

QUICK REFERENCE GUIDE

Updated September 21, 2020

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.

Steps to complete

- Step 1: Create a new voucher using the “Journal Voucher” style.
- Step 2: Enter information on the *Invoice Information* tab.
- Step 3: Enter information on the *Payments* tab and save.
- Step 4: Run the Budget Check process and check the *Summary* tab for errors.
- Step 5: Submit the voucher for Approval.

Steps to Create a Journal Voucher

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

1. Navigate to the *Voucher* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. SWIFT displays the <i>Voucher</i> page.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Vouchers, Voucher page.

2. On the *Voucher* page, select the *Add a New Value* tab. Enter the *Business Unit*.
3. In the *Voucher ID* field, leave “NEXT” as the default value.
4. In the *Voucher Style* field, select the “Journal Voucher” option from the drop-down list.
5. In the *Supplier ID* field, enter the *Supplier Identification* number.

Note: After entering the Supplier ID, SWIFT will populate information in the *Short Supplier Name*, *Supplier Location*, and *Address Sequence Number* fields.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

1. If applicable, select the *Attachments* link to add any supporting documentation.

The screenshot shows the 'Invoice Information' tab with various fields. The 'Attachments (0)' link is highlighted with a red box. Other fields include Business Unit G1001, Invoice No JournalTest01, Accounting Date 09/20/2018, Invoice Date 09/20/2018, and Invoice Total 0.00.

- 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.
2. 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.
 3. In the *Description* field, enter a description of the journal voucher to explain what you are correcting on the original voucher.
 4. In the *Distribution Lines* section, fill out the following ChartFields to reflect the funding string from the original voucher. Your agency may require other fields.
 - *Fund*
 - *Fin DeptID*
 - *Approp ID*
 - *Account*

The screenshot shows the 'Invoice Lines' section. The 'Line Amount' field is highlighted with a red box. Below it is the 'Distribution Lines' table with columns for Fund, Fin DeptID, and Appropriation ID (CF3). The table contains one row with values: Fund MN001, Fin DeptID, and Appropriation ID.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account
<input type="checkbox"/>	1	0.00		MN001				

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

The screenshot shows the 'Invoice Lines' interface. At the top right, there is a search icon, navigation arrows, and a dropdown menu showing '1 of 1'. Below this, there are several input fields: 'Line 1', 'Copy Down' checkbox, 'Ship To' (G104THFL00), 'One Asset' checkbox, and a red box highlighting the '+ -' button. Other fields include '*Distribute by' (Amount), 'Description', 'Calculate' button, 'Item', and 'Accounting Tag'.

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

The screenshot shows a 'Script Prompt' dialog box. It has a title bar 'Script Prompt:' and a text input field labeled 'Enter number of rows to add:'. The input field contains the number '1'. To the right of the input field are two buttons: 'OK' and 'Cancel'. Both the 'OK' button and the input field are highlighted with red boxes.

7. Line 2 appears in the *Distribution Lines* section. In the *Line Amount* field, delete the current amount. Then enter the correct positive amount for the original voucher.

8. In the *Description* field, enter a description of the journal voucher to explain what you are correcting on the original voucher.

9. In the *Distribution Lines* section, fill in the following ChartFields to correct the funding string from the original voucher. Your agency may have other fields as well.

- *Fund*
- *Fin DeptID*
- *AppropID*
- *Account*

10. Also, verify that the *Budget Date* is correct.

11. Verify that the ChartFields for Line 2 are accurate to correct the original voucher.

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

1. Select the *Payments* tab. Enter the *Agency Origin Code* in the *Agency Origin* field.

The screenshot shows the 'Payments' tab selected in the 'Invoice Information' section. The 'Agency Origin' field is highlighted with a red box. Other fields include: Business Unit (G1001), Invoice No (JournalTest01), Voucher ID (NEXT), Invoice Date (09/20/2018), Voucher Style (Journal Voucher), Total Amount (0.00), Supplier Name (MINNESOTA MANAGEMENT & BUDGET), Pay Terms (000), Net 0, and Pay Reason (dropdown menu).

2. Press the **Save** button.

Step 4: Run the Budget Checking process 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 read as follows:

Field Name	Field Description
Entry Status	<i>Postable</i> means the voucher has no errors and is ready to be posted.
Match Status	<i>Matched</i> means the matching process is completed.
Approval Status	<i>Pending</i> means the voucher is ready for Approval.
Post Status	<i>Unposted</i> means the voucher is not posted.
Budget Status	<i>Valid</i> 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.
4. Press the **OK** button.
5. SWIFT displays the *Approval Summary* tab on the *Voucher Approval* screen, which shows the *Status* of the approval. Press the **Save** button.