Locating Journal IDs for Voucher IDs

This guide will help you locate a Journal ID with a specific Voucher ID or Invoice Number for entering an Actuals correction journal.

1. Navigate to: Accounts Payable → Review Accounts Payable Info → Vouchers → Accounting Entries
2. Enter your Voucher ID or Invoice Number in the appropriate field
3. Click Search
4. Click on the Journal tab in the Accounting Information box
5. Retrieve the related Journal ID from the Journal ID field. Journal ID will most likely start with a ‘PV’.