



How Do I Enter A Journal Voucher?

A Journal Voucher is essentially the same as a Journal Entry except it is a “draft” rather than a “live” document. Journal vouchers can be created by multiple users and then approved by management/another coworker. To create one, go to Financials > Journal Voucher and create a new voucher on the window that populates.

Simply fill in the Journal Voucher the same way you would a Journal Entry. Once saved, another person can then verify the information and post the voucher by highlighting the voucher and clicking the “Post Voucher” button in the bottom right corner of the “Journal Vouchers” screen.