SWIFT STATEWIDE INTEGRATED
FINANCIAL TOOLS

QUICK REFERENCE GUIDE

1099 Correction(s) via Journal Voucher Entry

Use a journal voucher to correct accounting entries involving 1099 reportable accounts.

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
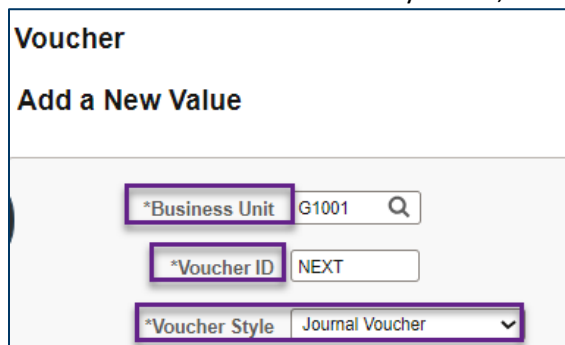
This guide provides the steps to create and process a journal voucher to correct for 1099 changes.

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. Left menu, 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.

3. Press the **Add** button at the bottom of the page.

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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.

2. If applicable, select the Attachments hyperlink to add any supporting documentation.
   a. SWIFT displays the Voucher Heading Attachment window. Press **Add Attachment**.
   b. SWIFT opens the File Attachment window. Select Choose Files. You can attach up to five files to upload.
   c. SWIFT opens your desktop. 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, 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.

4. 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.

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

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

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

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.

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.

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.

Field Name	Field Description
Post Status	"Unposted" means the voucher is not posted.
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.

Step 6: Notify MMB of Changes After Journal Approval

1. Verify that the Journal Voucher has been approved and posted.
2. Notify MMB at MN_MMB_W9-1099 (w9-1099.mmb@state.mn.us) and Travis Dahle (travis.a.dahle@state.mn.us) of the changes that were made along with the Journal Number of the change, for verification.