

QUICK REFERENCE GUIDE

February 20, 2024

Journal Vouchers

Use a journal voucher to correct accounting entries for vouchers that have already paid. You can use journal vouchers to make changes to 1099 reportable accounts and entries for sales tax corrections.

Use a journal voucher to correct expenses by entering two Invoice Lines.

- Use a negative Invoice Line amount to offset the incorrect ChartField data on the original voucher.
- Use a positive Invoice Line amount to add the correct ChartField data on the original voucher.

This guide provides the steps to create and process a journal voucher.

Step 1: Create a new voucher using the “Journal Voucher” style

1. Navigate to the Voucher page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Voucher page displays.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, Links section, Vouchers, Voucher page.

2. On the Vouchers page, enter information in the Add a New Value page.
 - a. Enter the agency number in the Business Unit field.
 - b. In the Voucher ID field, leave “NEXT” as the default value. SWIFT will assign the next number.
 - c. In the Voucher Style field, select the “Journal Voucher” option from the drop down list.

Voucher
Add a New Value

*Business Unit G1001

*Voucher ID NEXT

*Voucher Style Journal Voucher

3. Press the **Add** button.

Step 2: Enter information on the Invoice Information tab

1. SWIFT displays the Invoice Information tab. In the header section, enter information in the following fields.
 - a. Enter the Supplier ID. SWIFT will populate information in the Short Supplier Name, Supplier Location, and Address Sequence Number fields.
 - b. Enter the invoice number in the Invoice Number field. NOTE: Some agencies use “CORR” and the voucher ID they are correcting.
 - c. Enter the date of the invoice in the Invoice Date field.
 - d. Enter a date in the Invoice Receipt Date field. This is the date the invoice was physically received by the State agency.
 - e. Enter a date in the Good/Services Received Date field. This is the date goods/services were received by the State agency.
 - f. In the Related Voucher field, enter the original Voucher ID number.

The screenshot displays the 'Invoice Information' tab in the SWIFT system. The interface includes several input fields and a summary section. The 'Invoice Information' section contains fields for Business Unit (G1001), Voucher ID (NEXT), Voucher Style (Journal Voucher), Invoice No (CORR000043140), Accounting Date (01/03/2024), Invoice Date (01/03/2024), Invoice Received (01/03/2024), Supplier ID (0001013430), Short Name (OLEB MEDIA-001), Location (001), *Address (1), Service Period Begin Date, Goods/Services Received (01/03/2024), Customer Number, Control Group, and Related Voucher (00043140). The 'Invoice Total' section shows Line Total (0.00), *Currency (USD), Total (0.00), and Difference (0.00). On the right side, there are links for Sales/Use Tax Summary, Session Defaults, Comments (0), Attachments (0), Template List, and Advanced Supplier Search.

2. If applicable, select the **Attachments** link to add any supporting documentation.
 - a. SWIFT displays the Voucher Heading Attachment screen. Press **Add Attachment**.
 - b. SWIFT opens the File Attachment window. Press **Browse** to search for documents.
 - c. After selecting the document, press **Upload**.
 - d. SWIFT will attach the document in the Details section. Add a description of the attachment in the Description field.
 - e. Press **OK** to attach the document and return to the Invoice Information tab.
3. SWIFT returns to the Invoice Information tab. Go to the Invoice Lines section. Update the following fields.
 - a. In the Line Amount field under the Invoice Lines section, delete the current amount. Then enter a **negative** amount to offset the incorrect accounting entry from the original voucher.
 - b. In the Description field, enter a description of the journal voucher to explain what you are correcting on the original voucher.

Invoice Lines ⓘ

Line 1 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: -1,000.00

Ship To: G104THFL00

Description: Incorrect Account

Accounting Tag:

- In the Distribution Lines section, fill out the following ChartFields to reflect the funding string from the original voucher: Fund, Fin DeptID, Approp ID, and Account. Your agency may require other fields.

▼ **Distribution Lines**

GL Chart | Exchange Rate | Statistics | Assets | ⌵

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account
<input type="checkbox"/>	1	-1,000.00		MN001	6000	G1036402	G100075	411502

- In the Invoice Lines section, press the **Add (+)** button to add another Invoice line.

Invoice Lines ⓘ

Line 1 Copy Down

Ship To: G104THFL00

Description: Incorrect Account

One Asset

+ **-**

- SWIFT displays the Script Prompt window. Enter "1" to add a new line and press **OK**.

Enter number of rows to add:

OK **Cancel**

- Return to the Invoice Lines section and enter information in Line 2.
 - In the Line Amount field, enter the **correct positive** amount for the original voucher.
 - In the Description field, enter a description of what you are correcting on the original voucher.

Line 2 Copy Down

*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 1,000.00

Ship To: G104THFL00

Description: Correct Account

Accounting Tag:

8. Below Line 2 in the Lines section, go to the Distribution Lines.
 - a. Fill in the following ChartFields to correct the funding string from the original voucher: Fund, Fin DeptID, Approp ID, and Account. Your agency may have other fields as well.
 - b. Verify that the Budget Date is correct.
 - c. Verify that the ChartFields for Line 2 are accurate to correct the original voucher.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account
<input type="checkbox"/>	1	1,000.00		MN001	6000	g1036402	G100075	420602

Step 3: Enter information on the on the Payments tab and save

1. Select the **Payments** tab. In the Agency Origin field, enter the agency number.

Business Unit	Invoice No
G1001	CORR000043140
Voucher ID	Invoice Date
NEXT	01/03/2024
Voucher Style	<input type="checkbox"/> Incomplete Voucher
Journal Voucher	
Total Amount	Agency Origin
0.00	00

2. Press the **Save** button.

Step 4: Run the Budget Checking and check the Summary tab for errors

1. Select the **Invoice Information** tab.
2. Under the Action list, select the “Budget Checking” option from the drop-down list.
3. Press the **Run** button to run the Budget Checking process.
4. SWIFT displays a message box asking if you want to wait for the Budget Checking process to complete. Select **Yes** to process the voucher right now.
5. When the Budget Checking process is complete, select the **Summary** tab. Verify the Status fields

Field Name	Field Description
Entry Status	“Postable” means the voucher has no errors and is ready to be posted.
Match Status	This field will say “No Match” because it wasn’t created using a purchase order or receipt.
Approval Status	“Pending” means the voucher is ready for Approval.
Post Status	“Unposted” means the voucher is not posted.

Field Name	Field Description
Budget Status	“Valid” means that the budget checking process is completed.

Step 5: Submit the voucher for Approval

1. Select the **Invoice Information** tab and verify the voucher has an identification number in the Voucher ID field.
2. Press the **Submit for Approval** button.
3. SWIFT displays the Approval Comments screen. In the Additional Details field, enter any optional comments to send to the approver, if applicable. Press the **OK** button.
4. SWIFT displays the Approval Summary tab on the Voucher Approval screen, which shows the Status of the approval.
5. Return to the Invoice Information tab and press the **Save** button.

IMPORTANT. If you are using a journal voucher to make changes for a 1099 reportable account, refer to the last step in the [1099 Correction\(s\) via Journal Voucher Entry](#) quick reference guide.