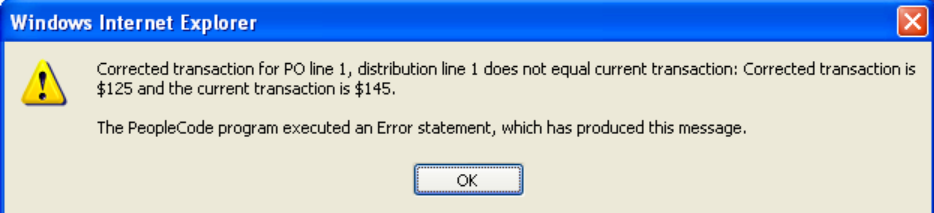
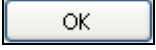
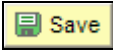
Business Unit:	KUMED	Invoice Date:	04/29/2006
Voucher ID:	00247972	Invoice No:	79047
Voucher Style:	Regular	Invoice Total:	1,275.00    USD
Contract ID:		Pay Terms:	Net 10
Vendor Name:	Midwest Pest Control LLC 7585 W. 21st Street North Wichita, KS 67205	Voucher Source:	Online
Entry Status:	Postable	Origin:	ONL
Match Status:	Matched	Created:	06/16/2006
Approval Status:	Approved	Created By:	KMEIER
Post Status:	Posted	Modified:	06/16/2006
		Modified By:	KMEIER
		ERS Type:	Not Applicable
Budget Status:	Valid	Close Status:	Open
Budget Misc Status:	Valid		
View Related	Payment Inquiry		Go

NOTE: Voucher funding modified by JV J2683024 on 2006-06-26

The **Summary** page in **PO Voucher** displays a note at the bottom of the panel (in teal color) to indicate that a Journal Voucher Request was processed. The original purchase order data, including the original SpeedType, can be found on the **Invoice Information** page of PO Voucher. The user can view the new SpeedType which was charged by looking up the voucher in Journal Voucher Inquiry.

## APPENDIX

### Possible Warning or Error Messages

Display	Description	Action
	<p>Request in process for selected voucher. Cannot submit an additional request until existing request is completed.</p> <p>Requester will receive email when request is completed.</p>	<p><b>This is an error.</b></p> <p>Click  .</p>
	<p>States the number of previous requests, if any, processed for this voucher.</p>	<p><b>This is information only.</b></p> <p>Click  .</p>
	<p>Request was saved, but the box was not checked to submit for approval.</p>	<p><b>This is a warning.</b></p> <p>Click  .</p> <p>Click check box to submit.</p> <p>Click  .</p>
	<p>Request was submitted but no changes were made to the amount or SpeedType.</p>	<p><b>This is an error.</b></p> <p>Click  .</p> <p>Make corrections.</p> <p>Click  .</p>
	<p>Change(s) must equal the original transaction total.</p>	<p><b>This is an error.</b></p> <p>Click  .</p> <p>Make corrections.</p> <p>Click  .</p>

## APPENDIX

---

### Assistance

#### **Using PeopleSoft**

Direct questions regarding how to utilize the PeopleSoft panels, how to navigate, and other technical or procedural problems with the system to PeopleSoft Support at ext. **8-1121**.

The office is usually staffed from 7:30 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.

#### **Journal Voucher Policy**

Questions regarding the data or policy should be directed to Valerie Warren in Control and Reporting at ext. **8-5333**.