



State of Minnesota

**SWIFT**   
Statewide Integrated Financial Tools

# **Accounts Payable User Guide: Voucher Entry, Maintenance, Approval and Reporting Tools**

## **User Guide**

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Minnesota Management & Budget  
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For updates to this and other training information, please see the SWIFT web pages  
at [www.mn.gov/mmb/accounting/swift/](http://www.mn.gov/mmb/accounting/swift/)



State of Minnesota

**SWIFT**  
Statewide Integrated Financial Tools

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**AP2 – Voucher Entry, Maintenance and Approval**



# Accounts Payable User Guide

To jump to an area within this User Guide, click on the topic in the Table of Contents.

**ACCOUNTS PAYABLE: VOUCHER ENTRY, MAINTENANCE, APPROVAL AND REPORTING TOOLS** ..... 6

*Course Overview* .....6

**LESSON 1: VOUCHER ENTRY** ..... 13

**LESSON OVERVIEW** ..... 13

**USE THE REGULAR VOUCHER STYLE TO ENTER A VOUCHER** ..... 14

*Topic Overview*..... 14

**ENTER A VOUCHER REFERENCING A “PURCHASE ORDER RECEIPT”** ..... 34

*Topic Overview*.....34

**ENTER A VOUCHER REFERENCING “PURCHASE ORDER ONLY”** ..... 47

*Topic Overview*.....47

**CREATE DIRECT (NON-PURCHASE ORDER) VOUCHERS** ..... 57

*Topic Overview*.....57

*Lesson Summary*.....67

**LESSON 2: VOUCHER MAINTENANCE (ERROR CORRECTION)**..... 68

**LESSON OVERVIEW** ..... 68

**REVIEW AND RESOLVE INTERFACED VOUCHERS ERRORS**..... 73

*Topic Overview*.....73

**UPDATE INDIVIDUAL VOUCHERS TO CORRECT ERRORS** ..... 80

*Topic Overview*.....80

**REVIEW AND RESOLVE MATCH EXCEPTIONS USING THE MATCH WORKBENCH**..... 86

*Topic Overview*.....86

**UNMATCH VOUCHERS USING THE MATCH WORKBENCH** ..... 97

*Topic Overview*.....97

**REVIEW & CORRECT BUDGET CHECK ERRORS**..... 104



*Topic Overview*..... 104

**UNPOST A VOUCHER**..... 111

*Topic Overview*..... 111

**DELETE VOUCHERS** ..... 117

**CLOSE VOUCHERS OR WRITE OFF FINAL PAYMENTS** ..... 124

**UNPAID VOUCHERS** ..... 128

*Process Steps to Find and Resolve Unpaid Vouchers*..... 128

**LESSON 3: VOUCHER APPROVAL** ..... 136

*Lesson Overview*..... 136

**LESSON 4: CREATE SPECIALIZED VOUCHERS** ..... 142

*Lesson Overview*..... 142

**CREATE VOUCHERS WITH RETAINAGE** ..... 143

*Topic Overview*..... 143

**CREATE THIRD PARTY VOUCHERS**..... 150

*Topic Overview*..... 150

**CREATE AND USE TEMPLATE VOUCHERS**..... 157

*Topic Overview*..... 157

*Create Template Vouchers*..... 158

*Use Template Vouchers* ..... 161

**CREATE INTER-AGENCY PAYMENT VOUCHERS** ..... 164

*Topic Overview*..... 164

**CREATE JOURNAL PAYMENT VOUCHERS** ..... 171

*Topic Overview*..... 171

**CREATE QUICK ENTRY VOUCHERS**..... 177

*Lesson Summary*..... 183

**LESSON 5: REPORTING TOOLS** ..... 184



**LESSON OVERVIEW ..... 184**

**INQUIRIES:..... 185**

*Voucher Inquiry ..... 186*

*Voucher Document Status Inquiry ..... 194*

*Voucher Accounting Entries Inquiry..... 197*

*Budget Exceptions Inquiry .....206*

*Review Vendor Inquiry.....209*

*Vendor Aging Inquiry .....212*

**QUERIES ..... 214**

*How to Run Queries in SWIFT.....216*

*How to Schedule Queries .....218*

**COURSE SUMMARY ..... 221**

**APPENDIX..... 222**

**APPENDIX A: KEY ACCOUNTS PAYABLE TERMS ..... 222**

**APPENDIX B: SWIFT STATUS FIELD VALUES ..... 233**

**APPENDIX C: BUDGET CHECK EXCEPTIONS..... 234**

**APPENDIX D: PAYMENT TERMS OVERVIEW ..... 235**

**APPENDIX E: DATE DEFINITIONS AND PAYMENT PROCESSING ..... 236**

*Date Definitions .....236*

**APPENDIX F: MATCH EXCEPTIONS MATRIX..... 239**

**APPENDIX G: PROMPT PAYMENT PROCESSING POLICY ..... 242**

**MINNESOTA MANAGEMENT & BUDGET STATEWIDE OPERATING POLICY ..... 242**

**PROMPT PAYMENT PROCESSING ..... 242**

***Objective .....242***

***Policy.....242***

***Related Information.....243***



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**AP2 – Voucher Entry, Maintenance and Approval**

# Accounts Payable: Voucher Entry, Maintenance, Approval and Reporting Tools

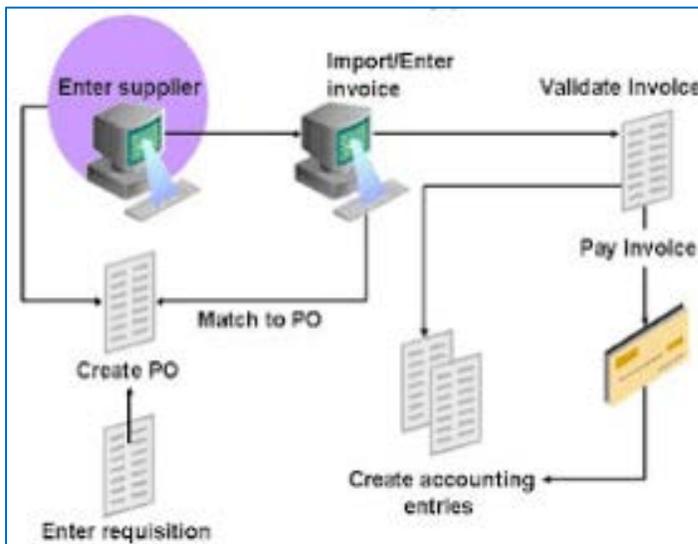
## Course Overview

The Accounts Payable User Guide provides an overview of the voucher lifecycle in SWIFT. Lessons and topics include:

- Identify different types of vouchers
- When to use and how to process voucher types
- Voucher approval process
- Create and update vouchers
- Administer interagency payments
- Unpost, delete and close a voucher
- Use reporting tools to get information about vouchers

## Accounts Payable

SWIFT (State-Wide Integrated Financial Tools) incorporates all of the administrative functions across state agencies, including financial, procurement, reporting and the current SEMA4 (human resources/payroll) system. Accounts payable (AP) is a liability account in SWIFT's general ledger (GL). This account documents what the State of Minnesota's agencies owe for purchases of goods, services or other claims.

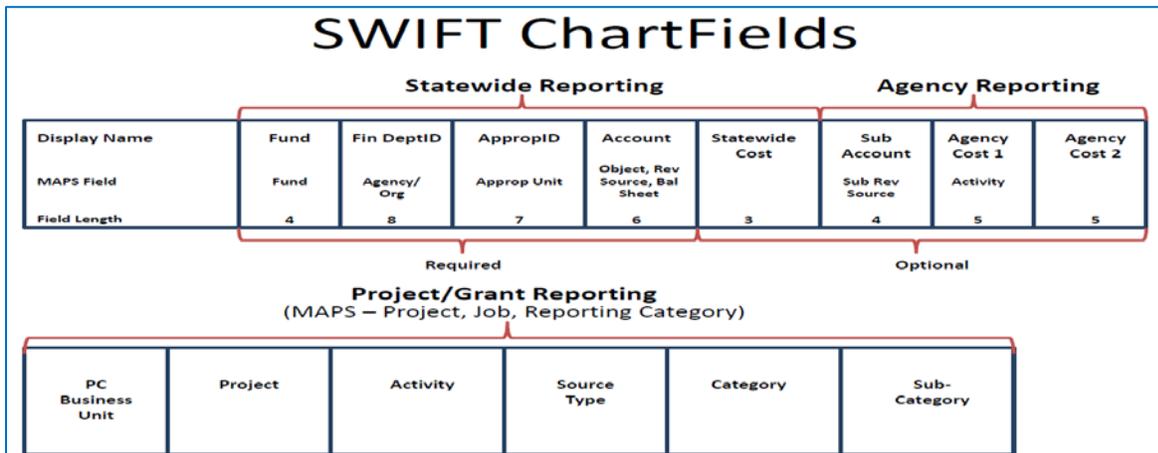


**Key Terms in Accounts Payable**

- A *Voucher* is an electronic version a paper invoice received by a vendor. In SWIFT, vouchers are the mechanism by which the State of Minnesota electronically pays for goods and services. When you wish to purchase goods or services, you usually set up a purchase order to ensure that funds are encumbered and the purchase follows state and agency policies. The purchase order will establish key information that carries through the Accounts Payable system such as the Vendor ID. Entering vouchers is the first step of the payment process. Typically, the voucher is matched against the purchase order, which you'll see in the Accounts Payable process steps.
- A *Purchase Order (PO)* authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a contract in which both parties are expected to fulfill.
- A *Buyer* is a state agency staff person who administers contracts, encumbers funds and creates Purchase Orders.
- A *Vendor* is the supplier of the goods or services.
- The *Chart of Accounts* is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Account field is called a *ChartField*. There are several required *ChartFields*, that when combined define the specific transactions. Understanding these fields will assist in any potential errors that may appear during the budget check step.

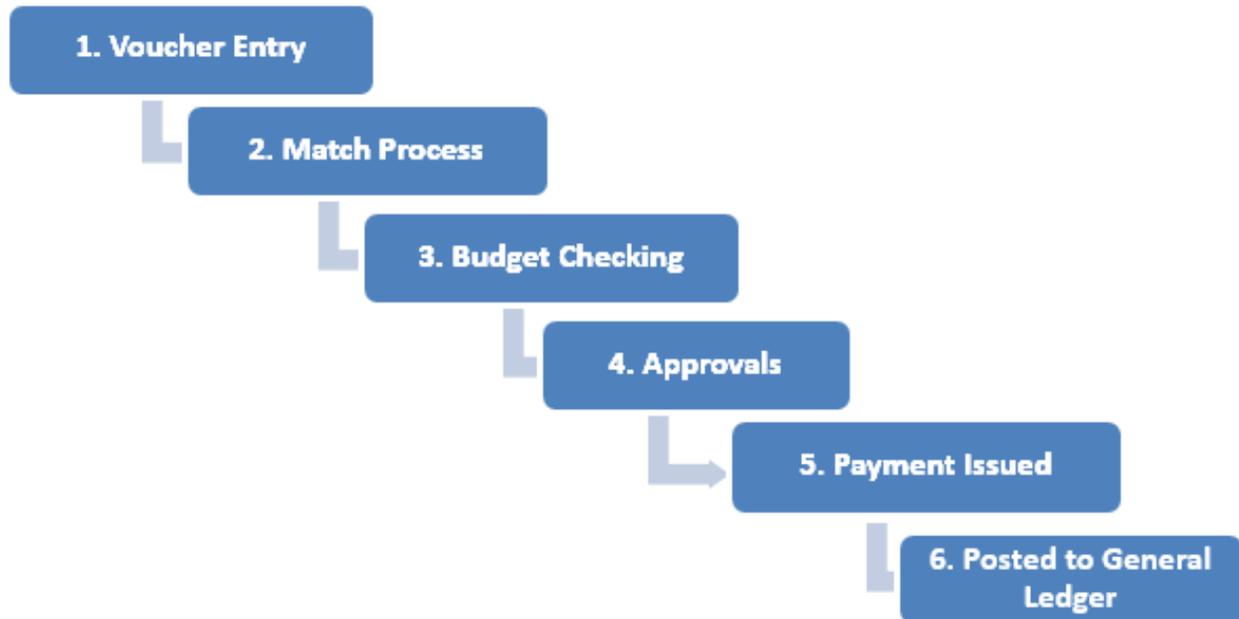
These *ChartFields* are required to define the appropriate funding source:

1. *Statewide ChartFields* are: Fund, Financial Department ID (also known as ID), Appropriation ID and Account
2. *Agency Reporting ChartFields* are: Statewide Cost, Agency Cost, SubAccount, Agency Cost 1 and Agency Cost 2
3. *Project/Grant Reporting ChartFields* are: PC Business Unit, Project, Activity, Source Type, Category and Sub-Category



### Accounts Payable Life Cycle Steps

Vouchers go through several steps from initial entry, ending with a payment and processing in the General Ledger.



- As the voucher moves through the SWIFT's different steps, it tracks and validates the status of the voucher ensuring accurate data entry.
- When you save vouchers, many edits and processes occur automatically. Any errors that SWIFT detects with a voucher are brought to your attention so that you can fix them immediately.
- A voucher will not pass through to the next step if it detects errors.



**Accounts Payable Life Cycle Steps.**

Step	Activities
<b>1. Voucher Entry</b>	Payables enter SWIFT online and through purchasing/ contracts, receivables or agency subsystems. Vouchers are created from direct entry, referencing purchase orders or a voucher build process.
<b>2. Match Process</b>	Matching is the process of applying system match control rules against voucher, purchase order, and receiver documents, ensuring that an invoice being entered reflects the amounts ordered and received before it is approved for payment.
<b>3. Budget Checking</b>	Budget checking is the process of validating the transaction against the available budget.
<b>4. Approvals</b>	The approval process establishes that the voucher has been approved for payment processing in the system. The approval process picks up a voucher after it has been edited online or through the Voucher Build Application Engine process and is in a postable status.
<b>5. Payment Issued</b>	SWIFT processes the steps necessary to turn bank account, supplier, voucher, and business unit information into actual payments. For valid vouchers, SWIFT typically generates payments during the overnight batch process.
<b>6. Posted to General Ledger</b>	<p>The Payment Posting process creates accounting entries from payment-related transactions, such as system-created payments, manual payments, warrants, electronic file transfer (EFT)/ACH payments, and canceled payments.</p> <p>Before you can transfer a voucher or payment to the general ledger, it must be associated with accounts. The posting processes create all accounting lines. Voucher accounting lines are created based on the distribution lines from voucher entry.</p>



**Accounts Payable Voucher Preparation**

Typically, Accounts Payment staff receive a document such as a form or an invoice indicating that payment is needed. This document is used to track and input accounting data, add voucher IDs and serve as a record for the audit trail. It may be passed directly to the approver.

**Voucher ID**  
  
AP USE ONLY

Department of Natural Resources  
Code Block Form

Purchase Order #	<input type="text"/>	Doc Type	<input type="text"/>
Receipt #	<input type="text"/>	Bid or Contract #	<input type="text"/>
Vendor Name	<input type="text"/>	Vendor Invoice #	<input type="text"/>
Vendor ID #	<input type="text"/>	Invoice Date	<input type="text"/>
Vendor/Customer Account #	<input type="text"/>	Invoice Received at DNR	<input type="text"/>
Billing Location #	<input type="text"/>	Service End Date or	<input type="text"/>
Ship to Location #	<input type="text"/>	Goods Received Date	<input type="text"/>
Final Payment - Close PO	YES NO	Invoice Total to be Paid	\$ <input type="text"/>

COMMENTS:  
 \_\_\_\_\_  
 \_\_\_\_\_

Print Name	Authorized Signature	Phone	Date
------------	----------------------	-------	------

Complete above information for invoice. If a purchase order exists, additional information may be needed as follows:  
 If multiple lines exist on PO, you must specify amounts to be paid from each line.  
 A non-specific vendor blanket (BPM) requires Vendor # and Ship To location #.  
 If a change needs to be made to a specific field from a referenced purchase order, please fill in the field to be changed below.  
 If no PO exists, complete fields above and below. Include revenue funding for intragency payments that have not been billed in WIRES.

PO Line	Budget Date (FY)	Speedchart #	Fund	FinDept ID	AppropriID	Account	Category Code	Agency C1	Agency C2	Amount

Total:

PO Line	Project	Activity	Statewide Cost	Source Type	Category	Sub-Category

Intra-Agency Payment Revenue Funding:

Fund	FinDept ID	AppropriID	Account

Last revised 5/15/2012

Or, an invoice may have a stamp with the following information before the AP staff uses it to enter a voucher: *PO #, AMT, Rcpt#, Vchr#, Date Paid.*

PO#	_____
AMT	_____
Rcpt#	_____
Vchr#	_____
Date Paid	_____



**Accounts Payable General Facts**

- All vouchers, no matter the style, are entered through the same navigation to the same series of steps in Accounts Payable
- Only one voucher or payment per invoice number is allowed
- All vouchers must be budget checked
- The state requires a purchase order for the vast majority of purchases
- Most vouchers will reference a PO and it must match with the PO vouchers
- AP clerks have access to Commitment Control to check the budget amounts that are available
- If budget check or matching exceptions exist, the voucher will not be paid
- Only approved vouchers will be paid
- Most purchases are required to have receipts
- The State of Minnesota’s policy on payment of goods and services is to pay within 30 days of receiving the goods or service (Net 30).

**Voucher Styles and Purpose.**

The Regular Voucher style is used most often as it meets the State’s accounts payable policy to have a record of the encumbrance the purchase of goods or services. The Regular Voucher Style is used for:

- Vouchers associated with a purchase order receipt
- Vouchers associated with a purchase order only
- Vouchers created using direct entry

Entering regular vouchers is covered in Lesson 1. Other voucher styles exist for specialized purposes. These styles are covered more in-depth in Lesson 4.

**Voucher Style and Purpose.**

Voucher Style	Purpose
<b>Journal Voucher</b>	Used for adjusting accounting entries on posted and paid vouchers. Can be used for intra-agency fund transfers although there are considerations.
<b>Regular Voucher</b>	Default setting; used for PO related, direct entry, and inter-agency payments.
<b>Single Payment Voucher</b>	Used for one time only payments only where vendor is not listed in SWIFT.
<b>Template Voucher</b>	Set up for recurring payments to the same vendor such as rent, utilities or installment payments
<b>Third Party Voucher</b>	Used to create payments for a vendor not identified on the original PO, usually for shipping, insurance, etc.
<b>Vouchers with Retainage</b>	Used to retain a portion of the payment until conditions are met (e.g., satisfactory completion of project).



The Lessons in the Accounts Payable course include:

1. Voucher Entry (Referencing a Purchase Order or Direct Entry)
2. Voucher Maintenance (Error Identification and Corrections)
3. Voucher Approval
4. Specialized Vouchers
5. Reporting Tools



## Lesson 1: Voucher Entry

### Lesson Overview

The SWIFT system provides several methods to enter regular vouchers. The most common methods are:

1. Copy from a Purchase Order Receipt
2. Copy from a Purchase Order
3. Direct Entry

In this lesson, you will learn how to create regular vouchers.

- The general steps on entering all regular vouchers.
- Apply those steps to creating vouchers referencing a purchase order
- Apply those steps to directly entering a regular voucher.

After completing this lesson, you should be able to:

- Create a new voucher using Add a New Value to enter a Regular Voucher into SWIFT
- Understand which information is needed on the Invoice Information Page
- Copy a Purchase Order Receipt or a Purchase Order into a Regular Voucher to create a new voucher in SWIFT
- Create a voucher using direct entry
- Review the Summary Page to check for potential errors
- Run the Matching and Budget Check processes to prepare for Approval.
- Learn about specific terms used for creating regular vouchers in each of the process steps

## Use the Regular Voucher Style to Enter a Voucher

### Topic Overview

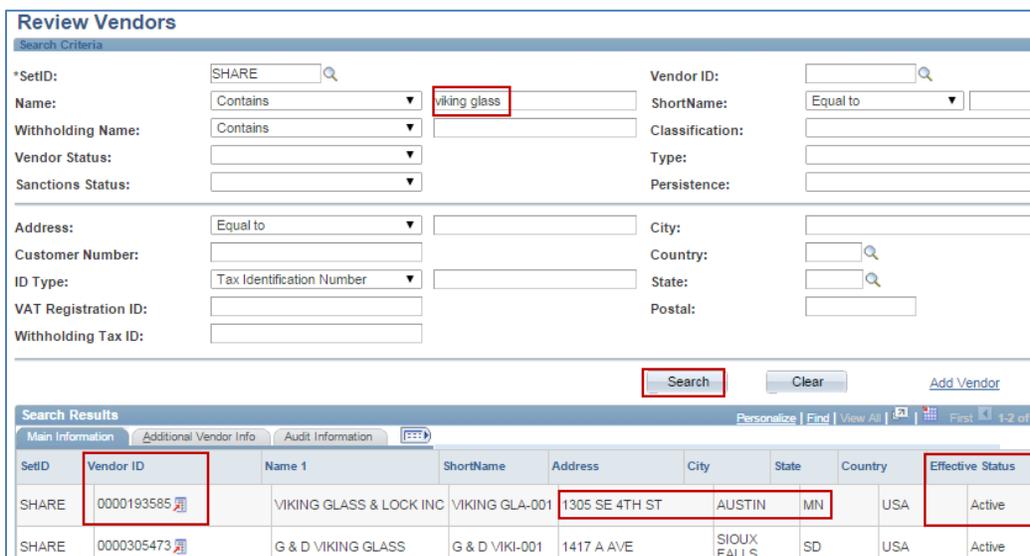
The SWIFT Accounts Payable module enables you to directly enter information into a voucher or copy information from other sources, such as an open purchase order. Depending upon the business need, there are several voucher styles to select from. Each voucher contains at least one header, one invoice line and one or more distribution lines. The totals on these components must match prior to submitting an invoice for matching and budget check.

This topic covers how to create a regular voucher. The “Regular Voucher” style is the default setting to enter vouchers.

**It describes the steps and fields in-depth, which is applied more generally to the three types of regular voucher styles covered in this lesson.**

**IMPORTANT!** Make sure that the vendor is authorized to do business with the State of Minnesota and that the file is active and valid in SWIFT.

1. Use the **Review Vendors Inquiry** to look up information about a particular vendor.
  - Navigation: Vendors, Vendor Information, Add/Update, Review Vendors
  - Start with the vendor’s Tax ID. You can get this number by asking the vendor or the buyer for the vendor’s W9 form. Getting their Tax ID is critical. There are many vendors with similar names and addresses (e.g., Minneapolis Auto Body and Minneapolis Auto Dealers). You want to ensure that the payment is sent to the correct vendor.
  - You can get the *Vendor ID*, check the address and see if the *Effective Status* is “Active”.



**Review Vendors**

Search Criteria

\*SetID: SHARE

Name: Contains viking glass

Withholding Name: Contains

Vendor Status:

Sanctions Status:

Address: Equal to

Customer Number:

ID Type: Tax Identification Number

VAT Registration ID:

Withholding Tax ID:

Vendor ID:

ShortName: Equal to

Classification:

Type:

Persistence:

City:

Country:

State:

Postal:

Search Clear Add Vendor

Search Results

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000193585	VIKING GLASS & LOCK INC	VIKING GLA-001	1305 SE 4TH ST	AUSTIN	MN	USA	Active
SHARE	0000305473	G & D VIKING GLASS	G & D VIKI-001	1417 A AVE	SIOUX FALLS	SD	USA	Active



2. Use the Vendor Inquiry to see if the location, “Remit” and “Ordering” address, DBA name and payment method match the invoice.

- Navigation: Reporting Tools, Query, Query Viewer, M\_VENDOR\_INQUIRY

M\_VENDOR\_INQUIRY - General Vendor Lookup Ref

Vendor ID: 0000193585

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First  Last

	Vendor ID	Vendor Status	Vendor Location	DBA Name1	DBA Name2	WTHHLDG Name1	Location Status	Address Sequence Number	Descr	Ordering Address	Remit Address	Address 1	Address 2	Address 3	City	MN County	State	Zip Code	EFT Status
1	0000193585	Approved	001	VIKING GLASS & LOCK INC.			Active	1	GENERAL - AUSTIN	Yes	Yes	1305 SE 4TH ST			AUSTIN	MOWER	MN	55912	Active

After completing this topic, you should be able to:

- Be familiar with the steps to enter a regular voucher
- Follow a regular voucher through the process steps from entry to approval

## Enter a Regular Voucher

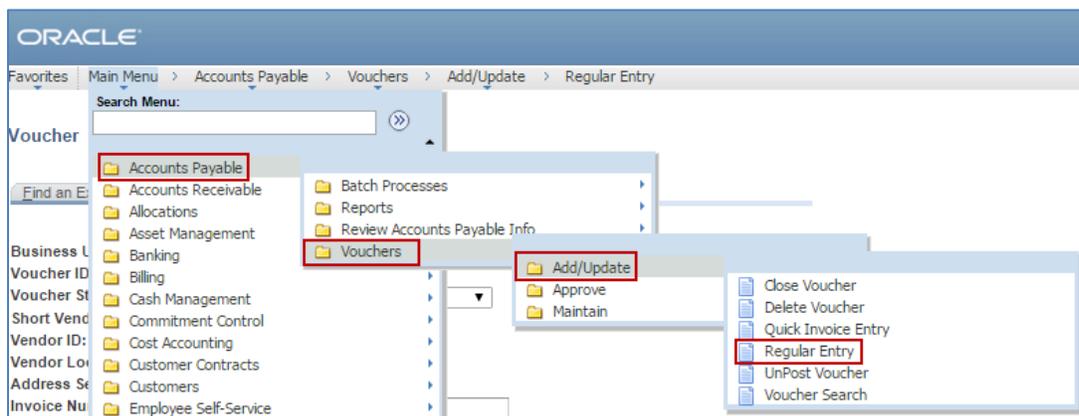
This topic covers how to enter vouchers using the Regular Voucher style.

Steps to complete:

- Step 1: Use the Regular Entry – Add a New Value page to begin creating a new voucher
- Step 2: Enter information on the Invoice Information page
- Step 3: Enter information on the Payments page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

### Step 1: Create a new voucher using Add a New Value

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. On the **Regular Entry** page, click the **Add a New Value** tab to begin creating a voucher.



The **Add a New Value** page appears. It allows you to establish a new voucher in SWIFT. You can use this screen to pre-populate the voucher, reducing the amount of editing to be done later.

1. At a minimum, enter the *Business Unit*.
2. Leave the default of "NEXT" in the *Voucher ID* field. SWIFT will automatically assign the next number.
3. Select "Regular Voucher" from the *Voucher Style* drop down menu.



- In the example below, the *Vendor ID* was entered, which populated the *Vendor Location* and *Address Sequence Number* fields. Enter the applicable fields as desired.
- Click the **Add** button and the **Invoice Information** page appears.

**Voucher**

Find an Existing Value    Add a New Value

**Business Unit:**

**Voucher ID:**

**Voucher Style:**

**Short Vendor Name:**

**Vendor ID:**

**Vendor Location:**

**Address Sequence Number:**

**Invoice Number:**

**Invoice Date:**

**Gross Invoice Amount:**

**Freight Amount:**

**Sales Tax Amount:**

**Misc Charge Amount:**

**Tax Exempt Flag**

**Estimated No. of Invoice Lines:**

**Add a New Value Fields.**

Field	Field Description
<b>* Business Unit (BU)</b>	Must be entered or selected for all vouchers. The <i>Business Unit</i> generally represents a legal entity. Defaults to an agency.
<b>Short Vendor Name</b>	Use this field to search for a vendor when the <i>Vendor ID</i> is not known. The Short Vendor Name is the first 10 characters of the Vendor's name with a corresponding 3 digit number assigned by the system.
<b>* Vendor ID</b>	SWIFT identification number for vendor.  After selecting the appropriate <i>Vendor ID</i> , the system automatically populates the <i>Short Vendor Name</i> , <i>Vendor Location</i> and the <i>Address Sequence Number</i> fields that are set as the default for the selected Vendor ID.
<b>Vendor Location</b>	This field populates when the <i>Vendor ID</i> is entered. If the vendor has multiple locations, the default location will populate.



Field	Field Description
<b>Address Sequence Number</b>	Physical address of the vendor associated with the location listed. It defaults from the <i>Location</i> field and should not be changed
<b>* Invoice Number</b>	The invoice number as supplied by the vendor. When entering an invoice number, SWIFT checks for duplicate invoice numbers in order to prevent duplicate payments
<b>Invoice Date</b>	Date of the invoice as supplied by the vendor
<b>Gross Invoice Amount</b>	Enter the total dollar value of invoice to be paid including any taxes and freight charges
<b>Freight Amount</b>	Enter the freight or shipping charges associated with the invoice.
<b>Sales Tax Amount</b>	The sales tax associated with the purchases on the invoice It can be entered on this page or it can be entered in the Invoice Information page.
<b>Misc. Charge Amount</b>	Any other charges on the invoice not included with freight or tax (e.g., insurance). This is rarely used. It can be entered on this page or it can be entered in the Invoice Information page.
<b>Tax Exempt Flag</b>	Check the box if the agency is not required to pay sales tax on the purchase. This option should <b><i>not</i></b> be selected if the tax exempt status is unknown
<b>Estimated No. of Invoice Lines</b>	SWIFT will populate the Invoice Lines section with the number of lines specified here. Additional lines can be added to the voucher using the Add button in the Invoice Lines scroll area.

**Step 2: Enter information on the Invoice Information page**

The **Invoice Information** page is where you will add the majority of the information from your invoice.

A voucher on the **Invoice Information** page consists of 3 components:

- A. **Header:**  
The header defines the common information about the invoice: invoice number and date, supplier information, remittance information, and payment terms. A voucher only has one header.
- B. **Invoice Lines:**  
Invoice lines capture the details of the goods and services billed on your invoice, including unit price, quantity and description. You must have at least one voucher line.
- C. **Distribution Lines:**  
Distribution details include invoice accounting details, the GL date, budget period, charge accounts, and project information. An invoice line can have one or more invoice distributions.



Invoice Information | Payments | Voucher Attributes

Business Unit: R2901 Invoice No: [ ] Action: **A**

Voucher ID: NEXT Invoice Date: [ ]

Voucher Style: Regular Voucher Accounting Date: 02/10/2015  Tax Exempt

Vendor ID: [ ] Invoice Receipt Date: [ ] [Session Defaults](#)

ShortName: [ ] Service Period Begin Date: [ ] [Attachments \(0\)](#)

Location: [ ] Goods/Services Received: [ ] [Comments\(0\)](#)

\*Address: [ ] Customer Number: [ ]

[Advanced Vendor Search](#)

Control Group: [ ] \*Pay Terms: 30 Net 30 [Calc Basis Date](#)

Invoice Lines: 0.00 Basis Date Type: Inv Date [Print Invoice](#)

\*Currency: USD [Non Merchandise Summary](#)

Miscellaneous: [ ] [Sales/Use Tax Summary](#)

Freight: [ ]

Sales Tax: [ ]

Use Tax: 0.00

Total: 0.00

Difference: 0.00

Received By: [ ]

**Copy From Source Document**

PO Unit: [ ]

PO Number: [ ] [Go](#)

Copy From: None

---

**Invoice Lines** Find | View All | First 1 of 1 Last

Line: 1 Item: [ ] UOM: [ ]

\*Distribute by: Amount Unit Price: [ ] Quantity: [ ]  One Asset **B**

Ship To: R2980P0221 Line Amount: 0.00

SpeedChart: [ ] Description: [ ]

Buyer ID: [ ] Category ID: [ ]

[Sales/Use Tax](#)

**Distribution Lines** Personalize | Find | View All | First 1 of 1 Last

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	Account	SVV Cost	Agcy Cost 2	AppropriID
<input type="checkbox"/>	1	0.00		MN001							

**C**

Invoice Information | Payments | Voucher Attributes

**A. Header Fields**

If the only fields that were pre-populated on the **Add a New Value** page are the *Business Unit*, you'll need to update information.

1. Enter information in the *Invoice No.*, *Invoice Date*, *Invoice Receipt*, and *Goods/Services Received* fields.

Invoice Information		Payments	Voucher Attributes	Action: 	
Business Unit:	G1001	Invoice No:	<input type="text"/>	Action: <input type="text"/>	
Voucher ID:	NEXT	Invoice Date:	<input type="text" value="04/02/2015"/>	<input type="checkbox"/> Tax Exempt	<input type="button" value="Run"/>
Voucher Style:	Regular Voucher	Accounting Date:	<input type="text" value="04/02/2015"/>		
Vendor ID:	<input type="text"/>	Invoice Receipt Date:	<input type="text"/>	<a href="#">Session Defaults</a>	
ShortName:	<input type="text"/>	Service Period Begin Date:	<input type="text"/>	<a href="#">Attachments (0)</a>	
Location:	<input type="text"/>	Goods/Services Received:	<input type="text"/>	<a href="#">Comments(0)</a>	
*Address:	<input type="text"/>	Customer Number:	<input type="text"/>		

2. As needed, enter the fields listed below. They may be optional and are defined by the agency.

**Fields on the Header of a Voucher.**

Field	Field Description
<b>*Voucher ID</b>	Displays as "NEXT" until the voucher entry has been saved When saving a voucher, the SWIFT system automatically assigns the next number in sequence
<b>Invoice Number</b>	The <i>invoice number</i> as supplied by the vendor When entering an invoice number, SWIFT checks for duplicate invoice numbers in order to prevent duplicate payments
<b>*Invoice Date</b>	Used to calculate sales tax If the tax code changes on a particular date, SWIFT automatically figures the tax according to the new tax code Used to calculate the Vendor's due date when combined with pay terms. (i.e. if vendor pay terms are net 20, the system will calculate the scheduled due date from invoice date)
<b>Accounting Date</b>	The date the transaction will be accounted in GL, which will determine the period they are posted.
<b>Tax Exempt</b>	Check this box only if you know the agency is not required to pay sales tax on the purchase.
<b>Action</b>	The <b>Action</b> drop down menu allows you to follow the next steps as you are ready such as <b>Match</b> and <b>Budget Check</b> . These options will not appear until you are ready.
<b>Run</b>	The <b>Run</b> button allows you to "run" an Action such as matching and budget check.
<b>* Vendor ID</b>	SWIFT identification number for vendor. After selecting the appropriate <i>Vendor ID</i> , the system automatically populated the <i>Short</i>



Field	Field Description
	<i>Vendor Name, Vendor Location</i> and the <i>Address Sequence Number</i> fields that are associated with the selected Vendor ID
<b>* Invoice Receipt Date</b>	The date the invoice physically arrived at the agency. Invoices are to be physically stamped with a receipt date when they are opened
<b>Service Period Begin Date</b>	This is the date when the service began or the goods were received such as projects that are within a specific timeframe.
<b>Goods/Services Received</b>	Used to identify the date the goods/services were received by an agency. If you use the <b>Copy From</b> field and copy from a <i>PO Receipt</i> , this information will be automatically populated. This is a required field and used to calculate the prompt pay date.
<b>Customer Number</b>	A unique number assigned by the vendor. Often referenced on the vendor's invoice. Not all vendors assign <i>Customer Numbers</i> . Information entered in this field will be printed on the remittance advice.
<b>Pay Terms</b>	These are the terms that the vendor uses to calculate due dates, discount due dates and discount amounts, if any. This is typically <i>Net 30</i> . See Statewide Operating Policy 0801-01. It may default to <i>Net 15</i> if the vendor is a certified targeted vendor.
<b>Attachments</b>	This link on the right side of the screen allows you to add a copy of the invoice you received from the vendor.

**B. Invoice Lines Fields**

1. Use the scroll bar on the right to navigate to the *Invoice Lines* section.

Here is where you will enter the details of the invoice. Or, if you use the *Copy from Source Document* feature from the header and select "PO Receipt" or "PO Only", many of these items will be automatically populated. The *Copy from Source Document* process will be reviewed later in this lesson.



2. As needed, enter the fields listed below. Many are optional and defined by the agency.

**Fields on the Invoice Line Section of a Voucher.**

Field	Field Description
<b>* Distribute by</b>	Select to distribute by either Amt (amount) or Qty (quantity). For amount, you must enter the merchandise extended amount for the voucher line. You can also enter the quantity, unit price, and unit of measure (UOM) on the voucher line and a quantity on the distribution line for informational purposes only. For quantity based vouchers, the system calculates the merchandise amount on the invoice lines and distribution lines based on the quantity and unit price. You must enter the quantity, unit price, and UOM.
<b>Ship To</b>	Check this field to ensure that the payment will be shipped to the correct address as some agencies have multiple locations
<b>SpeedChart</b>	SpeedChart keys can be defined with multiple accounting distributions and are used during data entry instead of the individual ChartField combinations. Once the SpeedChart is entered, the ChartFields appear on the voucher distribution line(s).
<b>Buyer ID</b>	A purchase order requires the agency person with authorization to purchase goods and services. It will default when copying from a purchase order.
<b>Item</b>	Use the look up icon to select the item you will be adding to this voucher. Find and select the Item ID.
<b>Unit Price</b>	This is the individual price per unit of measure
<b>Line Amount</b>	This is calculated by adding the Pay Terms to the Invoice Date
<b>Description</b>	Description entered by user for voucher line.
<b>Category ID</b>	This ID is based on the international taxonomy of coding goods and services (e.g., UNSPSC). This field is populated by default from the purchase order.
<b>UOM</b>	Unit of Measure ( <i>UOM</i> ).
<b>Quantity</b>	This is the number of the items that were encumbered
<b>One Asset</b>	If selected, will override all assets on the voucher line to use the same asset ID.

**C. Distribution Lines Fields (ChartField Entry)**

The **Distribution Lines** section is where you will enter the accounting details of the invoice. These details are derived from the *Chart of Accounts*.



1. Enter the fields listed below. Many are optional and defined by the agency.

**Fields on the Distribution Lines Section of a Voucher.**

Field Name	Field Description
<b>*GL Chart</b>	Use this page to enter the accounting details that will be loaded in the General Ledger (GL)
<b>*Fund</b>	Assures that dollars are used to meet specific activities in accordance with legislative intent, special regulations, restrictions and limitations
<b>* Fin/DeptID</b>	An 8-character alphanumeric identifier (Financial Department Identifier) that defines the organizational structure of the agency
<b>* Account</b>	Classifies the nature of the transaction and is a key to allotments, expense
<b>Appropriation</b>	An account of any governmental agency that receives a credit for the purchase. It legally authorizes spending or the collection of receipts as specified in session laws or state statutes.
<b>* AppropID</b>	An appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
<b>Budget Date</b>	This comes from Commitment Control. It must ALWAYS be before the Accounting Date.
<b>Accounting Date</b>	This will default to the current date.

When you are entering a regular voucher with more than one line item, you have some options.

- **Add Invoice Lines:**  
If you choose this option, there is an additional *Description* field that you can use for internal purposes.
- **Add Distribution Lines:**  
If you choose this option, it is easier to add to the ChartFields using the *Copy Down* feature.

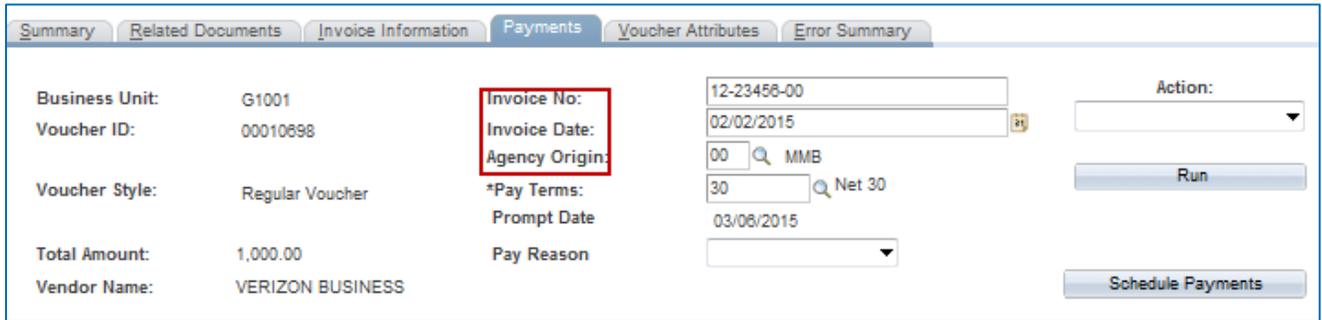
**Warning:** Line items from the distribution lines must add up and match the total of the invoice lines. These totals must also match with the amount listed on the header. Once you enter all of the necessary fields on the **Invoice Information** page, click the **Payments** page to enter and review payment details.

**Step 3: Enter information on the Payment page.**

The **Payments** page is where details specific to the payment can be seen and updated as necessary. Some fields are automatically populated based on information from the **Invoice Information** Page. Other fields must be manually populated, including *Agency Origin*. There are a few specific fields that must be addressed before you can save the voucher, and others are not used by the state.

1. Select **Payments** Page. There are two ways to find the Payment Page in the **Invoice Information** page:
  - Look for the tabs above the header section or
  - Click on the reference links below the distribution lines
2. Enter the *Agency Origin*, the *Gross Amount*, any *Messages* that you want to print on the remittance advice and other fields as defined by your agency.

**Caution:** Most of the other fields follow the defaults. In most cases, do not change any of them.



The screenshot shows the 'Payments' tab selected in the SWIFT interface. The page contains several input fields and buttons. The 'Invoice No.' field is highlighted with a red box. The 'Agency Origin' field is also highlighted with a red box. The 'Run' and 'Schedule Payments' buttons are visible at the bottom right.

Business Unit:	G1001	Invoice No.:	12-23456-00	Action:	
Voucher ID:	00010698	Invoice Date:	02/02/2015		
Voucher Style:	Regular Voucher	Agency Origin:	00 MMB	Run	
Total Amount:	1,000.00	*Pay Terms:	30 Net 30		
Vendor Name:	VERIZON BUSINESS	Prompt Date:	03/06/2015	Schedule Payments	
		Pay Reason:			

**Fields on the Payment tab.**

Field Name	Field Description
<b>*Agency Origin</b>	The <i>Agency Origin</i> identifies where a transaction originated. It also identifies the telephone number for the agency that should be printed on the payment.



Field Name	Field Description
<b>Prompt Date</b>	This is calculated using the later of the <i>Invoice Receipt Date</i> or <i>Goods Received Date</i> plus 30 days. This date “prompts” SWIFT to generate the payment so it reaches the vendor by the due date.
<b>Pay Reason</b>	<p>Use this field when a payment is late. The values include:</p> <ul style="list-style-type: none"> <li>• <b>* Audit Prior to Payment:</b> Use when an audit of the work is performed. Invoice and documentation is required prior to authorization to pay (e.g., Prevailing Wage Report, IC-134, etc.).</li> <li>• <b>* Contested:</b> Use for incomplete orders, damaged goods, missing parts, inadequate goods or services, wrong price invoiced, etc.</li> <li>• <b>Field Purchase Order:</b> Use when a Field Purchase Order is needed for an immediate need situation – must follow state policy.</li> <li>• <b>Late Payment:</b> Use when the payment is late and no other Pay Reasons apply.</li> <li>• <b>* Retainage:</b> Use when paying retainage according to the contract terms.</li> <li>• <b>* Revenue Setoff:</b> Use when there is revenue set off (e.g., part of the payment is taken and applied to money owed).</li> <li>• <b>* Testing Prior to Payment:</b> Use when goods must be tested to assure they are satisfactory prior to authorization to pay.</li> <li>• <b>* Vendor Failed to Provide TIN:</b> Use when the vendor is untimely in establishing their Vendor ID in SWIFT.</li> </ul> <p><b>NOTE:</b> Payment marked with * are not counted as late payments in the <b>Prompt Pay</b> report.</p>
<b>* Remit to</b>	This field indicates which vendor ID the payment will be sent to. It is set up in the creation of the vendor file.
<b>* Address</b>	This is the vendor’s remittance address. The vendor’s addresses are set up in the vendor file. There might be several locations and it is important that this address compares to your PO and invoice.
<b>Gross Amount</b>	Not required but it allows you to input the amount prior to deductions such as taxes.



Field Name	Field Description
<b>Scheduled Due Date</b>	Allows you to specify the due date that the payment needs to reach the vendor. This date determines when payment will be issued.



3. Check for Special Handling of Payments.

- On the *Payment Options* section, there are fields for different payment options depending on the circumstances.
- **CAUTION:** Some of these fields require authorization such as Warrant Special Handling Request form. Contact the SWIFT Help Desk for more information.

Payment Options			
*Bank:	ST001	Pay Group:	<input type="text"/>
*Account:	WF	*Handling:	RE
*Method:	CHK    Check	*Netting:	Not Applicable
L/C ID:	<input type="text"/>	Hold Reason:	<input type="text"/>
Message:	<input type="text"/>		<input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment
Message will appear on remittance advice.			

Fields on the Payment Options Section.

Field Name	Field Description
* Method	The payment method should default from the vendor file and should not be changed without approval.
Message	This optional field allows for text to be entered and printed on the remittance advice sent to a vendor with notification of payment.
Pay Group	This defaults from the vendor information. Do not change this field. It drives the pay cycle (e.g., EFT, Check, Inter-agency payment).
Handling	Use this field for special handling of warrants that allows a printed state warrant to be pulled from the mail and brought to the department for additional procedures. <ul style="list-style-type: none"> <li>• <i>Pull Warrant:</i> Vouchers marked "Pull Warrant" are manually pulled.</li> <li>• <i>Regular Mailed Voucher:</i> The Central Office will send the payment via mail.</li> <li>• <i>Warrant with Enclosure:</i> Vouchers marked are manually pulled and held at MMB. This ensures the document will be included with the payment.</li> </ul>
Netting	<ul style="list-style-type: none"> <li>• Bilateral Netting is the process that SWIFT uses to issue payments to other state agencies (e.g., Inter and Intra-Agency Agreements). It matches AP vouchers with Accounts Receivable invoices. Every inter-agency payment voucher must have a SWIFT bill (receivable) to match against. Or, the payment will not be processed.</li> <li>• Once a Vendor ID is entered, SWIFT defaults this field to "HOLD." In this case, "HOLD" means that it needs to process bilateral netting. After this is processed, this field will say "SELECTED".</li> <li>• <b>WARNING!</b> DO NOT change this field to from "Hold" to "Not Applicable" because the bilateral netting process will not occur. "Hold" here means that SWIFT is holding this voucher for the bilateral netting process to run.</li> </ul>
Hold Reason	Use the drop down menu to select the reason for putting the payment on hold.



Field Name	Field Description
<b>Hold Payment</b>	Sometimes there is a need to put a hold on the payment. For example, someone in your agency wishes to include a letter or specialized document. Or, you know there is an issue with a voucher or vendor and you want to check it out further.
<b>Separate Payment</b>	Use this option if there are multiple state agencies sending payments to the same vendor and you wish to send a separate payment to the vendor.
<b>Warrant</b>	A warrant is issued by the State and is payable on the State's Treasury. Generally, a warrant acts the same way as a check.

**Step 4: Complete your new voucher.**

1. Review the information on the **Payments** page
2. Select the **Save** button at the bottom of the page.

The SWIFT system performs a series of validation checks to ensure that all of the fields were completed correctly. The SWIFT system will alert you if it detects any errors with the voucher. These errors are covered in Lesson 2.

Some of the validations are:

- Checking for duplicate invoices
- Verifying the existence of a Vendor ID
- Verifying the existence of an Invoice date and Invoice ID
- Balancing the amounts in the header section against the voucher line and distribution amounts for the transaction amount

Also, after saving your voucher some fields will be automatically updated, such as:

- Voucher ID is assigned
- Payment Net and Discount Due Dates are determined
- Scheduled Payment Date is determined

Also, after saving your voucher, you may see other messages, especially when you copy information from a PO Receipt.

- SWIFT automatically calculates the *Sales Tax* and populates it in the correct section of the voucher.
- The *Use Tax* applies when an item or service was used without paying sales tax to the seller.



3. Check the information on the **Summary** page.

Also, after saving your voucher in the **Payments** Page, there will be six pages at the top, including the **Summary** page, which is used to check for errors. **Note** the statuses on the **Summary** page. How to handle any errors is covered in Lesson 2.

Summary		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	G1001	Invoice Date:	02/02/2015			
Voucher ID:	00010898	Invoice No:	12-23458-00			
Voucher Style:	Regular	Invoice Total:	1,000.00	USD		
Contract ID:						
Vendor Name:	VERIZON BUSINESS 505 HWY 189 N #600 MPLS, MN 55441-8448	Pay Terms:	Net 30			
Entry Status:	Postable	Origin:	ONL			
Match Status:	Ready	Created:	02/10/2015			
Approval Status:	Pending	Created By:	01087463			
Post Status:	Unposted	Modified:	02/10/2015			
Budget Status:	Not Chk'd	Modified By:	01087463			
Budget Misc Status:	Valid	ERS Type:	Not Applicable			
*View Related	Payment Inquiry	Close Status:	Open			

Save    Notify    Refresh    Add    Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

**Fields on the Summary Page.**

Field Name	Field Description
<b>Entry Status</b>	<i>Postable</i> means that there are no errors entered into the voucher and it is ready to be posted.
<b>Match Status</b>	<i>Ready</i> means that it is ready go through the match status.
<b>Approval Status</b>	<i>Pending</i> means that the match and budget check statuses need to run and pass before <i>Approval</i> can be run
<b>Post Status</b>	<i>Unposted</i> means that it is not ready to be posted, which requires that all of the other steps need to occur first
<b>Budget Status</b>	<i>Not Chk'd</i> means that the budget check status has not been completed

**NOTES:**

<sup>1</sup> The *Matching* and *Budget Check* processes ideally are run at the same time that the voucher is created.

<sup>2</sup> The full list of SWIFT **Status Field Values** is located in the Appendix.

**Step 5: Run the Matching process.**

SWIFT uses the matching process to compare vouchers with purchase orders and receiving documents. That way, state agencies can ensure that they pay for only the goods and services that you order and receive.

**NOTE:** If you are matching the voucher with a purchase order receipt and it is an asset, you will need to make sure that the PO Receipt’s profile information is populated with the asset information.

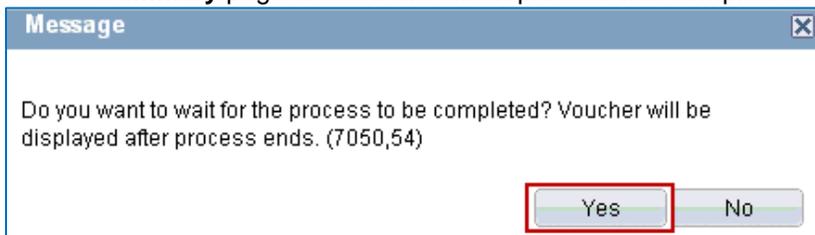
1. Use the **Action** list on the **Invoice Information** Page to select “Matching”.
2. Click on **Run**.



3. Respond to the message.

Before SWIFT runs the matching process, it will display a message to asks you if you want to run it now or to wait.

- If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
- If you prefer to complete other tasks and navigate away from this page, select **No**.
- In this case, you can search for the voucher later using the *Voucher ID* and check the **Summary** page to see if the match process was completed.



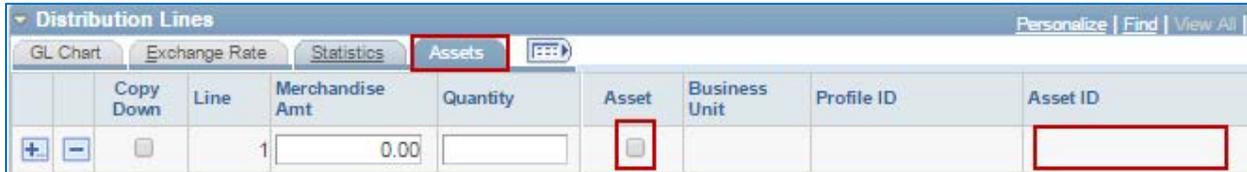
4. Check the information on the **Summary** page.

The *Match Status* should now say “Matched “. And, you are ready to run the **Budget Check**. If the *Match Status* doesn’t say “Matched”, go to Lesson 2 to learn about how to repair errors.



**NOTE:** A voucher with asset transaction data should be created by copying the purchase order receipt and not the purchase order. Do not change the asset data. However, you should check it to verify that it was copied correctly from the purchase order receipt.

The purchase order receipt and voucher interface transactions containing asset data need to match for the asset to be successfully loaded into Asset Management with an “In Service” status. Notify Asset Management of any discrepancies or changes.

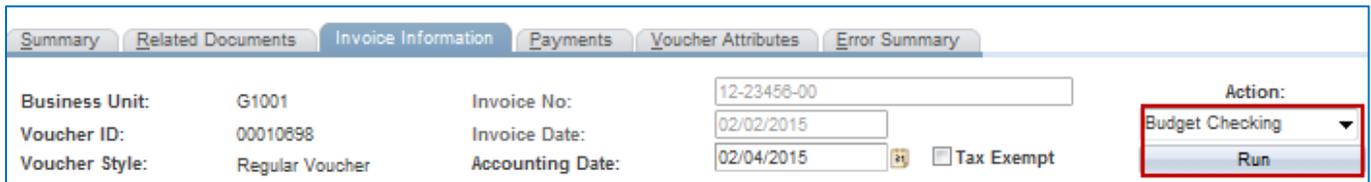


Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID
<input type="checkbox"/>	1	0.00		<input type="checkbox"/>			

**Step 6: Run the Budget Check process.**

The budget-checking process checks encumbrances associated with purchase orders. It will display advance warning about all activities that might send controlled budgets over their approved amounts. It also enables you to stop any transactions that might go over budget.

1. Use the **Action** list on the **Invoice Information** Page to select the **Budget Check** process. Click on **Run**.



2. Respond to the message.

Similar to the matching process, before SWIFT runs the *Budget Check* process, it will display a message to allow you choose to run it now or to wait.

- If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
- If you prefer to complete other tasks and navigate away from this page, select **No**.

**NOTE:** Some AP staff enter a large volume of vouchers per day or vouchers with large amounts of distribution lines. They can choose to allow matching and budget check to run in the overnight batch process. In this case, the overnight process will automatically send vouchers that matched and budget checked through the approval cycle.

3. Check the Summary page.

The *Budget Status* should now say “Valid”. You are ready to run the **Approval** Process. If the *Budget Status* doesn’t say “Valid”, go to Lesson 2 to learn about how to repair errors.

Entry Status:	Postable
Match Status:	<b>Matched</b> <a href="#">Preview Approval</a>
Approval Status:	Pending
Post Status:	Unposted
Budget Status:	<b>Valid</b>
Budget Misc Status:	Valid

**Step 7: Prepare the voucher for the Approval process**

1. Review the **Summary** Page and make sure all of your statuses are accurate (this includes the entry, match and budget status).
2. Return to the **Invoice Information** page.
  - a. The *Voucher ID* has been added. Write this ID on your voucher written documentation.
  - b. Run the **Approval** process by selecting **Submit for Approval** button.

<a href="#">Summary</a>		<a href="#">Related Documents</a>		<a href="#">Invoice Information</a>		<a href="#">Payments</a>		<a href="#">Voucher Attributes</a>		<a href="#">Error Summary</a>			
Business Unit:	G1001	Invoice No:	12-3456-00	Action:									
Voucher ID:	00010702	Invoice Date:	01/12/2015										
Voucher Style:	Regular Voucher	Accounting Date:	02/05/2015	<input type="checkbox"/> Tax Exempt	<a href="#">Run</a>								
Vendor ID:	0000302907	VERIZON BUSINESS	Invoice Receipt Date:	01/16/2015	<a href="#">Session Defaults</a>								
ShortName:	VERIZON BU-001	505 HWY 169 N #600	Service Period Begin Date:		<a href="#">Attachments (0)</a>								
Location:	001	MPLS, MN 55441-6448	Goods/Services Received:	02/05/2015	<a href="#">Comments(0)</a>								
*Address:	1		Customer Number:		<a href="#">Preview Approval</a>								
Advanced Vendor Search													
Invoice Lines:	500.00	*Pay Terms:	30	Net 30	<a href="#">Calc Basis Date</a>								
*Currency:	USD	Basis Date Type:	Inv Date			<a href="#">Withholding</a>							
Miscellaneous:		<a href="#">Non Merchandise Summary</a>											
Freight:		<a href="#">Sales/Use Tax Summary</a>											
Sales Tax:												<a href="#">Print Invoice</a>	
Use Tax:	38.13											<a href="#">Submit For Approval</a>	

3. Review the **Approval History** page that appears after the approval process is complete. It will show you that approval is still pending. It may show you the name of the person who approves the voucher.

**Voucher Approval**

Business Unit=R2901, VOUCHER\_ID=00000010, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1: Pending

Voucher Approval

Pending

AP\_APPR\_01\_R29\_ALL  
M\_FS\_VCHR\_APPR\_01



4. After you submit a voucher for approval, SWIFT displays an **Approval Comments** page. As an option, you can use this page to send a message to the approver. Click **OK** when finished.

**Approval Comments**

Business Unit	G0201
Voucher ID	00017747
Additional Details	<input type="text"/>

***Congratulations!*** You have completed the **AP Cycle** from **Voucher Entry** through the **Approval Process**.

## Enter a Voucher Referencing a “Purchase Order Receipt”

### Topic Overview

As standard policy, the State of Minnesota only pays for what is received. In SWIFT, funds cannot usually be encumbered without a preapproved record of a purchase (e.g., *Purchase Order*)

There are two ways to create a voucher referencing a purchase order (PO).

1. Using a Purchase Order Receipt
2. Using a Purchase Order Only

### Purchase Order versus Purchase Order Receipt

The majority of purchases for the state require that specific funds are set aside before the purchase can be made. This process is known as encumbering. The buyer encumbers this money through a purchase order (PO). Once the buyer creates a PO, goods or services are requested and obtained from the vendor.

To document that the state actually satisfactorily obtained the items ordered or the work was performed as requested, a confirmation is entered into SWIFT. This confirmation occurs with a receipt that is entered into SWIFT. The receipt is a control measure that ensures that payment is not made for goods or services the state did not obtain.

When you select *PO Receipt*, it copies the actual quantities of the item received.

- Selecting the *PO Only* item copies the entire quantity from a PO line.

SWIFT allows you to copy an entire PO, *Purchase Order Receipt* or other options available on the voucher's **Invoice Information** page. Vouchers tie together the vendor, invoice date, invoice amount, line items, distribution (accounting) information and any purchase orders or receipts (referred to as "receivers" in SWIFT) for individual vendor invoices.

### Assets

Asset related vouchers should be created by copying the *Purchase Order Receipt*, not the Purchase Order Only option. Users can view the asset data on a voucher by selecting the *Asset* tab on the distribution line. The asset data on the voucher distribution line should not be changed. If this data is changed in error, such as quantity or amount, notify your agency's Asset Management (AM) manager. The asset information on the purchase order receipt and voucher distribution line must match for the asset to successfully load into AM. If the data does not match, the agency AM manager or user will be required to manually fix the asset in AM.

The purchase order receipt assigns a status of “Received – Not in Service” to an asset when it is created. The asset is not updated with an “In Service” status until the voucher is successfully interfaced into AM. It is critical the purchase order receipt is copied into the voucher and the asset data on the distribution line of the voucher is not changed for the statuses to be updated systematically.



**Warning!**

- If a PO is created after the goods or services have been obtained, it is considered a MS 16A violation. This must be noted on the *Payment Information* field in the **Payment** page.
- If a PO or PO receipt do not exist and it is required, you will need to work with the buyer to determine how to best proceed (e.g., create a PO, pay the invoice without a PO, or other options as approved by your agency).
- All vouchers must be in compliance with **State Policy #0809-01, Payment Requests, Preparation and Approval.**

After completing this topic, you should be able to:

- Create a voucher associated with a Purchase Order
- Copy worksheet information from the *PO Receipt* into the voucher
- Follow the voucher created referencing a PO Receipt through the Accounts Payable Life Cycle.

## Process Steps

### ***Enter a Voucher Referencing a “Purchase Order Receipt”***

This topic covers how to create a voucher referencing a purchase order receipt.

Steps to complete:

- Step 1: Create a new voucher using Regular Entry - Add a New Value page
- Step 2: Enter information on the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

### **General Tips for Entering Vouchers Referencing a Purchase Order Receipt**

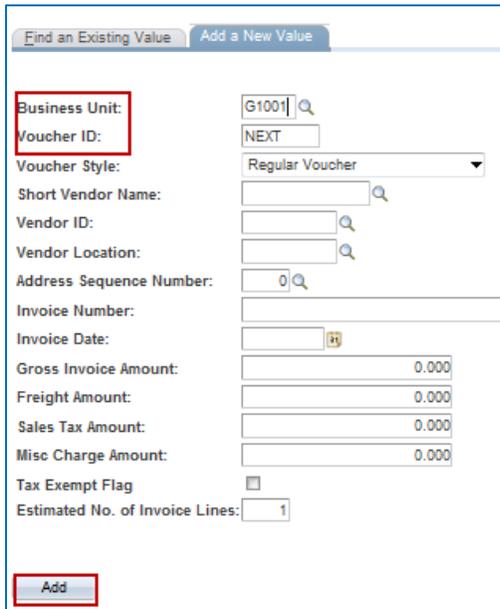
- A new voucher must be created for every invoice.
- Payment should be made only for the actual quantity received.
- Agencies can designate "Receipt Required" upon initial entry. Buyers determine which POs require receipts on a case-by-case basis.

### **Step 1: Create a new voucher using Add a New Value.**

The *Regular Voucher* style is used most often as it meets the State's accounts payable policy to have a record of the encumbrance the purchase of goods or services. Use the regular voucher style for referencing a purchase order receipt.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. Enter the *Business Unit*.
3. Leave the default of "NEXT" in the *Voucher ID* field. SWIFT will automatically assign the next number.
4. On the Add/Update page, select "Regular Voucher" in *Voucher Style*.
5. Click on the **Add** button.

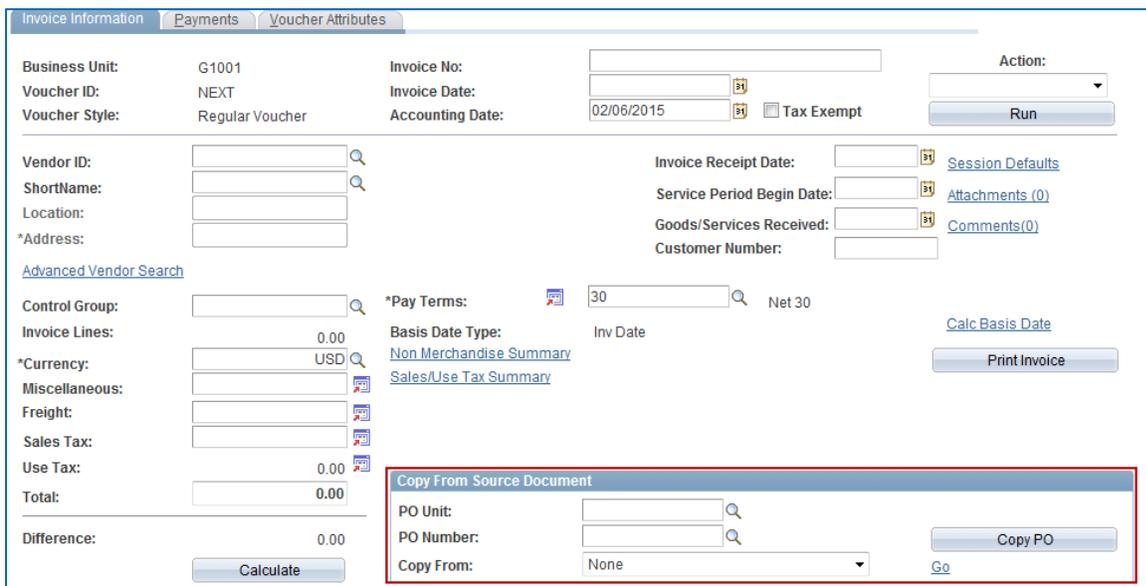
**Note:** It is best to only choose the business unit here to ensure the correct information from the PO or PO receipt is copied.



**Step 2: Enter information in the Invoice Information page**

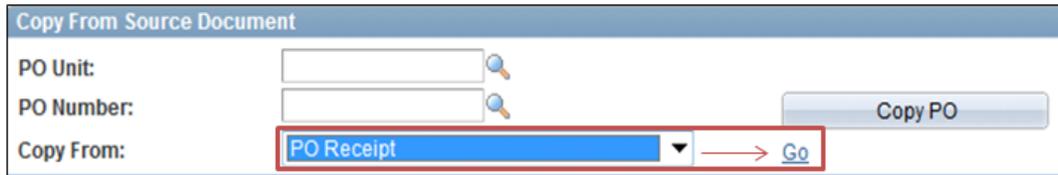
When you select **Add** from the bottom of the **Add a New Value** page, the **Invoice Information** page appears. This is where you will add the majority of the information from your invoice.

1. Go to the bottom of the header to the *Copy From Source Document* section. The *Copy From* field is used to specify how and what information is copied from the PO to the voucher.



2. Selecting the *PO Receipt* list item complies with the State’s best practices. When you select *PO Receipt*, it copies the actual quantities of the item received. Selecting the *PO Only* item copies the entire quantity from a PO line.

3. Then, click on **Go**.

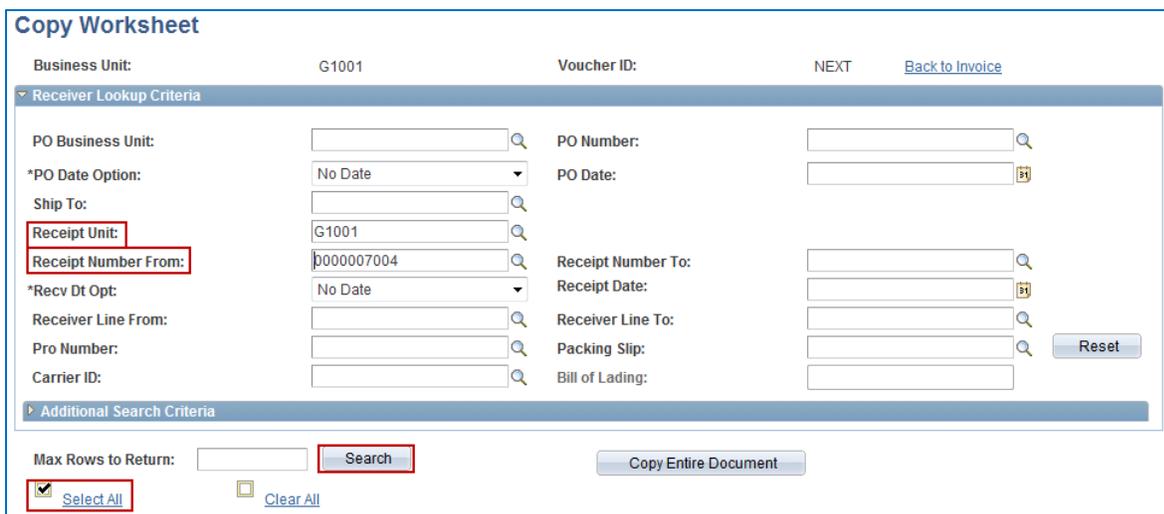


The **Copy Worksheet** page appears. It allows you to find and select the correct *PO Receipt* to copy.

1. Enter the *Receipt Unit* where the PO originated.
2. Use the *Receipt Number From* to find and select the correct PO receipt.

**Notes:**

- You can use the **Look Up** button to find the *PO Receipt Number*. On the search results page, you can look up the receipt by several fields such as *PO Number* or *Vendor Name*.
  - If you do not know the *PO Receipt* number, enter the *PO number* and select the appropriate receipt to pay the invoice.
3. Make sure to check **Select All**.
  4. After entering these items, select the **Search** button.



The **Copy Worksheet** page expands to include *Receiver Lookup Criteria*. SWIFT populated many fields on the header, invoice lines and distribution lines from the *PO Receipt*.

- The *Select Receiver Lines* allows you to review information about the vendor or receiver as well as goods or services that were purchased.
- Scroll to the right to review items about the purchase. Note, if you change items, e.g., *Quantity* or *Unit Price*, there may be a match error.
- You can also review the **Contract Information** Page where you'll find the *Contract ID*, *Contract Version*, *Contract Line*, *Release Number*, *Category Line Number* and *Buyer ID*.

1. Check the **Select** box to ensure that the items from this line get copied.
2. Scroll up to and check the **Copy Selected Lines** box.

Max Rows to Return:  Search Copy Selected Lines

Select All  Clear All

Select Receiver Lines Find | View All | First 1 of 1 Last

PO Business Unit: G1001 PO Number: 3000002761 PO Date: 10/16/2014  
 Receipt Unit: G1001 Receipt Number: 0000007004 Receipt Date: 10/20/2014  
 Ship To: G104THFL00 Pro Number:  
 Carrier ID: Packing Slip:  
 Vendor ID: 0000302907 Bill of Lading:  
 VERIZON BUSINESS

Select Receiver Lines Personalize | Find | View All | First 1 of 1 Last

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency	Unmatched Qty (VUOM)	UOM PO	Purchase Order Price
<input checked="" type="checkbox"/>	1	1	21132	TELEPHONE,WALL MOUNT, PUSHBUTT	10.0000	EA	50.00	500.00	USD	10.0000	EA	500.00

Select All  Clear All

### Invoice Information Updates

The voucher has now been established. SWIFT populates the **Invoice Information** Page with the information from the PO Receipt that was copied. The **Header** is now populated with information about the vendor such as the *Vendor ID, ShortName, Location, Address, Goods/Services Received date, Pay Terms, and Total* amount.

1. **IMPORTANT!** Verify that each section has correct information for your new voucher.
2. On the header, use the actual receipt to add the following fields: *Invoice Number, Invoice Date and Invoice Receipt Date.*

Invoice Information Payments Voucher Attributes

Business Unit: G1001 Invoice No: EX02.06.15.15 Action:   
 Voucher ID: NEXT Invoice Date: 05/06/2015   
 Voucher Style: Regular Voucher Accounting Date: 05/06/2015  Tax Exempt

---

Vendor ID:  Invoice Receipt Date: 05/06/2015 [Session Defaults](#)  
 ShortName:  Service Period Begin  [Attachments \(0\)](#)  
 Location:  Date:  [Comments \(0\)](#)  
 \*Address:  Goods/Services Received: 05/06/2015   
 Customer Number:

The **Invoice Lines** section has information about the goods and services to be paid for such as the *Distribute by, Ship to, Item, Unit Price, Description, Category ID, UOM, and Quantity*. These items cannot be changed using a *PO Receipt*.

Received By:

Invoice Lines Find | View All | First 1 of 1 | Last

---

Line:  Item:  UOM:

Distribute by:  Unit Price:  Quantity:

Ship To:  Line Amount:   Force Price

SpeedChart:  Description:   One Asset

Buyer ID:  Category ID:   Associate Receiver(s)

[Purchase Order & Receiver Info](#)  
[Sales/Use Tax](#)  
[Associate Receiver\(s\)](#)

The **Distribution Lines** section now has accounting information.

1. On the **GL Ledger** section, scroll over to see the ChartField items such as *GL Unit, Fund, Fin DeptID, Account* and *AppropID*.
2. Verify and accept the *ChartFields* and *Budget Dates* were copied correctly.
  - The *Budget Date* for a voucher comes from the PO
  - The *Budget Date* must **always** be before the *Accounting Date*, which defaults into today's date.

▼ Distribution Lines Personalize | Find | View All | First 1 of 1 | Last

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	Account	SW Cost	Agcy Cost 2
<input type="checkbox"/>	1	100.0000	100.0000	500.00	10.0000	MN001	1000	G103110		413001		

**Caution!** If you scroll all the way over to the right on the **Distribution Lines** section, there is a **Finalize** checkbox.

Finalize	PO Finalized
<input type="checkbox"/>	N

**Do NOT** check the **Finalize** option unless you are certain it is the last payment. For example, you received fewer items than were originally stated on the original PO. Finalizing closes the Purchase Order line. This will release any remaining encumbrance balance on the PO after the voucher has been paid. Also use caution between fiscal years. A voucher can be finalized/un-finalized until the point where the voucher is paid and a payment reference ID is available.

**Step 3: Enter information in the Payment Page**

Once you've determined that everything on the **Invoice Information** page is accurate, you'll need to view the **Payments** page to complete this part of the voucher cycle. As a reminder, there are two ways to access the **Payment** page:

1. Go to the top of the **Invoice Information** Page and select **Payments** page
2. The bottom of the **Invoice Information** page has several reference hyperlinks, including "Payments".

The **Payments** page provides the details related to the payment to be viewed or updated as needed. Most fields are prepopulated from the *PO Receipt*. Check these fields to ensure they are accurate.

3. Enter the *Agency Origin*.
4. If needed, update the *Pay Terms* or *Prompt Date* and any *Messages* that you want printed on the remittance advice

Invoice Information		Payments		Voucher Attributes	
Business Unit:	G1001	Invoice No:	EX02.06.15.15		
Voucher ID:	NEXT	Invoice Date:	05/06/2015		
Voucher Style:	Regular Voucher	Agency Origin:	00	MMB	
Total Amount:	0.00	*Pay Terms:	30	Net 30	
Vendor Name:	AALLWAYS ASSOC INC	Prompt Date:	06/05/2015		
		Pay Reason:			

5. Also, review the **Payment Options** section.

**Note: Payment Options** defaults from the vendor file and should not be changed. SWIFT does allow an override for the **Payment Option**. Changes to this field are monitored.

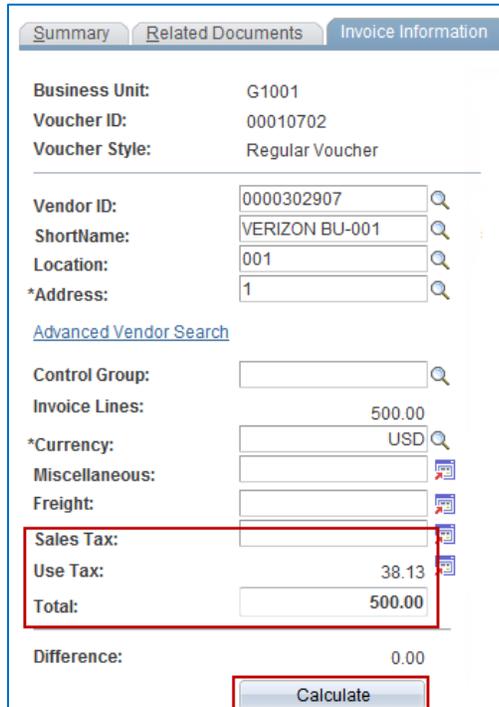
**Step 4: Complete your new voucher**

1. Click the **Save** button at the bottom of either the **Payments** (displayed here) or the **Invoice Information** pages.

Schedule Payment			
*Action:	Schedule Payment	Payment Date:	
Pay:		Reference:	
<div style="display: flex; justify-content: space-between; align-items: center;"> <span> Save</span> <span> Notify</span> <span> Refresh</span> </div>			

**Note:** Check for Sales or Use Tax. When copying in a single line from a *PO Receipt* for a PO that included *Sales* or *Use Tax*, SWIFT calculates the tax. It may give you a message about these taxes.

- If it does, go to the **Invoice Information** page and check the box for the correct tax option.
- Click on the **Calculate** button.
- Click on **Save**.



Summary		Related Documents		Invoice Information	
Business Unit:	G1001				
Voucher ID:	00010702				
Voucher Style:	Regular Voucher				
Vendor ID:	<input type="text" value="0000302907"/>				
ShortName:	<input type="text" value="VERIZON BU-001"/>				
Location:	<input type="text" value="001"/>				
*Address:	<input type="text" value="1"/>				
<a href="#">Advanced Vendor Search</a>					
Control Group:	<input type="text"/>				
Invoice Lines:	<input type="text" value="500.00"/>				
*Currency:	<input type="text" value="USD"/>				
Miscellaneous:	<input type="text"/>				
Freight:	<input type="text"/>				
Sales Tax:	<input type="text"/>				
Use Tax:	<input type="text" value="38.13"/>				
Total:	<input type="text" value="500.00"/>				
Difference:	<input type="text" value="0.00"/>				
<input type="button" value="Calculate"/>					

Also, after saving your voucher some fields will be automatically updated, such as:

- Voucher ID is assigned
- Payment Net and Discount Due Dates are determined
- Scheduled Payment Date is determined.

2. Also, after saving your voucher in the **Payments** page, there will be six pages at the top, including the **Summary** page, which is used to check for errors.

**Note** the statuses on the **Summary** page. The statuses listed below are valid statuses for this type of voucher. If you receive other status results, go to Lesson 2 to learn how to repair the errors.



<b>Summary</b>				<b>Related Documents</b>		<b>Invoice Information</b>		<b>Payments</b>		<b>Voucher Attributes</b>		<b>Error Summary</b>	
<b>Business Unit:</b>	G1001	<b>Invoice Date:</b>	01/12/2015	<b>Voucher ID:</b>	00010702	<b>Invoice No:</b>	12-3456-00	<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	500.00	USD	
<b>Contract ID:</b>		<b>Vendor Name:</b>	VERIZON BUSINESS 505 HWY 169 N #600 MPLS, MN 55441-6448	<b>Pay Terms:</b>	Net 30	<b>Voucher Source:</b>	Online	<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONL		
<b>Match Status:</b>	Ready	<b>Approval Status:</b>	Pending	<b>Post Status:</b>	Unposted	<b>Budget Status:</b>	Not Chk'd	<b>Budget Misc Status:</b>	Valid	<b>Created:</b>	02/05/2015	<b>Created By:</b>	01087463
										<b>Modified:</b>	02/05/2015	<b>Modified By:</b>	01087463
										<b>ERS Type:</b>	Not Applicable	<b>Close Status:</b>	Open
<b>*View Related</b>		Payment Inquiry										<a href="#">Go</a>	

**Step 5: Run the Matching process**

The Purchase Order, Receipt and Budget amounts must all match. The matching process ensures this match.

**WORKING WITH ASSETS:**

- If you are matching the voucher with a purchase order receipt and it is an asset, you will need to make sure that the PO Receipt's profile information is populated with the asset information.
- A voucher with asset transaction data should be created by copying the PO Receipt and not the PO.
- The asset data should not be changed; however needs to be checked to verify it was correctly copied from the PO Receipt.
- The PO Receipt and voucher interface transactions containing asset data need to match for the asset to be successfully loaded into Asset Management with an "In Service" status. Notify Asset Management of any discrepancies or changes.

<b>Distribution Lines</b>										Personalize   Find   View All	
GL Chart		Exchange Rate		Statistics		<b>Assets</b>					
	Copy Down	Line	Merchandise Amt	Quantity	Asset	Business Unit	Profile ID	Asset ID			
<input type="checkbox"/>	<input type="checkbox"/>	1	0.00		<input type="checkbox"/>						

1. Use the *Action* list on the **Invoice Information** page to select the "Matching" process
2. Click on **Run**.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G1001	Invoice No:	12-3456-00					Action:			
Voucher ID:	00010702	Invoice Date:	01/12/2015					Matching		▼	
Voucher Style:	Regular Voucher	Accounting Date:	02/05/2015			<input type="checkbox"/> Tax Exempt		Run			

- Before SWIFT runs the matching process, it will display a message to allow you to run the matching process now or to wait.
  - If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
  - If you prefer to complete other tasks and navigate away from this page, select **No**.
- Check the information on the **Summary** Page

The *Match Status* should now say “Matched”. And, you are ready to run the *Budget Check*. If the *Match Status* doesn’t say “Matched”, go to Lesson 2 to learn about how to repair errors.

Summary		Related Documents		Invoice Information		Payments	
Business Unit:	G1001						
Voucher ID:	00010702						
Voucher Style:	Regular						
Contract ID:							
Vendor Name:	VERIZON BUSINESS						
	505 HWY 169 N #600						
	MPLS, MN 55441-6448						
Entry Status:	Postable						
Match Status:	Matched					<a href="#">Preview Approval</a>	

### Step 6: Run the Budget Check process

The budget-checking process checks encumbrances associated with purchase orders. It will display advance warning about all activities that might send controlled budgets over their approved amounts. It also enables you to stop any transactions that might go over budget.

- Use the *Action* list on the **Invoice Information** page to select the *Budget Check* process
- Click on **Run**.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G1001	Invoice No:	12-23456-00					Action:			
Voucher ID:	00010698	Invoice Date:	02/02/2015					Budget Checking		▼	
Voucher Style:	Regular Voucher	Accounting Date:	02/04/2015			<input type="checkbox"/> Tax Exempt		Run			

3. Respond to the message.

Similar to the matching process, before SWIFT runs the *Budget Check* process, it will display a message to allow you chose to run it now or to wait.

- If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
- If you prefer to complete other tasks and navigate away from this page, select **No**.

**NOTE:** Some AP staff enter a large volume of vouchers per day or vouchers with large amounts of distribution lines. They can choose to allow matching and budget check to run in the overnight batch process. In this case, the overnight process will automatically send vouchers that matched and budget checked through the approval cycle.

4. Check the **Summary Page**

*Budget Status* should now say "Valid". You are ready to run the **Approval Process**. If the *Budget Status* doesn't say *Valid*, go to Lesson 2 to learn about how to repair errors.

Entry Status:	Postable	
Match Status:	Matched	<a href="#">Preview Approval</a>
Approval Status:	Pending	
Post Status:	Unposted	
Budget Status:	Valid	
Budget Misc Status:	Valid	

### Step 7: Prepare the voucher for the Approval process

After reviewing the **Summary Page** and all of your statuses are accurate (Entry, match, and budget status), you can run the **Approval** process.

1. Return to the **Invoice Information** page.
  - a. The *Voucher ID* has been added. Write this ID on your voucher written documentation.
  - b. Run the **Approval** process by selecting **Submit for Approval** on the **Invoice Information** page.

Business Unit: G1001		Invoice No: 12-3456-00	Action:
Voucher ID: 00010702		Invoice Date: 01/12/2015	
Voucher Style: Regular Voucher		Accounting Date: 02/05/2015	<input type="checkbox"/> Tax Exempt
Vendor ID: 0000302907		VERIZON BUSINESS	Invoice Receipt Date: 01/16/2015
ShortName: VERIZON BU-001		505 HWY 169 N #600	Service Period Begin Date:
Location: 001		MPLS, MN 55441-6448	Goods/Services Received: 02/05/2015
*Address: 1		Customer Number:	
Advanced Vendor Search		*Pay Terms: 30	Net 30
Invoice Lines: 500.00		Basis Date Type: Inv Date	
*Currency: USD			
Miscellaneous:			
Freight:			
Sales Tax:			
Use Tax: 38.13			

- After the **Approval** process has been completed, you'll see an **Approval History** page showing us that **Approval** is still pending. It may show you the name of the person who approves the voucher.

**Voucher Approval**

← BUSINESS\_UNIT=R2901, VOUCHER\_ID=00000010, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1: Pending

Voucher Approval

Pending

AP\_APPR\_01\_R29\_ALL  
M\_FS\_VCHR\_APPR\_01

- After you submit a voucher for approval, SWIFT displays an **Approval Comments** page. As an option, you can use this page to send a message to the approver. Click **OK** when finished.

**Approval Comments**

Business Unit: G0201

Voucher ID: 00017747

Additional Details

OK Cancel Refresh

**Congratulations!** You have completed the AP Cycle of entering a voucher using a PO Receipt from voucher entry through the approval process.



## Enter a Voucher Referencing “Purchase Order Only”

### Topic Overview

*Purchase Order Only* is typically used for receiving **only services** and not goods.

SWIFT allows you to copy an entire PO on the voucher's **Invoice Information** page. Vouchers tie together the vendor, invoice date, invoice amount, line items, distribution (accounting) information and any purchase orders for individual vendor invoices.

Creating vouchers using *Purchase Order Only* follows the same steps as creating vouchers using *Purchase Order Receipts*.

### **Warning!**

- Purchase orders containing asset data are required to have a purchase order receipt to properly interface asset information and assign asset statuses. Vouchers containing asset data should always be created using a purchase order receipt.
- If a PO is created after the goods or services have been obtained, it is considered a MS 16A violation, which must be noted on the voucher.
- If a PO or PO receipt do not exist and it is required, you will need to work with the buyer to determine how to best proceed (e.g., create a PO, pay the invoice without a PO, or other options as approved by your agency).
- All vouchers must be in compliance with State Policy #0809-01, Payment Requests, Preparation and Approval.

After completing this topic, you should be able to:

- Create a voucher associated with a Purchase Order
- Copy worksheet information from the *Purchase Order Only* field into the voucher
- Follow the voucher created referencing a PO through the Accounts Payable Cycle

## Process Steps

Enter a Voucher Referencing “Purchase Order Only”

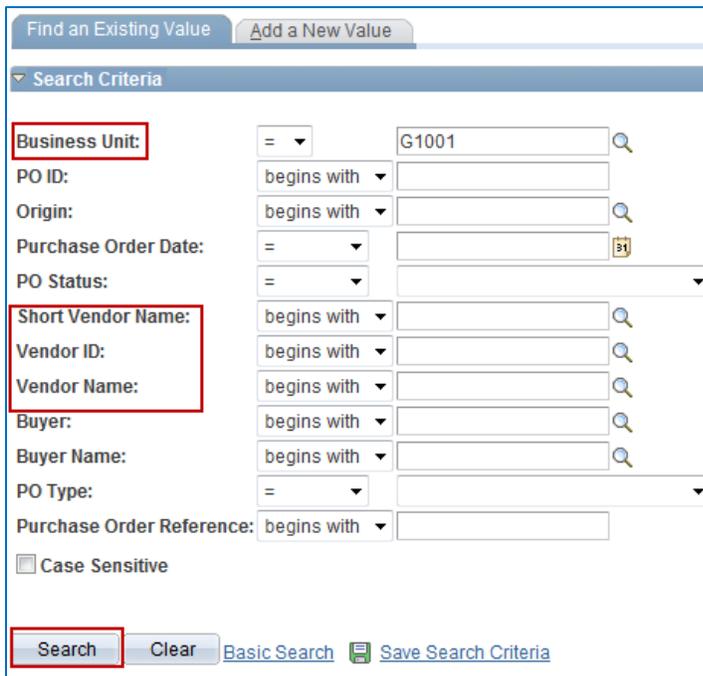
This topic covers how to create a voucher referencing a purchase order without a receipt.

Here are the steps to enter a voucher referencing a purchase order into SWIFT.

- Step 1: Use the Regular Entry - Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

### Preparation: Find and use the appropriate PO:

1. **Navigation:** Purchasing, Purchase Orders, Add/Update POs, Find an Existing Value
2. Enter in the *Business Unit* and at least one other field such as *Vendor Name*.
3. Click on **Search**.



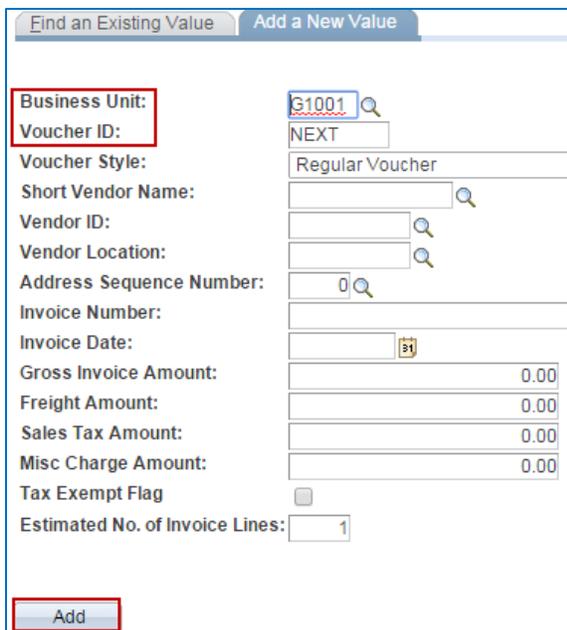
4. When you find the correct PO:
  - Check the PO to ensure that it is the correct information for the voucher.
  - Ensure that there are funds remaining.
  - Check the lines to make sure you will enter the correct line. Some lines may have no funds left in them. Or, they may reflect a past fiscal year which is no longer open.
  - Write down information you will need such as the PO number and the line number.
  - Compare the PO with the contract to ensure that you can pay the invoice.

**Step 1: Create a new voucher using Add a New Value**

The *Regular Voucher* style is used most often as it meets the State’s accounts payable policy to have a record of the encumbrance the purchase of goods or services. Use the regular voucher style for referencing a purchase order without the receipt.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. On the Add a New Value tab, enter the *Business Unit*.
3. Leave the default of “NEXT” in the *Voucher ID* field. SWIFT will automatically assign the next number.
4. Select “Regular Voucher” in the *Voucher Style*
5. Click on the **Add** button.

It is best to only choose the business unit here to ensure the correct information from the PO is copied.



The screenshot shows the 'Add a New Value' form in the SWIFT system. The form has two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains the following fields and values:

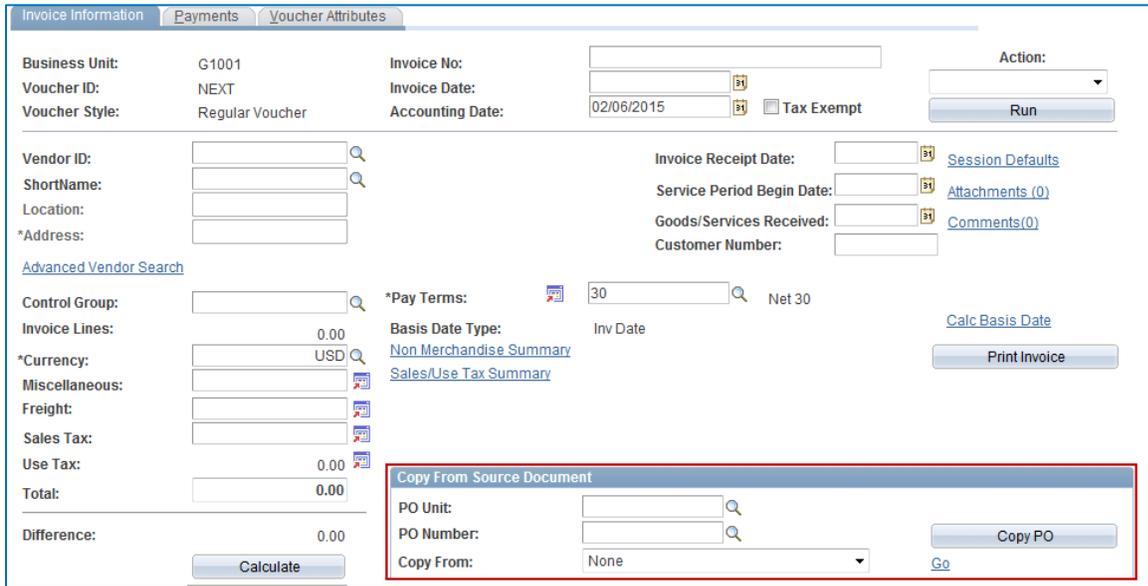
- Business Unit:** G1001
- Voucher ID:** NEXT
- Voucher Style:** Regular Voucher
- Short Vendor Name:** (empty)
- Vendor ID:** (empty)
- Vendor Location:** (empty)
- Address Sequence Number:** 0
- Invoice Number:** (empty)
- Invoice Date:** (empty)
- Gross Invoice Amount:** 0.00
- Freight Amount:** 0.00
- Sales Tax Amount:** 0.00
- Misc Charge Amount:** 0.00
- Tax Exempt Flag:**
- Estimated No. of Invoice Lines:** 1

An 'Add' button is located at the bottom left of the form.

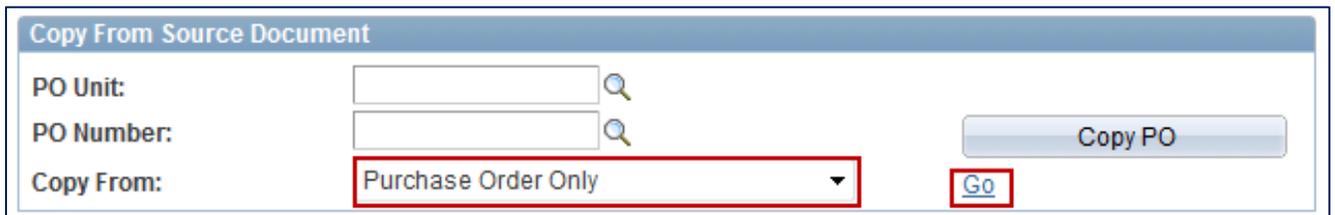
**Step 2: Enter information in the Invoice Information page**

When you select **Add** from the bottom of the **Add a New Value** page, the **Invoice Information** page appears. This is where you will add the majority of the information from your invoice.

Go to the bottom of the header to the *Copy From Source Document* section. The *Copy From* option is used to specify how and what information is copied from the PO to the voucher.



1. Selecting the “Purchase Order Only” item complies with the State’s best practices. Selecting the PO Only item copies the entire quantity from a PO line.
2. Then, click on **Go**.



The **Copy Worksheet** page appears.

1. On the **Copy Worksheet** page, fill in the *PO Business Unit* and the *PO Number From* (using the **Look Up** button).
2. Make sure you check **Select All** and the click on **Copy Entire Document**.

### Copy Worksheet

Business Unit: G1001 [Return to Invoice Information](#) Voucher: NEXT

PO Lookup Criteria

PO Business Unit: G1001 Minnesota Management & Budget   View Matched /Cancelled Only

PO Number From: 3000002785 PO Number To:

PO Line Number From:  PO Line Number To:

\*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows:

Select All  Clear All

The **Invoice Information** page is updated.

- SWIFT populates the **Invoice Information** page with the information from the *Purchase Order*.
  - **IMPORTANT!** Verify that each section has correct information for your new voucher.
  - The **Header** is now populated with information about the vendor such as the *Vendor ID, ShortName, Location, Address, Pay Terms, and Total* amount.
1. Use the actual invoice to find information to update the following fields: *Invoice Number, Invoice Date, Invoice Receipt Date* and the *Goods/Services Received Date*.

Invoice Information | Payments | Voucher Attributes

Business Unit: G1001 Invoice No: 12-3456-78 Action:

Voucher ID: NEXT Invoice Date: 01/19/2015

Voucher Style: Regular Voucher Accounting Date: 01/21/2015   Tax Exempt

Vendor ID: 0000195572 SAND CREEK GROUP LTD THE Invoice Receipt Date: 01/21/2015  [Session Defaults](#)

ShortName: SAND CREEK-003 610 N MAIN ST #200 Service Period Begin Date:   [Attachments \(0\)](#)

Location: 001 STILLWATER, MN 55082 Goods/Services Received: 01/21/2015  [Comments\(0\)](#)

\*Address: 1 Customer Number:

[Advanced Vendor Search](#)

Control Group:  \*Pay Terms: 30 Net 30 [Calc Basis Date](#)

Invoice Lines: 900.00 Basis Date Type: Inv Date [Withholding](#)

\*Currency: USD [Non Merchandise Summary](#)

Miscellaneous:  [Sales/Use Tax Summary](#)

Freight:

Sales Tax:

Use Tax: 0.00

Total: 900.00

Difference: 0.00

Copy From Source Document

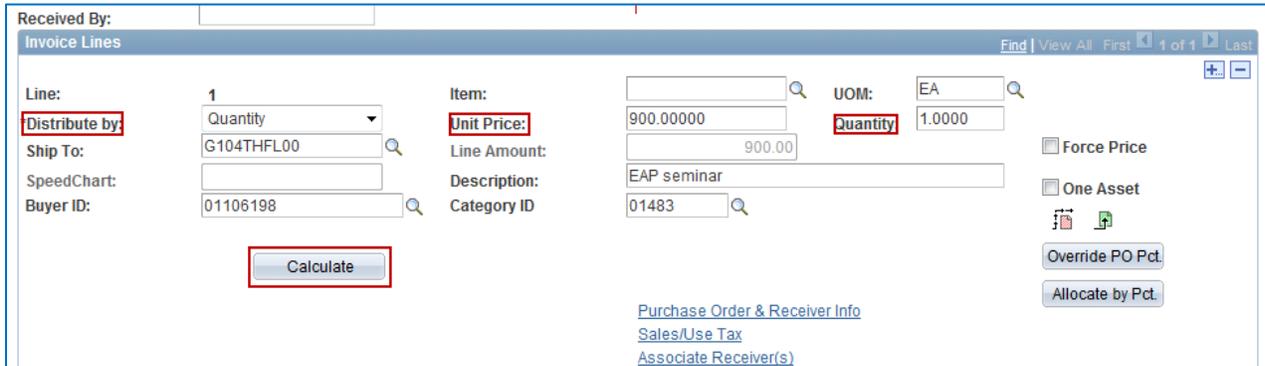
PO Unit:

PO Number:

Copy From: None

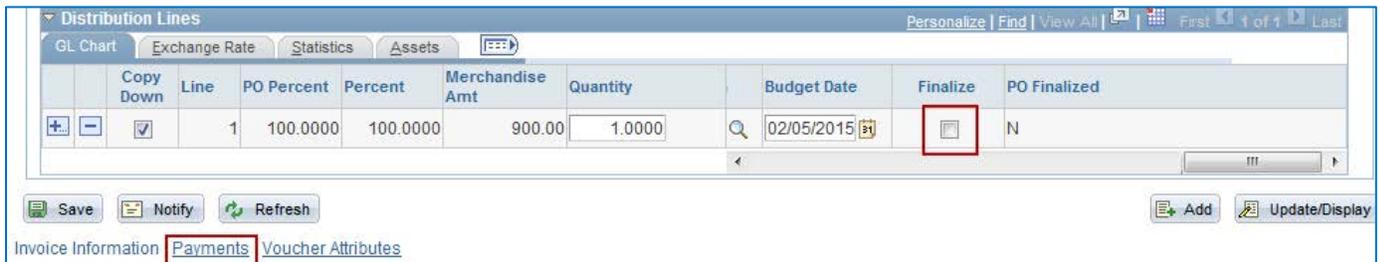
The **Invoice Lines** section has information about the goods and services to be paid for such as the *Distribute by*, *Ship to*, *Item*, *Unit Price*, *Description*, *Category ID*, *UOM*, and *Quantity*.

1. Check this information to ensure it is accurate
2. **Note:** If you have a Blanket PO, you can modify some of the items such as *Unit Price* and *Quantity*. If you select the **Calculate** button, it will update this information on this section as well as the *Distribution Lines* section.



The **Distribution Lines** section now has the accounting information.

3. On the *GL Ledger* field, scroll over to view the *ChartField* items such as *GL Unit*, *Fund*, *Fin DeptID*, *Account* and *AppropID*. Verify and accept that the *ChartFields* and *Budget Dates* were copied correctly.
  - The *Budget Date* for a voucher comes from the PO
  - The *Budget Date* must **always** be before the *Accounting Date*, which defaults into today's date.
  - Also, **do not select Finalize** unless it is your final payment.



Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	Budget Date	Finalize	PO Finalized
<input checked="" type="checkbox"/>	1	100.0000	100.0000	900.00	1.0000	02/05/2015	<input type="checkbox"/>	N

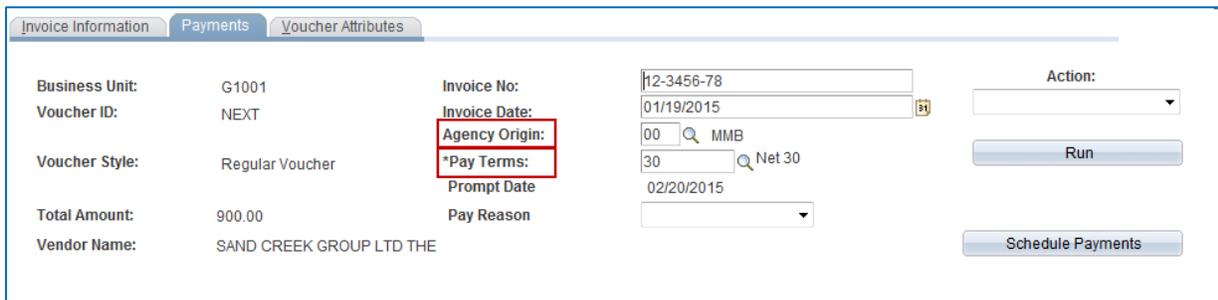
### Step 3: Enter information on the Payment page

Once you've determined that everything on the **Invoice Information** page is accurate, you'll need to view the **Payments** page to complete this voucher. As a reminder, there are two ways to access the **Payment** page:

1. Go to the top of the **Invoice Information** Page and select **Payments** Page
2. The bottom of the **Invoice Information** page has several reference hyperlinks, including **Payments**.

The **Payments** Page provides the details related to the payment to be viewed or updated as needed. Most fields are prepopulated from the *Purchase Order*. Check these fields to ensure they are accurate.

1. Select the correct *Agency Origin*.
2. You can also update fields such as the *Pay Terms* and add any *Messages* that you want printed on the remittance advice.



3. Click the **Save** button at the bottom of the **Payments** page.



**Step 4: Complete your new voucher**

1. After you save your voucher, you'll see that there are six pages at the top, including Summary page, which is used to check statuses.
2. Go to the **Summary** page and review the statuses. These statuses mean that there are no errors on the voucher. How to handle any errors is covered in Lesson 2.



Entry Status:	Postable
Match Status:	Ready
Approval Status:	Pending
Post Status:	Unposted
Budget Status:	Not Chk'd
Budget Misc Status:	Valid

**Step 5: Run the Matching process**

1. Use the **Action** list on the **Invoice Information** Page to select the **Matching** process.
2. Select **Run**.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G1001	Invoice No:	12-3456-00			Action:		Matching			
Voucher ID:	00010702	Invoice Date:	01/12/2015			Run					
Voucher Style:	Regular Voucher	Accounting Date:	02/05/2015			<input type="checkbox"/> Tax Exempt					

3. Respond to the message.

Before SWIFT runs the matching process, it will display a message to asks you if you want to run it now or to wait.

- If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
- If you prefer to complete other tasks and navigate away from this page, select **No**. In this case, you can search for the voucher later using the *Voucher ID* and check the **Summary** page to see if the match process was completed.

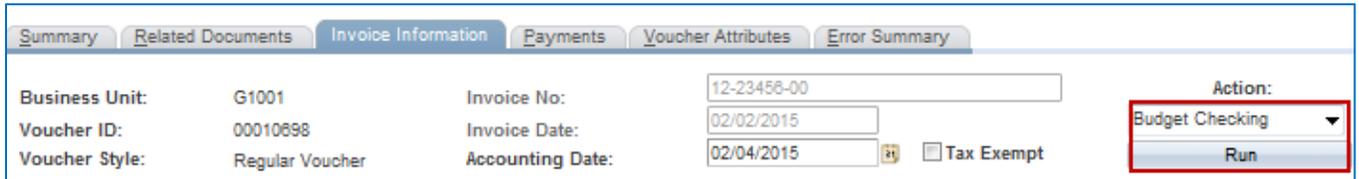
4. Check the information on the Summary Page

The *Match Status* should now say *Matched*. And, you are ready to run the **Budget Check**. If the *Match Status* doesn't say *Matched*, go to Lesson 2 to learn about how to repair errors.

Summary		Related Documents		Invoice Information		Payments	
Business Unit:	G1001						
Voucher ID:	00010702						
Voucher Style:	Regular						
Contract ID:							
Vendor Name:	VERIZON BUSINESS						
	505 HWY 169 N #600						
	MPLS, MN 55441-6448						
Entry Status:	Postable						
Match Status:	Matched	<a href="#">Preview Approval</a>					

**Step 6: Run the Budget Check process**

1. Use the **Action** list on the **Invoice Information** Page to select the *Budget Check* process
2. Click on **Run**.



The screenshot shows the 'Invoice Information' tab selected. The 'Action' dropdown menu is open, showing 'Budget Checking' and 'Run' options. The 'Run' option is highlighted with a red box.

Business Unit:	G1001	Invoice No:	12-23456-00	Action: Budget Checking Run
Voucher ID:	00010698	Invoice Date:	02/02/2015	
Voucher Style:	Regular Voucher	Accounting Date:	02/04/2015 <input type="checkbox"/> Tax Exempt	

3. Respond to the message

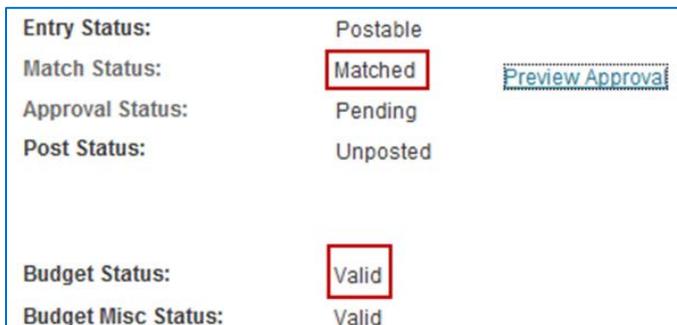
Similar to the matching process, before SWIFT runs the *Budget Check* process, it will display a message to allow you chose to run it now or to wait.

- If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
- If you prefer to complete other tasks and navigate away from this page, select **No**.

**NOTE:** Some AP staff enter a large volume of vouchers per day or vouchers with large amounts of distribution lines. They can choose to allow matching and budget check to run in the overnight batch process. In this case, the overnight process will automatically sent vouchers that matched through the approval cycle.

4. Check the **Summary** Page

*Budget Status* should now say "Valid". And, you are ready to run the approval process. It still says "Pending". If the *Budget Status* doesn't say "Valid", go to Lesson 2 to learn about how to repair errors.



The screenshot shows the Summary page with the following statuses:

Entry Status:	Postable
Match Status:	Matched <a href="#">Preview Approval</a>
Approval Status:	Pending
Post Status:	Unposted
Budget Status:	Valid
Budget Misc Status:	Valid

**Step 7: Prepare the voucher for the Approval process**

1. After reviewing the **Summary** Page and all of your statuses are accurate (entry, match, and budget status), you can run the approval process. On the **Invoice Information** page, select **Submit for Approval**.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	G1001	Invoice No:	EX02.06.15.15	Action:	
Voucher ID:	00010786	Invoice Date:	05/06/2015	▼	
Voucher Style:	Regular Voucher	Accounting Date:	05/06/2015	<input type="checkbox"/> Tax Exempt	<input type="button" value="Run"/>
Vendor ID:	0000215946	A ALLWAYS ASSOC INC	Invoice Receipt Date:	05/06/2015	<a href="#">Session Defaults</a>
ShortName:	AALLWAYS A-001	5845 HODGSON RD	Service Period Begin Date:		<a href="#">Attachments (0)</a>
Location:	001	SHOREVIEW, MN 55126	Goods/Services Received:	05/06/2015	<a href="#">Comments (0)</a>
*Address:	1		Customer Number:		<a href="#">Preview Approval</a>
<a href="#">Advanced Vendor Search</a>					
Invoice Lines:	50.00	*Pay Terms:	30	Net 30	<a href="#">Calc Basis Date</a>
*Currency:	USD	Basis Date Type:	Inv Date		<a href="#">Withholding</a>
Miscellaneous:		<a href="#">Non Merchandise Summary</a>			<input type="button" value="Print Invoice"/>
Freight:		<a href="#">Sales/Use Tax Summary</a>			<input type="button" value="Submit For Approval"/>
Sales Tax:					

- After the **Approval** process has been completed, you'll see an **Approval History** page showing us that **Approval** is still pending. It may show you the name of the person who approves the voucher.

**Voucher Approval**

← BUSINESS\_UNIT=R2901, VOUCHER\_ID=00000010, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1:Pending

Voucher Approval

Pending

AP\_APPR\_01\_R29\_ALL

M\_FS\_VCHR\_APPR\_01

- After you submit a voucher for approval, SWIFT displays an **Approval Comments** page. As an option, you can use this page to send a message to the approver. Click **OK** when finished.

**Congratulations!** You have completed the AP Cycle of entering a voucher using a Purchase Order from voucher entry through the approval process.

Now that you completed this topic, you should be able to:

- Create a voucher associated with a Purchase Order
- Copy worksheet information from the Purchase Order Only field into the voucher
- Follow the voucher created referencing a PO through the Accounts Payable Cycle

## Create Direct (non-Purchase Order) Vouchers

### Topic Overview

This topic covers how to create a voucher directly without referencing a purchase order.

Direct entry vouchers are rarely used because most state purchases are transacted through a purchase order. Create a direct entry voucher when payment in advance is required. Examples of advance payment transactions are airfare, subscriptions, conference registration fees, or payment to legislators for their per diem expenses.

- Direct vouchers are subject to budget check and are submitted for approval the same as PO-based vouchers.
- No matching is done because there is no *Purchase Order* or *PO Receipt* to match. However, this will require more data entry.

After completing this topic, you should be able to:

- Create a voucher directly without referencing a purchase order
- Follow the standard steps for entering a regular voucher in SWIFT
- Understand and enter ChartField information

## Process Steps

### **Create Direct (non-PO) Vouchers**

This topic covers how to create a voucher directly without a purchase order.

Steps to complete:

- Step 1: Use the Regular Entry – Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Budget Check process
- Step 6: Submit the voucher for the Approval process

### **General Tips for Directly Entering Vouchers**

- A new voucher must be created for every purchase.
- There must be a record of the receipt such as an expense report or approval form authorizing the purchase.
- Payment should be made only for the actual quantity received.
- Use the vendor receipt or invoice to enter the required items in SWIFT.

### **Step 1: Create a new voucher using Add a New Value page**

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. Enter the *Business Unit*.
3. Leave the default of “NEXT” in the *Voucher ID* field. SWIFT will automatically assign the next number.

**NOTE:** Use your receipt or invoice from the vendor to enter these fields.

4. Select “Regular Voucher” in the *Voucher Style*
5. Enter *Vendor ID* or *ShortName*. You can use the **Look up** button to search by name.
6. Once you enter this information, it automatically populates the *Vendor Location* and *Address Sequence* number with the default values. If a different location is specified on the invoice, update the location. Never change the address sequence number. The address defaults based on the location selected. Correct the location instead.
7. Enter the *Invoice Number*.

8. Enter the *Invoice Date*. This field is used to calculate sales tax.
9. Enter the *Gross Invoice Amount*.

Find an Existing Value
Add a New Value

**Business Unit:**

**Voucher ID:**

**Voucher Style:**

**Short Vendor Name:**

**Vendor ID:**

**Vendor Location:**

**Address Sequence Number:**

**Invoice Number:**

**Invoice Date:**

**Gross Invoice Amount:**

**Freight Amount:**

**Sales Tax Amount:**

**Misc Charge Amount:**

**Tax Exempt Flag**

**Estimated No. of Invoice Lines:**

Add

**Carver Soil and Water**

11360 Highway 212 #6  
Cologne, MN 55322  
Phone 952-466-5211  
952-466-2070

**CARVER SOIL & WATER**  
CONSERVATION DISTRICT

INVOICE #0000-2011-1  
DATE: 1/23/2015

**TO:**  
Maria Abedi- Tari  
Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155-4040  
(651) 296-6157  
(888) 646-6367

**SHIP TO:**  
Marcus Vang  
Department of Natural Resources  
500 Lafayette Road  
St. Paul, MN 55155-4040  
(651) 296-6157  
(888) 646-6367

SALESPERSON	CATALOG ITEM	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Maria Gonzales	28749		UPS		Net 30

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
2	Water Pump, 91-92 L8000 W/7.8ENG	\$1,000.00	\$2,000.00
SUBTOTAL			\$2,000.00
SALES TAX			
SHIPPING & HANDLING			
TOTAL DUE			

*Approved Maria Abedi Tari Dec 15/2015 Fund # 2010*

Make all checks payable to Carver Soil and Water.  
 If you have any questions concerning this invoice, contact: Maria Gonzales at 952-466-5211 or [mgonzales@co.carver.mn.us](mailto:mgonzales@co.carver.mn.us)  
 Thank you for your business!

10. Complete the remainder of the fields as applicable.

**Fields on the Add a New Value page.**

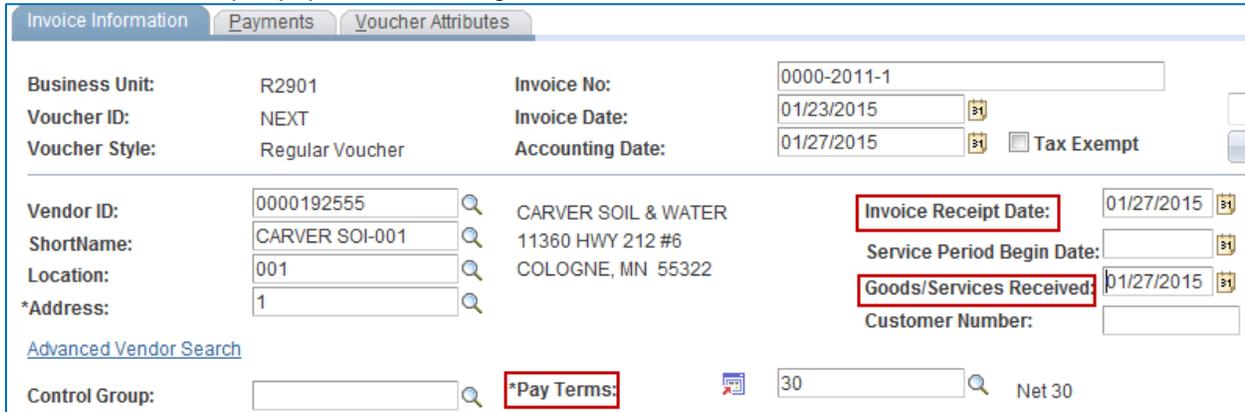
Field	Field Description
<b>*Invoice Number</b>	This field is a referencing number that a vendor uses to identify their associated paperwork requesting payment for goods or services.
<b>Gross Invoice Amount</b>	This field is used to enter the total amount from the vendor's invoice.
<b>Freight Amount</b>	This field is used to enter any related freight charges.
<b>Sales Tax Amount</b>	This field is used to enter appropriate sales tax related to this voucher. Note: If you input the sales tax here, it will be subtracted later.
<b>Misc. Charge Amount</b>	This field is used for other charges that are not freight or sales tax.
<b>Tax Exempt Flag</b>	If the payment is not subject to sales or use tax, select this check box. This option should not be selected unless you are sure of the tax exempt status.
<b>Estimated No. of Invoice Lines</b>	SWIFT will populate the next section with the number of lines specified here

11. Click the **Add** button.

**Step 2: Enter information in the Invoice Information page**

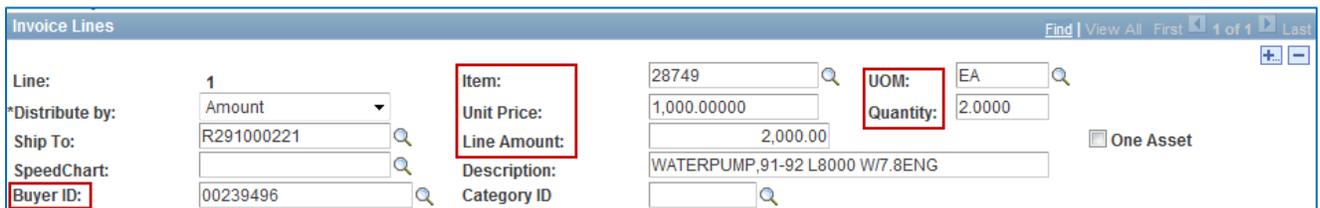
When you select **Add** from the bottom of the **Add a New Value** Page, the **Invoice Information** page appears. This is where you will add the majority of the information from your invoice.

A. The *Header* section defines common information about the invoice. On the header, you'll notice that several items were pre-populated including: *Business Unit*, *Invoice ID* and information about the vendor.



1. Enter the *Invoice Receipt Date*, which is the date the invoice was received.
2. Enter the *Goods/Services Receipt Date*, which is the date the goods or services were received.
3. The *Pay Terms* field is required. The default is Net 30.
4. Enter any other fields as applicable. For example, the *Customer ID* is an optional field. It is the unique number assigned by a vendor on the invoice.

B. The *Invoice Lines* section is where you enter details about the goods and services that were billed.



1. Scroll down to the *Invoice Lines* section.
2. If the item was selected by a catalog, you can use the **Look Up** button to search for the *Item*.
3. Enter the *UOM* (Unit of Measurement). "EA" (EACH) is commonly used. Or, you can use the **Look Up** button to search for the appropriate unit.
4. Enter information in the *Unit Price* field.
5. Enter the number of the items purchased in the *Quantity* field.
6. Enter the *Buyer* information. You can use the **Look Up** button to search for the buyer.

C. The *Distribution Lines* section allows you to include the chart of account details that are used to pay for this purchase. An *Invoice Line* can have one or more *Distribution Lines*.

Each Chart of Account is called a *ChartField*. There are six *ChartFields* that combined define specific transactions.

- *Statewide ChartFields:*  
Fund, Department ID or Financial Department ID, Account, Appropriation ID and Account.
- *Agency Reporting ChartFields:*  
Statewide Cost, Agency Cost, SubAccount, Agency Cost 1 and Agency Cost 2
- *Project/Grant Reporting ChartFields:*  
PC Business Unit, Project, Activity, Source Type, Category and Sub-Category

**Fields on the Distribution Lines Section.**

Field	Field Description
<b>Fund</b>	Fund is an independent fiscal and accounting entity with a self-balancing group of accounts. It records cash and/or other resources together with all related liabilities, obligations, reserves and equities. These resources are split out for the purpose of carrying on specific activities or attaining certain objectives following special regulations, restrictions or limitations.
<b>Fin Dept ID</b>	Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
<b>Account</b>	The Account ChartField classifies the nature of a transaction such as "cash" and "supplies." The values in this field determine whether it is an asset, liability, equity, revenue or expenditure. All transactions in SWIFT will have an Account.
<b>Appropriation</b>	An appropriation legally authorizes spending or the collection of receipts as specified in session laws or state statutes.
<b>Appropriation ID</b>	An appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
<b>PC Business Unit</b>	A Business Unit generally represents a legal entity. PC (Project Costing) is an operational subset of a business unit.
<b>Project</b>	Project is the primary Project Costing ChartField used to capture additional information useful for grant and project accounting.



Field	Field Description
<b>Activity</b>	Activity is a Project Costing ChartField that specifies the funding source of a Project.
<b>Source Type</b>	Source is a two-character identifier for the origin of the journal, e.g., AP represents accounts payable. Source Type is a Project Costing ChartField representing a category of costs or revenue.
<b>Category</b>	Category refers to the level at which the budget is controlled: Category 1 is payroll and benefits; Category 2 is all other budgeted expenditures; and Category 3 is all non-budgeted expenditures.
<b>SpeedChart</b>	SpeedChart keys can be defined with multiple accounting distributions and are used during data entry instead of the individual ChartField combinations. Sets up categories for direct entry vouchers.

**Note:** SpeedCharts can be very helpful with multiple vouchers using the same Chart of Accounts. The SWIFT Help Desk can help you set them up using a standard form.

Your agency's accounting department or supervisor can provide the appropriate values for the following fields. .

1. Scroll down to the *Distribution Lines* section and the *GL tab*. You'll notice that some of the fields have been populated already from the *Invoice Lines* (e.g., Merchandise Amount and Quantity).

2. Enter the *Fund*.

3. Enter the *Fin Dept ID*.

**Note:** This ChartField string begins with the same 3 characters as the Business Unit.

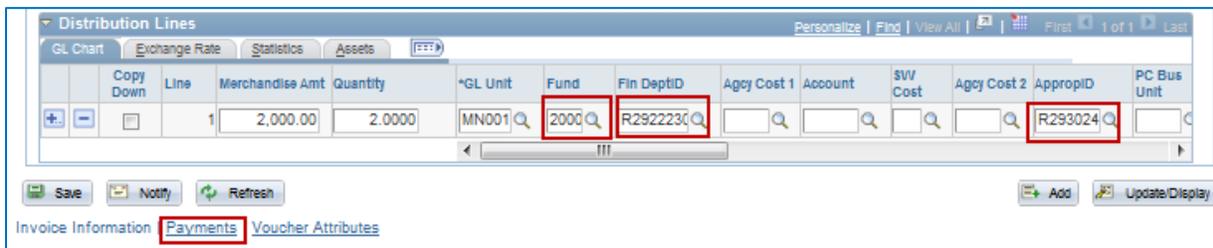
4. Enter the *Account*.

5. Enter the AppropID ID.

**Note:** This ChartField string begins with the same 3 characters as the Business Unit.

6. If your agency requires projects, you'll also need to populate these values: PC Business Unit, Project, Activity

7. Once you've determined that everything on the **Invoice Information** page is accurate, you'll need to view the **Payments** page to complete this voucher. Click on the **Payments** link.



**Step 3: Enter information on the Payment page.**

The **Payments** Page provides the details related to the payment to be viewed or updated as needed.

Invoice Information		Payments		Voucher Attributes	
Business Unit:	G1001	Invoice No:	EX02.06.15.15		
Voucher ID:	NEXT	Invoice Date:	05/06/2015		
Voucher Style:	Regular Voucher	Agency Origin:	00 <input type="text"/> MMB		
Total Amount:	0.00	*Pay Terms:	30 <input type="text"/> Net 30		
Vendor Name:	AALLWAYS ASSOC INC	Prompt Date:	06/05/2015		
		Pay Reason:	<input type="text"/>		

1. Select the correct *Agency Origin*.
2. You can also update fields such as the *Pay Terms*, *Prompt Date*, *Discount*, *Scheduled Due Date*, and add any *Messages* that you want printed on the remittance advice.

Field	Field Description
<b>Discount</b>	Calculates based on the <i>Pay Terms</i> selection above and cannot be manually changed.
<b>Scheduled Due</b>	The <i>Scheduled Due</i> date is calculated by adding <i>the Pay Terms</i> to the <i>Invoice Date</i> . To specify a <i>Scheduled Due</i> date, enter the date in the <i>Scheduled Due</i> field and click the <b>Schedule Payments</b> button. The system automatically calculates the <i>Scheduled Due</i> date after the voucher is saved

3. Click the **Save** button at the bottom of the Payments page.

**Schedule Payment**

\*Action:   Payment Date:

Pay:   Reference:

---

**Step 4: Complete your new voucher**

After you save your voucher, the SWIFT system will alert you of any errors and it will perform a series of validation checks.

- Now there are six pages at the top, including the **Summary** page, which is used to check for errors.
- Go to the **Summary** page and review the statuses. These statuses mean that there are no errors on the voucher. Lesson 2 covers how to handle any errors.

<b>Entry Status:</b>	Postable
<b>Match Status:</b>	No Match
<b>Approval Status:</b>	Pending
<b>Post Status:</b>	Unposted
<b>Budget Status:</b>	Not Chk'd
<b>Budget Misc Status:</b>	Valid

**Step 5: Run the Budget Check process**

1. Use the **Action** list on the **Invoice Information** page to select the *Budget Check* process.
2. Select **Run**.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
<b>Business Unit:</b>	R2901	<b>Invoice No:</b>	0000-2011-1			<b>Action:</b>					
<b>Voucher ID:</b>	00222507	<b>Invoice Date:</b>	01/23/2015			Budget Checking					
<b>Voucher Style:</b>	Regular Voucher	<b>Accounting Date:</b>	01/27/2015			Run					
						<input type="checkbox"/> Tax Exempt					

3. Respond to the message.

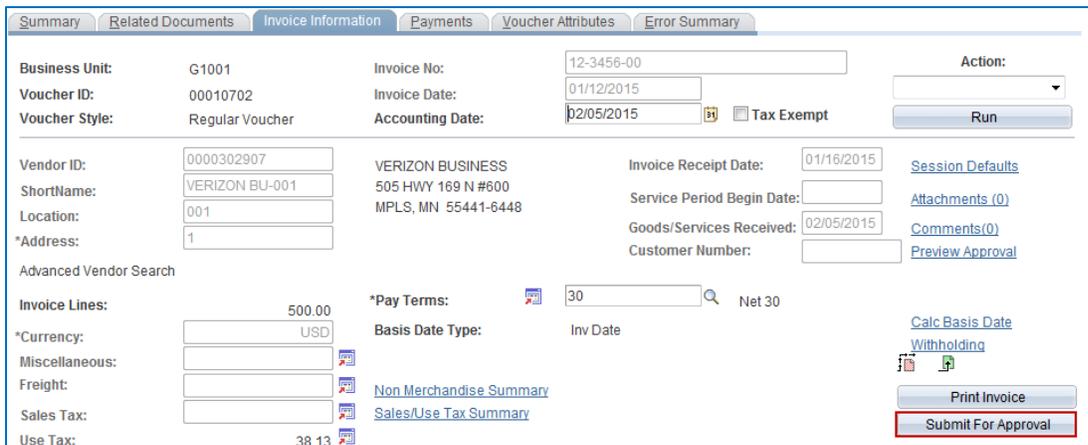
Before SWIFT runs the *Budget Checking* process, it will display a message to asks you if you want to run it now or to wait.

- If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
  - If you prefer to complete other tasks and navigate away from this page, select **No**. In this case, you can search for the voucher later using the *Voucher ID* and check the **Summary** page to see if the *Budget Checking* process was completed.
4. Check the information on the **Summary** page. Here are the statuses that tell you that this voucher is ready for the approval step.

Entry Status:	Postable
Match Status:	No Match
Approval Status:	Pending
Post Status:	Unposted
Budget Status:	Valid
Budget Misc Status:	Valid

**Step 6: Prepare the voucher for the Approval process**

1. Return to the **Invoice Information** page.
  - a. The *Voucher ID* has been added. Write this ID on your voucher written documentation.
  - b. Run the **Approval** process by selecting **Submit for Approval** on the **Invoice Information** page.



2. Review the **Approval History** page that appears after the approval process is complete. It will show you that approval is still pending. It may show you the name of the person who approves the voucher.

**Voucher Approval**

← BUSINESS\_UNIT=R2901, VOUCHER\_ID=00000010, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1:Pending

Voucher Approval

Pending

⌚ AP\_APPR\_01\_R29\_ALL  
M\_FS\_VCHR\_APPR\_01



3. After you submit a voucher for approval, SWIFT displays an **Approval Comments** page. As an option, you can use this page to send a message to the approver. Click **OK** when finished.

**Approval Comments**

Business Unit	G0201
Voucher ID	00017747
Additional Details	<input type="text"/>

***Congratulations!*** You have completed the **AP Cycle** from **Voucher Entry** through the **Approval Process**.

Now that you completed this topic, you should be able to:

- Create a voucher directly without referencing a purchase order
- Follow the standard steps for entering a regular voucher in SWIFT
- Understand and enter ChartField information



## Lesson Summary

Having completed this lesson, you should now be able to:

- Create a new vouching using Add a New Value to enter a Regular Voucher into SWIFT
- Understand which information is needed on the Invoice Information Page
- Copy a Purchase Order Receipt or a Purchase Order into a Regular Voucher to create a new voucher in SWIFT
- Create a voucher using direct entry
- Review the Summary Page to check for potential errors
- Run the Matching and Budget Check processes to prepare for Approval.
- Learn about specific terms used for creating regular vouchers in each of the process steps

## Lesson 2: Voucher Maintenance (Error Correction)

### Lesson Overview

In SWIFT, there are different types of processes that need to be initiated to prepare vouchers for payment. The types of processes that used are:

- *Voucher Build:*  
This process is used to create vouchers (most often) from payables information interfaced from third party systems into SWIFT AP
- *Matching Process:*  
This process was described in Lesson 1.
- *Budget Checking:*  
This process was described in Lesson 1.
- *Voucher Post:*  
This process creates accounting entries ready to be moved to the General Ledger.

After each process runs, errors may surface. Before the voucher moves forward in the Voucher Lifecycle and gets paid, all errors must be resolved. You will need to ensure that any and all errors are resolved so that payments may be made on time.

### Voucher Entry Sources

Error corrections are different depending upon the method or source used to enter the voucher.

#### 1. Individual or Online Voucher Entry:

Most vouchers are entered online via the voucher entry methods described in Lesson 1. Typical errors for this type of voucher entry are matching and budget checking errors.

#### 2. Voucher Build:

Some state agencies use an interfaced process to build vouchers using another accounting system. Check with your agency to see how voucher build errors are resolved.



**Key Terms for Voucher Maintenance**

Terms	Term Description
<b>AppWorx</b>	This is the Batch Scheduler. It runs the voucher processes multiple times throughout the day and once nightly. Building, matching, budget checking, and voucher approval routing occur during this process, if you choose not to run during voucher creation.
<b>Closing a Voucher</b>	Use this process when a voucher has already run through the voucher posting process and the voucher must be discarded. The voucher must <b>NOT</b> have been paid or selected for payment.
<b>Deleting a Voucher</b>	This is allowed if the voucher is unpaid and has <b>NOT</b> yet gone through the voucher posting process. This process discards the voucher and does not require action from supervisors.
<b>Match Workbench</b>	A SWIFT page and processes that support troubleshooting matching errors.
<b>Quick Invoice</b>	A voucher created from the voucher build process.
<b>Unmatch</b>	Required for error correction if the error occurred in a purchase order-based voucher.
<b>Unpost</b>	Required for all voucher effort corrections if the voucher post process is complete and the accounting entries have been prepared for the GL.
<b>Voucher Build</b>	A process that received information submitted to AP from agency AP subsystems and constructs a SWIFT voucher.
<b>Voucher Post</b>	<p>The voucher post process prepares the accounting entries picked up by the Journal Generator to post to the General Ledger.</p> <ul style="list-style-type: none"> <li>• Vendor account balances are updated, and corresponding financial information is stored on tables until the Journal Generator is used to create a journal entry.</li> <li>• Vendor account balances are updated. Accounting entries for applying withholding and freight are created.</li> </ul>



## Accounts Payable Life Cycle for Error Correction

You must know how to research and resolve the errors before the voucher can be paid. If the voucher has already been paid, you must take appropriate action directly with the vendor.

- **Step 1: Voucher Build Errors**  
Vouchers are created through manual online data entry or interfaced and created through the voucher build process. If SWIFT detects an error after the voucher has been saved, the error must be corrected before it can move further.
- **Step 2: Matching Errors**  
After an initial error has been corrected, the voucher can be matched if it originated from a PO or PO receipt. If matching errors surface, you can correct the errors by navigating to the **Match Workbench** in AP or by navigating to the **Summary** page and clicking on *Exceptions*.
- **Step 3: Budget Checking Errors**  
After you correct the matching errors, you can run the budget checking process – either after saving the voucher or wait until the batch process during the day or nightly. If an error occurs here, any PO-based vouchers must be **Unmatched** before you can change the voucher.
- **Step 4: Submit for Approval**  
After all of the errors have been corrected and the updated voucher is saved, you can resubmit the voucher for approval.
- **Step 5: Voucher Posting Process**  
The voucher posting process runs and creates journal entries. If an error occurs at this step, you must get the voucher unposted by the approver; unmatch the voucher if it is PO-based, update and save the corrected voucher, and allow the voucher to be picked up and processed during the nightly posting process.
- **Step 6: Voucher Approval**  
If the voucher is error-free, it can be approved.

## Handle Common Errors

### *Match Exceptions:*

- A **Match Exception Matrix** is available in the Appendix of this User Guide to help you determine how to resolve common errors and who is responsible for the error (voucher entry or buyer).

### *Updating a Posted Voucher:*

- Once a voucher has been posted, you cannot change any voucher fields that would have an impact on accounting entries (costs, quantities, ChartField values, etc.). The unpaid voucher will need to be unposted if updates are required.
- The only information that can be changed on a voucher after posting is descriptive information, for example: an invoice number, item number, item description or comments.



- If you want to make changes to accounting information, you must unpost to update it before Voucher Post runs or close the voucher after it has run. Only approver-level employees may unpost vouchers (and it must be the person who approved the voucher).

### Reference a Purchase Order (PO)

- If a PO needs to be changed, be sure no vouchers are in process against it. If there are, delete the vouchers first. Then make the change to the PO, and re-create the voucher.
- POs mistakenly set up as *Quantity* instead of *Amount Only* will be fully receipted and matched. This can cause problems. Before making the change to the PO, cancel any open receipts and delete any pending vouchers.
- POs must have a *PO Status* of “Dispatched” to be paid against; if it says “Approved,” the PO hasn’t been dispatched yet, and no voucher can be paid against it.
- The *Encumbrance Balance* on a PO must show at least the amount that needs to be paid out on your voucher; otherwise, the voucher will not be paid.
- If the PO distribution line was closed in error, another line needs to be added to the PO with the new pay-out amount in order for the voucher to be paid.

### Work with Vouchers

- *Handle Late Charges:* To account for late charges on a payment, add another line to the voucher on the **Invoice Information** tab citing the late charge account created for this purpose. Then, on the **Payments** tab in the *Pay Reason* field, choose “Late.”
- *Adjustment Voucher/Credit Memo:* All credits must be handled manually. Keep track of these credits in a spread sheet. Then, the next time you pay the vendor, you can deduct the credit amount from the payment and include an explanation in the **Message** field at the bottom of the **Payment** tab.
- *Unable to find voucher:* It is probably either fully matched or associated with an *Amount Only PO* and fully receipted.
- *Change information that printed on the warrant (e.g., the agency contact information):*  
The *Agency Origin* field on the **Payments** tab determines the information that appears on this section. If you cannot resolve this issue using the **Payments** tab, review the *Agency Origin* code.
  - You can find this code by running a query.  
*Navigation:* Reporting Tools, Query, Query Viewer, M\_AP\_AGENCY\_ORIGIN.  
Select HTML or Excel hyperlink. When the new tab displays, type in your agency's *Business Unit* and click on **Enter**.
  - If one of these codes needs to be changed, email the SWIFT Help Desk via email. [swifthelpdesk.mmb@state.mn.us](mailto:swifthelpdesk.mmb@state.mn.us)



- *A voucher needs to pay immediately:* Change the *Pay Terms* field on the **Invoice Information** tab to “000.” If this field is grayed out, you do not have the access to change the *Pay Terms*. Contact the SWIFT Help Desk via email. [swifthelpdesk.mmb@state.mn.us](mailto:swifthelpdesk.mmb@state.mn.us)
- *A voucher needs to pay on a specific date:* Change the *Scheduled Date* on the **Payments** tab to the date you need. If this field is grayed out, you don’t have the access to change the *Scheduled Date*. Contact the SWIFT Help Desk via email. [swifthelpdesk.mmb@state.mn.us](mailto:swifthelpdesk.mmb@state.mn.us)

After completing this lesson, you should be able to:

- Troubleshoot Voucher Build errors (if designated by your agency)
- Update vouchers
- Review and resolve Match Exceptions
- Use the Match Workbench to unmatch a voucher
- Review/Correct Budget Check errors
- Unpost a voucher
- Delete a voucher
- Close a voucher
- Look up unpaid vouchers and find common reasons for not being paid

## Review and Resolve Interfaced Vouchers Errors

### Topic Overview

Voucher build is a batch program that builds vouchers from other external systems that interface to SWIFT. Once these interfaced vouchers are successfully built, Voucher Build calls the Voucher Edit process to check the newly assembled vouchers.

The **Voucher Build** process does the following:

- Associates purchase orders and receipts (receivers) for vouchers based on the Voucher Build Criteria
- Creates control groups
- Enters miscellaneous charges
- Checks header and line balances and logs any errors
- Creates payment records, if required
- Associates purchase orders or receipts (receivers) using fields such as: the Purchase Order ID, Item ID, Quantity and Price to find the key fields to the purchase order or receipt lines
- Uses key fields to create voucher distribution records and copy purchase order and receipt fields to the voucher lines

When there are errors on interfaced vouchers, use the **Voucher Build Error Detail** page. This page allows you to review details on process errors on vouchers. It will bring you to the error to resolve it.

### Common Errors on the Voucher Build Process:

- Missing information on the **Invoice Information** page.
- Incorrect accounting information such as the *Business Unit*.
- Duplicate vouchers.

The Voucher Build process is comprised of two sub-processes: Voucher Pre-edit and Voucher Edit

1. **Voucher Pre-edit errors** prohibit the transaction from being processed by voucher edit processing. These are the same errors SWIFT identifies while saving after online entry. To update these errors, go directly to the voucher and edit them. Here are the most common pre-edit errors:
  - Invalid Business Unit
  - Invalid Vendor
  - No default Location for Vendor
  - No Invoice Date
  - Invalid vendor Location
  - Invalid Vendor Address
  - Invalid Voucher Origin
2. **Voucher Edit errors** on interfaced vouchers are resolved through the Voucher Build Error Detail page. These vouchers have a “Recycle” status. Voucher Build Error Detail process is detailed in this lesson.



**Note:** You will need the “Voucher Maintenance Error Detail” role in order to access this page.

After completing this topic, you should be able to:

- Navigate to the Voucher Build Error Detail page.
- Retrieve vouchers with voucher errors.
- Review and determine the appropriate action for correcting a voucher error.
- Correct voucher errors.
- Run the Budget Checking process after saving the corrected voucher.
- View the budget check status for a voucher after running the Budget Checking process.
- Verify the voucher with errors no longer exists in the search results of the voucher build errors.

## Process Steps

### Review and Resolve Interfaced Voucher Errors

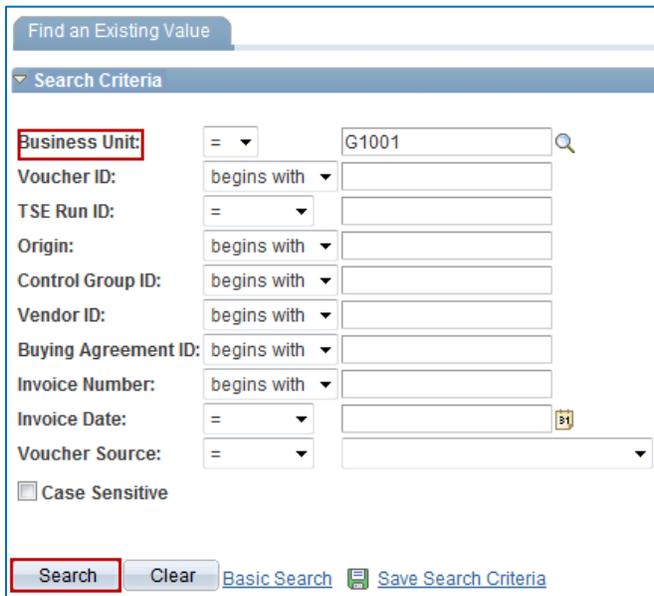
Steps to complete reviewing and resolving interfaced voucher errors

- Step 1: Use the Voucher Build Error Detail search page to find errors.
- Step 2: Use the Voucher Build Error Detail page to identify and correct the error.
- Step 3: Correct errors on the voucher.
- Step 4: Verify that the voucher no longer has errors.

#### Step 1: Use the Voucher Build Error Detail search page to find errors.

Once you identify that there are voucher build errors, you will need to determine the cause of the error and the appropriate corrective action. The Voucher Build Error Detail process will help you find the voucher and correct any errors.

1. **Navigation Links:** Accounts Payable, Vouchers, Maintain, Voucher Build Error Detail
2. Populate as many search fields as you want to retrieve the desired voucher. To find all of the vouchers in error for your business unit, enter the *Business Unit* and click **Search**.



Find an Existing Value

Search Criteria

Business Unit: = G1001

Voucher ID: begins with

TSE Run ID: =

Origin: begins with

Control Group ID: begins with

Vendor ID: begins with

Buying Agreement ID: begins with

Invoice Number: begins with

Invoice Date: =

Voucher Source: =

Case Sensitive

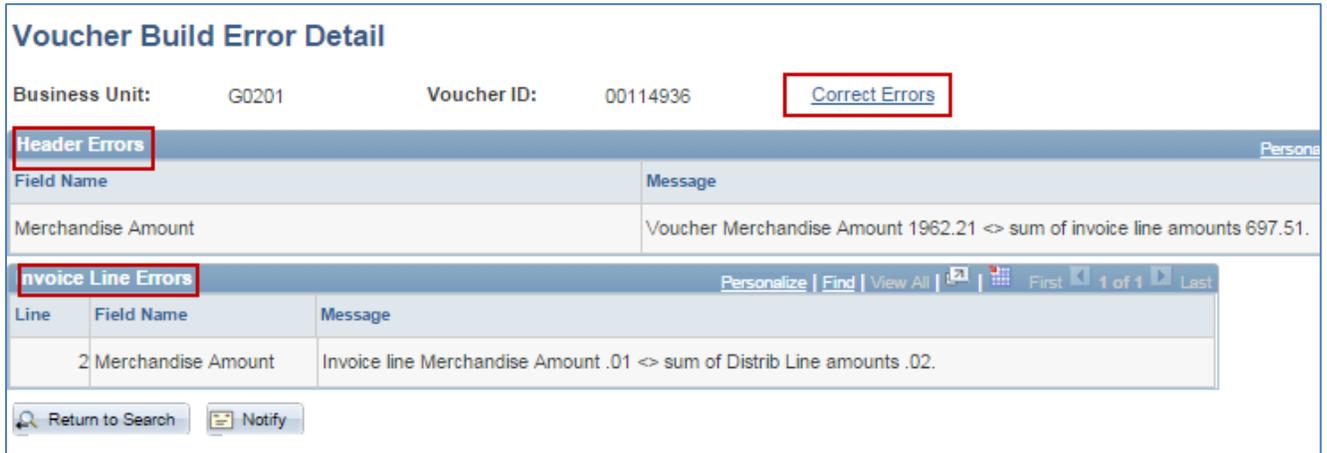
Search Clear Basic Search Save Search Criteria

3. On the **Search Results** page, click on the *Voucher ID* to select it. This will take you to the **Voucher Build Error Detail** page.

Business Unit	Voucher ID	TSE Run ID	Origin	Control Group ID	Vendor ID	Buying Agreement ID	Invoice Number	Invoice Date	Gross Invoice Amount	Transaction Currency	Voucher Source
G0201	00114936	14062969	ONL	(blank)	PLACEHOLDER	(blank)	0220002344	04/07/2015	1962.21	USD	Online
G0201	00115002	14062969	ONL	(blank)	G9R0000000	(blank)	IDC15007.4TH.QTR.FY15	05/12/2014	10974.73	USD	Online

**Step 2: Use the Voucher Build Error Detail page to identify and correct the error.**

1. The **Voucher Build Error** page shows you the errors by Header, Invoice Lines and Distribution Lines, depending upon the error. For example, the *Invoice Lines* section below provides information about which field is in error and a message explaining the error.
2. Click on the *Correct Errors* link to view the voucher.



**Voucher Build Error Detail**

Business Unit: G0201      Voucher ID: 00114936      [Correct Errors](#)

**Header Errors** Personalize

Field Name	Message
Merchandise Amount	Voucher Merchandise Amount 1962.21 <> sum of invoice line amounts 697.51.

**Invoice Line Errors** Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message
2	Merchandise Amount	Invoice line Merchandise Amount .01 <> sum of Distrib Line amounts .02.

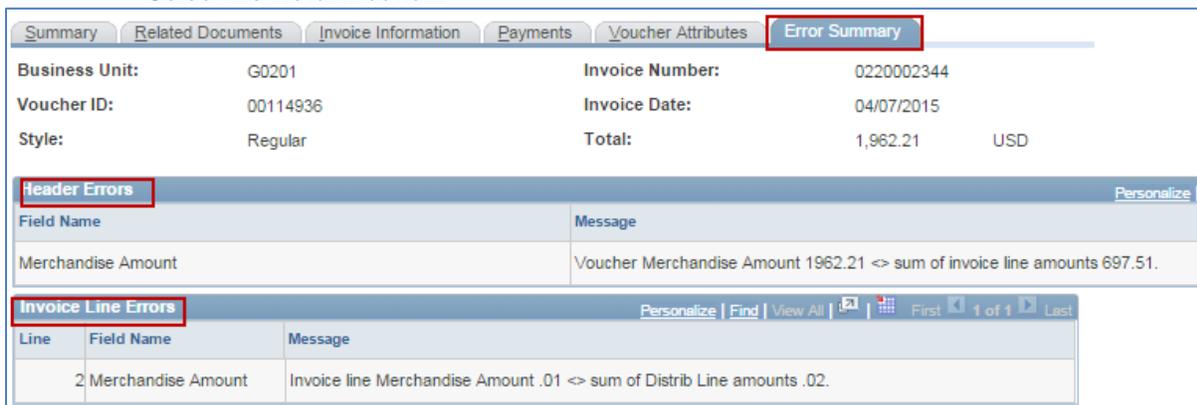
[Return to Search](#)   [Notify](#)

3. SWIFT brings you to the original interfaced voucher where the error occurs.

**Step 3: Correct errors on the voucher.**

The **Summary** page shows the status of this voucher. Vouchers that are flagged with errors during the “Voucher Edit Sub-Process” are assigned the status of *Recycle*.

1. You can also see the specific errors by selecting the **Error Summary** tab.
  - Here you will see the field name that was in error and a message describing the error.
  - **Note:** Combination Editing (combo edits) are used to enforce rules related to required ChartFields. If certain ChartFields are not populated with a valid value, a combo edit error will be received
  - Select the **Return** button.



Summary   Related Documents   Invoice Information   Payments   Voucher Attributes   **Error Summary**

Business Unit: G0201      Invoice Number: 0220002344  
Voucher ID: 00114936      Invoice Date: 04/07/2015  
Style: Regular      Total: 1,962.21      USD

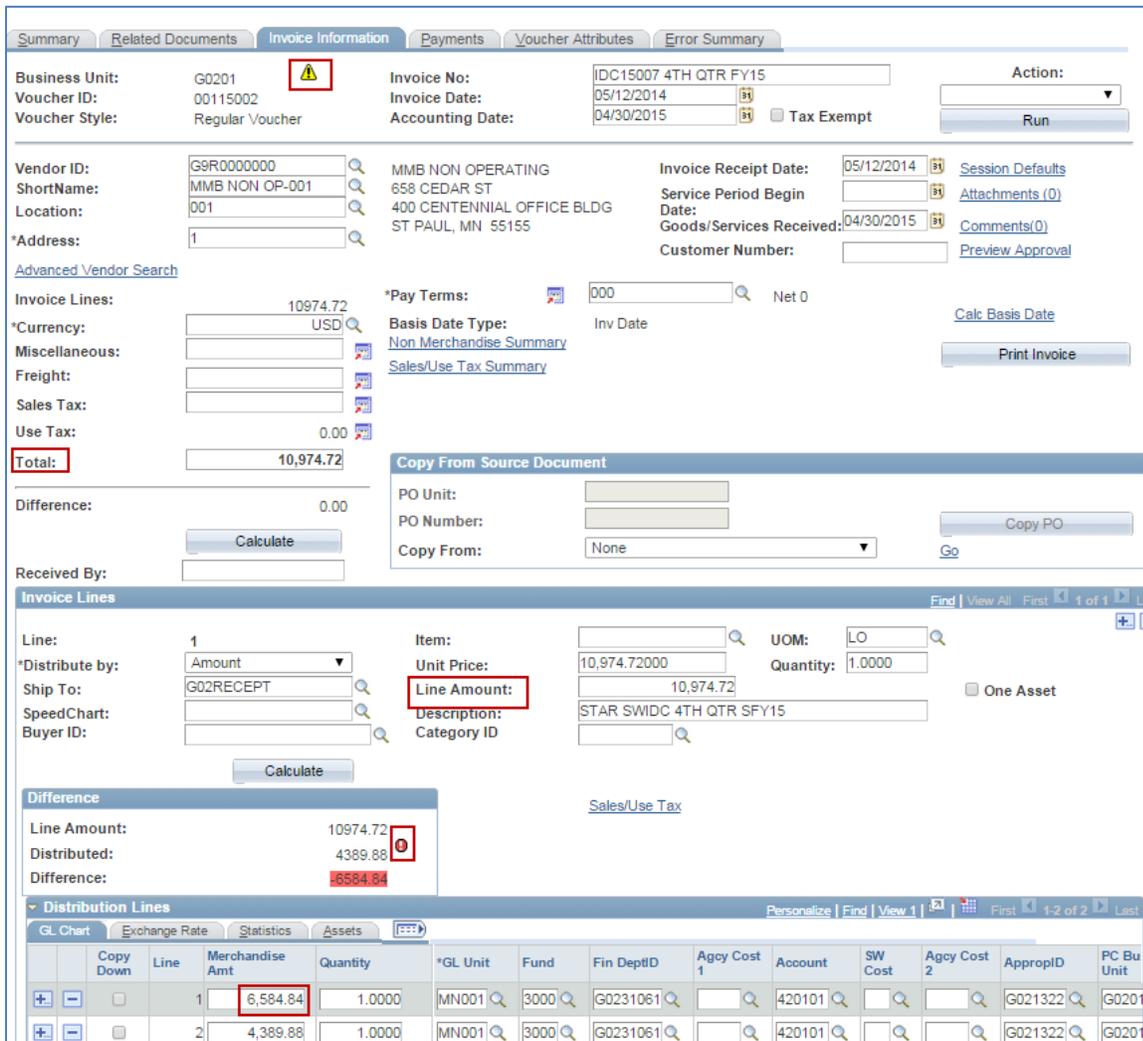
**Header Errors** Personalize

Field Name	Message
Merchandise Amount	Voucher Merchandise Amount 1962.21 <> sum of invoice line amounts 697.51.

**Invoice Line Errors** Personalize | Find | View All | First 1 of 1 Last

Line	Field Name	Message
2	Merchandise Amount	Invoice line Merchandise Amount .01 <> sum of Distrib Line amounts .02.

- Most errors are in the **Invoice Information** page. Click on it.
  - The **Review Errors** button (yellow triangle) shows where the error occurs. In this case, the error is in the Header. Also, you can see that there is an error in the Invoice Line amounts.
  - The **red circle** shows the error.
  - In this example, the voucher is out of balance. The amounts in the Header, Invoice Lines and Distribution Lines do not match.
  - Notice if some areas that were copied from the original voucher are missing. For example, if the voucher was interfaced from a subsystem, the Invoice Date and Goods/Received Date fields remain populated. If it was routed directly from Accounts Receivable, you'll need to reenter those date fields.



**Invoice Information**

Business Unit: G0201  Invoice No: IDC15007 4TH QTR FY15  
 Voucher ID: 00115002 Invoice Date: 05/12/2014  
 Voucher Style: Regular Voucher Accounting Date: 04/30/2015  Tax Exempt

Vendor ID: G9R0000000 MMB NON OPERATING Invoice Receipt Date: 05/12/2014  
 Short Name: MMB NON OP-001 658 CEDAR ST Service Period Begin Date:   
 Location: 001 400 CENTENNIAL OFFICE BLDG Date: 04/30/2015  
 \*Address: 1 ST PAUL, MN 55155 Goods/Services Received: 04/30/2015  
 Customer Number:   
 \*Pay Terms: 000 Net 0  
 Basis Date Type: Non Merchandise Summary  
 Sales/Use Tax Summary

Invoice Lines: 10974.72  
 \*Currency: USD  
 Miscellaneous:   
 Freight:   
 Sales Tax:   
 Use Tax: 0.00  
**Total: 10,974.72**  
 Difference: 0.00

**Invoice Lines**

Line: 1 Item: UOM: LO  
 \*Distribute by: Amount Unit Price: 10,974.72000 Quantity: 1.0000  
 Ship To: G02RECEPT **Line Amount: 10,974.72**  
 SpeedChart: Description: STAR SWIDC 4TH QTR SFY15  
 Buyer ID: Category ID:   
 Difference: Line Amount: 10974.72  
 Distributed: 4389.88  
 Difference: **6584.84**

**Distribution Lines**

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	Account	SW Cost	Agcy Cost 2	AppropID	PC Bu Unit
<input type="checkbox"/>	1	6,584.84	1.0000	MN001	3000	G0231061		420101			G021322	G0201
<input type="checkbox"/>	2	4,389.88	1.0000	MN001	3000	G0231061		420101			G021322	G0201

- Correct the errors and click on **Save**.

**Step 4: Verify that the voucher no longer has errors.**

1. Check the **Error Summary** page. Make sure there are no errors.

<a href="#">Summary</a>		<a href="#">Related Documents</a>		<a href="#">Invoice Information</a>		<a href="#">Payments</a>		<a href="#">Voucher Attributes</a>		<a href="#">Error Summary</a>	
<b>Business Unit:</b>	G0201	<b>Invoice Number:</b>	IDC15007 4TH QTR FY15								
<b>Voucher ID:</b>	00115002	<b>Invoice Date:</b>	05/12/2014								
<b>Style:</b>	Regular	<b>Total:</b>	10,974.72	USD							
<div style="border: 1px solid red; padding: 2px;">This Voucher does not have any errors.</div>											
<a href="#">Summary</a>   <a href="#">Related Documents</a>   <a href="#">Invoice Information</a>   <a href="#">Payments</a>   <a href="#">Voucher Attributes</a>   <a href="#">Error Summary</a>											

2. Run budget checking. On the *Action* list, select “Budget Checking”. Then click **Run**.

<a href="#">Summary</a>		<a href="#">Related Documents</a>		<a href="#">Invoice Information</a>		<a href="#">Payments</a>		<a href="#">Voucher Attributes</a>		<a href="#">Error Summary</a>	
<b>Business Unit:</b>	G0201	<b>Invoice No:</b>	IDC15007 4TH QTR FY15								
<b>Voucher ID:</b>	00115002	<b>Invoice Date:</b>	05/12/2014								
<b>Voucher Style:</b>	Regular Voucher	<b>Accounting Date:</b>	04/30/2015								
										<div style="border: 1px solid red; padding: 2px;"> <b>Action:</b>          Budget Checking       </div>	
<div style="border: 1px solid red; padding: 2px; text-align: center;">Run</div>											

3. On the **Summary** page, the status of the *Budget Status* is now “Valid.” The *Entry Status* is now “Postable.”

<a href="#">Summary</a>		<a href="#">Related Documents</a>		<a href="#">Invoice Information</a>		<a href="#">Payments</a>		<a href="#">Voucher Attributes</a>		<a href="#">Error Summary</a>	
<b>Business Unit:</b>	G0201	<b>Invoice Date:</b>	05/12/2014								
<b>Voucher ID:</b>	00115002	<b>Invoice No:</b>	IDC15007 4TH QTR FY15								
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	10,974.72	USD							
<b>Contract ID:</b>											
<b>Vendor Name:</b>	MMB NON OPERATING 658 CEDAR ST 400 CENTENNIAL OFFICE BLDG ST PAUL, MN 55155				<b>Pay Terms:</b>	Net 0					
<b>Entry Status:</b>	Postable				<b>Voucher Source:</b>	Online					
<b>Match Status:</b>	No Match	<a href="#">Preview Approval</a>		<b>Origin:</b>	ONL						
<b>Approval Status:</b>	Pending			<b>Created:</b>	04/29/2015						
<b>Post Status:</b>	Unposted			<b>Created By:</b>	01106622						
<b>Budget Status:</b>	Valid				<b>Modified:</b>	05/13/2015					
<b>Budget Misc Status:</b>	Valid				<b>Modified By:</b>	01087463					
				<b>ERS Type:</b>	Not Applicable						
				<b>Close Status:</b>	Open						

4. Return to the **Invoice Information** page and submit it for approval.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	G0201	Invoice No:	DC15007.4TH QTR FY15	Action: <input type="text"/>	
Voucher ID:	00115002	Invoice Date:	05/12/2014	Run	
Voucher Style:	Regular Voucher	Accounting Date:	04/30/2015	<input type="checkbox"/> Tax Exempt	
Vendor ID:	G9R0000000	ShortName:	MMB NON OPERATING	Invoice Receipt Date:	05/12/2014
Location:	001	Address:	658 CEDAR ST 400 CENTENNIAL OFFICE BLDG ST PAUL, MN 55155	Service Period Begin Date:	
Advanced Vendor Search			*Pay Terms:	000	Net 0
Invoice Lines:	10974.72	Basis Date Type:	Inv Date	Calc Basis Date	
*Currency:	USD	Non Merchandise Summary		Print Invoice	
Miscellaneous:		Sales/Use Tax Summary		Submit For Approval	
Freight:					

After completing this topic, you should now be able to:

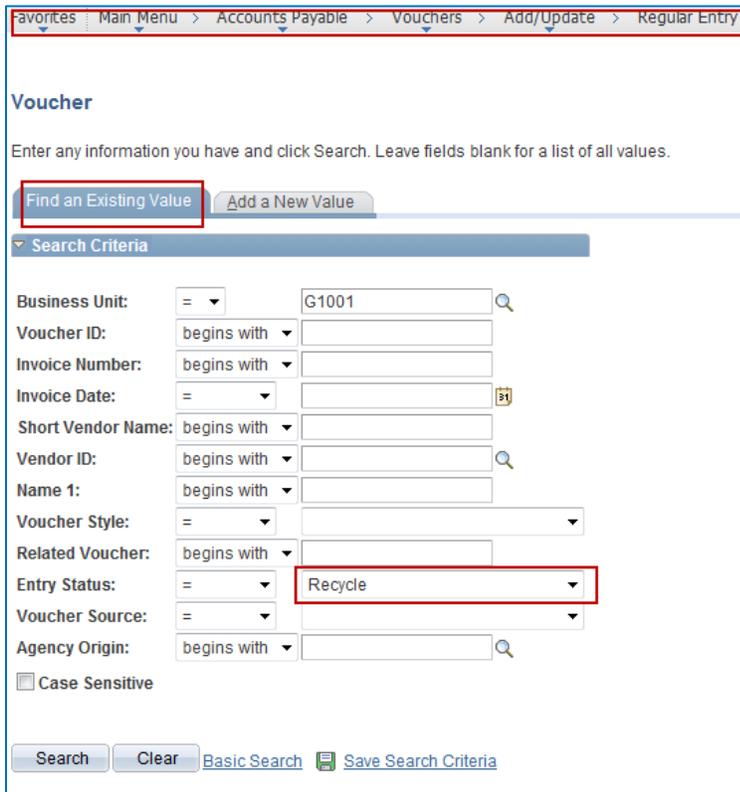
- Navigate to the Voucher Build Error Detail page.
- Retrieve vouchers with voucher errors.
- Review and determine the appropriate action for correcting a voucher error.
- Correct a voucher error due to an incorrect ChartField string.
- Run the Budget Checking process after saving the corrected voucher.
- View the budget check status for a voucher after running the Budget Checking process.
- Verify the voucher you made corrections to no longer exists in the Search Results list as having voucher build errors.

## Update Individual Vouchers to Correct Errors

### Topic Overview

AP staff need to regularly check their vouchers to find out which ones have errors and to correct them.

1. Typically, each agency has queries to run to determine errors. See Lesson 5 for examples of queries.
2. Also, AP staff can check which vouchers are past their scheduled due date.
3. AP staff can view the *Entry Status* field on the **Voucher Search** page. Enter the *Business Unit*. Select “Recycle” on the *Entry Status* field. Click on **Search**. This option is more limited than the other options.



There are several ways to determine which errors need to be corrected.

1. Use the **Error** button: 

When a yellow triangle with an exclamation point appears on the **Invoice Information** or **Payment** pages, this indicates an error. To view the error, click the **Error** button.

2. Status errors on the **Summary** page.



Here are some typical status errors and solutions to consider from the **Summary** page.

Status Types	Messages	Typical Reasons	Solutions to Correct Status
<b>Entry Status</b>	Recycled	<ul style="list-style-type: none"> <li>Voucher is Out of Balance</li> <li>Duplicate Invoice Numbers</li> <li>Accounting Dates that are not in Open Periods</li> </ul>	<ul style="list-style-type: none"> <li>Check your <b>Invoice Information</b> page to ensure that all of the amounts are the same: Total, Line Amount, Distribution Line Amount</li> <li>Monitor and update these vouchers.</li> </ul>
<b>Match Status</b>	Exception	PO related issues	Check PO for solution
<b>Approval Status</b>	Pending	Workflow is not routed	User needs to submit voucher through workflow
<b>Post Status</b>	Unposted		
<b>Budget Status</b>	Error	Exceeds Budget Tolerance (Allot or Approp). Failed MN Spending Authority.	Increase the budget or the amount being paid exceeds the spending authority of the appropriation.

**General tips for updating individual vouchers.**

- SWIFT will allow updating the voucher if it has NOT been paid.
  - View the **Payments** page to see if there is a *Payment Date* and *Reference Number*.
  - OR, view the **Related Documents** page for the *Payment Status*.
- Typical reasons for updating a voucher are an incorrect ChartField or Invoice Number.
- In order to search for an existing voucher (e.g., **Find an Existing Value** page), you need to enter information in at least 2 fields (e.g., Business Unit and Invoice Number).

After completing this topic, you should be able to:

- Find an existing voucher.
- Update and save the voucher with the correct information.

## Process Steps

### Steps to Update Vouchers:

- Step 1: Use the **Find an Existing Value** page to locate the voucher with errors.
- Step 2: Update the voucher (e.g., the **Invoice Information** page) to resolve the error.
- Step 3: Use the **Payment** page to update payment information and run the *Budget Checking* process.

### Step 1: Use the Find an Existing Value page to locate the voucher with errors.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry.
2. Select the **Find an Existing Value** page to search for the original voucher.
3. Enter the *Business Unit*.
4. Enter the *Invoice Number*.
  - SWIFT will check for duplicate invoice numbers to avoid duplicate payments.
  - When you enter an invoice number, SWIFT automatically opens to the unique voucher you entered.
5. Click the **Search** button.

**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Maximum number of rows to return (up to 300):

**Business Unit:** =

**Voucher ID:** begins with

**Invoice Number:** begins with

**Invoice Date:** =

**Short Vendor Name:** begins with

**Vendor ID:** begins with

**Name 1:** begins with

**Voucher Style:** =

**Related Voucher:** begins with

**Entry Status:** =

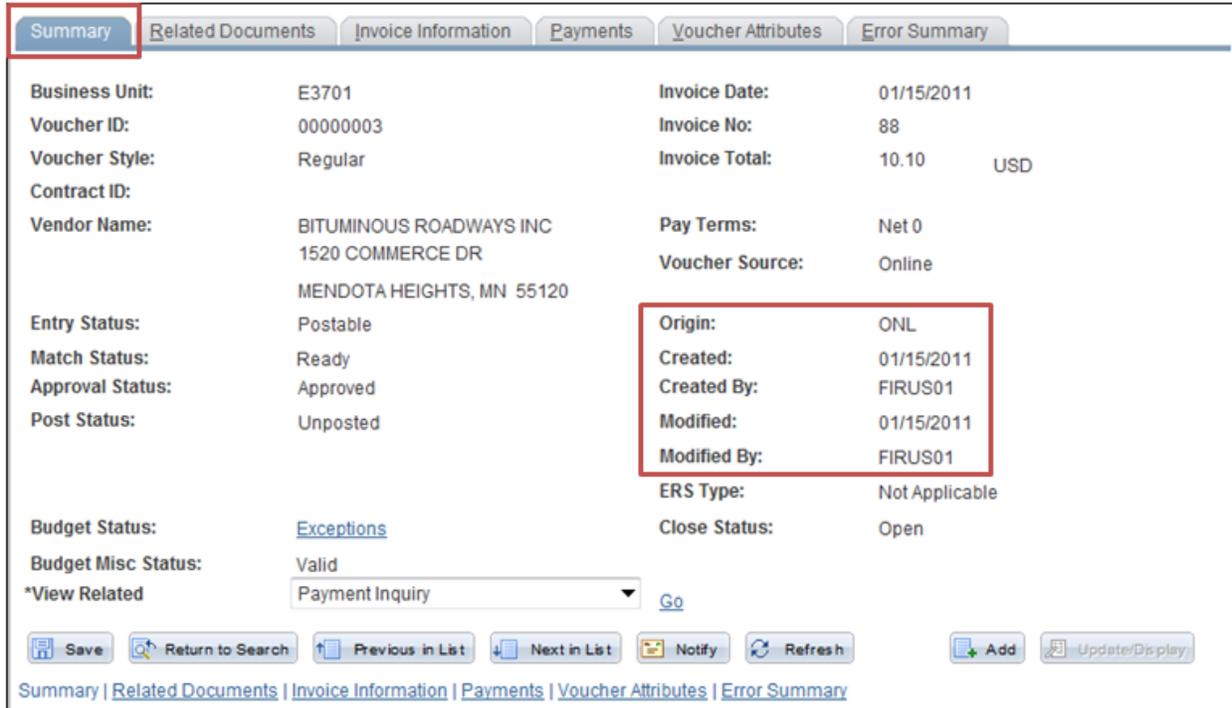
**Voucher Source:** =

**Agency Origin:** begins with

Case Sensitive

**Step 2: Update the voucher (e.g., the Invoice Information page) to resolve the error.**

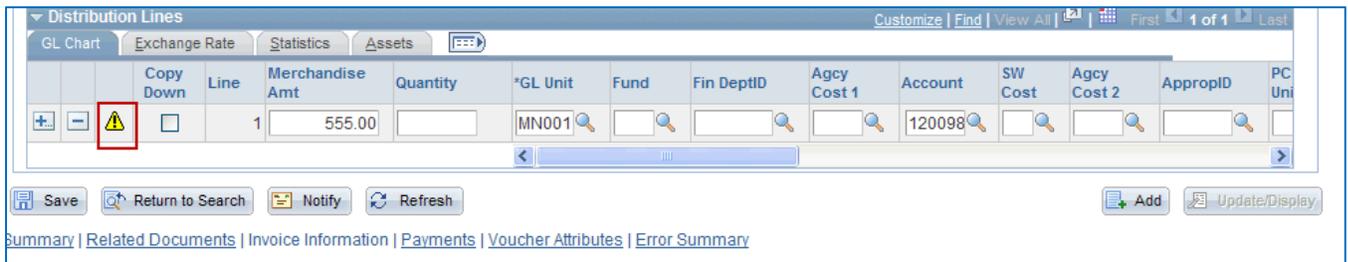
SWIFT automatically opens to the **Summary** page of the voucher you entered. View the voucher processing statuses. You can also see the audit trail of who originally created this voucher and who last modified it.



<b>Business Unit:</b>	E3701	<b>Invoice Date:</b>	01/15/2011
<b>Voucher ID:</b>	00000003	<b>Invoice No:</b>	88
<b>Voucher Style:</b>	Regular	<b>Invoice Total:</b>	10.10 USD
<b>Contract ID:</b>		<b>Pay Terms:</b>	Net 0
<b>Vendor Name:</b>	BITUMINOUS ROADWAYS INC 1520 COMMERCE DR MENDOTA HEIGHTS, MN 55120	<b>Voucher Source:</b>	Online
<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONL
<b>Match Status:</b>	Ready	<b>Created:</b>	01/15/2011
<b>Approval Status:</b>	Approved	<b>Created By:</b>	FIRUS01
<b>Post Status:</b>	Unposted	<b>Modified:</b>	01/15/2011
		<b>Modified By:</b>	FIRUS01
<b>Budget Status:</b>	<a href="#">Exceptions</a>	<b>ERS Type:</b>	Not Applicable
<b>Budget Misc Status:</b>	Valid	<b>Close Status:</b>	Open
<b>*View Related</b>	Payment Inquiry		

Typically errors occur on the **Invoice Information** page. Navigate to this page to find and correct errors. In the example below, the error is in the ChartField string.

1. Click on the **Invoice Information** Page and scroll down to the *Distribution Lines*.
2. Select the field to update. Delete the old value and input the corrected value (e.g., Fin Dept ID).
3. Click the **Save** button.



Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	Account	SW Cost	Agcy Cost 2	AppropID	PC Uni
	1	555.00		MN001				120098				

4. After you saved your voucher, check the field that you updated to ensure it changed correctly.
5. Go to the **Payments** page.

**Step 4: Use the Payment page to update payment information and run the Budget Checking process.**

1. Update the *Agency Origin* and *Gross Amount* fields and enter any *Messages* you want to print on the remittance advice. And scroll to the bottom of the page and click on **Save**.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	H5501	Invoice No:	OA-8		
Voucher ID:	00000003	Invoice Date:	01/06/2011		
Voucher Style:	Regular Voucher	Agency Origin:	00 DEPARTMENT OF HUMAN SERVICES		
Total Amount:	555.00	*Pay Terms:	30 Net 30		
Vendor Name:	RODER ANTHONY A	Prompt Date	02/05/2011		
		Pay Reason			

- A warning message may display to alert you to Vendor Sales or Use Tax. Click on **OK** if taxes should be calculated for this vendor.

**Message** [X]

Use Tax has been recorded for this Voucher. Vendor Sales/Use Tax default is set to 'None'. (7030,913)

Use Tax has been recorded for this Voucher. Vendor Sales/Use Tax default is set to 'None'.

**OK**

2. Run the Budget Checking Process.

On the *Action* list, select “Budget Checking”. Then click **Run**.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	H5501	Invoice No:	OA-8	Action:	
Voucher ID:	00000003	Invoice Date:	01/06/2011	Budget Checking	
Voucher Style:	Regular Voucher	Agency Origin:	00 DEPARTMENT OF HUMAN SERVICES	Run	
		*Pay Terms:	30 Net 30		

- Before SWIFT runs the Budget Check process, it will display a message to allow you chose to run it now or to wait.
  - If you prefer to stay on this page and wait for this process to be completed, select **Yes**.
  - If you prefer to complete other tasks and navigate away from this page, select **No**.
- After the Budget Checking process is completed, return to the **Summary** page. The status of the *Budget Status* is now “Valid.”



Entry Status:	Postable
Match Status:	No Match
Approval Status:	Approved
Post Status:	Unposted
Budget Status:	Valid
Budget Misc Status:	Valid

7. After saving the change to the voucher, a message displays asking if you want to resubmit the voucher for approval.

- If you select **Yes**, the voucher will automatically be resubmitted.
- If you select **No**, SWIFT restores the **Submit for Approval** button and you can resubmit it at a later time.
- If you select **Cancel**, the voucher will not save the voucher.

**Message** [X]

Do you want to resubmit this Voucher for approval because of the change(s) in Pay Terms? (7045,213)

Selecting yes will automatically resubmit the Voucher for approval because of the changes to the voucher, selecting No will allow the voucher to be resubmitted at a later time, and selecting Cancel will cancel saving of the voucher.

Yes No Cancel

8. Verify that the voucher is no longer in error.

- Check the **Error Summary** page to determine that you have corrected the errors.

Having completed this lesson, you should now be able to:

- Find an existing voucher.
- Update and save the voucher with the correct information.

## Review and Resolve Match Exceptions Using the Match Workbench

### Topic Overview

The matching process compares vouchers with purchase orders and receiving documents to ensure that the agency pays for only the goods and services ordered and received. SWIFT automatically performs the required matching. The matching process runs nightly.

Matching can be completed during voucher creation or SWIFT can run in batch at a later time. If it is done during voucher creation and errors surface, a hyperlink, “Exceptions,” displays on the Summary page. If this occurs, click the hyperlink and troubleshoot the error. It will bring you to the Match Workbench.

The Match Workbench allows you to view vouchers with match information. It enables you to query match information, override exceptions, correct errors, create debit memos, put vouchers on a match hold, initiate the Matching process and undo matched vouchers.

### Tolerances Rules Overview

As part of the matching process, tolerances are set up that describe what variances are acceptable. Some matching rules are:

- Monetary Tolerances – specify the lower amount and/or upper amount for the tolerance.
- Percentage Tolerances – specify the lower % and/or upper %.
- Minimum Amount – Minimum amount for the tolerance.

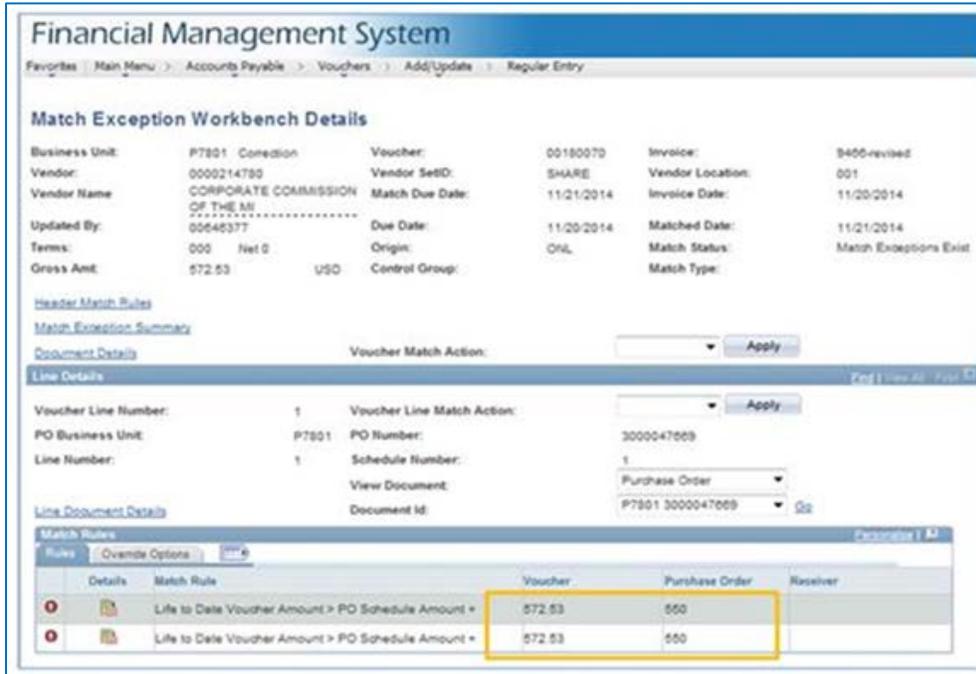
### Match rules use tolerances that are defined in SWIFT through use of the Category Codes.

- Category codes are maintained by SWIFT’s procurement team as global settings.
- Goods have a \$50 or 10% tolerance (Category Codes beginning with a 1-6).
- Services have \$0 or 0% tolerance (Category Codes beginning with 7-9).
- PO references category code 8013052 and therefore does not have a tolerance.

Examples of using these tolerances.

1. **Voucher Match Exception.**

Voucher P7801 00180070 is receiving the match exception “*Life to Date Voucher Amount > PO Schedule Amount*”. The amount of the voucher, \$572.53, is greater than the amount of the PO, \$550.00.



**Financial Management System**  
Favorites | Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

**Match Exception Workbench Details**

Business Unit: P7801 Connection: Voucher: 00180070 Invoice: 8455-revised  
 Vendor: 0000214780 Vendor SetID: SHARE Vendor Location: 001  
 Vendor Name: CORPORATE COMMISSION OF THE MN Match Due Date: 11/21/2014 Invoice Date: 11/20/2014  
 Updated By: 00648377 Due Date: 11/20/2014 Matched Date: 11/21/2014  
 Terms: 000 Net 0 Origin: ONL Match Status: Match Exceptions Exist  
 Gross Amt: 572.53 USD Control Group: Match Type:

Header Match Rules  
Match Exception Summary  
Document Details Voucher Match Action: [Dropdown] [Apply]

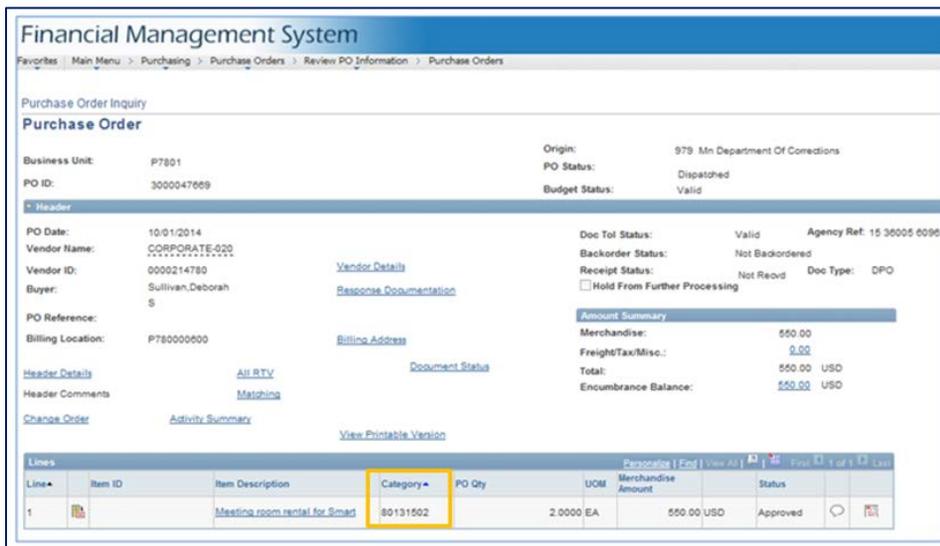
**Line Details** Find | View All | Print

Voucher Line Number: 1 Voucher Line Match Action: [Dropdown] [Apply]  
 PO Business Unit: P7801 PO Number: 3000047609  
 Line Number: 1 Schedule Number: 1  
 View Document: Purchase Order  
 Document ID: P7801 3000047609 [Dropdown] [Go]

Line Document Details  
Match Rules

Rules	Override Options	Details	Match Rule	Voucher	Purchase Order	Receiver
⊖			Life to Date Voucher Amount > PO Schedule Amount =	572.53	550	
⊖			Life to Date Voucher Amount > PO Schedule Amount =	572.53	550	

2. **Category Code on a Purchase Order.**



**Financial Management System**  
Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

**Purchase Order Inquiry**

**Purchase Order**

Business Unit: P7801 Origin: 979 Mn Department Of Corrections  
 PO ID: 3000047609 PO Status: Dispatched  
 Budget Status: Valid

\* Header

PO Date: 10/01/2014 Doc Tot Status: Valid Agency Ref: 15 30005 6096  
 Vendor Name: CORPORATE-020 Backorder Status: Not Backordered  
 Vendor ID: 0000214780 Vendor Details: Receipt Status: Not Recvd Doc Type: DPO  
 Buyer: Sullivan, Deborah S Response Documentation:  Hold From Further Processing

PO Reference: Billing Location: P780000000 Billing Address: Document Status: Amount Summary

Merchandise:	550.00
Freight/Tax/Misc.:	0.00
Total:	550.00 USD
Encumbrance Balance:	550.00 USD

Header Details All RTV Document Status  
 Header Comments Matching  
 Change Order Activity Summary View Printable Version

**Lines** Personalize | Find | View All | [Icons]

Line#	Item ID	Item Description	Category#	PO Qty	UOM	Merchandise Amount	Status		
1		Meeting room rental for Smart	80131502		2.0000 EA	550.00 USD	Approved		



### 3. Matching Controls on a Purchase Order.

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Purchase Orders](#)

Purchase Order Inquiry

**Details for Schedule 1**

PO ID: 3000047669      Status: Active  
 Line Number: 1      Schedule: 1  
 Item ID:      Backordered From Schedule:

Meeting room rental for Smart Probation Training for 15-20 people plus screen, microphone, easel, etc. 10/29/14 & 10/30/14

**Schedule Details**

Due Date: 10/01/2014       Custom Price - No Override  
 Original Promise Date: 10/01/2014       No Charge  
 Ship Date:       Frozen (Planning)  
 Ship Via: GROUND      Ground  
 Freight Terms: FOB\_PADD      FOB Destination, Prepd & Add

**Amount Summary**

PO Qty: 2.0000  
 Merchandise Amount: 550.00 USD  
 Doc. Base: 550.00 USD

Matching: Full Match  
 Match Status PO: Not Matched

Matching Controls		Receiving Controls	
	Tolerance Over	Tolerance Under	
Unit Price Tolerance:	99999999.999999	99999999.999999	<input type="checkbox"/> Reject Qty Over Tolerance
% Unit Price Tolerance:	999.99	999.99	Early Ship Reject Days: 999
Ext Price Tolerance:	99999999.999999	99999999.999999	Qty Rcvd Tolerance %:
% Ext Price Tolerance:	999.99	999.99	Close Under Qty %:

**Freight Calculation Rule**

Arbitration Plan ID:  
 Freight Charge Method:  Freight Charge Override

[Return](#)

### Matching Process Rules Overview

- Match rules with zero tolerance values result in an exact match.
- Summary match rules with tolerances always match when summary amount is less than or equal to the tolerance amount.
- SWIFT converts match tolerance rules to the purchase order currency.
- SWIFT converts match tolerance rules quantities to the purchase order unit of measure.
- If a match exception exists and the voucher is within established tolerances, the matching process overrides the exception.
- With the matching process, you can match multiple receipts to a voucher line, match multiple voucher lines to one receipt and keep track of outstanding amounts (after matching) to support partial receipt matching.

Once the matching process is run and the voucher is successfully matched, the voucher match status is “Matched.” If the matching process is not successful (i.e., match exceptions exist), the match status is “Exceptions.”

- When a voucher match status is “Exceptions,” the voucher is not available for payment. However, supervisory or managerial level access can override the matching process. The voucher then has a status of “Manually Overridden.”
- Once a voucher has a status of “Manually Overridden,” the next time the matching process runs the voucher status changes to “Matched.” Only then is it available for payment.

**Note:** you can find the most common Match Exceptions Rules in the Appendix of this User Guide.

SWIFT performs several types of matching depending on the type of the voucher.

Matching Type	Matching Description
<b>2-Way Matching</b>	Verifies that purchase order and invoice information on voucher match within agency tolerances; <ul style="list-style-type: none"> <li>• Invoice price is less than or equal to purchase order price</li> <li>• Quantity billed is less than or equal to quantity ordered</li> </ul>
<b>3-Way Matching</b>	Verifies that the PO, PO receipt and invoice information (voucher) match with the quantity tolerances defined; <ul style="list-style-type: none"> <li>• Invoice price is less than or equal to purchase order price</li> <li>• Quantity billed is less than or equal to quantity ordered</li> <li>• Quantity billed is less than or equal to quantity received</li> </ul>

After completing this topic, you should be able to:

- Navigate to the Match Workbench page.
- Navigate to the Match Exceptions Workbench Details page.
- Locate the Match Rule and the description to determine how to resolve match exceptions.

## Process Steps

Steps to complete for Reviewing and Resolving Match Exceptions:

- Step 1: Search for match exceptions.
- Step 2: Launch the Match Exceptions Workbench Details page.
- Step 3: Validate that the match exceptions are resolved.

### Step 1: Search for match exceptions

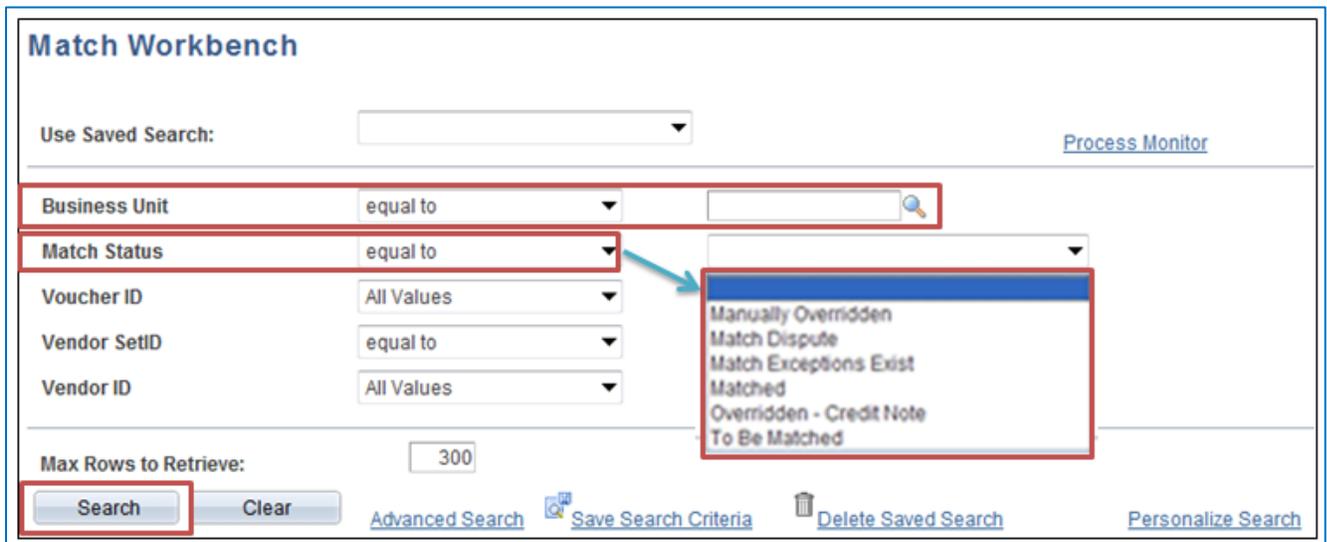
1. **Navigation Links:** Accounts Payable, Review Accounts Payable Info, Vouchers, Match Workbench.

The **Match Workbench** page appears.

Field	Field Description
<b>Use Saved Search</b>	This search is helpful if you routinely use the same search.
<b>Process Monitor</b>	This link is used to view the status of the processes that have been run as part correcting match exceptions.

2. The **Business Unit** and **Match Status** fields are the only required fields on the **Match Workbench** search page. Additional fields can be used for the search.

- Enter the *Business Unit* and *Match Status*.



The screenshot shows the Match Workbench search page. It includes a 'Use Saved Search' dropdown menu, a 'Process Monitor' link, and several search criteria fields: Business Unit, Match Status, Voucher ID, Vendor SetID, and Vendor ID. Each field has a dropdown menu for the search operator (e.g., 'equal to', 'All Values') and a text input field. The Match Status dropdown is open, showing options: Manually Overridden, Match Dispute, Match Exceptions Exist, Matched, Overridden - Credit Note, and To Be Matched. At the bottom, there is a 'Max Rows to Retrieve' field set to 300, a 'Search' button, a 'Clear' button, and several links: 'Advanced Search', 'Save Search Criteria', 'Delete Saved Search', and 'Personalize Search'.

There are six possible **Match Status** options that would appear on the **Summary** page. The most common ones are the *Matched* and the *To Be Matched* statuses.

Match Status Option	Match Status Option Description
<b>Manually Overridden</b>	The match exception has been manually overridden.
<b>Match Dispute</b>	Manually assign this status to vouchers that you want to dispute. Vouchers with this match status require additional attention.
<b>Match Exceptions Exist</b>	Exceptions occurred when applying the match rules to the voucher.
<b>Matched</b>	Voucher is successfully matched.
<b>Overridden/ Credit Note</b>	Voucher has been matched with a credit memo adjustment voucher.
<b>To Be Matched</b>	Vouchers have not gone through the Matching process or vouchers have been unmatched.

3. After all search criteria is entered into the **Match Workbench** page, click **Search**. In this example, *Match Exceptions Exist* was chosen. The *Search Results* section displays the results.
4. The **Match Workbook** page expands with more information about the voucher in question.
  - The *Details* section provides some key information is viewable such as the *Voucher ID*, *Vendor ID*, *Invoice Number* and *Gross Amount*. You can click on the *Voucher* field to look at the actual voucher.



Select	Match	Business Unit	Vouchers	Vendor ID	Financial Sanctions Status	Invoice Number	Gross Amt	Currency
<input type="checkbox"/>	<a href="#">Match Exceptions Exist</a>	G0201	<a href="#">00000019</a>	0000192554	Valid	0000-7777	200.00	USD

- The *More Details* section shows the *Post Status*. The **Show All Column** button displays all of the columns on the *Details* and *More Details* sections on one page.

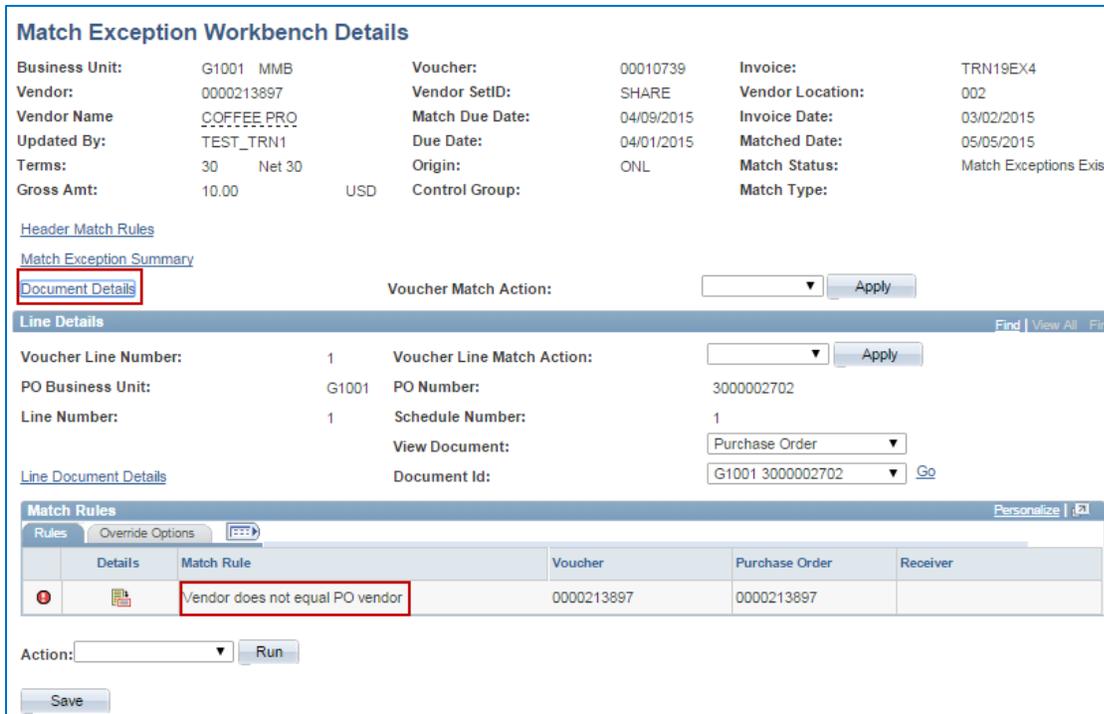


Select	Post Status	Voucher Source
<input type="checkbox"/>	Unposted	Online

- Return to the *Details* section and click on the *Match Exceptions Exist* link. The **Match Exception Workbench Details** page appears.

**Step 2: Launch the Match Exceptions Workbench Details page**

This page allows you to explore what is in error on a particular voucher. It displays information related to the voucher, the voucher line and associated matching rules.



**Match Exception Workbench Details**

Business Unit: G1001 MMB      Voucher: 00010739      Invoice: TRN19EX4  
 Vendor: 0000213897      Vendor SetID: SHARE      Vendor Location: 002  
 Vendor Name: COFFEE PRO      Match Due Date: 04/09/2015      Invoice Date: 03/02/2015  
 Updated By: TEST\_TRN1      Due Date: 04/01/2015      Matched Date: 05/05/2015  
 Terms: 30 Net 30      Origin: ONL      Match Status: Match Exceptions Exist  
 Gross Amt: 10.00      USD      Control Group:      Match Type:

[Header Match Rules](#)  
[Match Exception Summary](#)  
[Document Details](#)      Voucher Match Action:

**Line Details** Find | View All | First

Voucher Line Number: 1      Voucher Line Match Action:    
 PO Business Unit: G1001      PO Number: 3000002702  
 Line Number: 1      Schedule Number: 1  
 View Document:    
 Line Document Details      Document Id:

**Match Rules** Personalize |

Rules	Override Options	Details	Match Rule	Voucher	Purchase Order	Receiver
			Vendor does not equal PO vendor	0000213897	0000213897	

Action:

There are four ways to look for errors on the **Match Exception Workbench Details** page.

- Click on the *Header Match Rules* link.  
 The *Header Match Rules* link allows you to view all exceptions that were found in the header. If it is blank, then the errors do not exist in the *Header* section of the voucher. Choose the **Return** button to go back to the **Match Exception Workbench Details** page.



**Header Match Rules** Customize |

Rules	Override Options	Details	Match Rule	Voucher	Purchase Order	Receiver

[Return](#)

- Click on the *Match Exception Summary* link.  
 In the example below, you can see an error in *Invoice Line # 1*. It means that this voucher has an associated PO but no PO receipt was created. Click on **Return**.



**Match Exception Workbench Summary**

Business Unit:	G0201 Administra	Voucher:	00000019	Invoice:	0000-7777
Vendor:	0000192554	Vendor SetID:	SHARE	Vendor Location:	001
Vendor Name:	CODA INC	Match Due Date:	02/15/2011	Invoice Date:	02/08/2011
Updated By:	TRN_AP	Due Date:	03/10/2011	Matched Date:	02/15/2011
Terms:	30 Net 30	Origin:	ONL	Match Status:	Match Exceptions Exist
Gross Amt:	200.00 USD	Control Group:		Match Type:	

**Invoice Line Errors** Customize | Find | View All | First 1-2 of 2 Last

Voucher Line	Match Rule ID	Description
1	RULE_R500	No receipts found
1	RULE_R950	Voucher quantity does not equal sum of receipt qty

**Return**

- Click on the *Document Details* link.  
Here you can see side-by-side view of the Voucher, Purchase Order and the Receiver. In the example below, notice that the Vendor Location is different.

  - Click on the **Return** button at the bottom of the page.

**Associated Document Information**

**Match Object Details** Find | View All

Attribute	Voucher	Purchase Order	Receiver
Business Unit:	G1001	G1001	G1001
Document ID:	00010738	3000002702	0000007079
Line Number:	1	1	1
Schedule Number:		1	1
Vendor Setid:	SHARE	SHARE	SHARE
Vendor ID:	0000213897	0000213897	0000213897
Vendor Location:	002	001	001

- The *Match Rules* section provides a view of all of the match rules that were checked and verified during the Match process run.

Match Rules <span style="float: right;">Cust</span>				
Rules		Override Options		
Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	200.00	200.00	

- Click on the **Override Options** page.

This page shows you the Match Rules grid that provides a view of the match rules that were verified for a specific voucher. Red exclamation points display in the rows depicting match rules with exceptions.

Match Rules <span style="float: right;">Customize</span>					
Rules		Override Options			
Details	Match Rule	Action	Overridden By	Debit Memo	Date
	Extended price tolerance			<input type="checkbox"/>	
	Extended price % tolerance			<input type="checkbox"/>	
	Line amt does not equal PO line amt			<input type="checkbox"/>	
	Unit price does not equal PO unit price			<input type="checkbox"/>	
	Unit price does not equal PO unit price + % tol			<input type="checkbox"/>	
	Unit price does not equal PO unit price + unit tol			<input type="checkbox"/>	
	No receipts found	<input type="text" value=""/>		<input type="checkbox"/>	
	Voucher line amt > Sum of received amount			<input type="checkbox"/>	
	Voucher quantity is greater than accepted qty			<input type="checkbox"/>	
	Voucher quantity does not equal sum of receipt qty	<input type="text" value=""/>		<input type="checkbox"/>	
	Life to date voucher qty is greater than PO qty			<input type="checkbox"/>	
	Life to date voucher amount is greater than PO amt			<input type="checkbox"/>	
	Life to Date > Sched Amt + % ext tol			<input type="checkbox"/>	
	Life to Date > Sched Amt + ext amt tol			<input type="checkbox"/>	

- Note:** You can click the **Override Options** page and click on the *Action* drop down menu. However, in many cases manually overriding the match exception rules violates the State's best practices.

- Another way to search for errors is to return to the *Rules* section and click on the **Details** icon.

Match Rules <span style="float: right;">Cust</span>				
Rules		Override Options		
Details	Match Rule	Voucher	Purchase Order	Receiver
	Extended price tolerance	200.00	200.00	
	Extended price % tolerance	200.00	200.00	
	Line amt does not equal PO line amt	200.00	200.00	
	Unit price does not equal PO unit price	200.00000	200.00000	
	Unit price does not equal PO unit price + % tol	200.00000	200.00000	
	Unit price does not equal PO unit price + unit tol	200.00000	200.00000	
	 No receipts found	00000019	3000000086	

Depending upon the match rule that was in error, you can get details such as the *Match Rule* and the *Type of Match Rule* error.

Match Rule Details	
No receipts found	
<b>Match Control:</b> STANDARD	<b>Match Rule Type:</b> DATAENTRY
<b>Match Rule:</b> RULE_R500	<b>Description:</b> No receipts found
<p>The Matching process could not find any receipts for the purchase order specified on the voucher line that were available for matching (for example not matched, not on hold, and not canceled).</p>	

In the above example, all of the ways you selected to explore the match error provided you with the same information about what needs to occur to resolve the match error.

- There was no receipt for the purchase order.
- To resolve this particular example, you need to talk with the buyer to determine if the PO should be changed to “receiving not required” or determine why the receipt has not been received.

**Step 3: Validate match exceptions are resolved.**

Once a match exception has been resolved, the *Matching* process needs to be run again.

1. **Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. Click on the **Find an Existing Value** page and search for the voucher in question.

**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Business Unit: = [ ] [ ]  
 Voucher ID: begins with [ ]  
 Invoice Number: begins with [ ]  
 Invoice Date: = [ ] [ ]  
 Short Vendor Name: begins with [ ]  
 Vendor ID: begins with [ ] [ ]  
 Name 1: begins with [ ]  
 Voucher Style: = [ ]  
 Related Voucher: begins with [ ]  
 Entry Status: = [ ]  
 Voucher Source: = [ ]  
 Agency Origin: begins with [ ] [ ]

Case Sensitive



Follow the steps described in **Updating Individual Vouchers** previously described in Lesson 2.

- Step 1: Use the **Find an Existing Value** page to locate the voucher with errors.
- Step 2: Update the voucher to resolve the error.
- Step 3: Use the **Payment** page to update payment information and run the *Matching* and *Budget Checking* process.

After completing this topic, you should now be able to:

- Navigate to the Match Workbench page.
- Navigate to the Match Exceptions Workbench Details page.
- Locate the Match Rule and the description to determine how to resolve match exceptions.

## Unmatch Vouchers Using the Match Workbench

### Topic Overview

When vouchers that have been matched to purchase orders need to be corrected, you must first unmatch the vouchers. Vouchers can be unmatched individually or several at a time. After the vouchers are updated, the Matching, Budget Checking and Approval processes must be done again.

For vouchers matched during entry, match exceptions/errors display on the Summary page. An Exception hyperlink next to the Match status allows access the Match Workbench page from the Summary page.

The Match Workbench page allows you to input search criteria to generate a list of vouchers and their match information. As a reminder, the Match Workbench page and processes support troubleshooting matching errors.

The Match Workbench page and the pages accessible from it enable you to:

- Override exceptions
- Correct errors
- Create debit memos
- Put vouchers on a match hold
- Initiate the Matching process
- Undo matched vouchers
- Send notifications

**Note:** Undoing a matched voucher resets all statuses on the voucher, receiver and purchase order.

After completing this topic, you should be able to:

- Navigate to the Match Workbench page.
- Review the Match Status Information based on specific search criteria.
- Unmatch vouchers that have been previously matched.

## Process Steps

### *Unmatch Vouchers Using the Match Workbench*

Steps to complete to Unmatch a voucher using the Match Workbench:

- Step 1: Locate voucher(s) by using Match Workbench.
- Step 2: Undo voucher(s) for correction.
- Step 3: Retrieve voucher to check status is not displayed as Matched.
- Step 4: Make corrections and run the Matching process.

#### Step 1: Locate voucher(s) by using Match Workbench

1. **Navigation Links:** Accounts Payable, Review Accounts Payable, Vouchers, Match Workbench.
2. Enter the *Business Unit*, *Voucher ID* and enter the *Match Status* as “Matched”. Click the **Search** button.

**Match Workbench**

Use Saved Search:

---

Business Unit	equal to	G1001	
Match Status	equal to	Matched	
Voucher ID	contains	10747	
Vendor SetID	equal to	SHARE	
Vendor ID	All Values		

Max Rows to Retrieve:

[Advanced Search](#)

3. The **Match Workbench** page expands to include the *Search Results for Match Inquiry Type: Matched*
  - Here you will see a list of vouchers and match information, according to specified search criteria.
  - This page and the pages accessible allow override exceptions, correct errors, place vouchers on a match hold, initiate the Matching process, undo matched vouchers and send notifications.

- Locate the voucher that needs to be unmatched and click on **Undo Match** checkbox.
- SWIFT verifies that the voucher is available to be unmatched. If not, an error message will appear. For example, vouchers that have been posted are not available for unmatched. They have to be unposted first.

**Step 2: Undo voucher(s) for correction.**

1. Click in the box below *Undo Matching*. Select “Undo Matching” in the *Action* field and click **Run**.

Undo Match	Match	Match Type	Business Unit	Vouchers	Vendor ID
<input checked="" type="checkbox"/>	<a href="#">Matched</a>	Auto - Matched	G1001	<a href="#">00010747</a>	0000195572

Select All    Clear All

Action: Undo Matching Run

2. The *Processing* message appears.

**Processing**

Process Name:   

Process Instance:    Process Type:

3. When the processing is completed, you will receive a report. Write down the *Process Instance* number.

**Report**

Report ID: 10405816   Process Instance: 11453142   [Message Log](#)

Name: AP\_MATCH   Process Type: Application Engine

Run Status: Success

AP\_MATCH

**Distribution Details**

Distribution Node: fms91gq   Expiration Date:

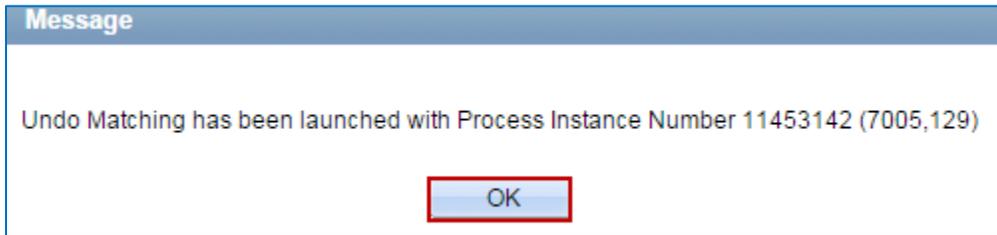
**File List**

Name	File Size (bytes)	Datetime Created
AE_AP_MATCH_11453142.loq	213	04/15/2015 2:01:13.441716PM CDT

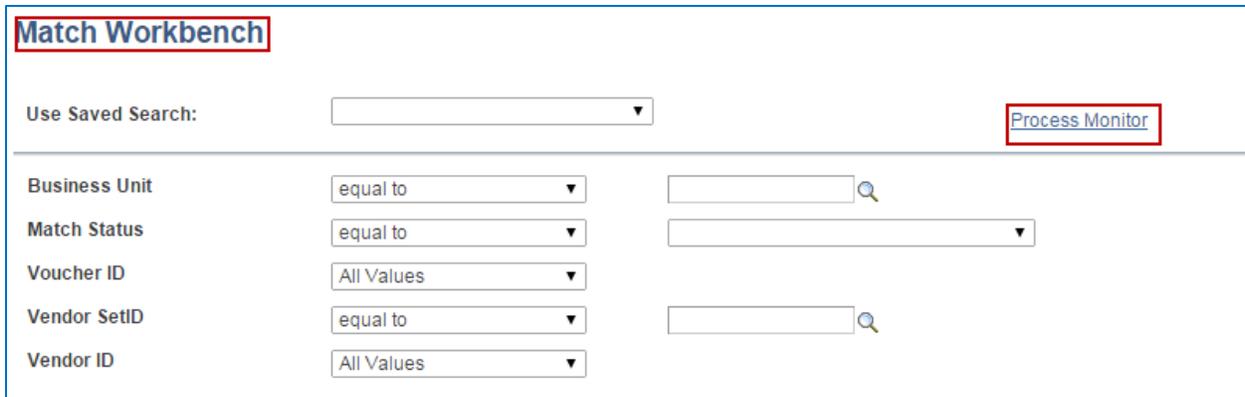
**Distribute To**

Distribution ID Type	*Distribution ID
User	

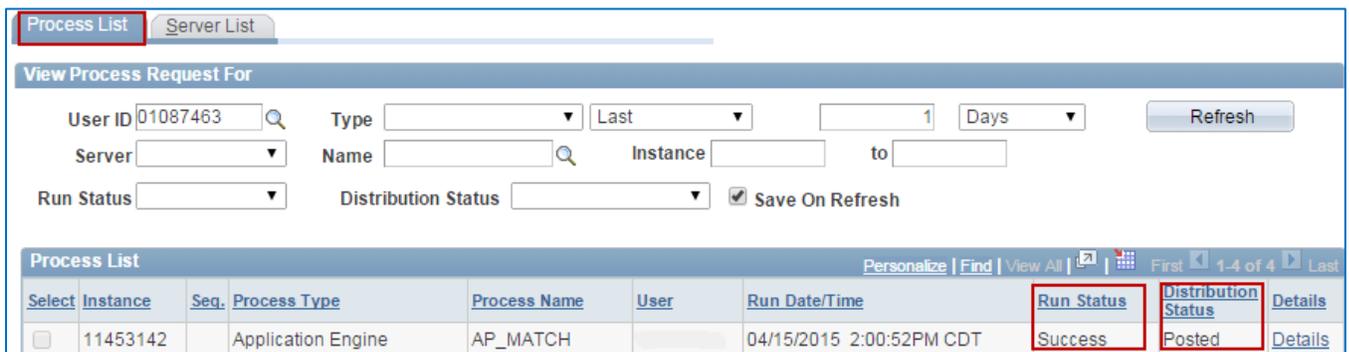
3. Return to the **Match Workbench**.
  - You will see a message. Click on **OK**.



- Click the *Process Monitor* link to see if the “Undo Match” process was completed.



4. The **Process List** page appears. This page allows you to view the status of submitted report/process requests

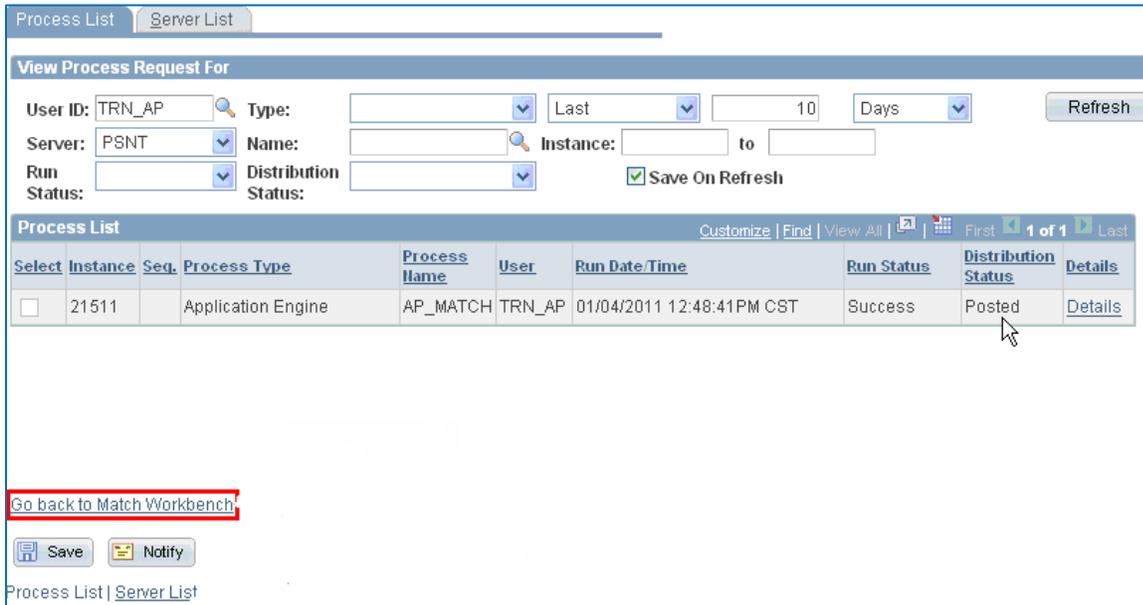


- The *Run Status* shows “Success” and the *Distribution Status* shows “Posted.”

**Note:** There may be times when you may see a *Run Status* of “Queued”, which means that the process is in line to be started. You also may see a *Run Status* of “Processing”, which means the Undo Match process is still running. When this occurs, use the **Refresh** button to refresh the page with the current run status of the process.

**Step 3: Retrieve voucher to check status is not displayed as Matched.**

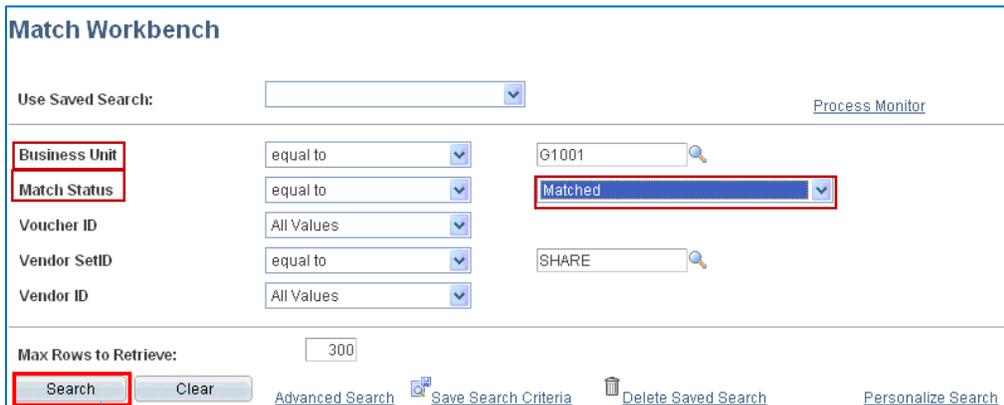
1. Click on *Go back to the Match Workbench* link to retrieve the voucher



The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters like 'User ID', 'Server', 'Run Status', etc. A table below lists process instances. The first row is highlighted, showing 'Instance: 21511', 'Process Type: Application Engine', 'Process Name: AP\_MATCH', 'User: TRN\_AP', 'Run Date/Time: 01/04/2011 12:48:41 PM CST', 'Run Status: Success', and 'Distribution Status: Posted'. Below the table, a link 'Go back to Match Workbench' is highlighted with a red box. At the bottom, there are 'Save' and 'Notify' buttons.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21511		Application Engine	AP_MATCH	TRN_AP	01/04/2011 12:48:41 PM CST	Success	Posted	Details

2. The **Match Workbench** page appears.
  - Enter the *Business Unit*.
  - Click the *Match Status* list. Select “Matched” in the drop down menu.
  - Click the **Search** button.



The screenshot shows the 'Match Workbench' search interface. It has a 'Use Saved Search:' dropdown and a 'Process Monitor' link. Below are several search criteria: 'Business Unit' (G1001), 'Match Status' (Matched), 'Vendor ID' (SHARE), etc. At the bottom, there is a 'Search' button highlighted in red, along with 'Clear', 'Advanced Search', 'Save Search Criteria', 'Delete Saved Search', and 'Personalize Search' options.

3. The *Search Results for Match Inquiry Type: Matched* list appears. Scroll down to see if the voucher appears. The voucher should no longer be displayed.
4. Return to the top of the **Match Workbench** page and select “To be Matched” in the *Match Status* field and click the **Search** button.

### Match Workbench

Use Saved Search:

Business Unit: equal to

Match Status: equal to

Voucher ID: All Values

Vendor SetID: equal to

Vendor ID: All Values

Max Rows to Retrieve:

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

- The *Details* section appears at the bottom. You should now see the corrected voucher with a status of "To be Matched".

### Match Workbench

Use Saved Search:

Business Unit: equal to

Match Status: equal to

Voucher ID: All Values

Vendor SetID: equal to

Vendor ID: All Values

Max Rows to Retrieve:

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

**Search Results for Match Inquiry Type: To Be Matched**

Select to perform an Action on a row.  Select

Select	Unit	Vouchers	Vendor ID	Vendor Name	Financial Sanction Status
<input type="checkbox"/>	G1001	<a href="#">00000016</a>	0000020625	3M COMPANY-001	Valid
<input type="checkbox"/>	G1001	<a href="#">00000048</a>	0000019758	ROSENZWEIG-001	Valid

**Step 4: Make corrections and run the Matching process.**

Once you resolved the issue, the matching process needs to be run again. Typically, the Match Workbook page opens in a separate window. Return to the window that has the original voucher.

1. Click on the **Invoice Information** page or the **Payment** page.
2. Scroll up to the **Action** box. Select “Matching”.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G1001	Invoice No:	12-3456-00			Action:					
Voucher ID:	00010702	Invoice Date:	01/12/2015			Matching					
Voucher Style:	Regular Voucher	Accounting Date:	02/05/2015			Run		<input type="checkbox"/> Tax Exempt			

3. Follow the rest of the Accounts Payable steps.
  - Step 6: Run the Budget Check process only if you changed invoice lines or increased the budget.
  - Step 7: Submit the voucher for the Approval process only if you needed to do a Budget Check.

Having completed this topic, you should now be able to:

- Navigate to the Match Workbench page.
- Review the Match Status Information based on specific search criteria.
- Unmatch vouchers that have been previously matched.

## Review & Correct Budget Check Errors

### Topic Overview

Budget Checking occurs at voucher creation, deletion, closing and posting. Budget Checking can be run for a single voucher during voucher entry or for many vouchers using a batch process. The Budget Checking process runs twice a day and during the nightly batch process

The Budget Checking process:

- Compares vouchers and voucher accounting lines against all control budgets they are subject to,
- Updates the Commitment Control Ledger and
- Updates the Budget Checking status of the transaction.

### Budget Exceptions:

After the Budget Checking process has completed, the next step is to review and correct any vouchers with budget exceptions. Budget exceptions arise when the Commitment Control process cannot create an expense against the ChartField values on a voucher. There are several possible reasons for this exception, most commonly:

- *No Budget Exist:* The ChartFields reference a budget that has not yet been established.
- *Failed MN Spending Authority:* The ChartFields reference a budget that does not have sufficient funds to create the pre-encumbrance.

When budget exceptions arise, the ChartFields must be corrected, the budget adjusted, or the voucher is either cancelled or overridden.

After completing this topic, you should be able to:

- Navigate to the Regular Entry page
- Run the Budget Checking process from the Regular Entry – Payments page
- Navigate to the Regular Entry – Summary page to view the Budget Status of a voucher after running the Budget Checking process
- Navigate to the Voucher Exceptions page to view budget error detail information
- Update a voucher after determining how to resolve budget error(s)

## Process Steps

### Review and Correct Budget Check Errors

Steps to complete reviewing and correcting budget check errors:

- Step 1: Launch the Budget Exceptions pages.
- Step 2: Locate and correct errors.
- Step 3: Run the Budget Checking process.

#### Step 1: Launch the Budget Exceptions page.

**Note:** This example assumes that the *Budget Checking Error* occurred while entering a new voucher. In this example, you have directly entered a new voucher without matching it to a PO or PO Receipt. Here are the values added in error.

Field	Value
Vendor ID	0000209723
Fund	1200 (Error for this transaction. It should have been 1000).
Account	413002 (Error for this transaction. It should have been 413001).

1. Navigation Links: Accounts Payable, Vouchers, Add/Update, Regular Entry
2. On the **Payments** page, select the *Action* of “Budget Checking” and click on the **Run** button.



Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

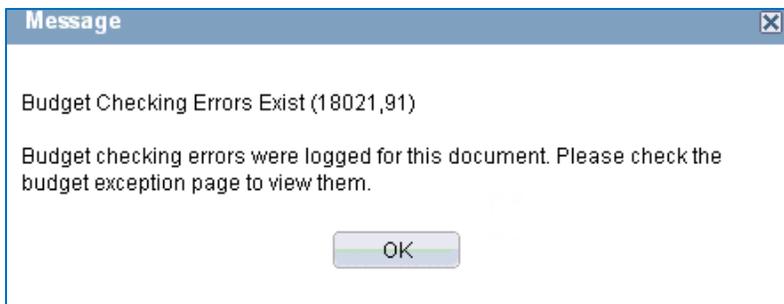
Business Unit: G0201      Invoice No: 2011-01      Action: Budget Checking

Voucher ID: 00000074      Invoice Date: 01/03/2011

Voucher Style: Regular Voucher      Agency Origin: PM PLANT MANAGEMENT

\*Pay Terms: 30 Net 30      **Run**

In this example, a Message appears that states “Budget Checking Errors Exist”.



**Message**

Budget Checking Errors Exist (18021,91)

Budget checking errors were logged for this document. Please check the budget exception page to view them.

OK

- Click on the **Summary** page. Review the *Budget Status*. Click on the *Exceptions* link to search for budget issue(s).

Summary | Related Documents | Invoice Information | Payments

Business Unit: G0201  
 Voucher ID: 00094462  
 Voucher Style: Regular  
 Contract ID:  
 Vendor Name: 3M COMPANY  
 PO BOX 844190  
 DALLAS, TX 75284-4190  
 Entry Status: Postable  
 Match Status: No Match [Preview Approval](#)  
 Approval Status: Pending  
 Post Status: Unposted

Budget Status: [Exceptions](#)

- The **Voucher Exception** page displays in a new window.

This page provides detailed information about the budget errors that are found after the Budget Checking process has run.

Voucher Exceptions | Line Exceptions

Business Unit: G0201 Voucher ID: 00094462

\*Exception Type:   Override Transaction  More Budgets Exist  
 Maximum Rows:   
[Search](#) [Advanced Budget Criteria](#)

Budgets with Exceptions [Personalize](#) [Find](#)

Budget Override | Budget Chartfields

	Details	Business Unit	Ledger Group	Exception	More Detail
1		G0201	KK_APPROP	Failed MN Spending Authority	More Detail
2		MN001	CTL_KK_EB	No Budget Exists	More Detail

- Note:** When we see “No Budget Exists” in the *Exception* field, it is likely because the budget has not yet been loaded or you or another staff made a mistake during the voucher entry process.
- Click on the **Look up** icon in the *Details* field of the item with the exception. The **Payables Voucher Line Drill Down** page opens.



- The **Payables Voucher Line Drill Down** page allows you to view the financial ChartField charges that were entered for the transaction. This page also allows you to view voucher detail information, such as the *Voucher ID*, *Invoice Number*, *Vendor ID* and *Transaction Line* details that are associated with this transaction.
  - Determine which fields are in error. In this example, the error is in the Transaction Line. Click **OK** to return to the **Voucher Exceptions** page.

**Payables Voucher Line Drill Down**

Transaction Line Identifiers			
Business Unit:	G0201	Voucher ID:	00094462
Voucher Line:	1	Distribution Line:	1
Additional Source Information			
Invoice Number:	2015-05		
Vendor ID:	0000209723		
Transaction Line Details			
Fund Code	Financial Department ID	Appropriation ID (CF3)	Account
1200	G1031300	G100001	413002
<b>Line Status:</b>	Error		
Budget Date:	05/06/2015		
Line Amount:	807.19	USD	
Quantity:	1.0000		
<input type="button" value="OK"/>			

- On the **Voucher Exceptions** page, look at the *Budget ChartFields* to see if you find the same errors. In this example, the AP staff notices that the fund and account are in error.

Budgets with Exceptions								
Budget Override		Budget Chartfields						
	Details	Business Unit	Ledger Group	Fund	Fin DeptID	AppropriID	Account	Budget Period
1		G0201	KK_APPROP	1200	G1010000	G100001		2015
2		MN001	CTL_KK_EB	1200	G1031300	G100001	NONPAY	2015
3		MN001	KK_ALLOT	1200	G1021300	G100001	NONPAY	2015
4		MN001	KK_APPROP	1200	G1010000	G100001		2015

- On the top of the **Voucher Exceptions** page, click on the **Line Exceptions** page.  
On this page, you can view the *Line Values*, *Line ChartFields* and *Line Amount* to locate any errors. In this example, line 1 has a budget exception.

Voucher Exceptions | Line Exceptions

Business Unit: G0201 Voucher ID: 00094462

\*Line Status: Error  Override Transaction

Maximum Rows: 100  More Lines Exist

Line From:  Line Thru:

Search

Transaction Lines with Budget Exceptions Personalize | Find | View All

Line Values | Line Chartfields | Line Amount

Line	Distribution Line	Budget Date	GL Business Unit
1	1	05/06/2015	MN001

- Click the **Line ChartFields** Page to view the ChartField string corrections applied to the selected transaction line.

Transaction Lines with Budget Exceptions Per:

Line Values | Line Chartfields | Line Amount

Line	Distribution Line	Fund	Fin DeptID	AppropID	Account
1	1	1200	G1031300	G100001	413002

- Click the **Line Amount** Page to view the Line detail information for the selected transaction.

Transaction Lines with Budget Exceptions Customize | Find | View All | 1 of 1 | Last

Line Values | Line Chartfields | Line Amount

Line	Distribution Line	Monetary Amount	Currency	Foreign Amount	Foreign Currency	Quantity
1	1	1,500.00	USD	1,500.00	USD	2.0000

- Close the **Voucher Exceptions** window. The original voucher's **Summary** page is visible.

**Step 2. Locate and correct the errors.**

- On the **Summary** page, the *Budget Status* field still says "Exceptions".
  - On the voucher, click on the page with the errors. In this example, the **Invoice Information** page has the accounting errors that need to be corrected.
- In this example, the *Fund* and *Account* fields are in error. When you correct the fields, click **Save**.

Distribution Lines Customize | Find | View All | 1 of 1 | Last

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	Account	SW Cost	Agcy Cost 2	AppropID	PC Bus Unit
<input type="checkbox"/>	1	1,500.00	2.0000	MN001	1000	B2231410		413001			B221011	

Save | Return to Search | Notify | Refresh | Add | Update/Disp

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

**Step 3: Run the Budget Checking process.**

1. On the **Invoice Information** or **Payments** page, go to the *Action* menu and select “Budget Checking”. Then, click on **Run**.



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: G0201 Invoice No: 2011-01 Action: Budget Checking

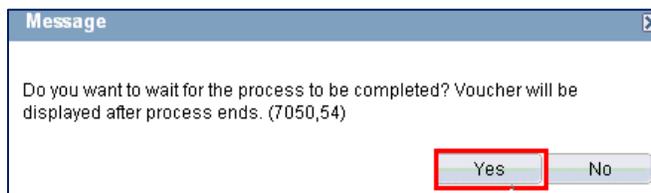
Voucher ID: 00000074 Invoice Date: 01/03/2011

Voucher Style: Regular Voucher Agency Origin: PM PLANT MANAGEMENT

\*Pay Terms: 30 Net 30

**Run**

2. Respond to the message to either run the check now or wait.

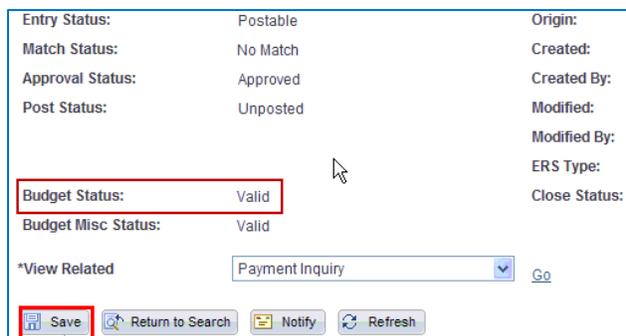


Message

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

**Yes** No

3. After the Budget Checking process has completed, return to the **Summary** page to check the *Budget Status*. It should say “Valid”. Then, click on **Save**.



Entry Status: Postable Origin:

Match Status: No Match Created:

Approval Status: Approved Created By:

Post Status: Unposted Modified:

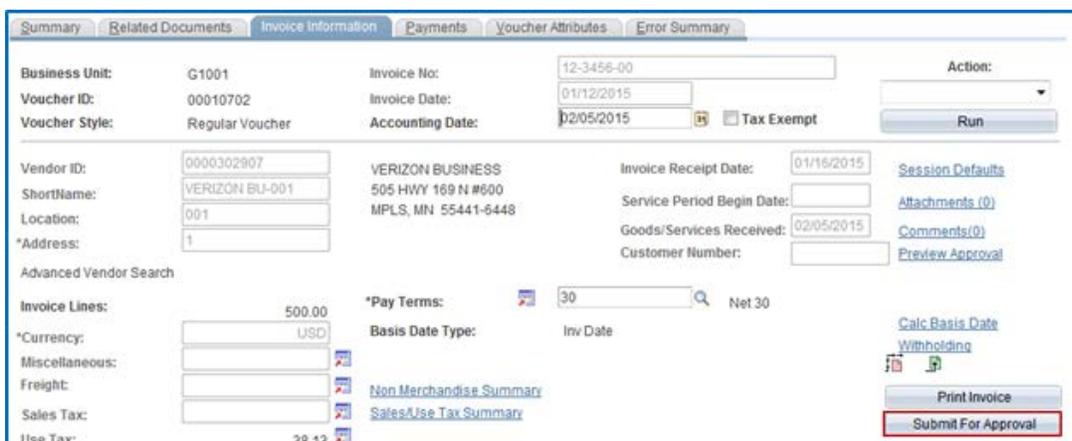
**Budget Status: Valid** Modified By:

Budget Misc Status: Valid ERS Type:

\*View Related Payment Inquiry Go

**Save** Return to Search Notify Refresh

4. Return to the **Invoice Information** page. Choose **Submit for Approval**.



Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

Business Unit: G1001 Invoice No: 12-3456-00 Action: Run

Voucher ID: 00010702 Invoice Date: 01/12/2015

Voucher Style: Regular Voucher Accounting Date: 02/05/2015 Tax Exempt

Vendor ID: 0000302907 Vendor: VERIZON BUSINESS Invoice Receipt Date: 01/16/2015

ShortName: VERIZON BU-001 505 HWY 169 N #600 Service Period Begin Date:

Location: 001 MPLS, MN 55441-6448 Goods/Services Received: 02/05/2015

\*Address: 1 Customer Number:

Advanced Vendor Search

Invoice Lines: 500.00 \*Pay Terms: 30 Net 30

\*Currency: USD Basis Date Type: Inv Date

Miscellaneous: Non Merchandise Summary

Freight: Sales/Use Tax Summary

Sales Tax: Use Tax: 38.13

**Submit For Approval**

- Review the **Approval History** page that appears after the approval process is complete. It will show you that approval is still pending. It may show you the name of the person who approves the voucher.

**Voucher Approval**

← BUSINESS\_UNIT=R2901, VOUCHER\_ID=00000010, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1:Pending

Voucher Approval

Pending

AP APPR 01 R29 ALL  
M\_FS\_VCHR\_APPR\_01

- After you submit a voucher for approval, SWIFT displays an **Approval Comments** page. As an option, you can use this page to send a message to the approver. Click **OK** when finished.

**Approval Comments**

Business Unit      G0201

Voucher ID         00017747

Additional Details

OK    Cancel    Refresh

Having completed this topic, you should be able to:

- Navigate to the Regular Entry page.
- Run the Budget Checking process from the Regular Entry – Payments page.
- Navigate to the Regular Entry – Summary page to view the Budget Status of a voucher after running the Budget Checking process.
- Navigate to the Voucher Exceptions page to view budget error detail information.
- Update a voucher after determining how to resolve budget error(s).



## Unpost a Voucher

### Topic Overview

To correct a voucher with a Post Status of “Posted”, the voucher must be unposted first. The posting process creates accounting entries which are ready to be moved to the General Ledger. Unposting reverses these accounting entries and allows the voucher fields to be editable..

Typically, the authority to unpost vouchers is at the approver level.

The Post Status of “Posted,” means:

- The Voucher Posting process ran overnight
- Accounting entries have been created, and
- The voucher is ready to be moved to the General Ledger.

If it is a purchase order-based voucher, it must be unmatched before correcting errors, Once unposted, the voucher can be updated with correct Chart of Account Information, Payment Terms, Vendor ID and other fields as needed. After saving the changes, you must run the match and budget check processes again. After the voucher is corrected, the voucher is then re-posted when the next voucher posting process runs.

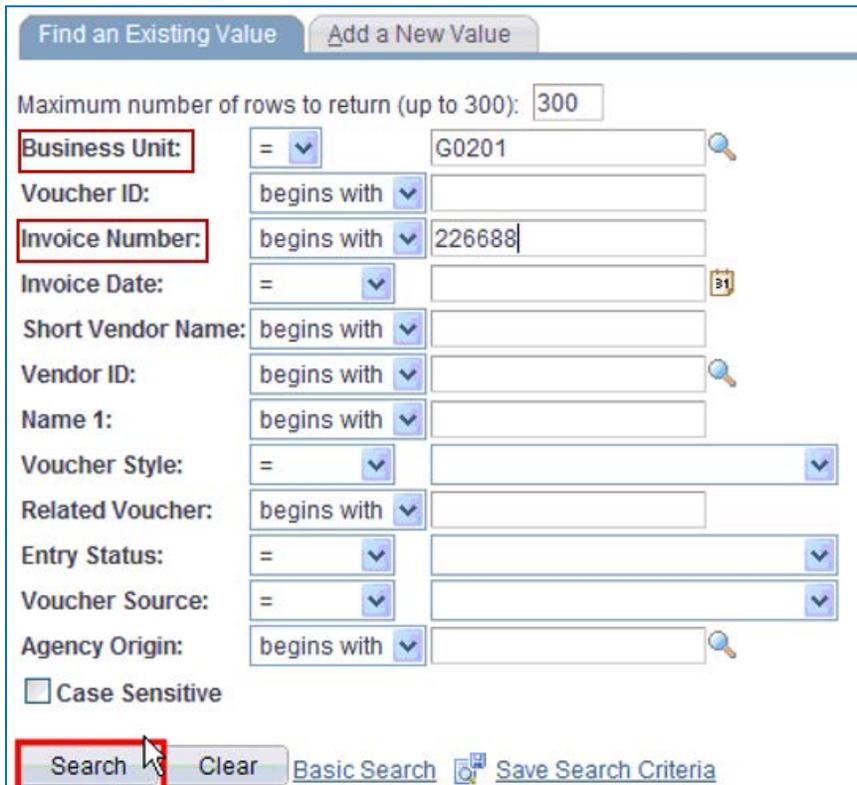
After completing this topic, you should be able to:

- Navigate to the Regular Entry – Summary page to view the voucher post status before and after it had been unposted
- Navigate to the Unpost Voucher page
- Unpost a voucher.

## Process Steps to Unpost a Voucher

### Step 1: Retrieve the posted voucher.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry.
2. Click the **Find an Existing Value** page. At a minimum, enter values into the *Business Unit* and the *Invoice Number* fields. Click **Search**.



Find an Existing Value | Add a New Value

Maximum number of rows to return (up to 300): 300

**Business Unit:** = [v] G0201 [magnifying glass]

Voucher ID: begins with [v] [text box]

**Invoice Number:** begins with [v] 226688 [text box]

Invoice Date: = [v] [text box] [calendar icon]

Short Vendor Name: begins with [v] [text box]

Vendor ID: begins with [v] [text box] [magnifying glass]

Name 1: begins with [v] [text box]

Voucher Style: = [v] [text box] [v]

Related Voucher: begins with [v] [text box]

Entry Status: = [v] [text box] [v]

Voucher Source: = [v] [text box] [v]

Agency Origin: begins with [v] [text box] [magnifying glass]

Case Sensitive

**Search** [Clear] Basic Search [magnifying glass] Save Search Criteria

3. The **Summary** page for that voucher appears. Notice that the *Post Status* is "Posted". This means that in order to correct an error, you need to unpost this voucher.



Summary	Related Documents	Invoice Information
Business Unit:	G0201	
Voucher ID:	00000063	
Voucher Style:	Regular	
Contract ID:		
Vendor Name:	WALMAN OPTICAL CO	
	SDS 12-1084 BOX 86	
	MPLS, MN 55486-1084	
Entry Status:	Postable	
Match Status:	No Match	
Approval Status:	Approved	
Post Status:	Posted	

**Step 2: Unpost the voucher.**

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Unpost Voucher
2. On the **Voucher Unpost** page, retrieve the voucher by inputting information into the *Business Unit* and *Invoice Number* fields. Click on **Search**. Then, choose the voucher in the Search Results.

**Voucher UnPost**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = G1001

Voucher ID: contains 10778

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: = Regular Voucher

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results**

View All First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style
G1001	00010778	TRN15EX5	04/20/2015	VERIZON BU-001	0000302907	VERIZON BUSINESS	Regular

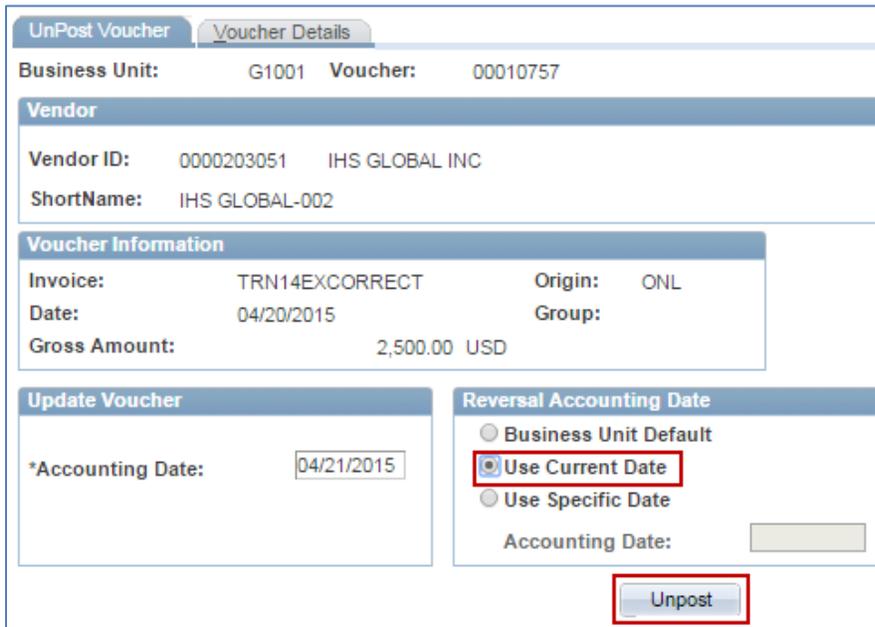
3. The **Unpost Voucher** page appears.

This is where you review the voucher details and create a reversal entry for a single voucher.

- Make sure to check over the information to ensure you have retrieved the correct voucher to unpost and update. There are two pages to review: **Unpost Voucher** and **Voucher Details**.

Field	Value
<b>Unpost Voucher</b>	Review voucher details and create reversal entries for a single voucher.
<b>Voucher Details</b>	Provides additional information about the voucher to view prior to unposting.

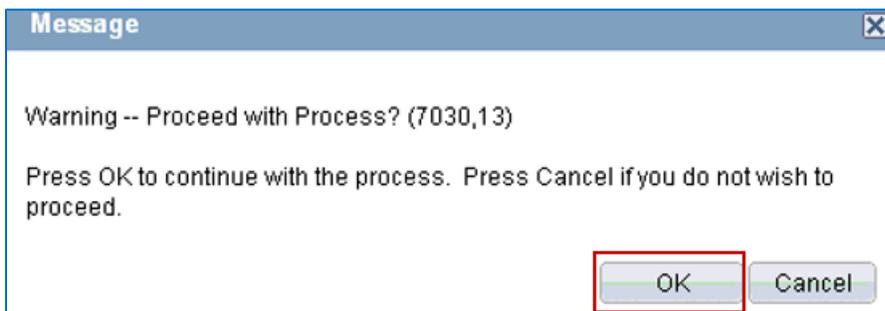
- When you verify that this is the correct voucher, select the “**Use Current Date**” in the *Reversal Accounting Date* section. Then, select the **Unpost** button on the **Unpost Voucher** page.



The screenshot shows the 'Unpost Voucher' page with the 'Voucher Details' tab selected. The page displays the following information:

- Business Unit:** G1001 **Voucher:** 00010757
- Vendor:** Vendor ID: 0000203051 IHS GLOBAL INC; ShortName: IHS GLOBAL-002
- Voucher Information:** Invoice: TRN14EXCORRECT; Origin: ONL; Date: 04/20/2015; Group: ; Gross Amount: 2,500.00 USD
- Update Voucher:** \*Accounting Date: 04/21/2015
- Reversal Accounting Date:**
  - Business Unit Default
  - Use Current Date
  - Use Specific Date
  - Accounting Date: [ ]
- Unpost** button

4. Respond to the **Warning Messages**.



The screenshot shows a 'Message' dialog box with the following text:

Warning -- Proceed with Process? (7030,13)

Press OK to continue with the process. Press Cancel if you do not wish to proceed.

Buttons: **OK** (highlighted with a red box), Cancel

Vouchers are not immediately unposted after clicking the Unpost button. The above warning message displays, to confirm the selected voucher. Click **OK** to continue to unpost and update this voucher.

- Another message appears notifying you that the voucher was unposted. Click **OK**.



5. Navigate to the **Find an Existing Value** page to verify that the voucher was unposted.
  - **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry.
  - Click the **Find an Existing Value** page. At a minimum, enter values into the *Business Unit* and the *Invoice Number* fields. Click **Search**.
  - The **Summary** page appears with a Post Status that displays “Unposted”.





**Step 3: Correct the voucher and repost it.**

Depending upon where the error occurred, find the section to correct and follow the steps to complete a voucher. These steps are outlined in detail in Lesson 1.

Now that the vendor information is copied into the **Invoice Information** page, the next steps are the same as the regular voucher style. The rest of the steps are detailed in **Lesson 1: Using the Regular Voucher Style**.

- Enter information on the **Invoice Information** page.
- Enter information on the **Payment** page
- Complete your voucher
- Run the Matching process (if this voucher referenced a PO or PO Receipt).
- Run the Budget Check process
- Submit the voucher for the Approval process

Having completed this topic, you should now be able to:

- Navigate to the Regular Entry – Summary page to view the voucher post status before and after it had been unposted
- Navigate to the Unpost Voucher page
- Unpost a voucher

## Delete Vouchers

### Topic Overview

SWIFT allows you to select only those vouchers that are eligible for deletion.

To be deleted, a voucher it:

- Cannot have accounting entries created
- Must be unmatched
- Cannot have been posted
- Cannot have been paid
- Cannot have the Finalize checkbox on the Distribution Line
- Cannot be associated with Matching, Netting or Workflow

**If there are accounting entries associated with a voucher, it must be closed and not deleted.**

### Tips for Deleting Vouchers

- **After Deletion:** Once a voucher has been deleted, SWIFT will automatically start the budget-checking process. The original budget entries will be reversed.
- **After Deletion:** You have the ability to view details for the voucher via the Voucher Details page prior to saving the information on the Delete Voucher page.
- **Budget Checked:** If the voucher had been budget-checked, deleting the voucher automatically starts the Budget Checking process and the original budget entries are reversed.
- **Inter-Agency Voucher:** Before deleting an inter-agency payment voucher, go to the voucher's **Payments** tab, change the **Netting** field to "NA" (not applicable). Then and only then will you be allowed to delete it.
- **Matching, Netting or Workflow:** Vouchers with Matching, Netting or Workflow must be processed before deletion. First, unmatched, change the netting field in an inter-agency voucher or move it out of workflow.
- **Voucher Posting:** Once accounting entries are created during the Voucher Posting process, the voucher must be closed as opposed to deleted.
- **Voucher Status:** If a voucher has the Status of "Posted", DO NOT unpost it or try to delete it.

**Warning!** Once you delete a voucher, you cannot retrieve it or undo the deletion. The data rows associated with the voucher remain in the tables so that you cannot re-use the voucher number. Also, if you delete a voucher that was entered as a manual payment, the funds are not released; they remain in SWIFT and can be applied to other vouchers for that vendor.

### Find the status of vouchers to determine deletion or closing.

1. **Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Voucher, Find an Existing Voucher
2. Enter the *Business Unit* and *Voucher ID*. Click on **Search**.



Find an Existing Value   Add a New Value

Search Criteria

Business Unit: = G1001

Voucher ID: begins with 00010662

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Agency Origin: begins with

Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

3. On the **Summary** page, scroll down to the *View Related* menu. Select *Accounting Entries Inquiry*. Click the *Go* link.

Budget Status: Not Chk'd

Budget Misc Status: Valid

View Related   Accounting Entries Inquiry   Go

4. The **Voucher Accounting Entries** page is displayed. Look on the *Chartfield* section. If there is no information here, the voucher has not been posted to the general ledger. For example, you cannot delete the voucher below.

Voucher Accounting Entries

\*Business Unit: G1001   Voucher ID: 00010783   Invoice Number: TRN20EX5

\*Accounting Line View Option: Standard   Show Foreign Currency   Search   Reset

Invoice Date: 04/20/2015   Vendor ID: 0000302907   Vendor Name: VERIZON BUSINESS

Accounting Information   Find | View All | First | 1 of 1 | Last

Posting Process: AP Accrual   GL Dist Status: None

Main Information   Chartfields   Journal   [??]

Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity	Source Type
	1000	G1031200	G100001	200003								
	1000	G1031200	G100001	413001								
000	1000	G1031200	G100001	220060								
019	1000	G1031200	G100001	220080								
020	1000	G1031200	G100001	220090								

After completing this topic, you should be able to:

- Navigate to the Voucher Delete – Search page to enter search parameters to effectively retrieve a specific voucher
- Navigate to the Voucher Delete page
- Delete a voucher
- Cancel a delete voucher request

## Process Steps to Delete a Voucher

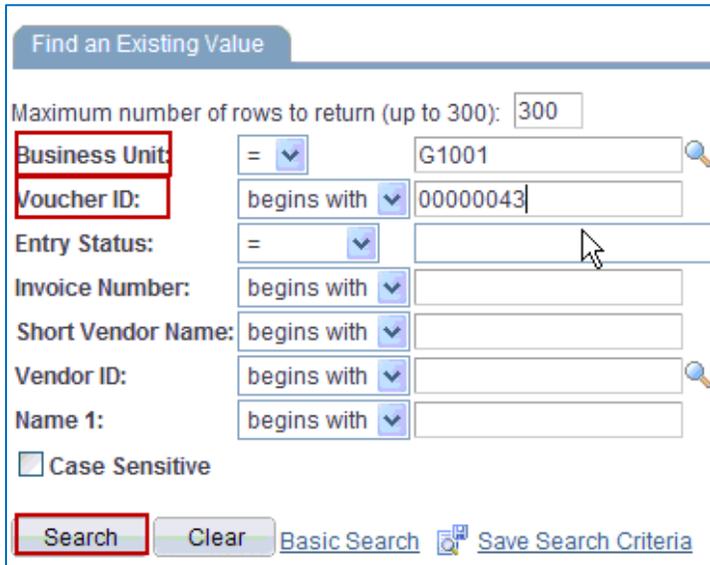
### Step 1: Make sure the voucher is eligible for deletion.

1. **Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Voucher, Find an Existing Voucher
2. Enter the *Business Unit* and *Voucher ID*. Click on **Search**.
3. On the **Summary** page, scroll down to the **View Related** menu. Select *Accounting Entries Inquiry*. Click the **Go** link.

The **Voucher Accounting Entries** page is displayed. Look on the **Chartfield** section. If there is no information here, the voucher has not been posted to the general ledger. The voucher can be deleted.

### Step 2: Locate the voucher to delete in the Delete Voucher page.

1. Use the **Voucher Delete** page to delete a Regular Voucher.
2. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Delete Voucher
  - Use the **Find an Existing Value** page to search for a voucher to be deleted.
  - Enter values into the *Business Unit* and *Voucher ID*. Click on **Search**.



Find an Existing Value

Maximum number of rows to return (up to 300):

**Business Unit:** =  

**Voucher ID:** begins with

**Entry Status:** =

**Invoice Number:** begins with

**Short Vendor Name:** begins with

**Vendor ID:** begins with  

**Name 1:** begins with

Case Sensitive

**Search**  [Basic Search](#)  [Save Search Criteria](#)

**Note:** The *Entry Status* field allows you to search for vouchers in various stages in the voucher process. Possible *Entry Status* values are:

- Complete
- Deleted
- Edited by Batch Voucher Module
- Modified
- Open
- Postable
- Recycle
- Reviewed through Maintenance
- Scheduled for Payment
- Through Batch Defaults



3. The **Delete Voucher/Voucher Detail** pages appear.
  - Start out by reviewing the information on both of these pages to verify that this is the correct voucher to be deleted.
  - The **Delete Voucher** page allows you to delete one or more vouchers on this page. The *Voucher Information* section displays information such as the *Invoice Number* and the *Gross Amount*.

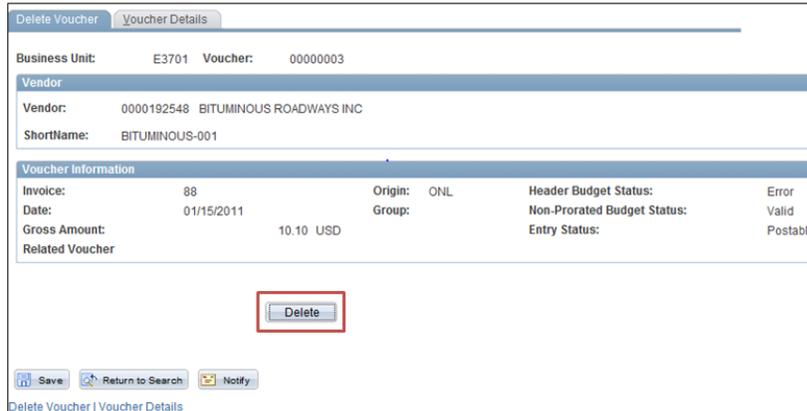
Delete Voucher		Voucher Details	
Business Unit:	G1001	Voucher:	00000043
<b>Vendor</b>			
Vendor:	0000000208 CODA INC		
ShortName:	CODA INC-001		
<b>Voucher Information</b>			
Invoice:	12345	Origin:	ONL
Date:	10/13/2010	Group:	
Gross Amount:	2,500.00 USD	Header Budget Status:	Not Chk'd
Related Voucher		Non-Prorated Budget Status:	Valid
		Entry Status:	Postable
<input type="button" value="Delete"/>			

The **Voucher Details** page provides more information such as *Terms of Payment*, *Due Date*, and other charges.

Delete Voucher		Voucher Details	
Business Unit:	G1001	Voucher:	00000043
<b>Vendor</b>			
Vendor ID:	0000000208 CODA INC		
ShortName:	CODA INC-001		
Name 2:	<a href="#">Go To Address</a>		
<b>Voucher Information</b>			
Invoice:	12345	Gross Amount:	2,500.00 USD
Invoice Date:	10/13/2010	Freight:	0.00
Acctg Date:	10/13/2010	Miscellaneous:	0.00
Terms:	30 Net 30	Sales Tax:	0.00
Due Date:	11/12/2010	Use Tax:	0.00
Discount Due:		Entered VA:	0.00

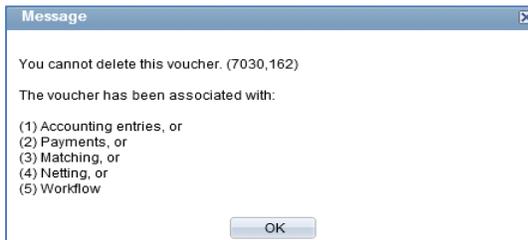
**Step 3: Delete the voucher.**

- When you are certain that this voucher is ready for deletion, click **Delete** on the **Delete Voucher** page.



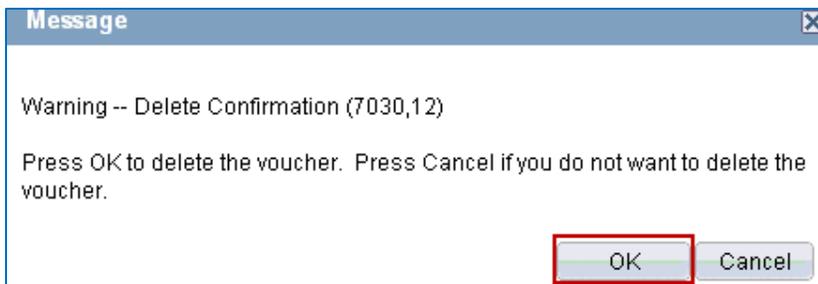
- Respond to an error message.

If you receive the following error message, you may need to update the voucher first.

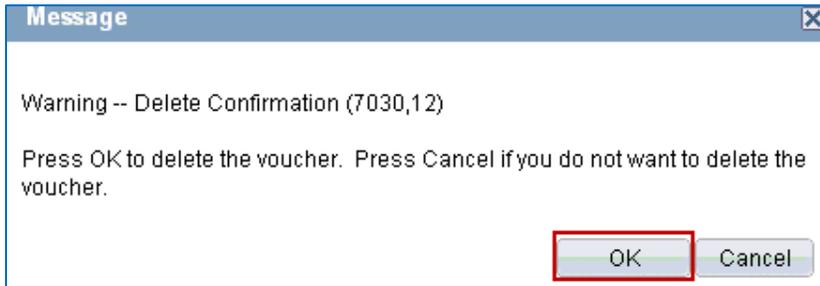


**NOTE:** You cannot delete vouchers that have Accounting Entries (1) or Payments (2). Vouchers with Matching (3), Netting (4) or Workflow (5) must be processed. Unmatch, change the netting field in an inter-agency voucher or move it out of workflow.

- If the voucher is eligible for deletion, SWIFT displays a warning message.



- Vouchers are not immediately deleted after clicking the **Delete** button the selected voucher. Click **OK** to confirm that you wish to delete this voucher.



**Warning!** Once a voucher is deleted, it cannot be retrieved and the deletion cannot be undone. The data rows that are associated with the voucher remain in the tables so that you cannot reuse the voucher number.

- Another message box will appear once the voucher has been deleted. The message will state “Budget transactions related to this voucher have been deleted.” Click the OK button.
- Click on the Save button to confirm the deletion.
- The **Delete Voucher** page displays an *Entry Status* of “Deleted” for the voucher.

## Delete an Inter-agency Voucher

For inter-agency vouchers that are eligible for deletion, first update that voucher.

- If the voucher is set to process via bilateral netting, change the *Netting* field on the **Payments** tab from “Hold to “Not Applicable”.
- Change the *Netting* field before running budget check.



## Delete a Journal Voucher

To delete a Journal Voucher, use the same process that was described under “Delete a Regular Voucher”. Also, follow that process for journal vouchers that were used for inter-agency payments.

### Considerations for deleting journal vouchers:

- **Posted Status:**  
Journal vouchers that have already been posted will need a new journal voucher to reverse the action from the previous journal voucher.



- **Interagency Vouchers:**  
Change the Vendor ID to “XECORRECT”. This takes the journal voucher out of bilateral netting. Follow the process described under “Delete a Regular Voucher” for journal vouchers that were used for inter-agency payments.
- **Budget Checked:**  
Once the voucher is budget checked, you cannot to make any changes to the **Payments** tab. If the journal voucher has been successfully budget-checked but not posted, you can do one of the following:
  - Reverse the signs on the original transaction and budget check to reverse the entry OR
  - Change *Merchandise Amount* to “0” for all lines and budget check OR
  - Add new lines and reverse the signs for the lines already budget checked then budget check to reverse the entry.

### **Delete Vouchers with Recycle and Matched Statuses**

When a voucher’s *Entry Status* is “Recycle”, you cannot delete the voucher. You must first get the voucher to a “Postable” *Status*. Then, unmatch the voucher before deletion.

Determine the reason for the “Recycle” status.

- Review the voucher’s **Invoice Information** tab for the red “Difference” icon. It has a red circle with an exclamation point.
- Or, check the header, invoice line or distribution lines for a yellow triangle with an exclamation point. Click on icon to see the error message.
- Or, you can click on the **Error Summary** tab to see the voucher error.

Correct the issue. In order to get out of the “Recycle” status, the voucher must be in balance. This is required even if the voucher is incorrect and it needs to be deleted.

3. On the **Invoice Information** tab, click on the **Calculate** button (below the Difference field). Make sure the difference is “.00”.

- Save the voucher.
- Go to the **Summary** tab and verify that the *Entry Status* is “Postable”.
- Unmatch the voucher. The voucher is now ready to be deleted.



## Close Vouchers or Write-off Final Payments

SWIFT allows you to select only those vouchers that are eligible for closing. But if the voucher in error has any accounting processing, you will need to reverse it and close it. Closing a voucher writes off any remaining liability and decreases the expense.

A voucher cannot be closed if:

- It has been unposted.
- It was selected for payment.
- It was partially paid.

To close a voucher, it must be:

- Matched (except for Direct Entry vouchers, where there is no match)
- Budget Checked
- Posted
- Not selected for payment
- Not fully paid

### Tips for closing vouchers:

- **Encumbrance:** After the voucher is closed, the encumbrance is not released until after an overnight batch process runs.
- **General Ledger:** When you close a voucher, the accounting entries previously created are reversed to create a net zero effect on the General Ledger.
- **General Ledger:** Close a voucher in order to credit the expense accounts and debit the liability for the portion of the voucher that remains unpaid.
- **Inter-agency Voucher:** When closing an interagency voucher and creating a new voucher against the same purchase order, PO, first change the invoice number on the original voucher. Then, you can use the original invoice number on your new voucher.
- **Purchase Order:** If the voucher has a purchase order associated with it, SWIFT prompts you to decide if the encumbrance should be closed or restored. Typically, restoring the encumbrance is chosen because there will be a new voucher created with the same amount.
- When closing an interagency voucher and creating a new voucher against the same PO  
**General Ledger:** After the voucher has been marked for closure, the voucher must be posted before the remaining liability is written off and the Status is updated to "Closed".
- **Write off the Liability:** Vouchers can be closed when the remaining liability is written off a vendor's balance. For example, items are in dispute and the agency and vendor have agreed the state will not make a payment on these items.
- Posting closed vouchers also invokes the budget check process and updates commitment control ledgers. Vouchers post during overnight batch process. You must wait until the next day before reusing the released encumbrance.

- When closing an interagency voucher and creating a new voucher against the same PO (and the same Invoice Number), you should first change the Invoice Number on the original voucher to something else. Then, you can use it again on a new voucher.
- If the voucher has a purchase order (PO) associated to it, SWIFT will prompt you to choose if the encumbrance should be restored to the PO. Encumbrances cannot be restored to POs that have been reconciled.

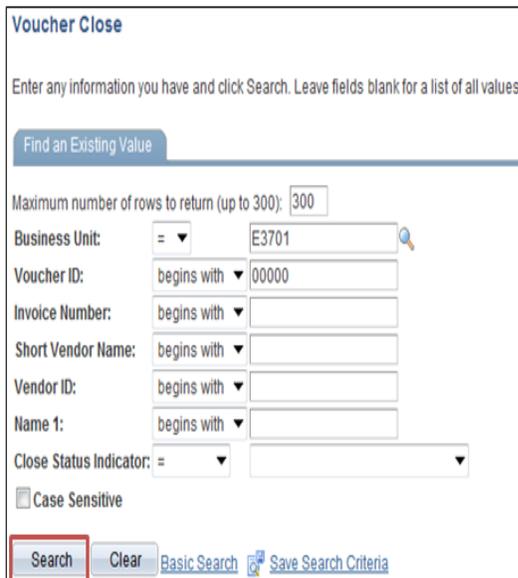
After completing this topic, you should be able to:

- Navigate to the Close Voucher page.
- Review voucher information on the Close Voucher and Voucher Details pages prior to marking voucher for closure.
- Mark a voucher for closure.

## Process Steps to Close a Voucher or Write Off Final Payments

### Step 1: Navigate to the Close Voucher page.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Close Voucher.
  - The **Voucher Close Search** page appears. Select the values to retrieve a specific voucher.
  - Typically, you will enter values into the *Business Unit* and *Voucher ID*. Click on **Search**.



2. The **Close Voucher/Voucher Details** pages displays.
  - Ensure that this is the correct voucher to be closed.



- Use the **Voucher Details** page to view more detailed information pertaining to the selected voucher, prior to deleting. This includes information such as: *Terms of Payment, Due Date, Gross Amount* and if applicable, *Discount Due, Freight* and any *Miscellaneous amounts*.

Close Voucher | **Voucher Details**

Business Unit: E3701 Voucher: 00000004

**Vendor**

Vendor ID: 0000192549 HIAWATHA REDDY RENTS  
 ShortName: HIAWATHA R-001  
 Name 2: [Go To Address](#)

**Voucher Information**

Invoice:	GM1741 CS	Gross Amount:	100.00 USD
Invoice Date:	03/04/2011	Freight:	0.00
Acctg Date:	03/04/2011	Miscellaneous:	0.00
Terms:	30 Net 30	Sales Tax:	0.00
Due Date:	04/03/2011	Use Tax:	7.63
Discount Due:		Entered VAT:	0.00

Save | Return to Search | Notify

[Close Voucher](#) | [Voucher Details](#)

**Step 2: Close and save the voucher.**

1. When you are sure that you have the correct voucher to close, return to the **Close Voucher** page.
2. Scroll down to the *Process Manual Close* section. You can identify the specific date in which to set the voucher to close.
3. Check the box for *Mark Voucher for Closure*.
4. Click the **Save** button.

Close Voucher | **Voucher Details**

Business Unit: G1001 Voucher: 00010778

**Vendor**

Vendor: 0000302907 VERIZON BUSINESS  
 ShortName: VERIZON BU-001

**Voucher Information**

Invoice:	TRN15EX5	Origin:	ONL	Header Budget Status:	Valid
Date:	04/20/2015	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:				Entry Status:	Postable
Related Voucher				Close Status:	Open

**Process Manual Close**

Manual Close Date:   Mark Voucher for Closure

Save | Return to Search | Notify



- 5. If you are closing a voucher tied to a purchase order, SWIFT displays a message. “You are closing a PO Voucher. Do you wish to restore Encumbrance and reopen (Unmatch) the PO?”
  - Click **Yes** to restore the encumbrance. Or, click **No** and only the voucher liability will be liquidated.

The screenshot shows the 'Voucher Details' window in SWIFT. At the top, there are two tabs: 'Close Voucher' and 'Voucher Details'. The 'Voucher Details' tab is active. The form contains the following information:

- Business Unit:** E3701 **Voucher:** 00000004
- Vendor:** 0000192549 HIAWATHA REDDY RENTS  
**ShortName:** HIAWATHA R-001
- Voucher Information:**

<b>Invoice:</b> GM1741 CS	<b>Origin:</b> ONL	<b>Header Budget Status:</b> Valid
<b>Date:</b> 03/04/2011	<b>Group:</b>	<b>Non-Prorated Budget Status:</b> Valid
<b>Gross Amount:</b> 100.00 USD		<b>Entry Status:</b> Postable
<b>Related Voucher:</b>		<b>Close Status:</b> Open
- Process Manual Close:**

<b>Manual Close Date:</b> 07/29/2014	<input checked="" type="checkbox"/> Mark Voucher for Closure
--------------------------------------	--

At the bottom of the form, there are three buttons: 'Save', 'Return to Search', and 'Notify'. The 'Save' button is highlighted with a red box. Below the buttons, there are two links: 'Close Voucher' and 'Voucher Details'.

- If **Yes** is selected and the encumbrance restored, the **Purchase Order Associated with the Voucher** window will display. Select the **Restore Encumbrance** check box and click **OK**.

The voucher is now closed. The encumbrance will be released the next day following the overnight batch process.

## Unpaid Vouchers

### Topic Overview

Accounts Payable staff need to periodically check for unpaid vouchers. This maintenance topic covers how to find unpaid vouchers and typical items that cause vouchers to not be selected for payment in SWIFT.

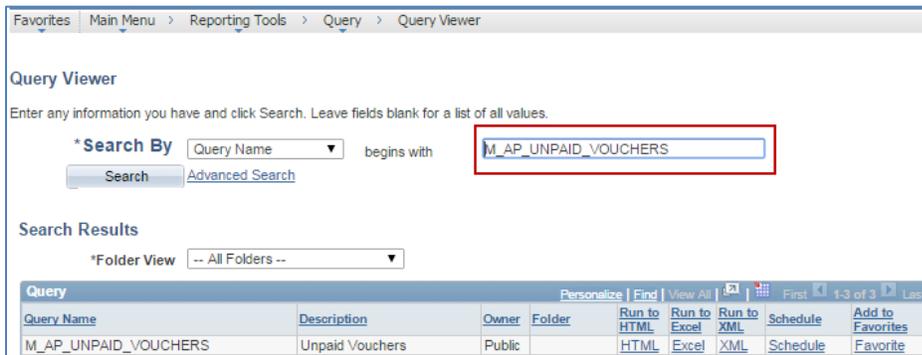
### Process Steps to Find and Resolve Unpaid Vouchers

1. Use AP reporting tools to find unpaid vouchers
2. Look up the common reasons for unpaid vouchers

#### Step 1: Use AP reporting tools to find unpaid vouchers.

1. Use the Unpaid Voucher Query to find your unpaid vouchers.

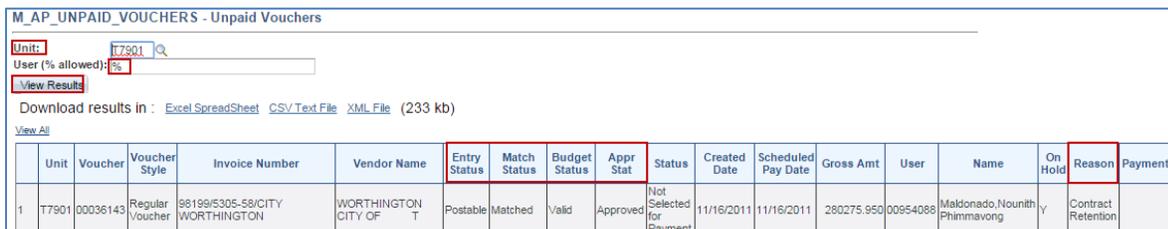
- **Navigation:** Reporting Tools, Query, Query View
- Enter *Query Name:* M\_AP\_UNPAID\_VOUCHERS
- Click **Search**



The screenshot shows the 'Query Viewer' interface. The search criteria are set to 'Query Name' and 'begins with' with the value 'M\_AP\_UNPAID\_VOUCHERS' entered in the search box. Below the search results, a table lists the query details.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AP_UNPAID_VOUCHERS	Unpaid Vouchers	Public		HTML	Excel	XML	Schedule	Favorite

- On the **Unpaid Voucher Query** page, enter the *Unit* (Business Unit), *User* (you can use “% as a wild card) and click on **View Results**.
- On the **Results** page, find *Voucher IDs*, look at the statuses and review the “Reason” for information about the voucher.



The screenshot shows the 'M\_AP\_UNPAID\_VOUCHERS - Unpaid Vouchers' results page. The 'Unit' is set to 'T7901'. Below the search options, there are download links for Excel, CSV, and XML. A table displays the results for a single voucher.

Unit	Voucher	Voucher Style	Invoice Number	Vendor Name	Entry Status	Match Status	Budget Status	Appr Stat	Status	Created Date	Scheduled Pay Date	Gross Amt	User	Name	On Hold	Reason	Payments
T7901	00036143	Regular Voucher	98199/5305-58/CITY WORTHINGTON	WORTHINGTON CITY OF T	Postable	Matched	Valid	Approved	Not Selected for Payment	11/16/2011	11/16/2011	280275.950	00954088	Maldonado, Nounith Phimmavong	Y	Contract Retention	2



2. Look up individual vouchers using the Voucher Search

- **Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Entry, Find an Existing Value
- Enter the *Business Unit* and *Voucher ID*. Click on **Search**.

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Business Unit: = G1001

Voucher ID: contains 10648

Invoice Number: begins with

Invoice Date: =

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Related Voucher: begins with

Entry Status: =

Voucher Source: =

Agency Origin: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Voucher ID	Invoice Number	Gross Invoice Amount	Payment Amount	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Related Voucher	Entry Status	Voucher Source	Agency Origin
G1001	00010648	90195955	16267.1	16267.1	07/01/2014	IHS GLOBAL-002	0000203051	IHS GLOBAL INC	Regular	(blank)	Postable	Online	00

- On the **Search** Results, click on the Voucher you searched for.
- Review the voucher. Go to the *Look Up Common Reasons for Unpaid Vouchers* section of this topic to resolve any errors.

3. Use the Vendor Information page to look up vendors.

Find out why the vouchers have not been paid for a particular vendor.

- **Navigation:** Vendor, Vendor Information, Add/Update, Vendor
- Enter the *Vendor ID* and click on **Search**.

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = SHARE

Vendor ID: contains 203051

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Financial Sanctions Status: =

Include History  Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE	0000203051	Regular	IHS GLOBAL-002	(blank)	IHS GLOBAL INC

- On the **Search Results** section, click on the *Vendor ID*. Review the vendor record. Go to the *Look up Common Reasons for Unpaid Vouchers* section of this topic to resolve any errors.

## Step 2: Look up Common Reasons for Unpaid Vouchers

### 1. Missing Step or Error in Accounts Payable Life Cycle.

Look on the **Summary** page of your voucher. It should have been Matched, Budget Checked, Submitted for Approval, Approved and Approved to Post.

<b>Entry Status:</b>	Postable	<b>Origin:</b>	ONL
<b>Match Status:</b>	No Match <a href="#">Approval History</a>	<b>Created:</b>	04/24/2015
<b>Approval Status:</b>	Approved	<b>Created By:</b>	TEST_TRN1
<b>Post Status:</b>	Posted	<b>Modified:</b>	04/24/2015
<b>Budget Status:</b>	Valid	<b>Modified By:</b>	TEST_TRN1
<b>Budget Misc Status:</b>	Valid	<b>ERS Type:</b>	Not Applicable
		<b>Close Status:</b>	Open

### 2. Vendor Changes.

a. The Vendor is an “Inactive” Status.

Favorites   Main Menu > Vendors > Vendor Information > Add/Update > Vendor			
Summary   Identifying Information   Address   Contacts   Location			
SetID:	SHARE		
Vendor ID:	0000192602		
Vendor Short Name:	MIDWAY IND	MIDWAY IND-001	
Vendor Name:	MIDWAY INDUSTRIAL SUPPLY CO		
Order:	MIDWAY IND-001	Remit To:	MIDWAY IND-001
	4759 OLD HWY 8		4759 OLD HWY 8
	MOUNDS VIEW, MN 55112		MOUNDS VIEW, MN 55112
Status:	Inactive	<a href="#">Approval History</a>	Last Modified By: FISCH20

b. The *Effective Date* on the vendor location or address change is after the invoice date on the voucher. For example, the vendor moved locations after submitting the invoice to the agency.

Favorites   Main Menu > Vendors > Vendor Information > Add/Update > Vendor			
Summary   Identifying Information   Address   Contacts   Location			
SetID:	SHARE		
Vendor ID:	0000302907	Short Vendor Name:	VERIZON BU-001
<b>Vendor Address</b>			
Address ID:	1		
Description:	GENERAL - MPLS		
<b>Details</b>			
Effective Date:	5/1/15	Effective Status:	Active

<b>Summary</b>		<b>Related Documents</b>		<b>Invoice Information</b>		<b>Payments</b>		<b>Voucher Attributes</b>		<b>Error Summary</b>	
<b>Business Unit:</b>	G1001	<b>Invoice No:</b>	TRN17EX5								
<b>Voucher ID:</b>	00010780	<b>Invoice Date:</b>	04/20/2015								
<b>Voucher Style:</b>	Regular Voucher	<b>Agency Origin:</b>	00	MMB							
<b>Total Amount:</b>	50.00	<b>*Pay Terms:</b>	30	Net 30							
<b>Vendor Name:</b>	VERIZON BUSINESS	<b>Prompt Date:</b>	05/23/2015								
		<b>Pay Reason:</b>	▼								

**3. Vendor Pre-notification Required.**

Pre-notification is required when a vendor changes their bank account or switches to ACH (Automatic Clearing House). SWIFT issues a payment but there is a 10-day, pre-approval period while SWIFT confirms the bank information.

**Navigation:** Vendors, Vendor Information, Add/Update, Vendor

- Enter the *Vendor ID* and click on **Search**.
- From the **Search Results** page, click on the *Vendor ID* of the vendor you are researching.

**Vendor Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Search Criteria**

SetID: = SHARE

**Vendor ID:** contains 919258

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Financial Sanctions Status: =

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1 of 1 Last

SetID	Vendor ID	Persistence	Short Vendor Name	Our Customer Number	Name 1
SHARE	0000919258	Regular	DUREN RE-001	(blank)	DUREN REBECCA LYNN

- In the **Vendor Information** page, select the **Location** tab and click on the *Payables* link.

**Vendor Information** - Location tab selected

SetID: SHARE

Vendor ID: 0000919258      Short Vendor Name: DUREN RE-001      Name: DUREN REBECCA LYNN

A vendor location is a default set of rules which define how you conduct business with a vendor.

**Location**

Location:	001	<input checked="" type="checkbox"/> Default	<a href="#">RTV Fees</a>	<a href="#">Attachments (0)</a>
Description:	DUREN REBECCA LYNN			

**Details**

Effective Date: 05/01/2015      Effective Status: Active

TG     ED

Options: [Payables](#)    [Procurement](#)    [Sales/Use Tax](#)

[Expand All](#)    [Collapse All](#)

- On the **Payables** link, scroll down to *Electronic Files*. Pre-notification is required for this vendor.

Additional Payables Options		
Matching/Approval Options		
Electronic File Options		
Pre-Notification		
	<input checked="" type="checkbox"/> Prenotification Required	Confirm
Status:	Confirmed	Unconfirm
Date:	05/01/2015	

#### 4. Discount missed.

When a voucher is created with discount terms on or after the *Discount Due Date*, SWIFT will not pay the voucher until the *Net Due Date*.

- Net Due Date* is determined by the *Invoice Date* and the *Pay Terms*. For example, the *Pay Terms* below are "1% 10/30". This means that there is a 1% discount if paid within 10 days. Otherwise, SWIFT waits until 30 days.

<b>Summary</b>		Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit:	G1001	Invoice Date:	04/20/2015			
Voucher ID:	00010781	Invoice No:	TRN18EX5			
Voucher Style:	Regular	Invoice Total:	50.00	USD		
Contract ID:		Pay Terms:	1% 10/N30			
Vendor Name:	VERIZON BUSINESS 505 HWY 169 N #600 MPLS, MN 55441-6448	Voucher Source:	Online			
Entry Status:	Postable	Origin:	ONL			
Match Status:	No Match	Created:	04/24/2015			
Approval Status:	Approved	Created By:	TEST_TRN1			
Post Status:	Posted	Modified:	04/24/2015			
		Modified By:	TEST_TRN1			
		ERS Type:	Not Applicable			
Budget Status:	Valid	Close Status:	Open			
Budget Misc Status:	Valid					

<b>Payment Information</b>		Find   View All   First   1 of 1   Last	
Payment:	1	Gross Amount:	50.00 USD
*Remit to:	0000302907	Discount:	0.00 USD
Location:	001	Scheduled Due:	05/20/2015
*Address:	1	Net Due:	05/20/2015
VERIZON BUSINESS 505 HWY 169 N #600 MPLS, MN 55441-6448		Discount Due:	05/04/2015
		Accounting Date:	

Payment Inquiry  
 Discount Denied  
[Late Charge](#)  
[Express Payment](#)  
[Payment Comments\(0\)](#)  
[Holiday/Currency](#)

### 5. Hold

The **Hold** checkbox is selected on a voucher (**Payments** tab) or on a vendor record.

- **Voucher Hold:**

Payment Options	
*Bank:	ST001 <input type="text"/> <input type="button" value="Q"/> Pay Group: REGULAR PAY CYCLE <input type="button" value="v"/>
*Account:	WF <input type="text"/> <input type="button" value="Q"/> *Handling: RE <input type="text"/> <input type="button" value="Q"/>
*Method:	CHK <input type="text"/> <input type="button" value="Q"/> Check *Netting: Not Applicable <input type="button" value="v"/>
L/C ID:	<input type="text"/> <input type="button" value="A"/> Hold Reason: <input type="text"/> <input type="button" value="v"/>
Message:	Telephone Wallmount <input type="text"/>
Message will appear on remittance advice.	

[Messages](#)  
 **Hold Payment**  
 Separate Payment

- **Vendor Hold:**

Use the **Vendor Information** search to find a vendor's record. Select the correct vendor. On the individual *Vendor Information* page, click on the **Location** tab.

Vendor Information	
<a href="#">Summary</a>   <a href="#">Identifying Information</a>   <a href="#">Address</a>   <a href="#">Contacts</a>   <b><a href="#">Location</a></b>	
SetID:	SHARE
Vendor ID:	0000302907
Vendor Short Name:	VERIZON BU VERIZON BU-001
Vendor Name:	VERIZON BUSINESS
Order:	VERIZON BU-001
Remit To:	505 HWY 169 N #600 MPLS, MN 55441-6448
Status:	Approved <a href="#">Approval History</a>
Persistence:	Regular
Classification:	Outside Party
Last Modified By:	
Last modified date:	
Created By:	

On the **Location** tab, click on the **Payables** link.

Vendor Location	
<a href="#">Summary</a>   <a href="#">Identifying Information</a>   <a href="#">Address</a>   <a href="#">Contacts</a>   <b><a href="#">Location</a></b>	
SetID:	SHARE
Vendor ID:	0000302907
Short Vendor Name:	VERIZON BU-001
Name:	VERIZON BUSINESS
A vendor location is a default set of rules which define how you conduct business with a vendor.	
<b>Location</b> <input type="button" value="Find"/> <input type="button" value="View All"/> <input type="button" value="First"/> 1 of 1	
Location:	001 <input checked="" type="checkbox"/> <b>Default</b> <a href="#">RTV Fees</a> <a href="#">Attachments (0)</a>
Description:	VERIZON BUSINESS
<b>Details</b> <input type="button" value="Find"/> <input type="button" value="View All"/> <input type="button" value="First"/> 1 of 1	
Effective Date:	01/01/1901
Effective Status:	Active
<input type="checkbox"/> TG <input type="checkbox"/> ED <input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>	
Options:	<b><a href="#">Payables</a></b> <a href="#">Procurement</a> <a href="#">Sales/Use Tax</a>

On the **Payables** Link, open up the *Payment Control* section to see if the **Hold** button is selected.

Additional Payables Options		Bank	
<b>Payment Control</b>			
Pay Group:	00 REGULAR	Bank Options:	Specify
Delay Days:	Default from BU	Bank:	ST001 TREASURY
Discount:	0	Account:	WF State of M
Net:	0	Currency:	USD Dollar
<input checked="" type="checkbox"/> Hold Payment	<input type="checkbox"/> Complex Routing	Rate Type:	CRRNT CRRNT

### 6. Credit Vouchers Exceed Debit Vouchers

The example shows that credit vouchers exceed the debit vouchers. All payments are held until enough positive payments offset the credits. If you need assistance determining if this is the case, contact the SWIFT Help Desk. Email: [swifthelpdesk.mmb@state.mn.us](mailto:swifthelpdesk.mmb@state.mn.us) Phone: 651-201-8100, option 2.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

View All First 1-16 of 16 Last

Unit	Voucher	Payment	Gross Amt	Scheduled	Remit Vndr	Location	Remitting Addr	Close Status	Status	Type	Payment
1	T7901	00517396	-83.650	03/06/2015	0000192666	001		1 O	P	REG	
2	T7901	00518196	-403.540	03/09/2015	0000192666	001		1 O	P	REG	
3	T7901	00518200	-6.080	03/09/2015	0000192666	001		1 O	P	REG	
4	T7901	00517673	19.010	03/10/2015	0000192666	001		1 O	P	REG	
5	T7901	00517670	30.000	03/10/2015	0000192666	001		1 O	P	REG	
6	T7901	00517902	8.820	03/12/2015	0000192666	001		1 O	P	REG	
7	T7901	00517989	65.310	03/12/2015	0000192666	001		1 O	P	REG	
8	T7901	00517986	65.410	03/12/2015	0000192666	001		1 O	P	REG	
9	T7901	00517879	78.370	03/17/2015	0000192666	001		1 O	P	REG	
10	T7901	00517993	102.280	03/17/2015	0000192666	001		1 O	P	REG	
11	T7901	00517980	289.050	03/17/2015	0000192666	001		1 O	P	REG	
12	T7901	00518328	494.690	03/18/2015	0000192666	001		1 O	P	REG	
13	T7901	00517993	31.280	03/19/2015	0000192666	001		1 O	P	REG	
14	T7901	00517417	60.800	03/19/2015	0000192666	001		1 O	P	REG	
15	T7901	00518144	381.520	03/19/2015	0000192666	001		1 O	P	REG	
16	T7901	00517404	92.470	03/26/2015	0000192666	001		1 O	P	REG	

### 7. Bilateral Netting

The *Netting* field on the **Payments** tab should remain as "Hold". This means it is holding for SWIFT to run the various processes. The only time to change this field is to delete a voucher.

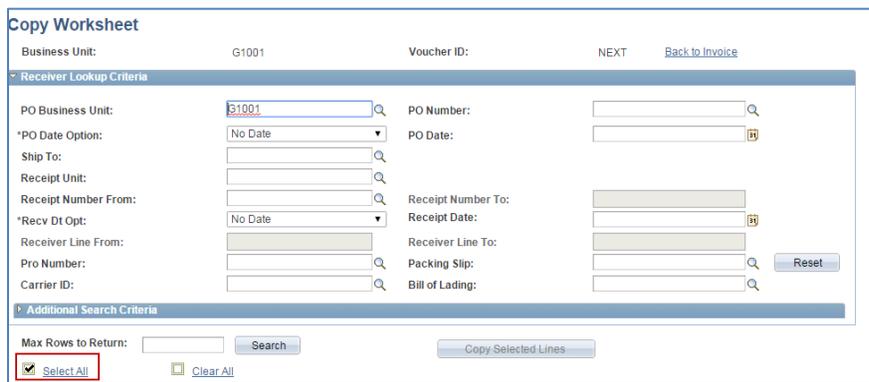
Payment Options	
*Bank:	ST001
*Account:	WF
*Method:	CHK Check
L/C ID:	
Pay Group:	INTER AGENCY PAY CYCLE
*Handling:	RE
*Netting:	Hold
Hold Reason:	
<input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment	

The selling agency did not create a transaction in Accounts Receivable. To find out, you can run a query that views inter-agency bills.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_CM_GBL_INTERAGENCYPMTS_BFY	InterAgency Netting by Budg Yr	Public	INTERAGENCY	HTML	Excel	XML	Schedule	Favorite
M_CM_GBL_INTERAGENCYPMTS_FY	InterAgency Netting by Fisc Yr	Public	INTERAGENCY	HTML	Excel	XML	Schedule	Favorite

## 8. Typical Voucher Errors

- Make sure the following fields match.
  - The *Vendor ID* on the voucher and the *Customer ID* on the invoice.
  - The *Invoice Numbers* on the voucher and the invoice.
  - The *Amounts* on the voucher and the invoice. Do not submit a voucher for a partial payment.
- If you created an invoice using the **Copy Worksheet** option, make sure you selected all of the correct distribution fields.



**Copy Worksheet**

Business Unit: G1001      Voucher ID: NEXT      [Back to Invoice](#)

**Receiver Lookup Criteria**

PO Business Unit:       PO Number:

\*PO Date Option:       PO Date:

Ship To:

Receipt Unit:

Receipt Number From:       Receipt Number To:

\*Recv Dt Opt:       Receipt Date:

Receiver Line From:       Receiver Line To:

Pro Number:       Packing Slip:      

Carrier ID:       Bill of Lading:

**Additional Search Criteria**

Max Rows to Return:            

**Select All**       Clear All

## Topic Overview

Now that you completed this lesson, you should be able to:

- Troubleshoot Voucher Build errors (if designated by your agency)
- Update vouchers
- Review and resolve Match Exceptions
- Use the Match Workbench to unmatch a voucher
- Review/Correct Budget Check errors
- Unpost a voucher
- Delete a voucher
- Close a voucher
- Look up unpaid vouchers and find common reasons for not being paid

## Lesson 3: Voucher Approval

### Lesson Overview

After vouchers are created, they are electronically submitted for approval. All vouchers must be reviewed to ensure that:

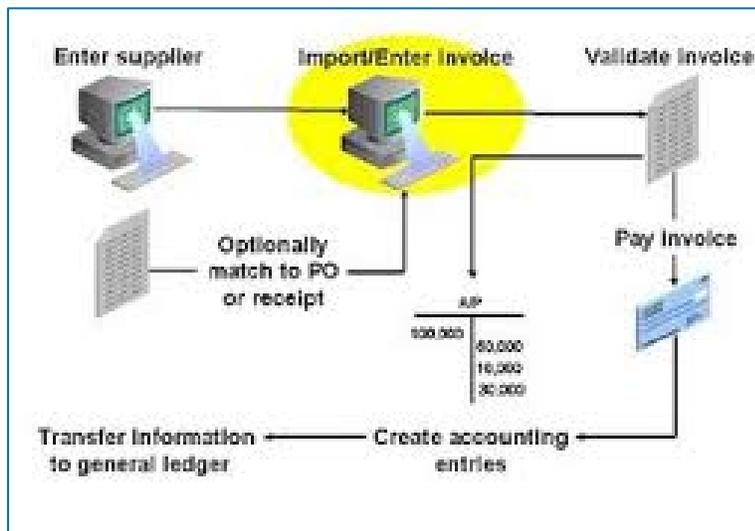
- The good/services in process for payment were actually received by the agency
- The people who are approved for purchases ordered the goods or services
- The correct accounting of those purchases occurs

### Processing approvals occurs in the workflow feature in SWIFT.

Workflow is an automated feature that routes information or documents for approval. It refers to the way in which work flows through the multiple steps of business processes.

- An AP clerk enters the vendor invoice (voucher) into SWIFT.
- Then the voucher goes through an approval process where at least one other person with appropriate authority reviews and approves the voucher for payment.
- Upon approval, the system submits payment to the vendor.

This workflow process includes notifying the different people involved via email or worklist updates that they are required to take the next step in a process.





Typically, only supervisory or managerial level staff can approve vouchers. Most state agencies follow an approval level based on the amount of the purchase such as the following:

- Purchases up to \$25,000.00 require one approver such as a supervisor.
- Purchases from \$25,001.00 to \$100,000.00 require a second approver such as a division manager.
- Purchases over \$100,000.00 require a third approver such as a financial director.

As an approver, there are three possible actions you can initiate from the **Approval** page.

Action	Description
<b>1. Approve</b>	The voucher has been reviewed and approved.
<b>2. Deny</b>	There were discrepancies found during the review. Selecting <i>Deny</i> routes the request back to the originator. Comments are provided describing the reason for the denial.
<b>3. Pushback</b>	This action is only available if multiple reviewers are required for the approval of the payment. Selecting <i>Pushback</i> will return the request to previous approvers for review. Comments are provided describing the reason for its pushback.

After completing this lesson, you should be able to:

- Navigate to the Worklist page.
- Locate vouchers that are awaiting approvals.
- Review the vouchers.
- Approve, deny or pushback the voucher.

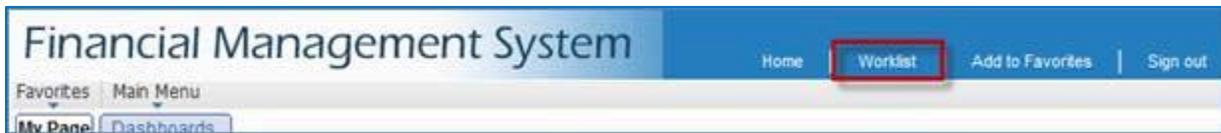
## Process Steps

### Steps to Approve Vouchers:

- Step 1: Locate the Worklist and review vouchers.
- Step 2: Approve, deny or pushback vouchers.

### Step 1: Locate the Worklist and Review Vouchers.

You access the workflow through the Worklist hyperlink on the top right of the SWIFT Main Menu.



#### 1. Navigation Links: Worklist, Detail View

- The header of the **Detail View** page lists your name and user ID. Below the header are fields that provide information about what vouchers have been submitted for your approval.
- You can sort by date by clicking on Date From heading. The newest voucher will display on top.
- Review the *Work Item* section to determine what is pending and what has been approved.

Worklist for AP_					
Detail View					
Work List Filters: [Dropdown]					
Worklist					
From	Date From	Work Item	Worked By Activity	Priority	Link
AP_APPR_01_R29_ALL	02/09/2011	Transaction Approved	Approval Workflow	3-Low	<a href="#">VoucherApproval_1011</a> <a href="#">VoucherApproval_2010-10-19_N.O.</a> <a href="#">BUSINESS_UNIT_R2001</a> <a href="#">VOUCHER_ID:00000021</a> <a href="#">R00A.0.R</a>
M_FS_AP_VOUCHER_ENTRY	02/14/2011	Approval Routing	Approval Workflow	3-Low	<a href="#">VoucherApproval_1181</a> <a href="#">VoucherApproval_2010-10-19_N.O.</a> <a href="#">BUSINESS_UNIT_R2001</a> <a href="#">VOUCHER_ID:00000032</a> <a href="#">R00A.0.R</a>

### Fields on the Worklist Page.

Field	Field Description
From	This field describes who submitted the voucher for approval
Date From	The date the voucher was submitted
Work Item	Status of the Worklist Item. The status of "Approval Routing" requires a voucher review and approval, denial or pushback. "Transaction Approved" shows that these items have been approved.



Field	Field Description
<b>Worked By Activity</b>	States how the voucher was routed to the Worklist.
<b>Priority</b>	The priority level of vouchers waiting for approval.
<b>Link</b>	Use to view the transaction details before you decide about the action.

- In an item categorized as “Approval Routing”, click on the *Link* to review the voucher. Three pages now appear.
  - The **Approval** page provides details about the voucher.
  - The **Line Information** page shows the details about the purchase such as the total amount, how much, how many, the pay terms and the USER ID of the person who created the voucher.
  - The **Charge Information** page shows essential information about the payment such as the ChartFields and the funding string being charged for this purchase.
- On the **Approval** page, review the voucher details/fields to make sure they are accurate. The *Approval Status* should be “Pending”.

<b>Approval</b>	Line Information	Charge Information	
<b>Business Unit:</b>	R2901	<b>Invoice Number:</b>	TRAINING-001
<b>Voucher:</b>	00000035	<b>Vendor:</b>	BITUMINOUS ROADWAYS INC
<b>Invoice Date:</b>	01/25/2011	<b>ID:</b>	0000192548
<b>Voucher Details</b>			
<b>Transaction Currency:</b>	USD	<b>Terms:</b>	Net 30
<b>Total:</b>	80.000	<b>Approval Status:</b>	Pending

- The *Approval Status* of “Pending” indicates that the voucher has been created, matched (if applicable), budget-checked and is ready for review.
- Click on the link for the **Line Information** page to review information about the purchase. The *Line Detail* section shows how many lines, a description of the purchase, how many were purchased and the merchandise amount.

Line Number From	<input type="text" value="1"/>	To	<input type="text" value="1"/>	Of	1	<input type="button" value="Fetch"/>
<b>Line Detail</b>		Customize   Find   View All   First   1 of 1   Last				
Line	Description	Quantity	Merchandise Amt			
1	LINE,.095,3# SPOOL,1005,WEEDEA	8.0000	80.000			

- Click on the **Charge Information** page to review the *ChartFields* from the voucher's *Distribution Lines* used for this purchase.

Depending upon this purchase, there may be *ChartFields* that reflect state-wide, agency or project/grant accounts. The minimum required fields are the *Fund Code*, *Financial Department ID*, the *Appropriation ID* and *Account*.

Merchandise Amt		GL Unit	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)
80.000		MN001	2000	R2934000	R294205	413001			

After you've closely reviewed the information on the three pages (**Approval**, **Line Information** and **Charge Information**), you are ready to further process this voucher.

**Step 2: Approve, deny or pushback vouchers.**

- Return to the **Approval** page. If there were further levels of approval required for this purchase, this information would be displayed as blue boxes to the right.



**Voucher Approval**  
BUSINESS\_UNIT=H1201, VOUCHER\_ID=00087733, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1: Pending

Skipped → Skipped → Pending

Buttons: Submit, Approve, Deny, Pushback, Add Comments, Save Approvers

- Below this area, you take one of three actions using the buttons: **Approve**, **Deny** or **Pushback** (if required for multiple approvers).
  - If you choose **Deny** or **Pushback**, use the *Comment* box to indicate your reasons for selecting this option.
  - The **Pushback** button only appears if there are multiple approvers. Selecting **Pushback** means that this voucher will be returned to the previous approver.
  - You can select the white box with the green plus sign, or **Start a New Path** button to add another approver.
  - At the bottom of the page, scroll to the right where you can **Add Comments** or **Save Approvers**.
  - If there are no errors and you did not deny or pushback the voucher, you are ready to approve it.

3. Select the **Approve** button at the bottom of the **Approval** page.
4. The **Voucher Approval AF** page appears.



**Voucher Approval AF**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

**Search Criteria**

Business Unit: = H1201

Voucher ID: begins with 00087733

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Approval Status: = Pending

Case Sensitive

Search Clear Basic Search Save Search Criteria

The *Voucher Status* will show it is “Pending” even though it has been approved. From here you may either:

- Return to your voucher worklist.
- Or, remove the *Approval Status*, select the blank option to preview the approved voucher. The *Voucher Approval* box will change color, status and add a date stamp after you select one of the action buttons.



**Voucher Approval**

BUSINESS\_UNIT=T7901, VOUCHER\_ID=00197950, VOUCHER\_LINE\_NUM=1, DISTRIB\_LINE\_NUM=1:Approved

Voucher Approval

Approved

Marcus Elizabeth K

M\_PIS\_VCHR\_APPR\_01

01/05/15 - 2:15 PM

Now that you completed this lesson, you should be able to:

- Navigate to the Worklist page.
- Locate vouchers that are awaiting approvals.
- Review the vouchers.
- Approve, deny or pushback the voucher.

## Lesson 4: Create Specialized Vouchers

### Lesson Overview

There are circumstances within agency purchasing that do not follow the typical regular voucher style that references a purchase order or allows for direct entry. These circumstances require specialized voucher styles.

Voucher Style	Purpose
<b>Journal Voucher</b>	Used for adjusting accounting entries on posted and paid vouchers or intra-agency fund transfers.
<b>Quick Invoice Entry</b>	This process is used to enter a large volume of invoices that do not require extensive online validation or extensive online defaulting of values.
<b>Single Payment Voucher</b>	Used for interfaced payments only where vendor is not listed in SWIFT.
<b>Template Voucher</b>	Set up for recurring payments to the same vendor such as rent, utilities or installment payments.
<b>Third Party Voucher</b>	Used to create payments for a vendor not identified on the original PO, usually for shipping, insurance, etc.
<b>Vouchers with Retainage</b>	Used to retain a portion of the payment until conditions are met (e.g., satisfactory completion of project).

These specialized vouchers use the same pages as regular vouchers—with the exception of some secondary pages—although some fields, field values, and processing are different.

After completing this lesson, you should be able to:

- Create vouchers with retainage
- Create third-party vouchers
- Create and use template vouchers
- Create inter-agency vouchers
- Create journal vouchers
- Create quick invoices



## Create Vouchers with Retainage

### Topic Overview

Retainage refers to a portion of payment that is withheld until the completion of a project. In other words, the state does not pay the retainage until all work on the project is complete to the agency's satisfaction. Retainage is negotiated up front and is stated as a percentage or amount of the overall cost of the project's contract. There is no limit for retainage.

For example, the state may hire a contractor for a \$100,000.00 project. The contract stipulates 10% retainage. Over the course of the project, the state pays the contractor \$90,000.00 for the work, but 10% of the total cost, \$10,000.00, is withheld until the completion of the project. Once the project is completed, all the final details have been wrapped up, and the agency is satisfied with the results, the agency pays the contractor the retainage amount.

Upon completion of this topic, you should be able to:

- Navigate to the regular voucher page to set up a new voucher
- Enter the information required to set up a retainage payment
- Understand the required retainage fields on the Invoice Information and Payment pages



## Process Steps

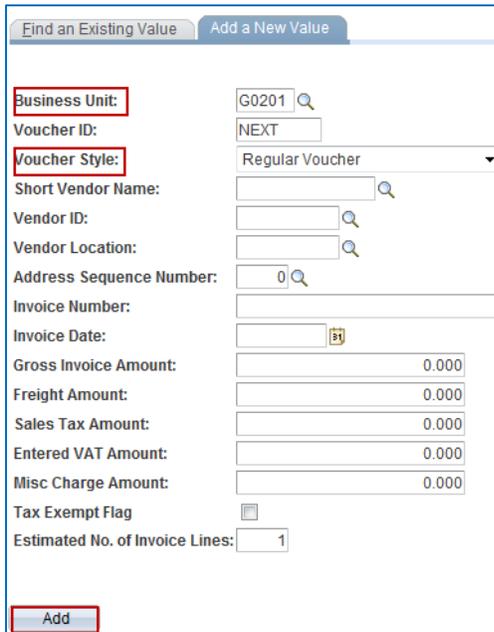
### Create Vouchers with Retainage

Steps to complete:

- Step 1: Use the Regular Entry - Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

#### Step 1: Create a new voucher using Add a New Value

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry.
2. For Voucher ID, keep "NEXT".
3. Enter the *Business Unit* in the field
4. For *Voucher Style*, select "Regular Voucher".
5. Click on the **Add** button.



Find an Existing Value | Add a New Value

Business Unit: G0201

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name: [Search]

Vendor ID: [Search]

Vendor Location: [Search]

Address Sequence Number: 0 [Search]

Invoice Number: [Text]

Invoice Date: [Date]

Gross Invoice Amount: 0.000

Freight Amount: 0.000

Sales Tax Amount: 0.000

Entered VAT Amount: 0.000

Misc Charge Amount: 0.000

Tax Exempt Flag:

Estimated No. of Invoice Lines: 1

Add

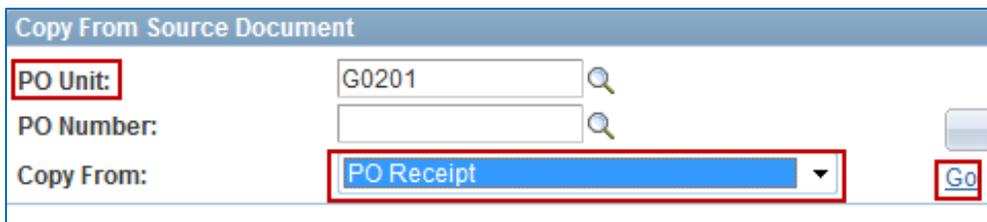
**Step 2: Enter information in the Invoice Information page**

The **Invoice Information** page appears. On the header, enter the following using the actual receipt.

1. *Invoice No.*
2. *Invoice Date*
3. *Invoice Receipt Date*
4. *Good/Services Received Date*

Go to the *Copy from Source Document* section

5. Copy From – select “PO Receipt”
6. Click on **Go**



Copy From Source Document

PO Unit: G0201

PO Number: [Search]

Copy From: PO Receipt

Go

The **Copy Worksheet** page appears.

1. In the *PO Number* field, add the PO Number.
2. Select **Search**

**Copy Worksheet**

Business Unit: G0201      Voucher ID: NEXT      [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: G0201      PO Number: 3000002586

\*PO Date Option: No Date      PO Date:

Ship To:

Receipt Unit:

Receipt Number From:

\*Recv Dt Opt: No Date      Receipt Date:

Receiver Line From:

Receiver Line To:

Pro Number:

Packing Slip:

Carrier ID:

Bill of Lading:

Additional Search Criteria

Max Rows to Return:      Search      Copy Selected Lines

Select All       Clear All

The **Copy Worksheet** page expands to include *Receiver Lines*.

3. Scroll down the page to the **Main Information** tab.
4. Review the lines you need. Click on the **Select** box for each of the lines.

Select Receiver Lines

Main Information      Contract Information

Select	Receipt Line	Seq	Item ID	De
<input checked="" type="checkbox"/>		1	1	te

Select All       Clear All

5. Scroll up to the **Copy Selected Lines** and click on it.

Additional Search Criteria

Max Rows to Return:      Search      Copy Selected Lines

Select All       Clear All

After SWIFT copies those selected lines, you'll need to add or check out the retainage instructions for this vendor.



6. Scroll down and click on the *PO Comments* link to look for comments.  
This example indicates that 10% should be retained within the first payment. Use it for entering the payment information.
7. Then, click on **Cancel** to get ready to enter the information on the **Payment** page.

**Optional:** Or, if there is not retainage information in the *PO Comments* field and you know that it is required, you can add comments. After you add the comments, click on the **OK** button to save them.

**Step 3: Enter information on the Payment page**

The **Payments** page is where details specific to the payment can be seen and updated as necessary. Some fields are automatically populated based on information *Copy PO Receipt* feature that was used. This section is where the retainage information is entered.

1. Select **Payments** page.
2. Enter the *Agency Origin* – You can select the look up feature to find the correct one.

Invoice Information		Payments		Voucher Attributes	
Business Unit:	G0201	Invoice No:	12345		
Voucher ID:	NEXT	Invoice Date:	05/25/2011		
Voucher Style:	Regular Voucher	Agency Origin:	FS FISCAL SERVICES		
Total Amount:	5,000.00	*Pay Terms:	30 Net 30		
Vendor Name:	24 7 COURIER SERVICES LLC	Prompt Date:	05/24/2011		
		Pay Reason:	Retainage		

- The *Gross Amount* will need to be updated to reflect retainage.
  - The amount entered into the *Gross Amount* field should be less than the *Total Amount* of the voucher.
  - Always subtract the retainage from the *Gross Amount* (overall payment amount) and put the result on this first line of the payment. So, if the total amount of the PO is for \$5,000.00, enter "\$4,500.00.
- Click on the *Message* field. Add information about the retainage (e.g., "Minus 10% retainage").

Payment Information	
Payment:	1
*Remit to:	0000335248
Location:	001
*Address:	1
24 7 COURIER SERVICES LLC 1101 BRISTOL ROAD MOUNTAINSIDE, NJ 07092	
Gross Amount:	4500
Discount:	0.00
Scheduled Due:	
Net Due:	
Discount Due:	
Accounting Date:	
<input type="checkbox"/> MS16A Violation? <input type="checkbox"/> Reten	
Payment Options	
*Bank:	US001
*Account:	WF
*Method:	CHK Check
L/C ID:	
Message:	10% Retainage
Pay Group:	REGULAR PAY CYCLE
*Handling:	Reg
*Netting:	Not Applicable
Hold Reason:	

- You'll need to add another row to account for the retainage. Click on the + symbol to **Add a new row**.

Payment Information	
Payment:	1
*Remit to:	0000335248
Gross Amount:	4500 USD
<input type="button" value="+"/> <input type="button" value="-"/>	

**Note:** When you add a new row, the *Gross Amount* field on the second Payment line automatically reflects the retainage amount.



6. Click the **Retention?** box. This tells SWIFT that this amount will be paid later.
7. Click the **Hold Payment** box.
8. Click on the *Message* field. Enter the retainage terms here.
9. Click **Save** located at the bottom of the page

The screenshot shows the SWIFT voucher entry interface. At the top right, there are two checkboxes: "MS16A Violation?" (unchecked) and "Retention?" (checked). Below this is the "Payment Options" section with fields for Bank (US001), Account (WF), Method (CHK), L/C ID, Pay Group (REGULAR PAY CYCLE), Handling (Reg), Netting (Not Applicable), and Hold Reason. A "Message" field contains "10% Retainage". To the right of the "Hold Reason" field, there are two checkboxes: "Hold Payment" (checked) and "Separate Payment" (unchecked). Below the "Payment Options" is the "Schedule Payment" section with fields for Action (Schedule Payment), Payment Date, Pay, and Reference. At the bottom left, there are three buttons: "Save", "Notify", and "Refresh".

**Next Steps:** Now that the voucher is saved, the next steps are the same as the regular voucher style. The rest of the steps are detailed in **Lesson 1: Using the Regular Voucher Style**.

- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

## Create Third Party Vouchers

### Topic Overview

Third party vouchers pay invoices received that contain charges other than for merchandise.

Create third party vouchers when paying for additional charges NOT included on the original purchase order such as freight charges, merchandise charges and other miscellaneous charges, such as insurance. Merchandise charges do not display on these vouchers. Merchandise charges are billed separately on a different invoice and paid through a separate voucher.

Third-party vouchers use the same pages in SWIFT as regular vouchers, although the pages contain some different fields, field values, and processing. **Note:** However, there is not matching process.

- Third party vouchers must be associated with the original invoice's voucher so that all payments around that purchase can be linked together.
- After you create a third party voucher, if you search for its original voucher, SWIFT displays the third party voucher as a document associated with the original voucher in the Inquiry results. The Voucher Document Status Inquiry displays third party vouchers as part of its results.

Upon completion of this topic, you should be able to:

- Navigate to the regular voucher page to set up a new voucher
- Enter the information required to copy information from the original purchase order into your Third Party Voucher
- Understand the required fields on the Invoice Information and Payment pages
- Create a Third Party Voucher



## Process Steps

### Creating Third Party Vouchers

Steps to complete:

- Step 1: Use the Regular Entry - Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Budget Check process
- Step 6: Submit the voucher for the Approval process

#### Step 1: Create a new voucher using Add a New Value

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. Enter the Business Unit in the field
3. For Voucher ID, keep "NEXT".
4. For *Voucher Style*, select "Third Party Voucher".
5. Search for vendor information using the *Short Vendor Name* or *Vendor ID*.

When you find the correct vendor and select it, SWIFT populates information about the vendor such as *Short Vendor Name*, *Vendor ID*, *Vendor Location* and *Address Sequence Number*.

6. Enter the *Invoice Number* from your original invoice.
7. Enter the *Invoice Date*
8. Choose an *Amount* to update for this voucher (e.g., Freight, Sales Tax or Misc.). Delete the default of "0.00" and add the new amount.
9. **Do NOT** select the **Tax Exempt Flag** unless you are certain of the tax exempt status.
10. Click on the **Add** button.

Find an Existing Value		Add a New Value	
Business Unit:	H5501		
Voucher ID:	NEXT		
Voucher Style:	Third Party Voucher		
Short Vendor Name:	UPS GROUND-001		
Vendor ID:	0000210996		
Vendor Location:	001		
Address Sequence Number:	2		
Invoice Number:	3244-00001		
Invoice Date:	02/24/2011		
Freight Amount:		15.00	
Sales Tax Amount:		0.00	
Misc Charge Amount:		0.00	
Tax Exempt Flag	<input type="checkbox"/>		
Add			

**Step 2: Enter information in the Invoice Information page**

The **Invoice Information** page appears. On the header, enter the following using the actual receipt.

1. *Invoice Receipt Date* – This is the date that the invoice was physically received at your agency.
2. *Good/Services Received Date* – This is the date that the goods/ services were received by your agency.

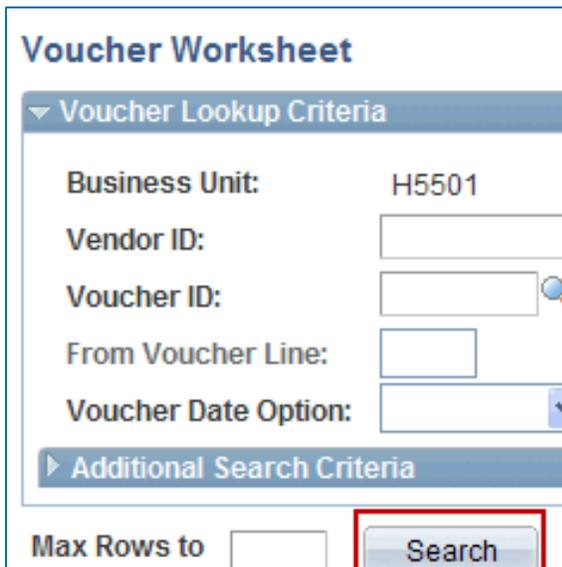
Invoice Information		Payments		Voucher Attributes	
Business Unit:	H5501	Invoice No:	3244-00001		
Voucher ID:	NEXT	Invoice Date:	02/24/2011		
Voucher Style:	Third Party Voucher	Accounting Date:	02/24/2011	<input type="checkbox"/> Tax Exempt	
Vendor ID:	0000210996	UPS GROUND FREIGHT	<b>Invoice Receipt Date:</b>	02/24/2011	
ShortName:	UPS GROUND-001	LOCKBOX 577	Service Period Begin Date:		
Location:	001	CAROL STREAM, IL 60132-0577	<b>Goods/Services Received</b>	02/24/2011	
*Address:	2		Customer Number:		
<a href="#">Advanced Vendor Search</a>					

- Go to the *Copy from Source Document* section of the header. Here is where you will get into existing vouchers to match these additional amounts.

At the *Copy From* field, select “Voucher” and click on the **Go** button.



- The **Voucher Worksheet** page appears. The Voucher Worksheet page is used to enter search criteria to display eligible vouchers for the selected *Business Unit*. Select the **Search** Button.



- The *Voucher Information* section appears on the **Voucher Worksheet** page. Here is where you will find the available vouchers.
  - Scroll** to the right (from the scroll bar at the bottom of this section). Look for the voucher that matches to the expense you are adding.
  - You are ready to copy the voucher lines to your Third Party Voucher. **Scroll** back to the left.
  - Click on the **Select** check box. Or use the **Select All** link when there are multiple lines to be copied.

6. Click the **Copy Selected Lines** button.



Max Rows to Return      [Select All](#)

**Voucher Information**

Unit: H5501      Voucher: 00000011      Invoice: 3244-0000      Date:

Vendor: 0000209723      3M COMPANY

Unpaid: 500.000

**Select Voucher Lines**

Select	Line	PO Unit	PO Number	Item ID	Description	Quantity	UO
<input type="checkbox"/>	1	H5501	3000000003	1015	PAD,RULED,LEGAL,8.5X14,WHITE,5	100.0000	PD

- The *Invoice Lines* section is now populated from the original voucher.

**Step 3: Enter information on the Payment page**

The **Payments** page is where details specific to the payment can be seen and updated as necessary. Some fields are automatically populated based on information *Copy Voucher* feature that was used.

1. Select **Payments** link.



Distribution Lines

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Agcy Cost 1	Account	SW Cost	Agcy Cost 2
<input type="checkbox"/>	1	100.0000	100.0000	10.00	10.0000	MN001	1000	E373000C		413001		

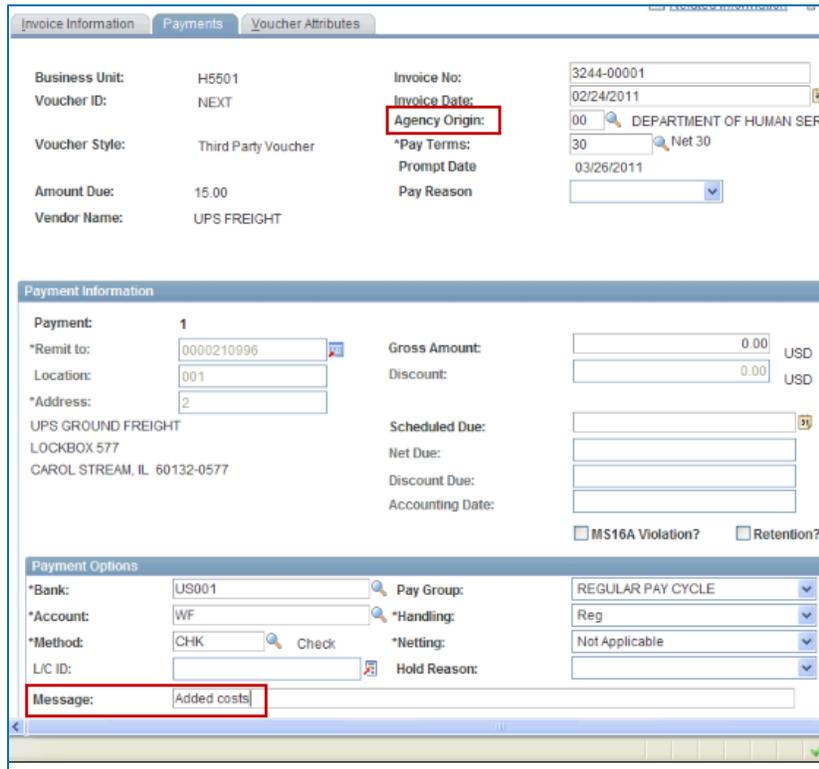
Save    Notify    Refresh    Add    Update/Display

Invoice Information    **Payments**    Voucher Attributes

2. Use the **Payments** page to enter the following:

- Enter the *Agency Origin* – You can select the look up feature to find the correct one.
- *Gross Amount* – Optional, will default once saved.
- *Messages* – Add a message to describe the Third Party Voucher. The message will be printed on the remittance advice.

**Note:** A remittance advice is a note sent from SWIFT to the vendor, informing them that the invoice was paid. The advice may contain elements such as a text note, the invoice number and the invoice amount, among others.



The screenshot shows a web-based form for entering a voucher. It is divided into three main sections: Invoice Information, Payment Information, and Payment Options. The 'Agency Origin' field in the Invoice Information section is highlighted with a red box. The 'Message' field in the Payment Options section contains the text 'Added costs' and is also highlighted with a red box.

Invoice Information		Payment Information	
Business Unit:	H5501	Invoice No:	3244-00001
Voucher ID:	NEXT	Invoice Date:	02/24/2011
Voucher Style:	Third Party Voucher	Agency Origin:	00 DEPARTMENT OF HUMAN SER
Amount Due:	15.00	*Pay Terms:	30 Net 30
Vendor Name:	UPS FREIGHT	Prompt Date:	03/26/2011
		Pay Reason:	
<b>Payment Information</b>			
Payment:	1	Gross Amount:	0.00 USD
*Remit to:	0000210996	Discount:	0.00 USD
Location:	001	Scheduled Due:	
*Address:	2	Net Due:	
UPS GROUND FREIGHT		Discount Due:	
LOCKBOX 577		Accounting Date:	
CAROL STREAM, IL 60132-0577		<input type="checkbox"/> MS16A Violation?	<input type="checkbox"/> Retention?
<b>Payment Options</b>			
*Bank:	US001	Pay Group:	REGULAR PAY CYCLE
*Account:	WF	*Handling:	Reg
*Method:	CHK Check	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:	Added costs		

3. Click the **Save** button at the bottom of the page.

SWIFT performs a series of validation checks to ensure that all of the fields were completed correctly, such as:

- Scheduled Due Date has been calculated.
- Voucher ID is assigned.
- There may be a message about Sales or Use Tax. SWIFT automatically calculates the tax and puts it in the right spot on the voucher.

SWIFT will alert you if it detects any errors with the voucher. Any errors are covered in Lesson 2.

**Next Steps:** Now that the voucher is saved, the next steps are the same as the regular voucher style. The rest of the steps are detailed in **Lesson 1: Using the Regular Voucher Style**.

The next steps are:

- Step 4: Complete your new voucher
- Step 5: Run the Budget Check process



- Before you prepare your voucher for approval, check the **Summary** page. The status for *Third Party Voucher* should display “No Match” because the match process isn’t required. The rest of the fields should reflect the graphic below.

<b>Entry Status:</b>	Postable
<b>Match Status:</b>	<b>No Match</b>
<b>Approval Status:</b>	Pending <a href="#">Preview Approval</a>
<b>Post Status:</b>	Unposted
<b>Budget Status:</b>	Valid
<b>Budget Misc Status:</b>	Valid

- Step 6: Submit the voucher for the Approval process



## Create and Use Template Vouchers

### Topic Overview

A template voucher is a framework used to create recurring payments to the same vendor. It saves time and it allows you to avoid having to enter the same information each time payment is due.

You set up standard payment information in the template. The details of the vendor name and purchase information are saved on the template. Examples of using template vouchers include making installation payments, rent, and utilities.

After completing this topic, you should be able to:

- Create a Template Voucher
- Enter the ChartField information
- Copy from a Template Voucher
- Submit the voucher for approval

## Process Steps

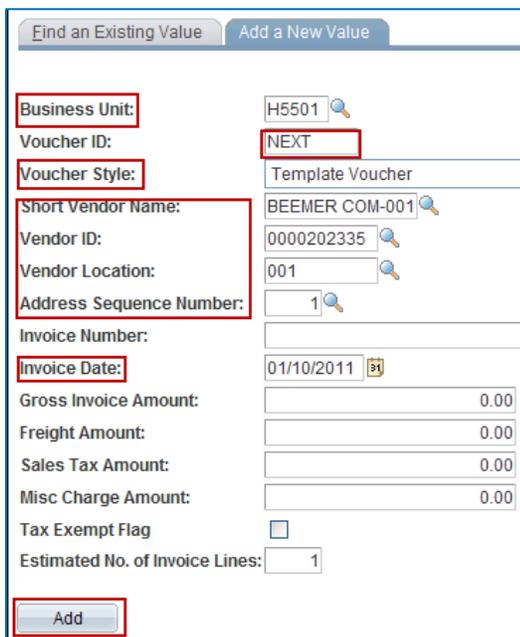
### Create Template Vouchers

Steps to complete for creating template vouchers:

- Step 1: Use the Regular Entry - Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page

#### Step 1: Create a new voucher using Add a New Value

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. Enter the Business Unit in the field
3. For Voucher ID, keep "NEXT".
4. For *Voucher Style*, select "Template Voucher".
5. Search for vendor information using the *Short Vendor Name* or *Vendor ID*.
  - a. When you find the correct vendor and select it, SWIFT populates information about the vendor such as *Short Vender Name*, *Vendor ID*, *Vendor Location* and *Address Sequence Number*.
6. **Do NOT** select the **Tax Exempt Flag** unless you are certain of the tax exempt status.
7. Click on the **Add** button.



Find an Existing Value		Add a New Value	
Business Unit:	H5501		
Voucher ID:	NEXT		
Voucher Style:	Template Voucher		
Short Vendor Name:	BEEEMER COM-001		
Vendor ID:	0000202335		
Vendor Location:	001		
Address Sequence Number:	1		
Invoice Number:			
Invoice Date:	01/10/2011		
Gross Invoice Amount:		0.00	
Freight Amount:		0.00	
Sales Tax Amount:		0.00	
Misc Charge Amount:		0.00	
Tax Exempt Flag	<input type="checkbox"/>		
Estimated No. of Invoice Lines:	1		
<b>Add</b>			

**Step 2: Enter information in the Invoice Information page**

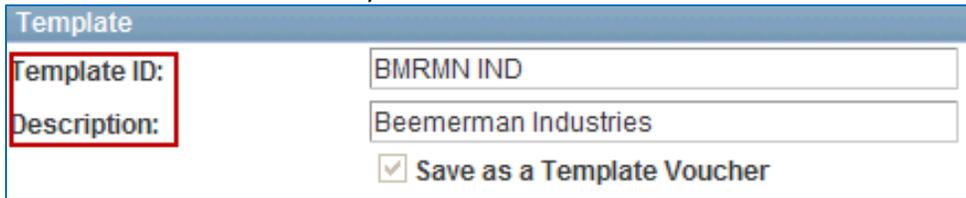
On the header, enter information into the following fields.

1. Enter *Vendor ID*.
2. Enter the *Invoice Receipt Date* - the date that the invoice was physically received at the agency.
3. *Goods/Services Received Date* - the date that the goods or services were physically received at the agency.
4. Use the *Invoice Receipt Date* field to enter the date that the invoice was physically received at the agency



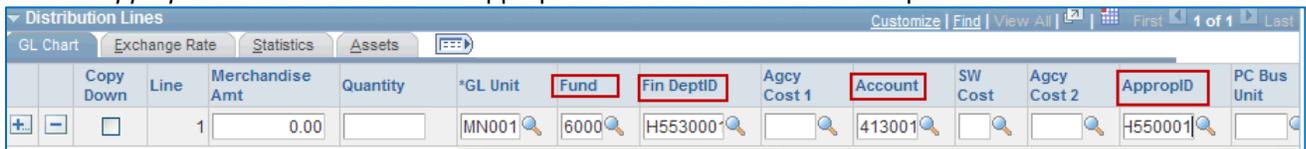
By selecting “Template” for the Voucher Style field, SWIFT adds this section to the **Invoice Information** page.

5. Use the *Template* section to create a title for the template so it can be easily found.
  - For example, on the *Template ID*, use a shortened version of the vendor’s name.
  - Use the *Description* field to add the full name.



The template voucher can be created as a direct entry voucher where the chart of accounts are entered on the voucher, or the template can be created with a PO or PO Receipt to reference. To enter the chart of accounts on the *Distribution Lines* section, enter the information below.

1. *Fund* – This accounting entity groups accounts, with assets and liabilities to carry on specific activities.
2. *Fin DeptID* – This is the organizational function to which expenditures and other activities are applied.
3. *Account* – This field classifies the nature of the transaction
4. *Approp ID* – This indicates with appropriation account controls the expenditures



- Note:** If your agency requires projects, scroll to the right and populate the *PC Bus Unit*, *Project* and *Activity* fields.

Or, to reference a PO or PO Receipt, Go to the *Copy From Source Document* section on the Invoice Information page.

- The *Copy From* field is used to specify how and what information is copied from the PO to the voucher. Select *Purchase Order Only* or *PO Receipt* depending on your agency's standard and the document you intend to copy from.
- Click on **Go**.

The **Copy Worksheet** page appears. It allows you to find and select the correct PO or *PO Receipt* to copy.

- Enter the *PO/Receipt Unit* where the PO originated.
- Use the *PO Number* to find and select the correct PO. Use the *Receipt Number From* to find and select the correct PO receipt.  
**Note:** You can use the **Look Up** button to find the *PO Number*. On the search results page, you can look up the PO or receipt by several fields such as *PO Number* or *Vendor Name*.
- Make sure to check **Select All**.
- After entering these items, select the **Search** button.
- Click the **Select** box next to the line(s) you want to copy in on your voucher.
- Scroll up to and check the **Copy Selected Lines** box. This will copy in the chart of accounts and buyer details to your voucher.

### Step 3: Enter information on the Payment page

The **Payments** page is where details specific to the payment can be seen and updated as necessary.

- Enter the *Agency Origin*
- Optional – you can enter the *Gross Amount* or *Messages* to print on the remittance advice. This can also be entered each time a voucher is created.

Invoice Information	Payments	Voucher Attributes	
Business Unit:	H5501	Invoice No:	
Voucher ID:	NEXT	Invoice Date:	01/10/2011
Voucher Style:	Template Voucher	Agency Origin:	00 MMB
Total Amount:	0.00	*Pay Terms:	30 Net 30
Vendor Name:	BEEMERMAN INDUSTRIES	Prompt Date:	02/12/2011
		Pay Reason:	

- Check over your voucher to ensure that the information is complete and accurate. Click the **Save** button.

You are ready to use your new template

## Use Template Vouchers

Once a template voucher has been created and saved in SWIFT, it is now available for use for other vouchers with a specific vendor.

- On each new invoice from this vendor, you'll need to modify it for the *Invoice Date*, *Invoice Receipt Date* and the *Goods/Services Receipt Date* to match the invoice you are creating.
- You'll need to return to the beginning of voucher entry to use this template.

Steps to complete:

- Step 1: Use the Regular Entry - Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process if a PO or PO Receipt are referenced
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

### Step 1: Create a new voucher using Add a new Value

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry
2. On the **Add a New Value** page, enter the *Business Unit*
3. Look up and enter vendor information - either by *Vendor ID* or *Short Vendor Name*
4. Enter the *Invoice Number* from the vendor's invoice
5. Enter the *Invoice Date* from the vendor's invoice
6. Enter the *Gross Invoice Amount* for this new voucher.
7. Click the **Add** button.

Find an Existing Value		Add a New Value	
Business Unit:	H5501		
Voucher ID:	NEXT		
Voucher Style:	Regular Voucher		
Short Vendor Name:	BEEEMER COM-001		
Vendor ID:	0000202335		
Vendor Location:	001		
Address Sequence Number:	1		
Invoice Number:			
Invoice Date:			
Gross Invoice Amount:		6895.05	
Freight Amount:		0.00	
Sales Tax Amount:		0.00	
Misc Charge Amount:		0.00	
Tax Exempt Flag	<input type="checkbox"/>		
Estimated No. of Invoice Lines:	1		
<b>Add</b>			

**Step 2: Enter information in the Invoice Information page**

The Invoice Information page has been populated with information about the vendor and the Total amount.

1. Scroll down to the middle of the header section to the *Copy from Source Document* field.
2. On the *Copy From* drop down menu, select "Template"
3. Click on the **Go** button.

Copy From Source Document	
PO Unit:	<input type="text"/>
PO Number:	<input type="text"/>
Copy From:	Template
<b>Go</b>	

The **Voucher Template** page opens up.

4. Enter the *Template ID* or use the magnify glass to look up the template to be selected.
5. Click the **Copy from template** button.



Voucher Template			
Business Unit:	H5501	Invoice Number:	
Voucher ID:	NEXT	Vendor:	BEEMER COMPANIES
Invoice Date:		ID:	0000202335
Select Template to Copy			
Template ID:	<input type="text" value="BEEMER"/>	<input type="text" value="Beemer Companies"/>	<input type="button" value="Copy from template"/>

The **Invoice Information** page appears and is now populated with information from the Template voucher.

6. If the *Invoice Receipt Date* and *Goods/Services Received Date* are blank, complete these date fields.

**Next Steps:** Now that the vendor information is copied into the **Invoice Information** page, the next steps are the same as the regular voucher style. The rest of the steps are detailed in **Lesson 1: Using the Regular Voucher Style**.

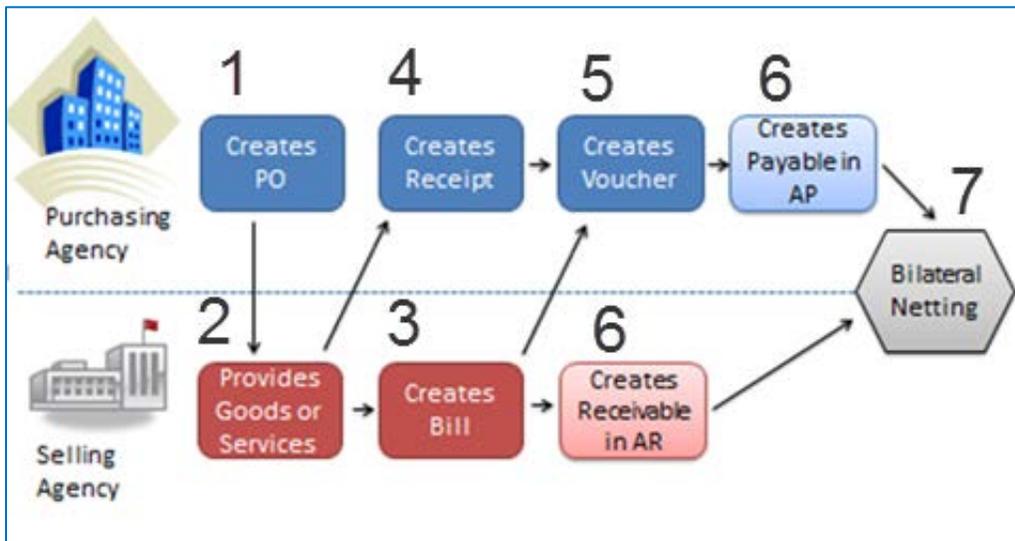
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process if a PO or PO Receipt are referenced
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

## Create Inter-agency Payment Vouchers

### Topic Overview

Inter-agency payments in SWIFT are processed through “Bilateral Netting.” Bilateral netting is a process by which two parties (purchaser and seller) reduce or aggregate the overall number of transactions between them. This decreases actual transaction volume between the two parties. This means that there are no longer checks created and sent between state agencies. SWIFT transfers the funds from one agency to the other through the inter-agency payment voucher.

### How the Bilateral Netting Process Works



1. The purchasing agency creates a purchase order and routes it to the selling agency.
2. The selling agency provides the service and/or sends the merchandise.
3. The selling agency creates a bill in Accounts Receivable (AR) and routes it, creating an invoice number.
4. After the goods arrive/services are complete, the purchasing agency creates a receipt in SWIFT (through the Purchasing module).
5. When the purchasing agency receives the bill, an accounts payable staff person creates a voucher. The voucher’s invoice number **must match** the one on the bill from the selling agency.
6. **Critical Step:** Once the payment is approved, SWIFT “nets” the payment with the selling agency’s invoice behind the scenes. It creates payables in AP and receivables in AR. The gross amounts and invoice numbers **must match**.
7. SWIFT creates a payment that clears both the open receivable (bill) in AR and the outstanding payment in AP.



**General tips about inter-agency payments in SWIFT:**

- Each agency is assigned a SWIFT vendor number. It has the same first three characters as the agency's Business Unit number.
- Each agency is also set up as a customer in SWIFT.
- Behind-the-scenes processes in SWIFT match the purchase order, receipt, and voucher. SWIFT automatically transfers the payment to the right ChartField if the invoice numbers and gross amounts match.
- Budget must be available so that the funds can be transferred. Budget for inter-agency purchases at budget creation time.
- Each agency can query scheduled future payments to view payments coming in from purchasing agencies.
- **NOTE:** Inter-department payments within an agency can be handled using bilateral netting. However, it is recommended that creating a journal voucher is much more efficient.

After completing this topic, you should be able to:

- Process a payment voucher in SWIFT after the purchasing agency receives the bill from the selling agency.
- Create an Inter-agency Payment Voucher by copying the purchase order.



## Process Steps

### ***Create Inter-agency Payment Vouchers***

#### **Steps to complete for Voucher Entry:**

- Step 1: Use the Regular Entry - Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

#### **Step 1: Create a new voucher using Add a New Value**

You will be using the Purchase Order Receipt from the other agency to populate information for the new voucher.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry.
2. Enter the *Business Unit* in the field
3. For *Voucher ID*, keep "NEXT".
4. For *Voucher Style*, select "Regular Voucher".
5. Select the vendor either by *Vendor ID* or *Short Vendor Name*
6. Enter the *Invoice Number*.
7. Enter the *Invoice Date*.
8. Click on the **Add** button.

**Warning:** Do NOT enter the Gross Invoice Amount on this page. It will be copied in from the PO.

Find an Existing Value		Add a New Value	
Business Unit:	B2201	Invoice No.:	MN000000773
Voucher ID:	NEXT	Invoice Date:	01/26/2011
Voucher Style:	Regular Voucher	Accounting Date:	01/26/2011
Short Vendor Name:	ADMINISTRA-002	Vendor ID:	G020000000
Vendor ID:	G020000000	Vendor Location:	001
Vendor Location:	001	Address Sequence Number:	1
Address Sequence Number:	1	Invoice Number:	MN000000773
Invoice Number:	MN000000773	Invoice Date:	01/26/2011
Invoice Date:	01/26/2011	Gross Invoice Amount:	0.00
Gross Invoice Amount:	0.00	Freight Amount:	0.00
Freight Amount:	0.00	Sales Tax Amount:	0.00
Sales Tax Amount:	0.00	Misc Charge Amount:	0.00
Misc Charge Amount:	0.00	Tax Exempt Flag:	<input type="checkbox"/>
Tax Exempt Flag:	<input type="checkbox"/>	Estimated No. of Invoice Lines:	1
Estimated No. of Invoice Lines:	1	<b>Add</b>	

## Step 2: Enter information in the Invoice Information page

The **Invoice Information** page has been populated with information about the vendor.

1. Enter the *Invoice Receipt Date*.
2. **Notice** that the *Pay Terms* is "000" for immediate payment instead of "Net 30", which is standard for Inter-agency Payment Vouchers.
3. Scroll down to the middle of the header section to the *Copy from Source Document* field.
4. On the *Copy From* drop down menu, select "PO Receipt" (if you have a PO Receipt). Otherwise select "PO Only".
5. Click on the **Go** button.

Invoice Information		Payments		Voucher Attributes	
Business Unit:	B2201	Invoice No.:	MN000000773		
Voucher ID:	NEXT	Invoice Date:	01/26/2011		
Voucher Style:	Regular Voucher	Accounting Date:	01/26/2011	<input type="checkbox"/> Tax Exempt	
Vendor ID:	G020000000	ADMINISTRATION DEPT	Invoice Receipt Date:	01/26/2011	
Short Name:	ADMINISTRA-002	200 ADMINISTRATION BUILDING	Service Period Begin Date:		
Location:	001	50 SHERBURNE AVE	Goods/Services Received:		
*Address:	1	ST PAUL, MN 55155	Customer Number:		
<a href="#">Advanced Vendor Search</a>					
Control Group:		*Pay Terms:	000	Net 0	
Invoice Lines:	0.00	Basis Date Type:	Inv Date		
*Currency:	USD	<a href="#">Non Merchandise Summary</a>			
Miscellaneous:		<a href="#">Sales/Use Tax Summary</a>			
Freight:					
Sales Tax:					
Use Tax:	0.00	<b>Copy From Source Document</b>			
Total:	0.00	PO Unit:	B2201		
Difference:	0.00	PO Number:			
		Copy From:	PO Receipt	<b>Go</b>	

The **Copy Worksheet** page is now displayed. Use it to find the correct PO to copy.

1. Enter the *PO Business Unit*
2. Enter the *PO Number*
3. Click on the **Search** button.

### Copy Worksheet

Business Unit: B2201      Voucher ID: NEXT [Back](#)

**Receiver Lookup Criteria**

<p><b>PO Business Unit:</b> <input type="text" value="B2201"/></p> <p>*PO Date Option: <input type="text" value="No Date"/></p> <p>Ship To: <input type="text"/></p> <p>Receipt Unit: <input type="text"/></p> <p>Receipt Number From: <input type="text"/></p> <p>*Recv Dt Opt: <input type="text" value="No Date"/></p> <p>Receiver Line From: <input type="text"/></p> <p>Pro Number: <input type="text"/></p> <p>Carrier ID: <input type="text"/></p>	<p><b>PO Number:</b> <input type="text" value="3000000049"/></p> <p>PO Date: <input type="text"/></p> <p>Receipt Number To: <input type="text"/></p> <p>Receipt Date: <input type="text"/></p> <p>Receiver Line To: <input type="text"/></p> <p>Packing Slip: <input type="text"/></p> <p>Bill of Lading: <input type="text"/></p>
---	--

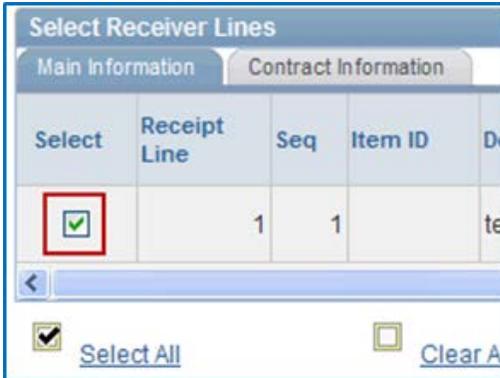
**Additional Search Criteria**

Max Rows to Return:  **Search**

The **Copy Worksheet** page expands to include *Receiver Lookup Criteria*. SWIFT populated many fields on the header, invoice lines and distribution lines from the *PO Receipt*.

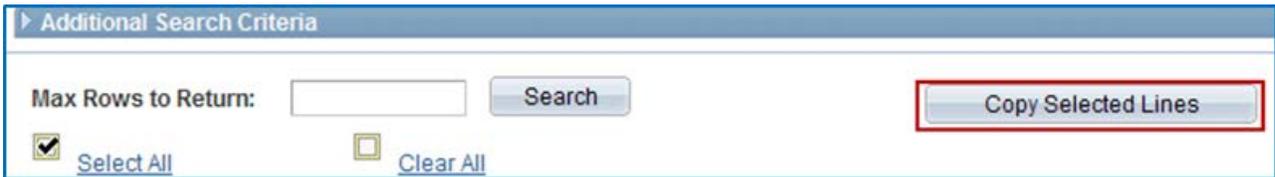
- The *Select Receiver Lines* allows you to review information about the vendor or receiver as well as goods or services that were purchased.
- Scroll to the right to review items about the purchase. Note, if you change items, e.g., *Quantity* or *Unit Price*, there may be a match error.
- You can also review the **Contract Information** Page where you'll find the *Contract ID*, *Contract Version*, *Contract Line*, *Release Number*, *Category Line Number* and *Buyer ID*.

1. On the **Main Information** page, check **Select** to ensure that the items from this line get copied.



The screenshot shows a dialog box titled "Select Receiver Lines" with two tabs: "Main Information" (selected) and "Contract Information". Below the tabs is a table with columns: "Select", "Receipt Line", "Seq", "Item ID", and "De". The first row of the table has a checked checkbox in the "Select" column, a value of "1" in "Receipt Line", "1" in "Seq", and "1" in "Item ID". Below the table are "Select All" and "Clear All" buttons, both with checkboxes.

2. Scroll up and click the **Copy Selected Lines**.



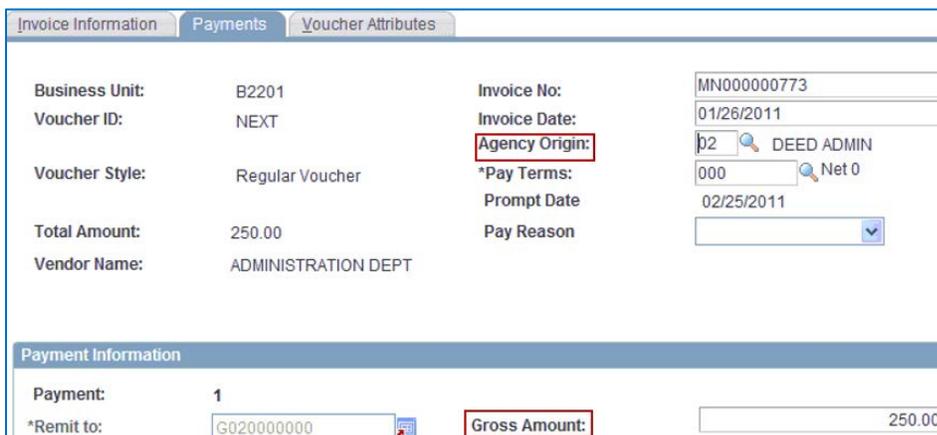
The screenshot shows a dialog box titled "Additional Search Criteria". It contains a "Max Rows to Return:" field, a "Search" button, and a "Copy Selected Lines" button (highlighted with a red box). Below the search area are "Select All" and "Clear All" buttons, both with checkboxes.

3. The **Invoice Information** page appears with updates from the PO Receipt that was copied.  
Review the information on this page, including the ChartField strings to ensure that the right information **was copied**.

**Step 3: Enter information on the Payment page**

The **Payments** page is where details specific to the payment can be seen and updated as necessary. Some fields are automatically populated based on information *Copy PO Receipt* feature that was used.

1. Select **Payments** page.
2. Enter the *Agency Origin*.
3. Enter the *Gross Amount*.



The screenshot shows two sections of a form. The top section, "Invoice Information", has tabs for "Invoice Information", "Payments", and "Voucher Attributes". It contains fields for Business Unit (B2201), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (250.00), Vendor Name (ADMINISTRATION DEPT), Invoice No. (MN000000773), Invoice Date (01/26/2011), Agency Origin (p2 DEED ADMIN), \*Pay Terms (000 Net 0), Prompt Date (02/25/2011), and Pay Reason (dropdown). The bottom section, "Payment Information", contains fields for Payment (1), \*Remit to (G020000000), and Gross Amount (250.00). The "Agency Origin" and "Gross Amount" fields are highlighted with red boxes.



4. At the bottom of the **Payment** page, click on the **Save** button.

Schedule Payment

\*Action: Schedule Payment

Pay:

Save Notify Refresh

[Invoice Information](#) | [Payments](#) | [Voucher Attributes](#)

**Next Steps:** Now that the voucher is saved, the next steps are the same as the regular voucher style. The rest of the steps are detailed in **Lesson 1: Using the Regular Voucher Style**.

- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

## Create Journal Payment Vouchers

### Topic Overview

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid and for vouchers for which payments have also been posted. The most common use is to change the funding on expenditures entries that were entered into SWIFT incorrectly.

Journal vouchers are used to adjust accounting entries for vouchers that have:

- AP accounting entries posted to the General Ledger (GL)
- Been approved
- A payment created and sent to the vendor
- Payments posted to the GL

Journal vouchers can also be used to change accounts that are 1099 reportable to non-1099 reportable and vice versa. In addition, journal vouchers can be used to make corrections to sales tax liability accounts or to Pcard transactions.

### General tips about creating Journal Vouchers in SWIFT:

- Journal vouchers use the same pages as regular vouchers—with the exception of some secondary pages—although some fields, field values, and processing are different.
- A journal voucher should be associated with its original, incorrect voucher (unless it is an intra-agency payment).
- Journal vouchers cannot be used to change an inaccurate payment to a vendor.
  - If a vendor was paid inaccurately, communicate with the vendor to resolve the issue. If the vendor was over-paid, arrangements must be made for the state to retrieve the funds or subtract it from the next payment to the vendor.
- Journal vouchers must be zero-amount vouchers. Two lines must be created in the Invoice Information page, one positive and one negative.
  - For example, one line removes the amount from the incorrect ChartField (CF) string – a negative entry showing the original amount (e.g., -\$1,500.00). Another line inserts the amount into the correct CF string – a positive entry showing the original amount (e.g., +\$1,500.00).
- You can use a journal voucher for payments within an agency (e.g., Intra-agency payments).



**Vendor ID:** Update the *Vendor ID* on the Journal Voucher in these situations.

- **1099 Reporting:** Use the actual Vendor ID when making corrections to regular vouchers that impact 1099 reporting.
- **Intra-Agency Payments:** Use the Interagency Vendor ID for intra-agency payments.
- **Outside Vendors:** Use the actual Vendor ID when making corrections to regular vouchers paid to outside vendors (e.g, Vendor IDs that are 0000#####).
- **PCard Transactions:** Use Vendor ID “XSECORRECT” in the place of an actual vendor ID.
- **Sales Tax Liability:** Use *Vendor ID* “XSECORRECT” in the place of an actual vendor ID.

After completing this topic, you should be able to:

- Add a voucher using the Journal Voucher style.
- Correct errors in the ChartFields or other sections of the original voucher.
- Add a new row to remove the incorrect accounting entry.

## Process Steps

### Creating Journal Payment Vouchers

Steps to complete for Journal Payment Voucher Entry:

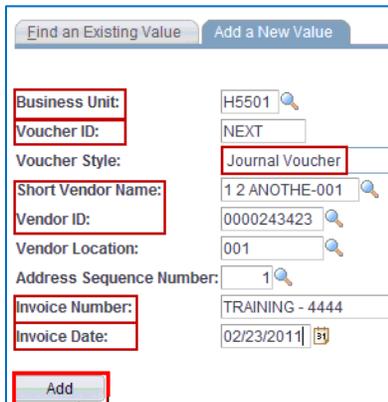
- Step 1: Use the Regular Entry - Add a New Value page to begin creating a new voucher
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

#### Step 1: Create a new voucher using Add a New Value

Journal vouchers use the same pages as regular vouchers—with the exception of some secondary pages—although some fields, field values, and processing are different.

1. **Navigation Links:** Accounts Payable, Vouchers, Add/Update, Regular Entry.
2. Enter the *Business Unit* in the field
3. For *Voucher ID*, keep “NEXT”.

4. For *Voucher Style*, select “Journal Voucher”.
5. Select the vendor by *Vendor ID*
6. Enter the *Invoice Number*.
7. Enter the *Invoice Date*.
8. Click on the **Add** button.



The screenshot shows a web form with two tabs: "Find an Existing Value" and "Add a New Value". The form contains the following fields and values:

Business Unit:	H5501
Voucher ID:	NEXT
Voucher Style:	Journal Voucher
Short Vendor Name:	1 2 ANOTHE-001
Vendor ID:	0000243423
Vendor Location:	001
Address Sequence Number:	1
Invoice Number:	TRAINING - 4444
Invoice Date:	02/23/2011
<b>Add</b>	

## Step 2: Enter information in the Invoice Information page

**NOTE:** The example described in this page assumes an error on the ChartField (i.e., the *Account*) on the Distribution Lines section. As a reminder, journal vouchers must be zero-amount vouchers.

- Two lines must be created in the **Invoice Information** page, one positive and one negative.
- If you add an *Invoice Line*, you can add a description on each line.
- If you add a *Distribution Line*, you can use the “Copy Down” feature which will copy the ChartField string for the next line. However, you cannot add a description.

On the header,

1. Enter the *Invoice Receipt Date*.
2. Enter the *Goods/Services Received Date*.
3. On the *Related Voucher* field, look up the original voucher and enter it.
4. As an option, you can click on the **Attachments** link to add any supporting documentation.
  - Select the **Add Attachment** button. **Browse** to find the document.
  - Select the document and click on **Upload**. Add a description.
  - Click **OK** to return to the **Invoice Information** page.

Vendor ID: 0000243423 1 2 ANOTHER CONSULTING INC Invoice Receipt Date: 02/23/2011  
 ShortName: 1 2 ANOTHE-001 4338 JESSICA COURT Service Period Begin Date:  
 Location: 001 PO BOX 21262 Goods/Services Received: 02/23/2011  
 \*Address: 1 EAGAN, MN 55123 Customer Number:  
 Advanced Vendor Search  
 Control Group: Pay Terms: 30 Net 30  
 Related Voucher: 00000009 Basis Date Type: Inv Date

On the *Invoice Lines*, back out the incorrect information.

1. Click on the *Line Amount*, delete the amount in this field and input the correct **negative number** to offset the positive one that is being corrected.
2. Enter a description

On the *Distribution Lines*, enter the original funding string. Use the values from the original, related voucher.

1. Enter the *Fund*.
2. Enter the *Fin DeptID*.
3. Enter the *Account* (Use the original Account)
4. Enter the *Approp ID*.

Invoice Lines

Line: 1 Item: UOM: Quantity: One Asset  
 \*Distribute by: Amount Unit Price: -600.00  
 Ship To: G104THFL00 Line Amount: Description: Correct Account from #411323  
 SpeedChart: Category ID:  
 Buyer ID: Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	*GL Unit	Fund	Fin DeptID	Account	AppropID	Budget Date	Agcy Cost	SW Cost
				MN001	1000	G1031300	411323	G100001	03/06/2015		

Return to the *Invoice Lines* section to add another line to back out the incorrect information.

Invoice Lines

1. Click on the **Add Multiple New Row** icon, "+", to add a new line.
2. An *Explorer User Prompt* window appears. It allows you to specify the number of rows to add to the invoice. Enter "1", to enter 1 row. Click on the OK button.

Script Prompt: OK

Enter number of rows to add: Cancel

Return to the *Distribution Lines* section and update Line 2, the new line you just added.

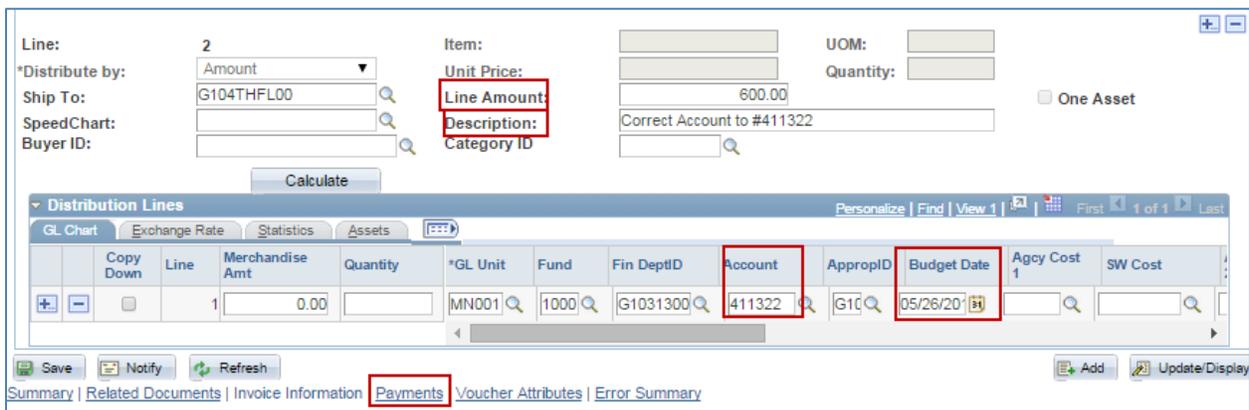
1. Update the *Line Amount* by deleting the amount in this field and inputting the **correct number** to offset the negative one.

Return to the *GL Chart* page and enter the ChartField string from the original transaction.

1. Enter the *Fund*.
2. Enter the *Fin DeptID*.
3. Enter the *Account* (update it to the correct account)
4. Enter the *Approp ID*.

**NOTE:** Be sure to check the Budget Date. Sometimes this date will change depending upon where transaction needs to occur.

5. Click on the **Payments** link.



Line: 2      Item:      UOM:      Quantity:      One Asset

\*Distribute by: Amount      Unit Price:      600.00

Ship To: G104THFL00      Line Amount:      Description: Correct Account to #411322

SpeedChart:      Category ID:      Description: Correct Account to #411322

Buyer ID:      Category ID:      Description: Correct Account to #411322

Calculate

Line	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Account	AppropID	Budget Date	Agcy Cost	SW Cost
1	0.00		MN001	1000	G1031300	411322	G10	05/26/20		

Save    Notify    Refresh    Add    Update/Display

Summary | Related Documents | Invoice Information | **Payments** | Voucher Attributes | Error Summary

**Step 3: Enter information on the Payments page**

1. Enter the Agency Origin.
  - Click the **Look up** icon to select the **Agency Origin**.
  - Enter the *Gross Amount* and any *Messages* to print on the remittance advice



Invoice Information	Payments	Voucher Attributes	
Business Unit:	H5501	Invoice No:	TRAINING - 4444
Voucher ID:	NEXT	Invoice Date:	02/23/2011
Voucher Style:	Journal Voucher	Agency Origin:	00 DEPARTMENT OF HUMAN SERVICES
Total Amount:	0.00	Pay Terms:	Net 30
		Prompt Date:	30 03/25/2011
		Pay Reason:	

2. Scroll to the bottom of the **Payments** page and click the **Save** button.

**NOTE:** On a Journal Voucher, you cannot change the Bilateral Netting Field on the Payments tab. This is important if you want to delete this journal voucher at a later date.

**Next Steps:**

Now that the payment information is completed on the Payments page, the next steps are the same as the regular voucher style. The rest of the steps are detailed in Lesson 1: Using the Regular Voucher Style.

- Step 4: Complete and save your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Submit the voucher for the Approval process

## Create Quick Entry Vouchers

### Topic Overview

The Quick Invoice Entry component provides efficient data entry for large volumes of similar invoices and invoices for which you can use defaults to complete most of the voucher details.

- **Minimal Data Entry:** The Quick Invoice Entry component enables you to enter minimal invoice information, such as the business unit, supplier ID, invoice ID, invoice date, and merchandise amount.
- **Populates Fields:** The Voucher Build process completes the other required fields for the voucher records using defaults from SWIFT.
- **Copy POs to Create Invoices:** You can also use the Quick Invoice Entry component to copy purchase order and receiver information to create vouchers. You can either copy purchase orders and receivers directly to the quick invoice at the time of entry. Or, you can specify key field information for the Voucher Build process to use in associating voucher lines with specific purchase order or receiver schedule lines.

### The Quick Invoice Entry component comes with two templates: Complete Worksheet and Simple Worksheet.

#### 1. Complete Worksheet Template

This component enables you to enter more voucher line information than the simple worksheet. If you have a purchase order-related voucher and want to copy from a purchase order or receiver, select “Complete Worksheet”.

You can enter multiple invoice and distribution lines. In addition, you can copy purchase orders (POs) and receivers to the voucher lines or specify PO and receiver default information for the Voucher Build process to use in locating POs and receivers for completing the voucher. The Complete Worksheet template also enables you to limit the number of voucher lines and distribution lines called up when you open a Quick Invoice voucher in update mode.

#### 2. Simple Worksheet Template

This component is the default worksheet. It provides minimal voucher header and voucher line entry, leaving it up to the Voucher Build process to use the session defaults and SWIFT to fill in the rest. The combined voucher line and distribution line facilitate data entry for supplier invoices that have a limited number of ChartField distributions requiring entry.

You should use the simple worksheet for vouchers with no associated purchase order. The simple worksheet also has these restrictions:

- A single distribution line per voucher line.



- No copying of purchase orders or receivers.

Both templates share some features.

- The add and search page of both worksheets displays the Freight Amount, Misc Charge Amount (miscellaneous charge amount) and Sales Tax Amount fields. When you complete these fields, the system uses the values to automatically populate the worksheet's Balancing region.
- Both worksheets display four invoice lines by default; the system automatically deletes any unused lines when you click Save. Use the Session Defaults page to modify the number of lines that display.
- Both simple and complete worksheets enable you to:
  - Enter and apply prepayment vouchers.
  - Use on-demand processing functionality, running on-demand processes such as Voucher Build, Matching, Document Tolerance, Budget Checking, Voucher Post, and Journal Generate.
  - Perform on-demand combination-edit and balancing functions above and below the invoice line level.
- You also use the Quick Invoice Entry component in the update/display mode for reviewing vouchers staged by the Voucher Build process to SWIFT Payables from external sources, as well as for correcting Voucher Build process pre-edit errors.

Upon completion of this topic, you should be able to:

- Navigate to the Quick Invoice Entry page to set up a new voucher
- Enter the information required to copy information from the original purchase order into your new voucher.
- Understand the required fields on the Quick Invoice and Copy Worksheet pages.
- Create a voucher using the Quick Invoice Entry components.

## Process Steps to Create Voucher using Quick Entry

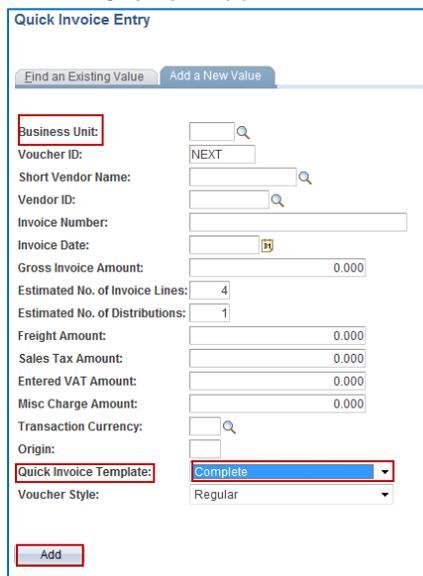
### Create Vouchers using the Quick Invoice Entry Component

Steps to complete for creating vouchers using the Quick Invoice Entry component.

- Step 1: Create a new voucher using Add a New Value
- Step 2: Enter information in the Invoice Information page
- Step 3: Enter information on the Payment page
- Step 4: Complete your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Prepare the voucher for the Approval process

#### Step 1: Create a new voucher using Add a New Value

1. **Navigation:** Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry
2. Enter information on the Add a New Value:
  - *Business Unit* is required.
  - On the *Quick Invoice Template* field, decide if you want a “Simple Worksheet” or “Complete Worksheet.”
  - **Note:** Typically you will use Complete Worksheet in order to copy the complete purchase order.
  - Click on **Add**.



The screenshot shows the 'Quick Invoice Entry' web form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains several input fields and dropdown menus. The 'Business Unit' field is highlighted with a red box. Below it are fields for 'Voucher ID' (with 'NEXT' as a placeholder), 'Short Vendor Name', 'Vendor ID', 'Invoice Number', 'Invoice Date', 'Gross Invoice Amount' (0.000), 'Estimated No. of Invoice Lines' (4), 'Estimated No. of Distributions' (1), 'Freight Amount' (0.000), 'Sales Tax Amount' (0.000), 'Entered VAT Amount' (0.000), 'Misc Charge Amount' (0.000), 'Transaction Currency', and 'Origin'. At the bottom, there are two dropdown menus: 'Quick Invoice Template' (set to 'Complete') and 'Voucher Style' (set to 'Regular'). Both dropdown menus are also highlighted with red boxes. An 'Add' button is located at the bottom left of the form.

**Step 2: Enter Information on the Invoice Information page.**

The **Quick Invoice** page is displayed. Here is where you will enter the invoice information.

1. Notice that the Voucher: field says "NEXT."
2. Scroll down to the middle of the page to the *Copy From Source Document* section. Enter the *PO Number* and **Copy PO**.

**Copy From Source Document**

PO Unit:  PO Number:   Copy From:

The **Copy Worksheet** page is displayed. It allows you to search for the lines from the PO.

1. Select **Search**.

**Copy Worksheet**

Business Unit: G1001 [Return to Invoice Information](#) Voucher: NEXT

**PO Lookup Criteria**

PO Business Unit:  Minnesota Management & Budget   View Matched /Cancelled Only

PO Number From:  PO Number To:

PO Line Number From:  PO Line Number To:

\*PO Date Option: No Date PO Date:

**Additional Search Criteria**

Max Rows:

2. *Select PO Lines* section appears on the **Copy Worksheet** page. You can select the lines from the PO.
  - Click on **Select** for the lines you need. Go to the middle of the page and click on **Copy Selected Lines**.

Max Rows:

[Select All](#)  [Clear All](#)

**Select PO Lines** Find | View All | First | 1 of 1 | Last

PO Unit: G1001 PO Number: 3000002785

Vendor ID: 0000195572 SAND CREEK GROUP LTD THE PO Date: 10/22/2014

**Select PO Lines** Personalize | Find | View All | First | 1 of 1 | Last

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO
<input checked="" style="border: 2px solid red;" type="checkbox"/>	900.00	1	1		EAP seminar	1.0000	EA	900.00	USD	1.0000	EA

[Select All](#)  [Clear All](#)

PO Line Count: 1  
PO Total: \$900.00

The **Quick Invoice** page updates to include the *Copy from Source Document* and *Invoice Lines* sections.

1. Update the Invoice Lines section.
  - Using “-”, remove any extra lines that were added (Quick Invoice defaults at 4 lines on the Add a New Value page).
  - Using “+”, add the lines that you need.

Voucher Line Number	Distribute By	Item ID	Quantity Vouchered	UOM	Unit Price	Merchandise Amount	Description	Distribution
5	Qty		5.0000	EA	900.000	4500.00	EAP seminar	Distribution

2. Scroll to the top and enter the *Invoice Number*, *Invoice Date* and *Accounting Date*.

Other fields are optional. If you leave the optional fields blank, the Voucher Build process completes the voucher according to the defaults that are set up in SWIFT.

<b>Quick Invoice</b>		<b>*Invoice Number:</b>	2015 test
<b>Business Unit:</b>	G1001	<b>*Invoice Date:</b>	02/16/2015
<b>Voucher:</b>	NEXT	<b>Accounting Date:</b>	02/27/2015
<b>Voucher Style:</b>	Regular		

- Scroll to the bottom of the page and **Save** the voucher.
3. The **Quick Invoice** page updates.
    - The Voucher has now assigned a *Voucher* number.
    - There is a new field called *Build Status*. Click on “To Build”.
    - Scroll to the bottom on the page again and **Save** the voucher.

<b>Quick Invoice</b>		<b>*Invoice Number:</b>	2015.Sand Creek
<b>Business Unit:</b>	G1001	<b>*Invoice Date:</b>	02/16/2015
<b>Voucher:</b>	00010700	<b>Accounting Date:</b>	02/27/2015
<b>Voucher Style:</b>	Regular	<b>Prepaid Ref:</b>	
<b>*Build Status:</b>	To Build		<input type="checkbox"/> Auto Apply



**Next Steps:** Now that the invoice information has been added to the new voucher using the Quick Entry invoice process, the next steps are the same as the regular voucher style. The rest of the steps are detailed in **Lesson 1: Using the Regular Voucher Style**.

- Step 3: Enter information on the Payment page
- Step 4: Complete your new voucher
- Step 5: Run the Matching process
- Step 6: Run the Budget Check process
- Step 7: Prepare the voucher for the Approval process

Upon completion of this topic, you should now be able to:

- Navigate to the Quick Invoice Entry page to set up a new voucher
- Enter the information required to copy information from the original purchase order into your new voucher.
- Understand the required fields on the Quick Invoice and Copy Worksheet pages.
- Create a voucher using the Quick Invoice Entry components.



## Lesson Summary

Having completed this lesson, you should now be able to:

- Create vouchers with retainage
- Create third-party vouchers
- Create and use template vouchers
- Create inter-agency vouchers
- Create journal vouchers
- Create quick vouchers

## Lesson 5: Reporting Tools

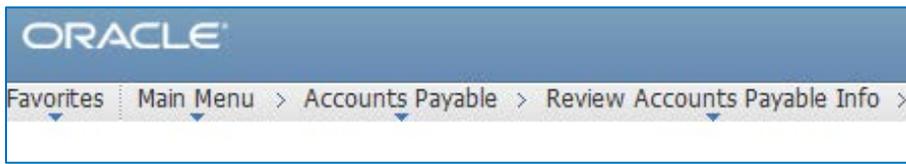
### Lesson Overview

When there are questions about money owed to vendors, SWIFT provides several tools to find up-to-the-minute information about vouchers in question. You can find information about individual vouchers or groups of vouchers in various parts of the AP life cycle. You can determine if there are any errors with vouchers so that you can correct them.

This lesson introduces the terms and general steps for getting real-time information from SWIFT using AP reporting tools: inquiries, queries and reports.

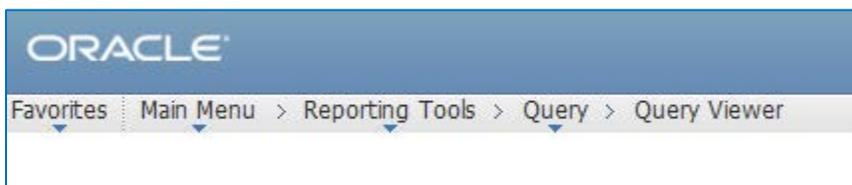
1. *Inquiry:*

An inquiry is an online data lookup that is geared to data in a specific SWIFT module. An inquiry features fields used to specify the needed data. SWIFT presents the results online as rows and columns of data.



2. *Query:*

A query is a customized data lookup in SWIFT using the Query Viewer under the Reporting Tools menu. The resulting data may be viewed online or downloaded to Excel. You will not be able to drill down using the data presented online.



There are several commonly used inquiries and queries used by SWIFT AP staff and administrators. All of these will be described in this lesson as well as others that may be useful to you.

After completing this lesson, you should be able to:

- Locate the appropriate searches.
- Input data parameters (data limits).
- Run the needed AP inquiries and reports.



## Inquiries:

Most SWIFT modules contain inquiries through a “Review XXX Information” submenu. All of the Accounts Payable inquiries are accessible through the **Review Accounts Payable Info** submenu.

In general, they follow the same steps:

- Step 1: Navigate to the Inquiry page using the Review Accounts Payable Info page.
- Step 2: Use the Inquiry results to review and select vouchers.
- Step 3: Review the appropriate voucher for the information that you need.

Each of the Inquiry types is described in depth later in this lesson. Also included in these topics are descriptions of the fields.

Inquiry Type	Purpose
<b>Budget Exceptions Inquiry</b>	Look up vouchers with budget exceptions – either for an individual voucher or for a list of vouchers.
<b>Payment Inquiry</b>	Search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.
<b>Review Vendor Inquiry</b>	Allows you to look up information about a particular vendor or to help a new vendor to start the registration process.
<b>Scheduled Payments on Hold</b>	Allow you to determine why a payment has not been paid to a particular vendor.
<b>Vendor Aging Inquiry</b>	Allows you to assess the status of vendor payments on hold, how long they have been on hold, and if the hold has extended beyond the scheduled payment due date.
<b>Voucher Accounting Entries Inquiry</b>	Find the accounting entries associated with payment vouchers. You can see if vouchers have been posted to the General Ledger or view their posting status.
<b>Voucher Document Inquiry</b>	Find out information about documents attached to or associated with a particular voucher.
<b>Voucher Inquiry</b>	Search for an individual voucher or a list of aggregated vouchers based on the Vendor ID. It is helpful to find “Remit to” and “Ordering” addresses. You can see if it is approved and active in SWIFT.

## Voucher Inquiry

### Topic Overview

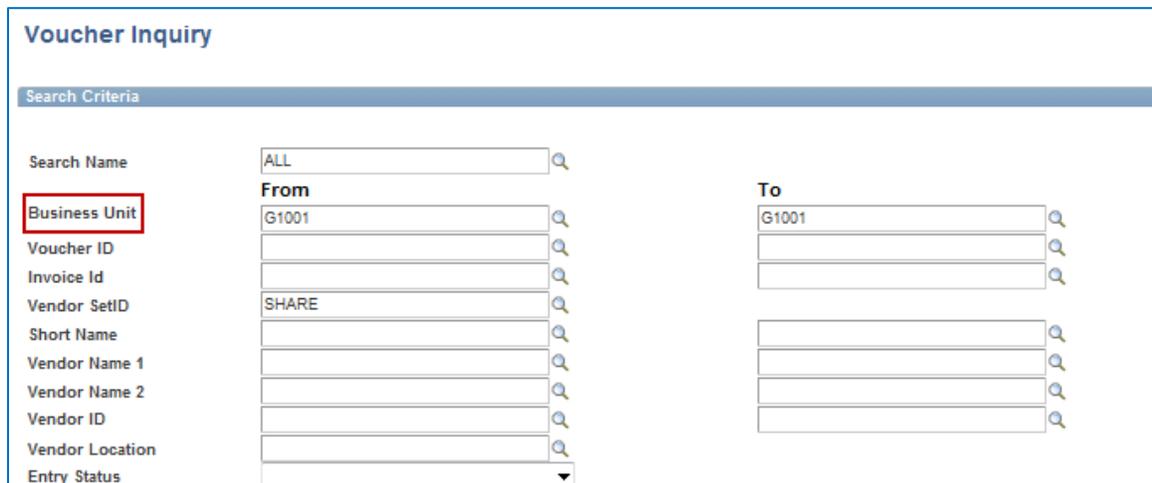
Use the **Voucher Inquiry** to find out information about an individual voucher or a list of aggregated vouchers based on the search criteria selected. For example, a vendor may call to see about the status of a particular payment. Or, you may use it in the morning to troubleshoot for possible errors from the previous evening's batch processing.

Steps to complete to use the Voucher Inquiry:

- Step 1: Navigate to the Inquiry page using the Review Accounts Payable Info page.
- Step 2: Use the Inquiry results to review and select vouchers.
- Step 3: Review the appropriate voucher for the information that you need.

### Step 1: Navigate to the Inquiry page using the Review Accounts Payable Info page.

1. **Navigation:** Accounts Payable, Review Accounts Payable Info, Vouchers
2. Choose *Voucher* to get to the **Voucher Inquiry** page.



The screenshot shows the 'Voucher Inquiry' search criteria form. It features a list of search fields on the left and two columns of input fields on the right. The 'Business Unit' field is highlighted with a red box. The 'From' and 'To' fields are also populated with 'G1001'. Each field has a magnifying glass icon for search.

Search Criteria	From	To
Search Name	ALL	
<b>Business Unit</b>	G1001	G1001
Voucher ID		
Invoice Id		
Vendor SetID	SHARE	
Short Name		
Vendor Name 1		
Vendor Name 2		
Vendor ID		
Vendor Location		
Entry Status		

**Notice** that there are many fields on this page. How you use it depends upon the purpose of your voucher inquiry.

3. Review the fields and enter the ones that pertain to the voucher you are searching for.
  - There are *From* and *To* fields that allow you to input a range.
  - The *Business Unit* is required.
  - Scroll down on the right to see more fields.



Field	Field Description
<b>Search Name</b>	The Search Name field defaults to “ALL.” You do not need to change that for this search.
<b>Business Unit</b>	The Business Unit field will default to the alphanumeric code representing your agency or MN001. Change it if it doesn't fit your current search needs.
<b>Voucher ID</b>	This is the 8-digit system-assigned number attached to the voucher when it was created.
<b>Invoice ID</b>	The vendor's invoice number if it was recorded when the voucher was created.
<b>Vendor SetID</b>	All vendors will be shared state-wide, accept the default of SHARE.
<b>Short Name</b>	A vendor is assigned a shortened version of the vendor's name during vendor entry. It is made up of the first 10 letters of the vendor's name with three numerical digits at the end. The numbers increment as additional vendors with the same name are added – in the order they are added. If you know it, you can use it to search for a voucher for that vendor. If you don't know the vendor's short name, it is possible to click the Look Up button (magnifying glass icon) to view an alphabetical list of vendor short names
<b>Vendor Name 1</b>	This is the vendor's primary name as it is shown on their income tax return.
<b>Vendor Name 2</b>	This is the second line of the vendor's name. Not all vendors will have data in Name 2.
<b>Vendor ID</b>	This is the 10 digit identifier assigned by SWIFT during the vendor registration.
<b>Vendor Location</b>	This is a collection of default information about a vendor. It is <b>NOT</b> the vendor's address. It can include information such as: <ul style="list-style-type: none"> <li>• The relationship between the purchasing address and the “remit to” address.</li> <li>• Vendor bank account number</li> <li>• How electronic payments are made to this vendor</li> <li>• The email address for informing the vendor of payment.</li> </ul>



<b>Entry Status</b>	This displays where the voucher is in the payment process. This list is in alphabetical order. This means it does <b>NOT</b> reflect the actual order of the steps in the payment process. Typically, you will use the following statuses: <ul style="list-style-type: none"> <li>• Open</li> <li>• Postable</li> <li>• Recycle</li> </ul>
<b>Accounting Dt</b>	This is the date in which the voucher was entered into SWIFT. This field automatically populates with the goods received date. It should only be changed if the voucher had an encumbrance for the previous fiscal year, and it had to be back-dated.
<b>Invoice Date</b>	The date recorded on the vendor's actual invoice.
<b>Due Date</b>	The date by which the State's payment must reach the vendor.
<b>Entered Date</b>	The date that the vendor's payment request was first created in SWIFT.
<b>Origin Set ID</b>	This is the same as the Business Unit field.
<b>Origin</b>	This shows where the transaction started: <ul style="list-style-type: none"> <li>• Online manually</li> <li>• Sub-system (another State computer system)</li> <li>• Agency interface</li> </ul> This code is shared with Procurement and Accounting. <ul style="list-style-type: none"> <li>• For Accounting, it is a 2-digit code.</li> <li>• For Procurement, it is a 3-digit code.</li> <li>• Everyone can use the ONL code (ON Line Entry).</li> <li>• The financial interface subsystem ID is a 2-digit code.</li> </ul>
<b>Control Group ID</b>	The State of Minnesota does not use this field.
<b>Contract ID</b>	The State-assigned identifier for a contract as assigned in Procurement.
<b>Lease Number</b>	The number assigned to a lease through Procurement.
<b>PO Business Unit</b>	The business unit that originated the purchase order.
<b>Purchase Order</b>	The number assigned to the purchase order in Procurement.
<b>Item ID</b>	This ID number comes from a vendor's catalog. It assigned during voucher entry or copied in from the Purchase Order.



<b>Amount Rule</b>	This rule, with a dollar amount in the Amount field AND USD in the Currency field, allows you to find a range of vouchers in the desired dollar amount. Helpful if you are looking for vouchers by the cost range.
<b>Amount</b>	The total dollars or approximate dollar value (if used with the Amount Rule field) on the voucher.
<b>Currency</b>	The medium of exchange used for the payment. The State of Minnesota only uses USD as its currency.
<b>Voucher Style</b>	This is the type of voucher required. The State of Minnesota uses the following: <ul style="list-style-type: none"><li>• Adjustments - Credit memo</li><li>• Journal Voucher - Voucher correction or intra-agency</li><li>• Regular Voucher - Most common</li><li>• Single Pay Voucher - Only used through interfaces</li><li>• Template Voucher - Use for a vendor who is paid several times; it holds the vendor's standard information</li><li>• Third-party Voucher - Used to pay additional insurance or shipping (for example) if it was not included on original purchase order</li><li>• All other options are not used by the State of Minnesota. If you try to select one, you'll get an error message.</li></ul>
<b>Post Status</b>	Where the payment is in the general ledger posting process. <ul style="list-style-type: none"><li>• Payment Not Applied</li><li>• Posted</li><li>• Unposted</li></ul>
<b>Approval Status</b>	Where the voucher is in the payment approval process. <ul style="list-style-type: none"><li>• Approved</li><li>• Denied</li><li>• Unapproved.</li></ul>
<b>Voucher Balance</b>	Whether or not the payment is complete or if there is more owed to the vendor after the current payment is made (e.g., useful for Vouchers with Retainage).



<b>Voucher Source</b>	Where the voucher originated. The State of Minnesota uses the following source types: <ul style="list-style-type: none"> <li>• Online</li> <li>• XML Invoices</li> <li>• Self-service Invoices</li> <li>• Return to Vendor</li> <li>• Recurring PO Voucher</li> <li>• Procurement Cards</li> <li>• Receivables Customer</li> <li>• Refunds</li> </ul>
<b>User ID</b>	The log-on ID of the person who created the voucher.
<b>GL Business Unit</b>	The only General Ledger Business Unit for the State is MN001. All vouchers post to only one general ledger.
<b>Account</b>	The agency or MMB account number where the payment is charged.
<b>Financial Department ID</b>	The number of the agency department where the payment is charged.
<b>VAT No.</b>	The State of Minnesota does not use this field.
<b>Process Instance</b>	This is the system identifier attached when the check was run. Do not use this field in this inquiry.
<b>Match Status</b>	Where the voucher is in the Match process. Manually Overridden <ul style="list-style-type: none"> <li>• Match Dispute</li> <li>• Match Exceptions Exist</li> <li>• Matched</li> <li>• Not Applicable</li> <li>• Overridden – Credit Note</li> <li>• To Be Matched</li> </ul>

<b>Sanctions Status</b>	<p>If the vendor has been placed on the federal Office of Foreign Asset Control (OFAC) list where the vendor currently stands as far as its ability to interact with the State of Minnesota. Option meanings:</p> <ul style="list-style-type: none"> <li>• <i>Blocked</i>: The vendor has been investigated and found inappropriate to interact with, so SWIFT will not allow them to be paid.</li> <li>• <i>Cleared</i>: The vendor was investigated and confirmed as appropriate to do business with. SWIFT will pay this vendor.</li> <li>• <i>Review</i>: The vendor is under investigation, and SWIFT will not allow them to be paid.</li> <li>• <i>Valid</i>: The vendor has never been investigated. SWIFT will pay this vendor.</li> </ul> <p>If the field shows that the vendor is under financial sanction, contact your MMB representative.</p>
<b>Max Rows</b>	The number of rows you want displayed in the search results. The default is 300. You may change this to fit current needs.
<b>Search</b>	Initiates the search.
<b>Clear</b>	Removes all data entered above to allow you to start over.
<b>Sort Criteria</b>	Allows you to state how you want the data displayed (in what order) in the search results.
<b>Sort By</b>	<p>This is the primary field sorted on for the data your search recovered.</p> <ul style="list-style-type: none"> <li>• Sort Asc/Desc.: Designates how the sorted data displays: top to bottom (ascending) or bottom to top (descending).</li> <li>• Display Currency Criteria Group Box: The State of Minnesota does not use this field.</li> <li>• Late Interest Analysis Group Box: the State of Minnesota does not use this field.</li> </ul>

4. When you have entered your desired search criteria, click the **Search** button to view the search results.

Financial Department ID	<input type="text"/>
VAT No	<input type="text"/>
Process Instance	<input type="text"/>
Match Status	<input type="text"/>
Sanctions Status	<input type="text"/>
Max Rows	<input type="text" value="300"/> <input type="button" value="Search"/> <input type="button" value="Clear"/>

**Step 2: Use the Inquiry results to review and select vouchers.**



1. The *Voucher Inquiry Results* appears from your search. There are four tabs at the top of the page:

**Voucher Details** tab: This is the default tab. There are three buttons that tell you if there is information in this field. If you click on one of these buttons gives you the detailed information.

- Accounting Entries - shows the Voucher Accounting Entries page
- Match Status - shows the Matched Vouchers page
- Payment Information - shows payment details

Accounting Entries	Match Status	Match WorkBench	Payment Information
	Not Applicable		
	Not Applicable		
	Not Applicable		
	To Be Matched		
	Not Applicable		
	Matched		

**Amounts** tab: This tab shows you all of the monetary values associated with the vouchers found.

<a href="#">Voucher Details</a> <a href="#">Amounts</a> <a href="#">More Details</a> <a href="#">Vendor Details</a>									
Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
G1001	00008767	USD	10,540.00	10,540.00	0.00	803.68	0.00	0.00	0.00



Field	Field Description
<b>Gross Invoice Amount</b>	Shows the amount paid to the vendor. It does not include the sales tax. MMB collects the sales tax and pays as a direct pay to the Department of Revenue at the end of each month.
<b>Voucher Unpaid Balance</b>	Shows the amount on the voucher that is yet to be paid.
<b>Unapplied Payments</b>	Shows the payments in the system that have yet to be applied to the overall total owed the vendor.
<b>Total Non-Merch</b>	Shows the portion of the payment comprised of sales and use tax.
<b>Entered VAT</b>	This column is not used by the State of Minnesota.
<b>Gross Amount Paid</b>	Shows how much has been paid to the vendor so far.
<b>Net Amount Paid</b>	The gross amount paid on this voucher, less any discount -- like 2% discount on a 2% 10, net 30.

**More Details** tab: This tab shows a link to journal detail lines as several statuses. When the *Budget Header Status* shows “Valid”, then the voucher passes the budget check. “Exception” means that there are errors. The icon on the *Detail Lines* section links you to the voucher detail page.

The screenshot shows the 'More Details' tab selected in the 'Voucher Inquiry Results' window. The table below is a representation of the data shown in the screenshot.

Business Unit	Voucher ID	Voucher Style	Vendor Loc	Detail Lines	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status
G1001	00005807	Regular Voucher	001		Posted	Approved	<a href="#">Approval History</a>	Open	ONL	01/25/2013	01/25/2013	01/25/2013	03/15/2013	Valid

**Vendor Details** tab: This tab contains standard voucher data such as the *Business Unit*, *Voucher ID*, *Vendor ID* and the *Vendor Short Name*.

The screenshot shows the 'Vendor Details' tab selected in the 'Voucher Inquiry Results' window. The table below is a representation of the data shown in the screenshot.

Business Unit	Voucher ID	Vendor ID	Short Vendor Name	Name 1	Name 2	History Status
G1001	00008787	0000796945	ZENGER FOL-001	ZENGER FOLKMAN		<input type="checkbox"/>
G1001	00010474	0000295401	INNOVATIVE-028	INNOVATIVE OFFICE SOLUTIONS LLC		<input type="checkbox"/>

**Step 3: Select and use the appropriate voucher(s).**

Depending on the information you searched for, you now have information about an individual voucher or a list of aggregated vouchers.

## Voucher Document Status Inquiry

### Topic Overview

Use the **Voucher Document Status Inquiry** to find out information about documents attached to or associated with a particular voucher. Each agency determines the types of documents to attach to its payment vouchers. These documents include purchase orders, invoices, receipts and other vouchers created to pay separate charges (e.g., Retainage Vouchers) or error correction vouchers.

For example, a vendor may call you to see about the status of a particular payment. You can use this inquiry to check the remittance address on the attached invoice to see if the payment was sent to the correct address.

Steps to complete to use the Voucher Document Status Inquiry page:

- Step 1: Navigate to the Inquiry page using the Review Accounts Payable Info page.
- Step 2: Use the Inquiry results to review and select vouchers.
- Step 3: Review the appropriate voucher for the information that you need.

#### **Step 1: Navigate to the Inquiry page using the Review Accounts Payable Info page.**

1. **Navigation:** Accounts Payable, Review Accounts Payable Info, Vouchers, Document Status
2. The **Voucher Document Status Inquiry** search page appears. Enter the desired information on this page.
  - Enter the *Business Unit*.
  - Enter other desired information to search for a particular voucher. Click on **Search**.
    - The Operator field allows you to set up a search for a range of vouchers (e.g., begins with, =).
    - The Edit box allows you to type in a specific voucher number or part of a number using a wildcard.
    - If you do not remember a complete number, you can use a wildcard (%) before or after a voucher number segment.
  - A **Search Results** section opens up.

**Voucher Document Status Inq**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: = [ ] [Q]

Voucher ID: begins with [ ] [Q]

Invoice Number: begins with [ ] [Q]

Invoice Date: = [ ] [B]

Vendor ID: begins with [ ] [Q]

Short Vendor Name: begins with [ ] [Q]

Case Sensitive

Search Clear Basic Search Save Search Criteria

**Step 2: Use the Voucher Document Status results to review and select vouchers.**

- The column titles are bolded and underlined which indicates that you can sort them.
- The individual data values are underlined and blue. Select a voucher by clicking on it.

**Search Results**

Only the first 300 results can be displayed.

View All First 1-100 of 300 Last

<u>Business Unit</u>	<u>Voucher ID</u>	<u>Invoice Number</u>	<u>Invoice Date</u>	<u>Vendor SetID</u>	<u>Vendor ID</u>	<u>Short Vendor Name</u>
G1001	00000001	July 2011 Distribution	07/11/2011	SHARE	0000341524	INNOVO BEN-001
G1001	00000002	4647537 07/08/2011	07/11/2011	SHARE	0000203519	DELTA DENT-002
G1001	00000003	07/11/2011 Claims & Admin	07/11/2011	SHARE	0000341524	INNOVO BEN-001
G1001	00000004	07/09/11 Claims	07/11/2011	SHARE	0000211943	BCBSM INC-001

**Step 3: Select and use the appropriate voucher.**

1. The **Voucher Document Status** page opens up for the voucher that you selected. You can click on links within this page get more information.
  - The *Voucher ID* field brings you to the **Voucher Inquiry** page.
  - The *Status* link displays the posted vendor accounting entries for this voucher.

**Voucher Document Status**

Business Unit: G1001 **Voucher ID:** 00000057 Document Tolerance Status: Valid

Invoice ID: 08/03/2011 Claims Invoice Date: 08/04/2011 Budget Misc Status: Valid

Gross Amount: 2736900.31 USD Approval Status: Approved Budget Status: Valid

Vendor ID: 0000231513 HEALTHPART-001 Document Type: Voucher Match Status:

Location: 001 **Status:** Posted

2. On the *Associated Documents* section there are two tabs. On the **Documents** tab, you can find information about documents associated with the voucher.



- The *Document Type* field shows you that this voucher has been paid (Payment). If you click on its *DOC ID*, it brings you to the **Payment Inquiry** page.
- The *Document Type* field also shows you that there is another voucher associated with this particular voucher (Voucher). If you click on its *DOC ID*, it brings you to the **Voucher Inquiry** page.

Associated Document							
SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location
SHARE		Payment	0000000238	Posted	09/20/2010	0000015131	001
	G0201	Voucher	00000009	Posted	07/01/2010	0000015131	001

- Intra-agency payments will display as “Unreconciled” and it will show who the payment went to. In this case, “Unreconciled” means that no information came back from a bank for this payment.
- Other items appear, also, such as requisitions, purchase orders, receipts or packing lists.

The **Related Info** tab displays other information about this voucher including the *Accounting Entries* for both the voucher (e.g., Payment) and the secondary voucher (e.g., Voucher).

Associated Document			
SetID	Business Unit	Document Type	Accounting Entries
SHARE		Payment	Accounting Entries
	G0201	Voucher	Accounting Entries

You have completed this topic.

## Voucher Accounting Entries Inquiry

### Topic Overview

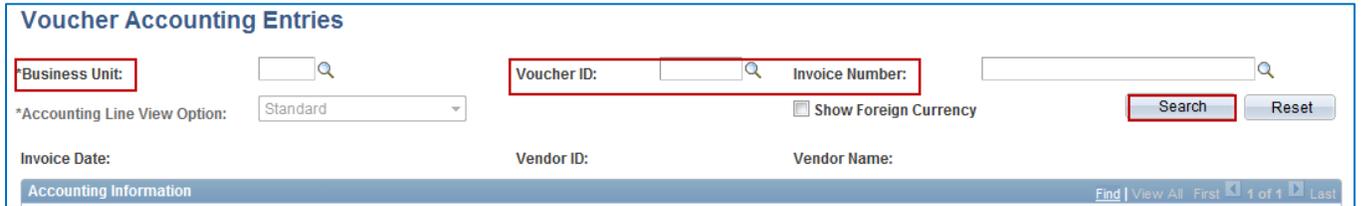
Use the **Voucher Accounting Entries Inquiry** to find the accounting entries associated with payment vouchers. You can see if vouchers have been posted to the General Ledger or view their posting status.

Steps to complete to use the Voucher Accounting Entries Inquiry page:

- Step 1: Navigate to the Inquiry page using the Review Accounts Payable Info page.
- Step 2: Review the appropriate voucher for the information that you need.

### Step 1: Navigate to the Voucher Accounting Entries Inquiry using the Review Accounts Payable Info page.

1. **Navigation:** Accounts Payable, Review Accounts Payable Info, Vouchers, Accounting Entries
2. On the **Voucher Accounting Entries** search page, there are several search fields available.
  - Enter the *Business Unit* AND either the *Voucher ID* or *the Invoice Number* of the specific voucher you are looking for.
  - Click on **Search**. Information populates this **Voucher Accounting Entries** page.



The screenshot shows the 'Voucher Accounting Entries' search interface. It includes input fields for 'Business Unit', 'Voucher ID', and 'Invoice Number', each with a search icon. There is also a dropdown for '\*Accounting Line View Option' set to 'Standard' and a checkbox for 'Show Foreign Currency'. A 'Search' button and a 'Reset' button are visible. Below the search fields are fields for 'Invoice Date', 'Vendor ID', and 'Vendor Name'. At the bottom, there is a blue bar with 'Accounting Information' and navigation controls like 'Find', 'View All', 'First', '1 of 1', and 'Last'.

### Step 2: Review the appropriate voucher for the information that you need.

On the *Accounting Information* section of the **Voucher Accounting Entries** page, there is accounting information about the voucher.

- Notice the *Posting Process* field. There are several options on this field.

Posting Option	Posting Option Description
AP Accrual	The posting process was completed against the AP Accrual Ledger.
Payments	The posting process occurred when a warrant or ACH is created.
Cash Clearing	The posting process occurred when the warrant is redeemed.
AP Close	This reverses entries created when a voucher is closed.

Posting Option	Posting Option Description
Payment Calculation Escheatment	The posting process occurs when a warrant is sent for unclaimed property.

- The *GL Status* field tells you whether the voucher has been posted to the General Ledger. "Distributed" means that the voucher has been thought the journal generator process.

**Voucher Accounting Entries**

\*Business Unit: R2901 Voucher ID: 00000002 Invoice Number: 456789

\*Accounting Line View Option: Standard  Show Foreign Currency Search

Invoice Date: 08/04/2010 Vendor ID: 0000015131 Vendor Name: WALMAN OPTICAL CO

Accounting Information Find | View All | First

**Posting Process:** AP Accrual **GL Dist Status:** Distributed

- The *Main Information* tab gives you the debit and credit entries as they have been entered into the Ledger.

Description	Monetary Amount	Currency Code	Ledger	GL Unit
Accounts Payable	-16.00	USD	ACTUALS	MN001
Ring, Packing, Graphite, Cimli	16.00	USD	ACTUALS	MN001
Accounts Payable	-35.00	USD	ACTUALS	MN001
Switch, Trigger, Cimline 13032	35.00	USD	ACTUALS	MN001

- The *Chartfield* tab provides the distribution information.

Here you will see the information that is required for ChartField entry: *Fund Code*, *FinDept ID*, *Approp ID* and *Account Number*. You can use this information to ensure accurate distribution records.

Tax Authority	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity
	2105	R2934151	R294005	200003							
	2105	R2934151	R294005	414001							
	2000	R2934000	R294205	200003							
	2000	R2934000	R294205	413001							



- The **Journal** tab displays detailed accounting information from the General Ledger Journal.  
The General Ledger is the central repository of all financial transactions. It is considered the end point of all accounting transactions.

Journal ID	Line	Journal Date	Doc Type	DocSeqNb	Doc Seq Date	Budget Date	Budget Status	Primary	Accounting Date
AP00001200	2	08/06/2010				08/06/2010	V	Y	08/06/2010
AP00001200	4	08/06/2010				08/06/2010	V	Y	08/06/2010
AP00001200	1	08/06/2010				08/06/2010	V	Y	08/06/2010
AP00001200	3	08/06/2010				08/06/2010	V	Y	08/06/2010

Journal Information	Journal Information Description
<b>Journal ID</b>	The GL journal credited and debited for the vouchers.
<b>Line</b>	The journal line number of the entries
<b>Journal Date</b>	The date the entries were posted to the GL.
<b>Budget Date</b>	The date the budget was charged for these transactions.
<b>Budget Status</b>	V = Valid. It should always be V.
<b>Primary</b>	Defaults to Y. It is not used.
<b>Accounting Date</b>	The entry date from the voucher.

You have completed this topic.

# Payment Inquiry

## Topic Overview

Use the **Payment Inquiry** module to look up payments either individually or in groups depending upon the search criteria you select. Payment details may only be viewed if the payments have been completed and posted. You can search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.

You may use this module for helping:

- Vendors who call with questions about their payments.
- Managers who may want information about a particular payment or payments to a specific vendor.
- To search for payments that were put on hold.

There are two types of Payment Inquiries. Both of these inquiries are covered in this topic.

- I. Payment Inquiries about payments on an individual voucher
- II. Payment Inquiries about payments that were put on hold.

Steps to complete to use the Payment Inquiry page:

- Step 1: Navigate to the Inquiry page using the Review Accounts Payable Info page.
- Step 2: Use the Inquiry results to review and select vouchers.

## I. Payment Inquiries about an individual voucher

### Step 1: Navigate to the Payment Inquiry page using the Review Accounts Payable Info page.

1. **Navigation:** Accounts Payable, Review Accounts Payable Info, Payments, Payment
2. On the **Payment Inquiry** search page, there are many search fields available. This search page can be customized so that you can tab directly to the most commonly used fields. Select *Personalize Page* link on top right corner of screen. Use radio buttons on *Page Personalization* to customize.



Field	Field Description
<b>Vendor Name</b>	Applies to both the From and To fields. You can use these to get a range of vendor payments with the same or similar name in the range.
<b>Bank SetID</b>	This field is required for payment inquiries. It defaults to "SHARE". A SetID is an identification code that represents a set of control table information or TableSets. They are used to group control data.
<b>Bank Code</b>	This is a five character item assigned to the financial institutions that state agencies deal with.
<b>Bank Account</b>	The name assigned to the State of MN account that the payment comes from.
<b>Bank Account #</b>	The identifying digits associated with a bank account.
<b>Reference Field</b>	This is the payment reference ID. It is also viewable on the Payments tab after a voucher has been created (e.g., 0001511815).
<b>Payment Date</b>	This is the date that the payment was made. You can use these to get a range of the dates of vendor payments.
<b>Payment Method</b>	You can search on these items. The State of Minnesota only uses <i>ACH</i> , <i>System Check</i> and <i>Manual Check</i> .
<b>Payment Cycle</b>	This field is rarely used. You can select "Inter-Agency Payments" for searching for Inter-agency payments. AP staff that use the Voucher Build process may use the "Express Check" option.
<b>Seq Num</b>	The Sequence Number (Seg Num) is the number assigned to the day on the daily pay cycle.
<b>Payment Status</b>	Allows you to specify the payment types you wish to search for. The State of Minnesota uses the following options: <ul style="list-style-type: none"> <li>• ACH/EFT Prenote</li> <li>• Escheated Check (Check or warrant has been sent to unclaimed property)</li> <li>• Overflow is used if the check is issued with more that14 advice lines.</li> <li>• Paid</li> <li>• Replaced</li> <li>• Reprinted</li> <li>• Stopped</li> <li>• Void</li> </ul>



Field	Field Description
<b>Remit Set ID</b>	There is only one for the State of Minnesota. It defaults to "SHARE".
<b>Remit Vendor</b>	Allows you to find and select the vendor – either by the number assigned to the vendor or the vendor's primary name.
<b>Settle By</b>	This field describes how the payment occurred.  ACH (Automatic Clearing House) means it was settled by the Financial Gateway.  Warrants or checks means the payment was settled by the Pay Cycle.
<b>Settlement Status</b>	This field is used only if the "Financial Gateway Status" is selected in the Settle By field. The default status is "Paid," but other statuses including Cancelled, Hold or None can be assigned.
<b>Single Payment Vouchers</b>	Allows you to designate if you only want to see payments to vendors without a vendor ID. Leaving this box unchecked shows all vouchers.
<b>Show Chart</b>	Allows you to show payments in a chart format. It requires that you enter a "from" and "to" date range that is not greater than 31 days.
<b>Chart Type</b>	You can choose several chart options such as Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar and Stacked Bar. When you click on a bar in the chart, you will see the list of payments represented on the chart.
<b>Sorting Criteria</b>	The 1st and 2nd sorts allow you to sort by some of the search criteria in the Payment Inquiry pages such as the Bank Account, Pay Cycle, Payment ID, etc. You can also choose the Descending box to organize your sort. Click on the Sort button if you choose any of these Sorting Criteria.

3. Enter the fields you desire to search on. The minimum fields are:

- *Search Name* – "ALL"
- *Bank SetID* – "SHARE"
- *Reference ID*
- Click on **Search**.

### Payment Inquiry

Search Criteria

Search Name: ALL

From: [ ]

Vendor Name: [ ]

\*Amount Rule: Any

Amount: [ ]

Currency: [ ]

Bank SetID: SHARE

Bank Code: [ ]

Bank Account: [ ]

Bank Account #: [ ]

Reference: 0001511815

Payment Date: [ ]

Payment Method: [ ]

Pay Cycle: [ ]

Seq Num: [ ]

Payment Status: [ ]

Remit SetID: SHARE

Remit Vendor: [ ]

Settle By: [ ]

Settlement Status: [ ]

Single Payment Vouchers

300 Search Clear

The *Payment Inquiry Result* field opens up.

**Step 2: Use the Inquiry results to review and select vouchers.**

- The **Payment Inquiry Result** page displays several tabs.
  - Payment Detail* (Default): More information about this payment.

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
VCHR	<a href="#">0001511815</a>	Automated Clearing House	1,497.60	USD	10/28/2013	10/29/2013	Paid	Unreconciled	

- Additional Information*: Describes the Post Status and Pay Cycle

Source	Payment Reference ID	Post Status	Cancel Action	Cancel Date	Pay Cycle	Seq Num	Bank Account	Description
VCHR	<a href="#">0001511815</a>	Posted	No Cancel Action		DLYEFT	593	WF	US BANK

- Vendor Details*: Information about the vendor such as the address.



### AP2 – Voucher Entry, Maintenance and Approval

Payment Inquiry Result							
Source	Payment Reference ID	Vendor Name	Vendor ID	Address	City	State	Postal
VCHR	<a href="#">0001511815</a>	AALLWAYS ASSOC INC	0000215946	5845 HODGSON RD	SHOREVIEW	MN	55126

- **Financial Gateway:** Financial Gateway is SWIFT's centralized electronic payment system. You can see information about how the payment is moved out.

Payment Inquiry Result						
Source	Payment Reference ID	Settle By	Settlement Status	Transaction ID	External Party Reference ID	Batch ID
VCHR	<a href="#">0001511815</a>	Financial Gateway	Paid	AP001512286		DLYEFT-000593

- **Show All Columns** button:  
This shows all of the information from the above tabs on one tab.

Payment Inquiry Result								
Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconcilia
VCHR	<a href="#">0001511815</a>	Automated Clearing House	1,497.60	USD	10/28/2013	10/29/2013	Paid	Unreconci

2. **Note:** if you click on the *Payment Reference ID* on any of these tabs, the **Vouchers for Payment** page opens. It adds some new fields.
  - **Source:** What SWIFT module the payment was made in. It will always be a voucher.
  - **Reconciliation Status:** Displays whether the payment has been reconciled. ACH payments remain unreconciled. Warrants are unreconciled until cashed. Once cashed the status is updated to Reconciled.
  - **Reconciliation Date:** Displays the reconciliation date if the warrant has been reconciled.

Vouchers For a Payment											
Bank Name:		US BANK		<a href="#">Back To Payment Inquiry</a>		Pymnt Ref ID:		0001511815			
Pay Cycle:		DLYEFT Seq Num: 593		Accounting Date:		10/29/2013			Payment Date:		10/29/2013
Vendor Name:		AALLWAYS ASSOC INC		Days Outstanding:		498			Payment Clear Date:		
Address:		5845 HODGSON RD		Reconcile Date:					Value Date:		10/29/2013
		SHOREVIEW MN 55126 USA		Payment Amount:		1,497.60 USD		Payment Method:		ACH	
Description <input type="text"/>											
Details											
Business Unit	Voucher ID	Advice Seq	Advice Date	Invoice Number	Gross Paid Amount	Paid Amount	Currency	Discount Taken	Late Charge	Source	
G1001	<a href="#">00007736</a>	1	10/16/2013	24454	1,497.60	1,497.60	USD			Accounts Payable Vouchers	

## II. Payment Inquiries about Payments on Hold.

### Step 1: Navigate to the Payment Inquiry page using the Review Accounts Payable Info page.

1. **Navigation:** Accounts Payable, Review Accounts Payable Info, Vendor, Scheduled Payments on Hold.
  - On the **Scheduled Payments on Hold** search page, enter the search criteria. Typically, you can use the *Name 1* field to locate the vendor's name.
  - You may need to review several vendors or payments with a specific vendor. Select the correct vendor and payment in question.

**Scheduled Payments on Hold**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

SetID: = SHARE

Vendor ID: begins with

Short Vendor Name: begins with

Our Customer Number: begins with

DUNS Number: begins with

Name 1: begins with

Case Sensitive

[Basic Search](#)

### Step 2: Review the appropriate voucher for the information that you need.

On the **Scheduled Payments on Hold** page, there are two fields that indicate a “Hold” status: *On Hold* check box and the *Hold Reason* field. There are several reasons why a payment has been put on hold.

- Accounting in Dispute
- Back-up withholding
- Revenue set-off
- Retainage

**Scheduled Payments on Hold**

SetID: SHARE Vendor: 0000212032 RICOH USA INC

ShortName: RICOH USA-001 Status: Approved Vouchers: 4

Voucher Information

Invoice:	5026119947 JV	Date:	05/15/2013	Scheduled Payment:	1 Full
Unit:	G0201	Voucher:	00063366		
Gross Amt:	0.00 Dollar	Due Date:	06/14/2013		
Discount:	0.00	Discount Due Date:			
Days Overdue:	635	Scheduled to Pay:	07/22/2013		

Voucher Comments:

Withd Hold  On Hold

Approval Status: Pending

Hold Reason: Accounting in Dispute

You have completed this topic.

## Budget Exceptions Inquiry

### Topic Overview

There may be times when payments requested exceed the indicated budget. For example, when running a budget check, you receive an error message. Also, when viewing a journal entry, you might see that its **Check Budget Status** field reads: "Exception."

- Use the **Budget Exceptions Inquiry** module to look up vouchers with budget exceptions – either for individual voucher or for a list of vouchers.
- When looking up vouchers with budget exceptions, look under the SWIFT **Commitment Control** module. This is different from most other AP inquiries.

**NOTE:** Please look in the Appendix of this User Guide for a list of budget check exceptions, descriptions and potential solutions.

Steps to complete to use the Budget Exceptions Inquiry page:

- Step 1: Navigate to the Inquiry page using the Commitment Control module.
- Step 2: Use the Inquiry results to review and select vouchers.

### Step 1: Navigate to the Inquiry page using the Commitment Control module.

1. **Navigation:** Commitment Control, Review Budget Check Errors, Accounts Payable, Voucher
  - On the **Find an Existing Value** page, you will find several fields.
  - Typically, you will enter the *Business Unit* and the *Voucher ID* (of the voucher in questions).
  - Click on **Search**.

Field	Field Description
<b>Commitment Control Tran ID</b>	This is the ID for the transaction assigned when the budget check was executed.
<b>Commitment Control Tran Date</b>	This is the date assigned when the budget check was executed.
<b>Process Instance</b>	This is the system identifier attached when the check was run.



Field	Field Description
<b>Process Status</b>	Allows you to select a specific status type and search for it. The Process Status options are: <ul style="list-style-type: none"> <li>• Document in process</li> <li>• Errors exist</li> <li>• No Errors or Warnings</li> <li>• Only Warnings Exist</li> <li>• Process Unsuccessful</li> <li>• Unrecorded Errors Exist</li> </ul>

**Voucher**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Commitment Control Tran ID:

Commitment Control Tran Date:

**Business Unit:**

Voucher ID:

Process Instance:

Process Status:

[Basic Search](#)

**Step 2: Use the Inquiry results to review and select vouchers.**

1. After selecting **Search**, the *Search Results* section appears with a list of all vouchers that fit your selection criteria. The *Process Status* reads “Error” or “Warning.”

**Note:** A warning is a soft error, which means you can still process the transaction although it needs to be investigated.

**Search Results**

Only the first 300 results can be displayed.

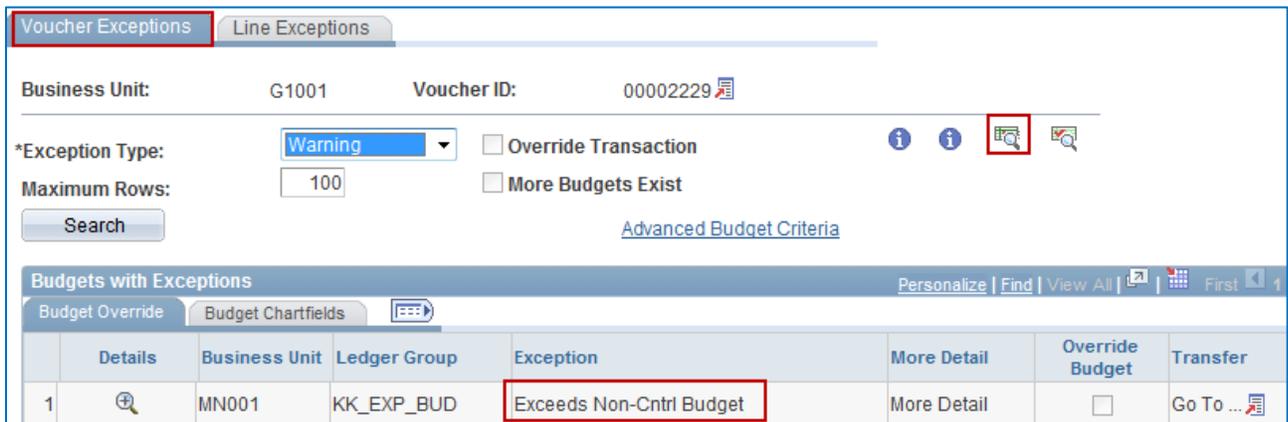
[View All](#) First 1-100 of 300 Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Voucher ID	Process Instance	Process Status
0006754366	04/03/2012	G1001	00002229	2400018	Warning
0006754435	04/03/2012	G1001	00002230	2400177	Warning
0006754487	04/03/2012	G1001	00002231	2400337	Warning

- Click on the voucher in question using the *Voucher ID* field. The **Voucher Exceptions** page appears.

This page provides information about the exception. You can see the reason for the exception. And you can select the **Run Budget Check** button to rerun the budget check process.

**Reminder:** You can learn more about the **Budget Check Exceptions**, descriptions and solutions in the Appendix.



Business Unit: G1001      Voucher ID: 00002229

\*Exception Type: **Warning**       Override Transaction

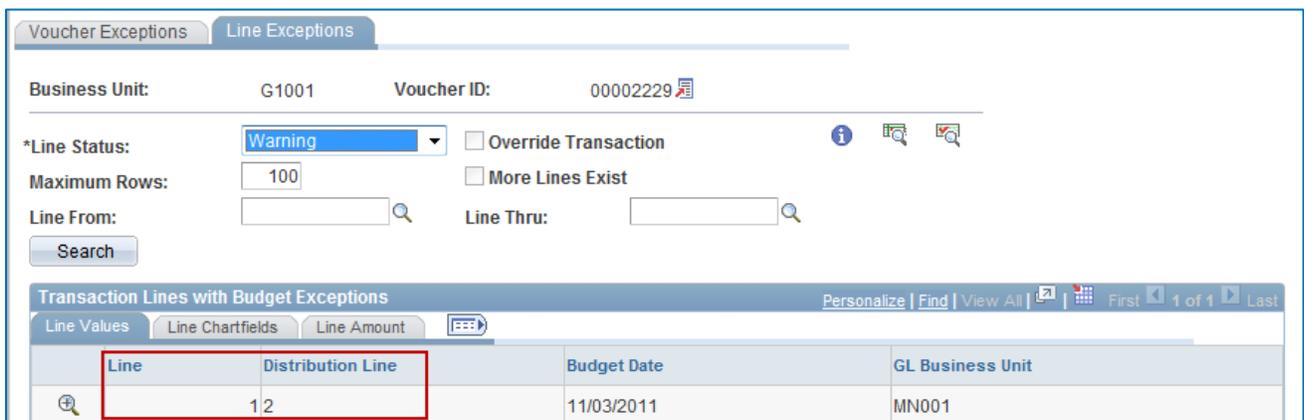
Maximum Rows: 100       More Budgets Exist

Search      [Advanced Budget Criteria](#)

Budgets with Exceptions							
Budget Override		Budget Chartfields					
	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		MN001	KK_EXP_BUD	Exceeds Non-Cntrl Budget	More Detail	<input type="checkbox"/>	Go To ...

The **Line Exceptions** page provides you with the information about where the error exists on the voucher in question. You can compare this information with your receipt or other documentation to research the error.

- On the *Line Values* section, you can see which lines and distribution lines are in question.
- On the *Line ChartFields* section, you can see which ChartFields were entered.
- On the *Line Amount* section, you can look at the amount entered.



Business Unit: G1001      Voucher ID: 00002229

\*Line Status: **Warning**       Override Transaction

Maximum Rows: 100       More Lines Exist

Line From:      Line Thru:

Search

Transaction Lines with Budget Exceptions							
Line Values		Line Chartfields		Line Amount			
	Line	Distribution Line	Budget Date	GL Business Unit			
	12	12	11/03/2011	MN001			

You have completed this topic.



## Review Vendor Inquiry

### Topic Overview

Anyone wanting to do business with or receive payment from the State of Minnesota must be a vendor in SWIFT.

Use the **Review Vendor Inquiry** to look up information about a particular vendor.

- Start with the vendor’s Tax ID. You can get this number by asking the vendor or ask the buyer for the vendor’s W9 form.
- Getting their Tax ID is critical. There are many vendors with similar names and addresses (e.g., Minneapolis Auto Body and Minneapolis Auto Dealers). You want to ensure that the payment is sent to the correct vendor.
- If you cannot find the vendor either by name or tax identification number in this inquiry, then you can help the vendor begin the registration process by directing them to the Vendor Resources page on MMB’s website: [www.mn.gov/mmb/accounting/swift/vendor-resources/](http://www.mn.gov/mmb/accounting/swift/vendor-resources/)

**ALWAYS** check the vendor file before helping a vendor begin to register.

Steps to complete to use the Review Vendor Inquiry page:

- Step 1: Navigate to the Review Vendor Inquiry page.
- Step 2: Use the Inquiry results to review and select vouchers.

### Step 1: Navigate to the Review Vendor Inquiry page.

1. **Navigation:** Vendors, Vendor Information, Add/Update, Review Vendors
2. On the **Review Vendors** page, you will see several fields. Enter the fields with information to search for vendors.
  - You can use the Wildcard of “%” meaning “anything.” For example, “%Marriott” tells SWIFT to search for any data fields containing “Marriott.”
  - Click on **Add**.

Field	Field Description
<b>Name</b>	<p>This is the name of the vendor as reported on their income tax returns. If there are multiple vendors with the same name, the name usually includes the business’ specific location. There are two types of vendor names.</p> <ul style="list-style-type: none"> <li>• Legal name as reported on the income tax return</li> <li>• Doing Business As (DBA)</li> </ul>



Field	Field Description
<b>Vendor Status</b>	Provides information about where the vendor is in the vendor approval process. <ul style="list-style-type: none"> <li>• Approved</li> <li>• Denied</li> <li>• Inactive</li> <li>• To be Archived (rarely used)</li> <li>• Unapproved</li> </ul>
<b>ID Type</b>	These are identification numbers used to identify the vendor. The Tax Identification Number (TIN) is the vendors Federal Employer Identification Number (FEIN) or individuals Social Security Number (SSN) and the most reliable search option. The identification numbers include: <ul style="list-style-type: none"> <li>• Tax Identification Number (FEIN or SSN)</li> <li>• Central Contractor Reg</li> <li>• DUNS Number (No Edit)</li> <li>• Minnesota Tax ID</li> <li>• TIN Exempt</li> </ul>
<b>Classification</b>	This is a specific, significant designation attributed to a vendor. The State of Minnesota uses only two: Employee and Outside Party
<b>Persistence</b>	This list describes how the vendor was set up and relates to how the vendor will be used. <ul style="list-style-type: none"> <li>• One Time</li> <li>• Permanent</li> <li>• Regular</li> <li>• Single Payment</li> </ul>

### Review Vendors

Search Criteria

<p>*SetID: <input style="width: 80%;" type="text" value="SHARE"/> <input type="button" value="Q"/></p> <p><b>Name:</b> <input type="text" value="Contains"/> <input style="width: 80%;" type="text" value="%Marriott"/></p> <p>Withholding Name: <input type="text" value="Equal to"/> <input type="text"/></p> <p>Vendor Status: <input type="text"/></p> <p>Sanctions Status: <input type="text"/></p> <p>Address: <input type="text" value="Equal to"/> <input type="text"/></p> <p>Customer Number: <input type="text"/></p> <p>ID Type: <input type="text" value="Tax Identification Number"/> <input type="text"/></p> <p>VAT Registration ID: <input type="text"/></p> <p>Withholding Tax ID: <input type="text"/></p>	<p>Vendor ID: <input type="text"/> <input type="button" value="Q"/></p> <p>ShortName: <input type="text" value="Equal to"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Classification: <input type="text"/></p> <p>Type: <input type="text"/></p> <p>Persistence: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Country: <input type="text"/> <input type="button" value="Q"/></p> <p>State: <input type="text"/> <input type="button" value="Q"/></p> <p>Postal: <input type="text"/></p>
---	--

**Step 2: Use the Inquiry results to review and select vouchers.**

The *Search Results* section appears at the bottom of the **Review Vendors** page. Vendors are listed by address. Vendors with multiple addresses will appear multiple times for each of the addresses in SWIFT. There are three sections that provide important information about the vendor in question.

1. The *Main Information* section includes the *Effective Status* field. **This is where you can see if a vendor's address is valid.**
  - “Pending” - not approved yet.
  - “Active” - approved.
  - “Inactive” - once active but not currently active.

Search Results								
Personalize   Find   View All   First   1-10 of 66   Last								
Main Information   Additional Vendor Info   Audit Information								
SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
SHARE	0000194386	COURTYARD BY MARRIOTT D	COURTYARD-008	1605 RICHARD PETTY BLVD	DAYTONA BEACH	FL	USA	Active

2. The *Additional Vendor Info* section has several fields with information about **why a vendor isn't being paid.**
  - *Status* – If the status is “Approved”, the vendor is approved and able to be selected on documents and receive payment in SWIFT.
  - *Withholding* – If this box is checked, it shows that the vendor is subject to withholding action this vendor.
  - *Open for Ordering* – If this box is checked, it shows that the State can do business with this vendor.
  - *Sanctions Status* – This section reinforces the “Open for Ordering” checkbox. Vendors are validated against a federal financials sanction list. The validation process will assign the following statuses:
    - Valid: The vendor can do business with the State of Minnesota.
    - Review: The vendor is under investigation.
    - Blocked: The vendor has been found unfit for business with the State of Minnesota.
    - Cleared: The vendor was under investigation but was found to be fit and can be paid.

Search Results									
Personalize   Find   View All   First   1-10 of 66   Last									
Main Information   Additional Vendor Info   Audit Information									
Status	Classification	Persistence	AR Number	Withholding	Wthd Name	VAT Vendor	Open For Ordering	Sanctions Status	
Approved	Outside Party	Regular		<input checked="" type="checkbox"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Valid

3. The *Audit Information* section allows you to track who has performed tasks with the vendor and when. You can contact the State staff member for more information.

Search Results				
Personalize   Find   View All   First				
Main Information   Additional Vendor Info   Audit Information				
Last Activity Date	Last Modified By	Last modified date	Created By	Created Date/time
01/25/2013	00357287	02/07/12 11:08AM	FIDAV07_1_12110	05/19/11 6:24PM

You have completed this topic.

## Vendor Aging Inquiry

### Topic Overview

The Vendor Aging Inquiry is an important tool to stay current on movement of vouchers through SWIFT. This inquiry allows you to assess the status of vendor payments on hold, how long they have been on hold, and if the hold has extended beyond the scheduled payment due date.

Use the **Vendor Aging Inquiry** to see:

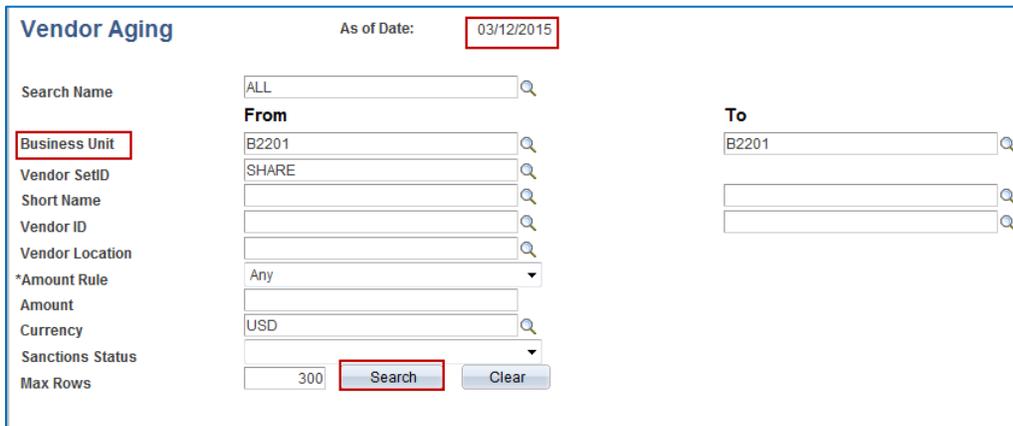
- Which payments are outstanding for specific vendors
- Which payments are up-coming and which ones are past due and for how long
- If a payment has been on hold and if the hold has extended beyond the payment due date

Steps to complete to use the Vendor Aging Inquiry page:

- Step 1: Navigate to the Vendor Aging Inquiry page.
- Step 2: Use the Inquiry results to review and select vouchers.

### Step 1: Navigate to the Vendor Aging Inquiry page.

- **Navigation:** Accounts Payable, Review Accounts Payable Info, Vendor, Aging
- On the **Vendor Aging** page, you will notice all of the same search fields as the other AP inquiries from Review Accounts Payable Info page.
- Enter criteria such as the *Business Unit* and other criteria that are helpful to you. Click on **Search**.



The screenshot shows the 'Vendor Aging' form interface. At the top right, 'As of Date:' is set to '03/12/2015'. The form contains several search fields: 'Search Name' (set to 'ALL'), 'Business Unit' (set to 'B2201'), 'Vendor SetID' (set to 'SHARE'), 'From' (set to 'B2201'), and 'To' (set to 'B2201'). Other fields include 'Short Name', 'Vendor ID', 'Vendor Location', '\*Amount Rule' (set to 'Any'), 'Amount', 'Currency' (set to 'USD'), and 'Sanctions Status'. At the bottom, there is a 'Max Rows' field set to '300', a 'Search' button, and a 'Clear' button.

The *Balance as of ....* section will appear at the bottom of the Vendor Aging page with the vendor aging data.

**Step 2: Use the Inquiry results to review and select vouchers.**

1. The *Balance as of...* section has 4 different sections with payment information.

Each row in these sections contains hyperlinks to get to the data. If there is no data in that section, it will show “0.00.”

- **Status:** This displays the vouchers overdue sorted by categories.
  - Approved Voucher – these are vouchers that have been approved
  - Unapproved Voucher – These are vouchers that have not been approved
  - Negative Voucher – credits in the system
  - Hold Payment – payment is being withheld
  - Prepaid Voucher – unapplied amounts of paid prepayment vouchers
- **Past Due:** This section shows vouchers overdue for payment by “Over 60 days”, “60 to 31 days”, and “30 to 1 days.”
- **Schedule/Maturity Date:** This section shows the total of vouchers with due dates in the future.
- **Total:** This section displays the total amounts of vouchers overdue by categories.

Balance as of 03/12/2015							
Status	Past Due			Schedule / Maturity Due			Total
	Over 60d	60 to 31d	30 to 1d	0 to 30d	31 to 60d	Over 60d	
Approved Voucher	286,125.39	0.00	0.00	0.00	0.00	210.10	286,335.49
Unapproved Voucher	575,559.53	0.00	0.00	0.00	0.00	0.00	575,559.53
Negative Voucher	-8,297.26	0.00	0.00	0.00	0.00	0.00	-8,297.26
Hold Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prepaid Voucher	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Draft Issued	0.00	0.00	0.00	0.00	0.00	0.00	0.00

2. Select the data you desire to research.

- Each row in these sections contains hyperlinks to get to the data. If there is no data in that section, it will show “0.00.”
- To get detailed information about individual payments for your research, click on a link.
- For example, if we select the link of “285,125.39” in the *Past Due, Over 60 d* column, you will see the **Scheduled Payment Listing** that provides all of the payments that make up that total.

Scheduled Payment Listing								
Business Unit	Voucher ID	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	Gross Amount	Trans Currency	Name
B2201	<a href="#">00635668</a>		1 ACH	08/08/2014	<input type="checkbox"/>	375.00	USD	GOODWILL INDUSTRIES INC
B2201	<a href="#">00635605</a>		1 ACH	08/08/2014	<input type="checkbox"/>	1,300.00	USD	LJ&A EMPLOYMENT COUNSELING &

You have completed this topic.

## Queries

A query is a customized data lookup in SWIFT using the Query Viewer under the Reporting Tools menu.

Query Viewer enables you to:

- Run queries and have results sent to a separate browser window.
- Download and format the data in an Excel worksheet and/or in an XML format.
- Schedule queries to run at predefined times or on recurring schedules (e.g., first thing in the morning). The results of these scheduled queries are routed to your Report Manager in SWIFT.

Query Viewer provides several fields that can be used to locate queries. You can search for a query using the basic or advanced search options.

- Basic Search Option: Search using only the “begins with” condition.
- Advanced Search Option: Search using one or more search criteria and selecting from a choice of conditions for each criterion.

### Common Queries used in Accounts Payable

Query Name	Purpose
<b>M_AP_GBL_EXCEPTION</b>	<b>Exceptions:</b> This comprehensive query provides details about vouchers with exceptions within a selected date range. For example, you can search for vouchers with any exceptions or holds within a date range.
<b>M_CM_GBL_INTERAGENCY_PMT_BFY</b>	<b>Interagency Payments:</b> Allows you to see interagency payments by budget year (e.g., January 1 through December 31).
<b>M_CM_GBL_INTERAGENCY_PMT_FY</b>	<b>Interagency Payments:</b> Allows you to see interagency payments by fiscal year (e.g., July 1 through June 30).
<b>M_AP_GBL_MATCH_EXCEPTIONS</b>	<b>Match Exceptions:</b> Allows you to find vouchers with match exceptions.
<b>M_AP_UNPAID_VOUCHER</b>	<b>Unpaid Voucher:</b> Allows you to see which vouchers have not paid as expected. You determine how often you wish to run it (e.g., daily, weekly, 8:00 am, etc.). Common reasons include inactive vendor status, discount missed, or voucher on hold.



Query Name	Purpose
<b>M_VENDOR_INQUIRY</b>	<b>Vendor Inquiry:</b> Allows you to look up a particular vendor to see if they are active or not, as well as detail regarding name, location(s), addresses, payment method assigned to each location and statuses.
<b>M_AP_GBL_VOUCHERS</b>	<b>Voucher Inquiry:</b> Allows you to input a date range and business unit to get a list of all vouchers entered into SWIFT during the time selected. It includes the match, budget, approval and payment statuses.
<b>M_AP_GBL_RECYCLED_VCHRS</b>	<b>Recycled Status:</b> Allows you to quickly check for vouchers in “Recycled” status.

**Query Naming Conventions**

To use a query to retrieve data from SWIFT, you will need to know its name or a part of its name. The naming convention for SWIFT is: **M\_XX\_GBL...**

- M is for Minnesota
- XX represents the two-letter SWIFT module abbreviation (e.g., AP for Accounts Payable)
- GBL displays if all users have access to this query
- Characters that appear after XX or GBL describe the kind of data the query will locate. For example, the query M\_AP\_AGENCY\_ORIGIN will show information associated with the Agency Origin field on the Payments tab of the Voucher Regular Entry Page.
- Use capital letters and the underscore symbol.
- Wildcards (%) can be used in any of the fields to refine or broaden a search.

After completing this topic, you should be able to:

- Navigate to the Query Viewer to find and run queries based on criteria you select.
- Use the data from the query you searched for.
- Schedule queries.

## How to Run Queries in SWIFT

1. Access the **Query Viewer Page** (Basic Search Option)
  - **Navigation:** Reporting Tools, Query, Query Viewer.
  - In the **Search By** box, select a search criterion and type in all or part of a query name.



**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\***Search By** Query Name **begins with** M\_AP\_GBL\_E

**Search** [Advanced Search](#)

The **Query Search Results** displays with all of the queries that begin with the name you entered.

2. Use the **Query Search Results** to locate the particular query that you wish to use.

To work with the data from a query, select the **Run to** “Excel” hyperlink.

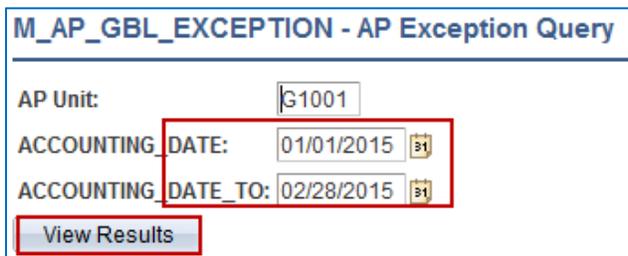


**Search Results**

\*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
M_AP_GBL_ENTERTAINER_TAX	NR Entertainer Tax Payments	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
M_AP_GBL_EXCEPTION	<b>AP Exception Query</b>	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

The query will open with the additional parameters it needs (e.g., the AP Unit and the range of Accounting Dates).



**M\_AP\_GBL\_EXCEPTION - AP Exception Query**

AP Unit: G1001

ACCOUNTING\_DATE: 01/01/2015

ACCOUNTING\_DATE\_TO: 02/28/2015

**View Results**

The query data appears in a table form.

M\_AP\_GBL\_EXCEPTION - AP Exception Query

AP Unit:

ACCOUNTING\_DATE:

ACCOUNTING\_DATE\_TO:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (57 kb)

[View All](#)

Unit	Voucher	Gross Amt	User Char	Origin	Type	Vendor	Invoice	User	Description	Updated By	Description	Status	Budget Status	Appr Stat	Status	Status	Net Select Stat	Close Status	Status
1	G1001 00003869	986,340.00	ONL	REG	0000237943	4248044555558240	8/27/12	00633078	Rebeck,Mary C	00633078	Rebeck,Mary C	Matched	Valid	Approved	Postable	Posted	Not Applicable	Open	Not Selected for Payment

**Use the information from the query results.**

Each AP staff person likely has access to several queries. Each query provides a different slice of the SWIFT AP data. A list of commonly used AP queries is provided in this lesson’s introduction. If you download the query into Excel, you can use the table to filter the information by the columns.

For example, the **AP Exceptions** query is comprehensive. You will need to scroll to the right to see all of the columns available. In the example below, a filter was added.

- In the *Status* field, you can search for those vouchers where “Match Exceptions Exist.”
- In the *Budget Status* field, you can search for vouchers where there is an “Error in Budget Check.”
- In the *Net Sel Status* field, you can search for vouchers that are “On Hold.”

Status	Budget Status	Appr Stat
Matched	Valid	Approved
Not Applicable	Valid	Approved
Match Exceptions Exist	Valid	Denied

Net Select Stat
Hold
Hold
Hold
Hold

## How to Schedule Queries

Through the Process Scheduler, SWIFT allows you to schedule queries and reports to be run at a specific time, instead of at the moment you request them. You can also schedule queries to run on a recurring basis, for example, daily, weekly, or monthly at a set date and time.

For this example, we will use the *Unpaid Vouchers* query.

1. Use the **Process Scheduler** to schedule queries.
  - **Navigation:** Reporting Tools, Query, Query Viewer
  - Type in the name of the query you wish to schedule. Or, if you don't know the exact name, use the Advance Search and put in information to search by.
  - Click on **Search**.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name contains

Description begins with

Uses Record Name begins with

Uses Field Name begins with

Access Group Name begins with

Folder Name begins with

\*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL\_LN.

[Basic Search](#)

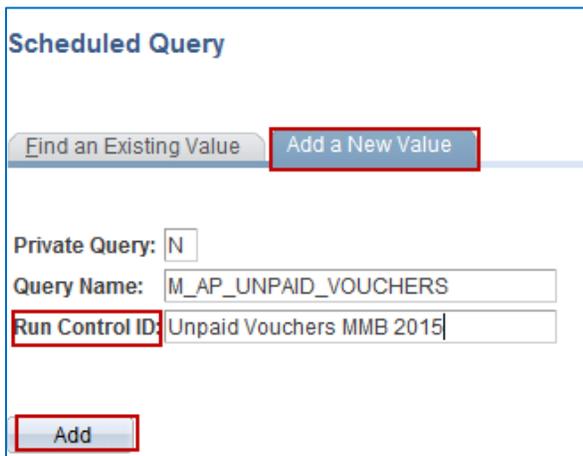
- The *Search Results* section opens up with the *Query Name* you selected or with queries that contain the information you input in the Query Viewer.
- Find the desired query and click on *Schedule*.

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
APY1101_UNPAID_DBMEMOS	APY1101 UnPaid DBMemos	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
M_AP_GBL_EXP_VCHR_UNPAID_BFY	AP Exp by COA - Unpaid Vchrs	Public	EPM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
M_AP_GBL_EXP_VCHR_UNPAID_FY	AP Exp by COA - Unpaid Vchrs	Public	EPM	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>
<b>M_AP_UNPAID_VOUCHERS</b>	Unpaid Vouchers	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

2. On the **Scheduled Query** page, create or add a **Run Control ID**.
  - After you select **Schedule**, the **Scheduled Query** page appears. It defaults to the **Add a New Value** page. Create a **Run Control ID**. Click on **Add**.
  - **NOTE:** To schedule a query for the first time, you will need to create a **Run Control ID** for it. Use this same **Run Control ID** any time you wish to schedule this particular query.
  - A **Run Control ID** is used as a key (with a user ID) for records that contain the parameters that a process needs at runtime. Storing the parameters in a table that the process can query using the run control ID and user ID enables the process to run without user intervention.



**Scheduled Query**

Find an Existing Value    **Add a New Value**

Private Query:  N

Query Name:

**Run Control ID:**

**Add**

Another page opens up requesting more parameters for your query.

- Enter the necessary query parameters. In this case, add the *Unit* and *User*. Click **OK**.



**M\_AP\_UNPAID\_VOUCHERS**

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Unit:  

**User (% allowed):**

**OK**    Cancel

3. The **Schedule Query** page appears displaying the query parameters you selected. It asks for a description of the query to be run.
  - Enter a description of this query. It will appear on the search results if you run this query again.
  - Click **Apply** to navigate to the **Process Scheduler Request** page. Clicking on **OK** will save your query, but you'll need to re-enter it to schedule it.

### Schedule Query

Run Control ID: Unpaid Vouchers MMB 2015

[Report Manager](#)   [Process Monitor](#)

Query Name: M\_AP\_UNPAID\_VOUCHERS

Description: Unapid Vouchers

[Update Parameters](#)

Prompt Name	Value
BUSINESS_UNIT	G1001
OPRID	%

OK   Cancel   **Apply**

4. The **Process Scheduler Request** page allows you to choose when and how to run the query.
  - The *Run Date* and *Run Time* show the current date and time. If you click **OK**, it will run immediately.
  - If you select any of the *Recurrence* dropdown options, the query will run according to the parameters selected.
  - The *Type* and *Format* dropdown lists indicate how the query will output. The *Text Format* will be delivered to your **Report Manager**.
    - **Navigation:** Reporting Tools, Report Manager, List
  - Select **OK** when you have determined when and how to run the query.

### Process Scheduler Request

User ID: 01087463   Run Control ID: Unpaid Vouchers MMB 2015

Server Name:    Run Date: 03/16/2015

**Recurrence:**    Run Time: 10:32:14AM   [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

**OK**   Cancel



## Course Summary

The Lessons in the Accounts Payable 2 course include:

- Voucher Entry (Referencing a Purchase Order or Direct Entry)
- Voucher Maintenance (Error Identification and Corrections)
- Voucher Approval
- Specialized Vouchers
- Reporting Tools

## Appendix

### Appendix A: Key Accounts Payable Terms

Term	Term Definition
<b>Account</b>	The Account ChartField classifies the nature of a transaction such as "cash" and "supplies." The values in this field determine whether it is an asset, liability, equity, revenue or expenditure. All transactions in SWIFT will have an Account. See ChartField.
<b>Accounting Date</b>	The date the transaction will be accounted in GL, which will determine the period they are posted. This will default to the current date.
<b>ACH</b>	Automated Clearing House (ACH) is an electronic network for financial transactions in SWIFT. ACH processes large volumes of credit and debit transactions in batches. ACH credit transfers include direct deposit payroll and vendor payments
<b>Action</b>	The Action button allows you to follow the next steps as you are ready such as Match and Budget Check. These options will not appear until you are ready.
<b>Activity</b>	In the Grants Management and Project Costing modules, activity is a Project Costing ChartField that specifies the funding source of a Project.
<b>Address Sequence Number</b>	Physical address of the vendor associated with the location listed. It defaults from the Location field and should not be changed. This field populates when the Vendor ID is entered.
<b>Agency Origin</b>	This is the area within the State agency responsible for this voucher.
<b>AppropID:</b>	An appropriation ID is a 7-character alphanumeric identifier. It indicates a single appropriation account that controls the total amount of an agency's expenditures.
<b>Appropriation</b>	An appropriation legally authorizes spending or the collection of receipts as specified in session laws or state statutes.
<b>Approval Status</b>	Where the voucher is in the payment approval process. <ul style="list-style-type: none"> <li>• Approved</li> <li>• Denied</li> <li>• Unapproved.</li> </ul>
<b>AppWorx</b>	This is the Batch Scheduler. It runs the voucher processes three times daily: 10 am, 2 pm and during the night. Building, matching and budget checking occur during this process, if you choose not to run matching and budget checking during voucher creation.
<b>Asset</b>	An asset is any item that is owned by the State of Minnesota. Assets can be tangible such as computers, vehicles, or office equipment. They can also be intangible such as internally developed software, intellectual property and water or



	timber rights. Assets transactions are important to record at the matching process for entering vouchers referencing a purchase order.
<b>Bank Account</b>	The name assigned to the State of MN account that the payment comes from.
<b>Bank Account #</b>	The identifying digits associated with a bank account.
<b>Bank Code</b>	This is a five character item assigned to the financial institutions that state agencies deal with.
<b>Bank SetID</b>	This field is required for payment inquiries. It defaults to "SHARE". A SetID is an identification code that represents a set of control table information or TableSets. They are used to group control data.
<b>Bilateral Netting</b>	Bilateral Netting is the process that SWIFT uses to issue payments to other state agencies (e.g., Inter and Intra-Agency Agreements). It matches AP vouchers with Accounts Receivable invoices. Every inter-agency payment voucher must have a SWIFT bill (receivable) to match against. Or, the payment will not be processed.
<b>Budget Check</b>	Budget checking is the process of validating the transaction against the available budget.
<b>Budget Date</b>	This comes from Commitment Control. It must ALWAYS be before the Accounting Date.
<b>Budget Exceptions Inquiry</b>	Look up vouchers with budget exceptions – either for an individual voucher or for a list of vouchers.
<b>Business Unit (BU)</b>	The Business Unit generally represents a legal entity. For the state of Minnesota, the Business Unit typically corresponds to an agency with the exception of the General Ledger (GL). The GL Business Unit is at a statewide level (i.e., MN001)
<b>Buyer ID</b>	This field is populated by default from the purchase order. The buyer on the PO defaults on the voucher for reference.
<b>Category</b>	Category refers to the level at which the budget is controlled: Category 1 is payroll and benefits; Category 2 is all other budgeted expenditures; and Category 3 is all non-budgeted expenditures.
<b>Chart of Accounts</b>	Chart of Accounts consist of eight Standard ChartFields and six Project/Grant ChartFields. When combined the ChartFields define specific transactions. ChartFields are required to define the appropriate funding source.
<b>ChartString</b>	Combining a series of ChartFields creates a Chart String. A Chart String is used to define, identify, categorize and sort a transaction.
<b>ChartField</b>	The Chart of Accounts is comprised of informational fields that provide the basic structure to segregate and categorize transactional and budget data. Each Chart of Accounts field is called a ChartField. Statewide Reporting ChartFields are: Fund, Department ID (also known as Financial Department ID), Appropriation ID, Account, and Statewide Cost (optional field). Optional Agency Reporting ChartFields are:



	SubAccount, Agency Cost 1 and Agency Cost 2. Project/Grant Reporting ChartFields are: PC Business Unit, Project, Activity, Source Type, Category, and Sub-Category.
<b>Classification</b>	This field is used in the review vendor inquiry. It is a specific, significant designation attributed to a vendor. The State of Minnesota uses only two: Employee and Outside Party
<b>Closing a Voucher</b>	Use this process when a voucher has already run through the voucher posting process and the voucher must be discarded. The voucher must <b>NOT</b> have been paid or selected for payment.
<b>Commitment Control</b>	Commitment Control enables you to control expenditures actively against predefined, authorized budgets.
<b>Commitment Control Tran Date</b>	This is the date assigned when the budget check was executed.
<b>Commitment Control Tran ID</b>	This is the ID for the transaction assigned when the budget check was executed.
<b>Contract ID</b>	The State-assigned identifier for a contract as assigned in Procurement.
<b>Customer Number</b>	A unique number that identifies a vendor in SWIFT. Not all vendors assign Customer Numbers
<b>Deleting a Voucher</b>	This is allowed if the voucher is unpaid and has <b>NOT</b> yet gone through the voucher posting process. This process discards the voucher and does not require action from supervisors.
<b>Discount</b>	Calculates based on the Pay Terms selection above and cannot be manually changed.
<b>Distribution Lines</b>	Distribution Lines on the Invoice Information page details include invoice accounting details, the GL date, charge accounts, and project information. An invoice line can have one or more invoice distributions.
<b>Encumbrance</b>	An encumbrance is the name given to funds that have been reserved when a purchase requisition is finalized and encumbered. When a requisition is processed, funds are placed aside for that transaction. Those funds are no longer available for use in other transactions, but also have not been included in the Actual Funds balance because a payment has not yet been generated. The purpose and main benefit of encumbrance accounting is avoiding budget overspending.
<b>Fin/DeptID</b>	Fin Dept ID (financial department identifier) represents the organizational function to which expenditures and other activities must be applied. The department structure should represent the organizational structure of an agency or department. Combined with other ChartField values, Department IDs form the basis for department budgets that track revenues and expenditures.
<b>Freight Amount</b>	Enter the freight or shipping charges associated with the invoice.



<b>Fund</b>	Fund is an independent fiscal and accounting entity with a self-balancing group of accounts, recording cash and/or other resources together with all related liabilities, obligations, reserves and equities. They are split out for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.
<b>General Ledger</b>	General Ledger is the central repository of all financial transactions. It is considered the end point of all accounting transactions.
<b>GL Chart</b>	Use this page to enter the accounting details that will be loaded in the General Ledger (GL)
<b>Goods/Services Received Date</b>	Used to identify the date the goods/services were received by an agency. If you use the Copy From field and copy from a PO Receipt, this information will be automatically populated.
<b>Gross Invoice Amount</b>	This is the total dollar value of invoice to be paid including any taxes and freight charges
<b>Handling</b>	Use this field for special handling of warrants, like a “pull warrant” or a “warrant with enclosures” that allows a printed state warrant to be pulled from the mail and brought to the department for additional procedures.
<b>Header</b>	The header on the Invoice Information page defines the common information about the invoice: invoice number and date, supplier information, remittance information, and payment terms. A voucher only has one header.
<b>ID Type</b>	This field is used in the review vendor inquiry. These are identification numbers assigned to the vendor that are used by MMB's central contract registry based on federal standard for contracting firms. These numbers include: <ul style="list-style-type: none"> <li>• Tax Identification Number</li> <li>• Central Contractor Reg</li> <li>• DUNS Number (No Edit)</li> <li>• Minnesota Tax ID</li> <li>• TIN Exempt</li> </ul>
<b>Inquiry</b>	An inquiry is an online data lookup that is geared to data in a specific SWIFT module.
<b>Invoice</b>	An invoice from a vendor is the bill that is received by the purchaser of goods or services from an outside supplier. The vendor invoice lists the quantities of items, brief descriptions, prices, total amount due, credit terms, where to remit payment, etc.
<b>Invoice Date</b>	The date recorded on the vendor's actual invoice.
<b>Invoice Lines</b>	Invoice lines on the Invoice Information page capture the details of the goods and services billed on your invoice. You must have at least one voucher line.
<b>Invoice Number</b>	The invoice number as supplied by the vendor. When entering an invoice number, SWIFT checks for duplicate invoice numbers in order to prevent duplicate payments



<b>Invoice Receipt Date</b>	The date the invoice physically arrived at the agency. Invoices are to be physically stamped with a receipt date when they are opened
<b>Item ID</b>	This ID number comes from a vendor's catalog. It assigned during voucher entry or copied in from the Purchase Order.
<b>Journal Header</b>	A journal contains a header with information that uniquely identifies the journal (business unit, journal id and journal date) along with other information such as long description, ledger group and ledger.
<b>Journal Voucher</b>	Used for adjusting accounting entries on posted and paid vouchers or intra-agency fund transfers
<b>Lease Number</b>	The number assigned to a lease through Procurement.
<b>Line Amount</b>	Displays the combined total of the distribution line amounts.
<b>Location</b>	This is defined very differently in AP. An address is physical street address; a location is a series of business rules agreed to between the vendor and the state entity. Locations enable a user to indicate the different types of addresses a customer has, e.g., one to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each of these addresses has a different location number. In AP, a location stores information about how the state or agency does business with a given vendor.
<b>Match Status</b>	Where the voucher is in the Match process. <ul style="list-style-type: none"> <li>• Manually Overridden</li> <li>• Match Dispute</li> <li>• Match Exceptions Exist</li> <li>• Matched</li> <li>• Not Applicable</li> <li>• Overridden – Credit Note</li> <li>• To Be Matched</li> </ul>
<b>Match Workbench</b>	A SWIFT page and processes that support troubleshooting matching errors.
<b>Matching</b>	Matching is the process of applying system match control rules against voucher, purchase order, and receiver documents, ensuring that an invoice being entered reflects the amounts ordered and received before it is approved for payment.
<b>Message</b>	This optional field allows for text to be entered and printed on the remittance advice or the later sent to a supplier with notification of payment.
<b>Misc. Charge Amount</b>	Any other charges on the invoice not included with freight or tax (e.g., insurance). This is rarely used. It can be entered on this page or it can be entered in the next section
<b>Name</b>	This field is used in the review vendor inquiry. It is the name of the vendor as reported on their income tax returns. If there are multiple vendors with the same name, the name usually includes the business' specific location. There are two types of vendor names.



	<ul style="list-style-type: none"> <li>• Tax Information Number (TIN)</li> <li>• Doing Business As (DBA)</li> </ul>
<b>One Asset:</b>	If selected, it will override all assets on the voucher line to use the same asset ID.
<b>Origin</b>	Origin represents a division, district or regional level within the agency and is the level directly below the business unit. An agency can only configure the origin at one level, e.g., division only or district only or regional only. When this information is received from agencies, SWIFT will assign a three-digit origin value and provide the agency with a list of their assigned values. The origin is a required field that exists on the header level of requisitions, purchase orders, contracts and strategic sourcing event documents.
<b>Origin Set ID</b>	This is the same as the Business Unit field.
<b>Pay Terms</b>	These are the terms that the vendor uses to calculate due dates, discount due dates and discount amounts, if any. This is typically Net 30.
<b>Payment Inquiry</b>	Search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.
<b>Payment Status</b>	Allows you to specify the payment types you wish to search for using inquiries. The State of Minnesota uses the following options: <ul style="list-style-type: none"> <li>• ACH/EFT Prenote</li> <li>• Escheated Check (Check or warrant has been sent to unclaimed property)</li> <li>• Overflow is used if the check is issued with more than 14 advice lines.</li> <li>• Paid</li> <li>• Replaced</li> <li>• Reprinted</li> <li>• Stopped</li> <li>• Void</li> </ul>
<b>Persistence</b>	This field is used in the review vendor inquiry. This list describes how the vendor is paid. <ul style="list-style-type: none"> <li>• One Time</li> <li>• Permanent</li> <li>• Regular</li> <li>• Single Payment</li> </ul>
<b>PO Business Unit</b>	The business unit that originated the purchase order.
<b>Post Status</b>	Where the payment is in the general ledger posting process. <ul style="list-style-type: none"> <li>• Payment Not Applied</li> <li>• Posted</li> <li>• Unposted</li> </ul>
<b>Posting</b>	Posting is the process by which accounting entries are created or updated based on user transaction input and accounting entry templates.
<b>Process Instance</b>	This is the system identifier attached when the check was run.



<b>Program</b>	Program identifying numbers track revenue and expenditures for federal or state programs within or across agencies. It can be used to identify groups of related activities, cost centers, revenue centers and responsibility centers.
<b>Project</b>	Project is the primary Project Costing ChartField used to capture additional information useful for grant and project accounting.
<b>Prompt Date</b>	Populated when the PO receipt is copied. The Prompt Date is calculated using the later of the Invoice Receipt Date or Goods Received Date plus 30 days. This date "prompts" SWIFT to generate the payment so that it reaches the vendor by the calculated prompt date.
<b>Purchase Order</b>	A Purchase Order (PO) authorizes the state agency to purchase specific goods or services at a certain price. It is sent to the supplier (vendor). When the vendor accepts the purchase order, it becomes a contract in which both parties are expected to fulfill.
<b>Query</b>	Query is a reporting tool that retrieves information from the SWIFT database.
<b>Query Viewer</b>	Query Viewer allows users to search for and view data but users cannot add, change or delete the information.
<b>Quick Invoice</b>	A voucher created from the voucher build process.
<b>Reference Field</b>	This is the payment reference ID. It is also viewable on the Payments tab after a voucher has been created. 0001511815
<b>Regular Voucher</b>	Default setting; used for PO related, direct entry, and inter-agency payments
<b>Remit Set ID</b>	This field is used for payment inquiries. There is only one for the State of Minnesota. It defaults to "SHARE".
<b>Remit to</b>	This field indicates where the payment will be sent. It is set up in the creation of the vendor file. The default is ACH (Automated Clearing House).
<b>Remit Vendor</b>	This field is used for payment inquiries. Allows you to find and select the vendor – either by the number assigned to the vendor or the vendor's primary name.
<b>Remittance Advice</b>	A remittance advice is a note sent from SWIFT to the vendor, informing them that the invoice was paid. The advice may contain elements such as a text note, the invoice number and the invoice amount, among others.
<b>Retainage</b>	Retainage refers to a portion of payment that is withheld until the completion of a project.
<b>Review Vendor Inquiry</b>	Allows you to look up information about a particular vendor or to help a new vendor to start the registration process.
<b>Run</b>	The Run button allows you to "run" a process such as copy the lines of a purchase order.



<b>Run Control ID</b>	A run control ID is used as a key (with a user ID) for records that contain the parameters that a process needs at runtime. Storing the parameters in a table that the process can query using the run control ID and user ID enables the process to run without user intervention.
<b>Sales Tax Amount</b>	The sales tax associated with the purchases on the invoice It can be entered on this page or it can be entered in the next section
<b>Sanctions Status</b>	<p>If the vendor has been placed on the federal Office of Foreign Asset Control (OFAC) list where the vendor currently stands as far as its ability to interact with the State of Minnesota.</p> <p>Option meanings:</p> <ul style="list-style-type: none"> <li>Blocked: the vendor has been investigated and found inappropriate to interact with, so SWIFT will not allow them to be paid.</li> <li>Cleared: vendor was investigated and confirmed as appropriate to do business with. SWIFT will pay this vendor.</li> <li>Review: the vendor is under investigation, and SWIFT will not allow them to be paid.</li> <li>Valid: vendor has never been investigated. SWIFT will pay this vendor.</li> </ul> <p>If the field shows that the vendor is under financial sanction, contact your MMB representative.</p>
<b>Scheduled Due Date</b>	Allows you to specify the due date that the payment needs to reach the vendor. It is calculated by adding the Pay Terms to the Invoice Date
<b>Scheduled Payments on Hold</b>	Allow you to determine why a payment has not been paid to a particular vendor.
<b>Seq Num</b>	The Sequence Number (Seg Num) is the number assigned to the day on the daily pay cycle.
<b>Service Period Begin Date:</b>	This is the date when the service began. It is used for tracking and reporting paid service periods.
<b>Settle By</b>	<p>This field is used for payment inquiries. It describes how the payment occurred.</p> <p>ACH (Automatic Clearing House) means it was settled by the Financial Gateway.</p> <ul style="list-style-type: none"> <li>Warrants or checks means the payment was settled by the Pay Cycle.</li> </ul>
<b>Short Vendor Name</b>	Use this field to search for a vendor when the Vendor ID is not known
<b>Single Payment Voucher</b>	Used for interfaced payments only where vendor is not listed in SWIFT
<b>Source Type</b>	Source is a two-character identifier for the origin of the journal, e.g., AP represents accounts payable. Source Type is a Project Costing ChartField representing a category of costs or revenue.



<b>SpeedChart</b>	SpeedChart keys can be defined with multiple accounting distributions and are used during data entry instead of the individual ChartField combinations. Sets up categories for direct entry vouchers. Is helpful with multiple vouchers using the same Chart of Accounts.
<b>SWIFT</b>	Statewide Integrated Financial Tools (SWIFT) replaces Minnesota Accounting and Procurement System (MAPS) as the State of Minnesota's official financial and procurement system on July 1, 2011. The IA Data Warehouse is replaced at the same time.
<b>Tax Exempt Flag</b>	Check the box if the agency is not required to pay sales tax on the purchase. This option should not be selected if the tax exempt status is unknown
<b>Template Voucher</b>	Set up for recurring payments to the same vendor such as rent, utilities or installment payments
<b>Third Party Voucher</b>	Used to create payments for a vendor not identified on the original PO, usually for shipping, insurance, etc.
<b>Tolerance Range</b>	Tolerance Range allows slightly inexact quantities and amounts on vouchers to match PO and their PO receipts. It is usually a few cents or dollars or percentages of difference that will be tolerated.
<b>Unit of Measure (UOM)</b>	How an item is measured. Depending on the application, units of measure might describe dimensions, weights, volumes, or amounts of locations, containers, or business activities. Examples include inches, pounds, work hours, and standard cost dollars.
<b>Unmatch</b>	Required for error correction if the error occurred in a purchase order-based voucher.
<b>Unpost</b>	Required for all voucher effort corrections if the voucher post process is complete and the accounting entries have been prepared for the GL.
<b>Unpost Voucher</b>	Review voucher details and create reversal entries for a single voucher.
<b>User ID</b>	The log-on ID of the person who created the voucher.
<b>Vendor</b>	A Vendor is the supplier of the goods or services. Vendors are referred to as Receivers in SWIFT.
<b>Vendor Aging Inquiry</b>	Allows you to assess the status of vendor payments on hold, how long they have been on hold, and if the hold has extended beyond the scheduled payment due date.
<b>Vendor ID</b>	SWIFT identification number for vendor.
<b>Vendor Location</b>	After selecting the appropriate Vendor ID, the system automatically populated the Short Vendor Name, Vendor Location and the Address Sequence Number fields that are associated with the selected Vendor ID.



<b>Vendor SetID</b>	A collection of configuration elements for state use for inquiries. All vendors will be shared state-wide, except the default of SHARE.
<b>Vendor Status</b>	This field is used in the review vendor inquiry. Provides information about where the vendor is in the vendor approval process. <ul style="list-style-type: none"> <li>• Approved</li> <li>• Denied</li> <li>• Inactive</li> <li>• To be Archived (rarely used)</li> <li>• Unapproved (rarely used)</li> </ul>
<b>Voucher</b>	A voucher is often a pre-numbered form used in the accounts payable department to standardize and enhance an agency's internal control over payments to its vendors and service providers. A voucher is usually prepared after a vendor's invoice has been matched with the purchase order and receiving report.
<b>Voucher Accounting Entries Inquiry</b>	Find the accounting entries associated with payment vouchers. You can see if vouchers have been posted to the General Ledger or view their posting status.
<b>Voucher Balance</b>	Whether or not the payment is complete or if there is more owed to the vendor after the current payment is made (e.g., useful for Vouchers with Retainage).
<b>Voucher Details</b>	Provides additional information about the voucher to view prior to unposting
<b>Voucher Inquiry</b>	Search for an individual voucher or a list of aggregated vouchers based on the search criteria selected.
<b>Voucher Post</b>	This process prepares the accounting entries picked up by the Journal Generator to post to the General Ledger. When the Voucher Posting process is run, vendor account balances are updated, and corresponding financial information is stored on tables until the Journal Generator is used to create a journal entry.
<b>Voucher Source</b>	Where the voucher originated. The State of Minnesota uses the following source types: <ul style="list-style-type: none"> <li>• Online</li> <li>• XML Invoices</li> <li>• Self-service Invoices</li> <li>• Return to Vendor</li> <li>• Recurring PO Voucher</li> <li>• Procurement Cards</li> <li>• Receivables Customer</li> <li>• Refunds</li> </ul>
<b>Warrant</b>	A warrant is an order drawn authorizing payment to a designated payee. It is usually conditional upon funds being available. It is referred to as the Automated Clearing House (ACH) process issued by the state and is payable on the state's treasury
<b>Workflow</b>	Workflow refers to the way in which work flows through the multiple steps of business processes. When a vendor invoice is entered into the system, the invoice will go through an approval and payment process where someone else reviews and



	<p>approves the invoice, and another person submits payment to the vendor. This workflow process includes notifying the different people involved via email or worklist updates that they are required to take the next step in a process.</p>
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## Appendix B: SWIFT Status Field Values

This table illustrates the values for each voucher status, before and after processing.

Status Type	Process	Initial Status	Post-Processing Status
<b>Entry Status</b>	Voucher Entry	Open	Deleted Recycle Postable
<b>Match Status</b>	Matching	To Be Matched	Exception Manually Overridden Manually Set to Create Note Match – Dispute No Match
<b>Approval Status</b>	Voucher Approval	To be Approved	Pending Approval Approved Denied
<b>Budget Status</b>	Budget Processor (Budget Checking)	Not Checked	Valid Error
<b>Document Tolerance Status</b>	Document Tolerance Checking	Not Checked	Valid Error
<b>Post Status</b>	Voucher Posting	Not Posted	Posted
<b>Payment Status</b>	Pay Cycle Payment Selection Subprocess	Not Selected	Selected for Payment
<b>Payment Status</b>	Pay Cycle	Selected for Payment	Paid
<b>Payment Post Status</b>	Payment Posting	Not Posted	Posted

## Appendix C: Budget Check Exceptions

Transactions with errors stop at the budget check stage. They do not proceed until they are corrected or overridden and are budget checked again.

Exception	Description	Possible Solution(s)
<b>Budget is on Hold</b>	The budget for this ChartString has been placed on hold.	<ul style="list-style-type: none"> <li>• Validate that the budget string is correct.</li> <li>• Contact the SWIFT Help Desk.</li> </ul>
<b>Exceeds Budget Tolerance</b>	The requested transaction exceeds the available budget. There is not enough money at the DEPTSUM level.	<ul style="list-style-type: none"> <li>• Verify that the ChartString is correct.</li> <li>• Add money to the budget.</li> <li>• Change the expense to another budget.</li> </ul>
<b>Failed MN Spending Authority</b>	<ul style="list-style-type: none"> <li>• Transaction exceeds the remaining spending authority at the appropriation level.</li> <li>• The transaction was input in the incorrect fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>• This message can occur if you have exceeded your spending authority for this appropriation.</li> <li>• You may also receive an Exceeds Budget Tolerance message.</li> <li>• Some appropriations allow agencies to spend only what they have collected. In this case, you may need to wait for additional receipts to be collected.</li> <li>• Check the fiscal year.</li> </ul>
<b>Insufficient Funds</b>	The ChartFields references a budget with insufficient funds	<ul style="list-style-type: none"> <li>• Verify that the ChartString is correct.</li> <li>• Add money to the budget.</li> <li>• Change the expense to another budget.</li> </ul>
<b>No Budget Exists</b>	<ul style="list-style-type: none"> <li>• There is a ChartField error.</li> <li>• The ChartFields reference a budget that has not yet been established or is from the wrong fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>• Verify that the transaction is coded correctly.</li> <li>• Change the funding on the transaction to ChartFields that have a budget.</li> <li>• Check the fiscal year.</li> <li>• Connect with the budget coordinator to follow up with budget issues.</li> </ul>
<b>Ref'd Doc has been Finalized</b>	The purchase order line has been finalized.	<ul style="list-style-type: none"> <li>• Create a new purchase order.</li> <li>• Create a new purchase order line.</li> <li>• Reference a purchase order line that has not been finalized.</li> </ul>



## Appendix D: Payment Terms Overview

Minnesota statute 16A.124 requires payments to vendors to be made within 30 days. When available, payments should be made in time to take advantage of vendor discounts typically within 10 or 15 days of the invoice date. Understanding how SWIFT processes the various payment fields is critical to avoid missing valuable discounts or paying early resulting in lost interest/investment income for the State. Pay Terms and the Scheduled Due fields can be found on the Payments tab.

### Pay Terms

- Currently, there are 21 different Pay Terms with discounts on SWIFT. Discounts range from 1% to 10% and are automatically calculated reducing the payment, if made on time. Discounts received are also automatically added back to the appropriate budget once the payment has been generated.
- In accordance with state statute, SWIFT defaults Pay Terms to 30 days for external vendors. In general, this should not be changed unless discounts are available or the payment is subject to alternative payment terms. Changing this field to 000 (Net 0) can result in the payment processing early.
- Please note the SWIFT pay terms default of 30 days for payments to external vendors should not be confused with the SWIFT pay terms default of 000 (Net 0) for interagency payments processed through the bilateral netting process.

### Scheduled Due

- The Scheduled Due field determines when to pay the voucher. SWIFT automatically schedules payments based on: Discount date if discounts are available and the current date is not past the discount date.
- Current date if the net due date has passed.
- Net due date when there are no discounts available or the discount date has passed.
  - The Net Due Date is determined by the Invoice Date and the Pay Terms. For example, an invoice date of October 3, 2013 and pay terms of Net 30 would have a Net Due date of 11/2/2013.
  - Changing this field to the current date to force the payment through can result in the payment processing early. **Unless there are extenuating circumstances, this field should not be manually overridden.**

## Appendix E: Date Definitions and Payment Processing

### Overview

Minnesota statute 16A.124 requires that state agencies promptly pay their vendors. Payment should not exceed 30 days. Payment is determined from the date that goods or services were received. Or, it is determined by the date that the invoice was received, whichever date is later. Payments should not incur interest charges.

Agencies must do their best to schedule payments to meet the invoice or statement due dates. Agencies must pay according to their purchase contract terms. Whenever possible, agencies must take advantage of early payment discounts.

Understanding SWIFT date fields and payment processing is critical to avoid missing valuable discounts and paying on time.

### Date Definitions

#### Accounting Date:

This date determines the accounting period in which a transaction is posted to the general ledger. Staff should review *Accounting Dates* to make sure that expenses are recorded in the correct accounting period. This is very important at fiscal year-end. These expenses need to be in the prior fiscal year.

- The *Accounting Date* defaults to the current date. It can be changed if needed.
- The *Accounting Date* is also updated by changes to the *Goods/Services Received Date*.
- If you copy "Purchase Order Only" into the voucher, SWIFT updates the *Goods/Services Received Date* and the *Accounting Date* to the *Current Date*.\*
- If you copy "PO Receipt" into the voucher, SWIFT update the *Goods/Services Received Date* and the *Accounting Date* to the *Receipt Date*. \*\*

Note that the *Accounting Date* on the **Payments** tab is different than the *Accounting Date* on the **Invoice Information** tab. The second one is updated when the voucher is paid.

\* SWIFT limits the *Accounting Date* to the first date of the open accounting period if the *Goods/Services Received Date* is older.

\*\* SWIFT limits the *Accounting Date* to the first date of the open accounting period if the *Receipt Date* is older.

**Budget Date:** This date determines the Budget Period the funds will be taken from. Staff should review *Budget Dates* to ensure expenses are recorded in the correct Budget Year. This is very important at fiscal year-end or for continuing appropriations.

- The *Budget Date* defaults to the current date. It can be changed if needed



- *Budget Dates* are copied from the *Budget Dates* on the purchase order during the copy process.
- SWIFT updates the *Budget Date* with changes to the *Goods/Services Received Date* for direct vouchers.
- SWIFT does not automatically update *Budget Dates* with changes to the *Goods/Services Received Date* when associated with purchase orders
- *Budget Dates* must be less than or equal to the *Accounting Date*.

**Discount Due Date:** This is the date the payment is due to the vendor in order to receive a discount.

- SWIFT will generate the discount based on the *Invoice Date* and the *Pay Terms* (including weekends and holidays).
- For example, an *Invoice Date* of 3/1/2015 with *Pay Terms* of 1% and 10/N30 will result in a *Discount Due Date* that is 10 days from the *Invoice Date* or 3/11/2015.

**Goods/Services Received Date:** This date is used to record the goods and services that were received by the agency. For goods, this is the date the goods were received. For services, this is the end date of the service. The *Good/Services Received Date* and the *Invoice Receipt Date* determine the *Prompt Pay Date*.

- If you create a voucher by using "Purchase Order Only", SWIFT updates the several dates. It updates the *Goods/Services Received Date* and the *Accounting Date* to the *Current Date*.
- If you use "PO Receipt" to create a voucher, SWIFT updates several dates. It updates the *Goods/Services Received Date* and the *Accounting Date* to the *Receipt Date* .
- The *Goods/Services Received Date* must be less than or equal to the *Accounting Date*.

**Invoice Date:** This is the actual date of the vendor's invoice. The *Invoice Date* and *Payment Terms* are used to calculate the *Net Due Date* and the *Scheduled Due Date*. It is also used to calculate sales tax. If the tax code associated with the voucher changes on a particular date, SWIFT automatically figures the tax according to the effective date of the change. The *Invoice Date* must be less than or equal to the *Invoice Receipt Date*.

**Invoice Receipt Date:** This date is used to record the date the invoice was physically received by the agency. This date along with the *Goods/Services Received Date* is used in determining the *Prompt Pay Date*.

**Net Due:** This is the date the payment is due to the vendor.

- SWIFT generates this date based on the *Invoice Date* and *Pay Terms* (including weekends and holidays).
- For example, an *Invoice Date* of 3/1/2015 with *Pay Terms* of 1% 10/N30 results in a *Net Due Date* that is 30 days from the *Invoice Date* or 3/31/2015.



**Payment Date:** *Payment Date* and the *Payment Reference IDs* are automatically completed after the voucher has been processed for payment.

**Prompt Pay Date:** This is generated by SWIFT. This is the date a payment must be made for it to be paid on time. This date is calculated by using the greater of *Invoice Receipt Date* or *Goods and Services Received Date* + 30 days.

**Service Period Begin Date:** For services, this is the date the service began and will be included in the eSettlement invoice. This field is not required.

**Scheduled Due:** The *Scheduled Due Date* determines when the voucher is processed. SWIFT schedules payments based on the *Current Date*, the *Discount Date* (if applicable), and the *Net Due Date*. The *Scheduled Due Date* is determined by:

- *Discount Date* if discounts are available and the *Current Date* is not past the *Discount Date*
- *Net Due Date* when there are no discounts available or the *Discount Date* has passed
- *Current Date* if the *Net Due Date* has passed

**Note:** In most cases, the *Scheduled Due Date* should not be manually overridden. Changing it to the *Current Date* can result in early payment processing. However, do not do this unless there are special circumstances.



### Appendix F: Match Exceptions Matrix

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
100	No receipts found.	No receipts were found for the purchase order (PO) specified on the voucher.	Contact the buyer.	The buyer should contact the person at the “Ship TO” location specified on the PO for further research.
130	Vendor/Loc not = PO Vendor/Loc	The Vendor ID or the Vendor Location on the voucher does not match with the PO.	If the Vendor/Loc on the voucher is different from the PO, contact the buyer to determine if the PO or the voucher should be updated.	Update the Vendor or Vendor Location on the PO.
140	Voucher item not = PO item.	The Item ID on the voucher lines does not match the Item ID on the PO Line.	The defaulted Item ID should not be changed on the voucher. If there is a difference between the PO and the voucher, contact the buyer to determine which should be updated.	Update the Item ID on the PO.
160	Vendor/Loc not = Receiver Vendor/Loc	The Vendor ID or the Vendor Location on the voucher does not match this information on the PO receipt.	If the Vendor/Loc on the PO is different from the receipt, contact the buyer to determine if the voucher or the receipt should be updated. If the receipt was manually associated with the voucher, remove the incorrect receipt and associate the correct one.	Cancel the receipt and create a new receipt with the correct PO.170
170	Voucher item not = receiver item.	The Item ID on the Voucher Lines does not match the Item ID on the Receiver Line.	Do not change the defaulted Item ID on the voucher. If there is a difference between the receipt and the voucher, contract the buyer. If the receipt was manually associated with the voucher, remove the incorrect receipt and associate the correct one.	Cancel the receipt and create a new receipt with the correct PO.
250	Line amount not = PO line amt with	The difference between the Voucher Line Amount and the PO Line Amount is greater than	Contact the vendor and validate the Invoice Amount and Quantity. If the Invoice is incorrect, the vendor should	If the PO needs to be updated, create a change order to match the voucher price or quantity.



**AP2 – Voucher Entry, Maintenance and Approval**

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
	the PO amt tol	the configured price tolerance (\$50 at State of MN).	send a new Invoice. If the Invoice is correct, contract the buyer to create a change order.	If there is a receipt is associated, it must also be updated.
260	Line amount not = PO line amt with the PO % tol	The difference between the Voucher Line Amount and the PO Line Amount is greater than the configured price % tolerance (10% at the State of MN).	Contact the vendor and validate the Invoice Amount and Quantity. If the Invoice is incorrect, the vendor should send a new one. If the Invoice is correct, contract the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher price or quantity. If the receipt is associated, it must be updated also.
270	Line amount not = recv line amt	The difference between the voucher Line Amount and the Receipt Line Amount is greater than the configured price tolerance (\$50 at State of MN).	Contact the vendor and validate the Invoice Amount and Quantity. If the Invoice is incorrect, the vendor should send a new one. If the Invoice is correct, contract the buyer.	Validate the PO Amount. If correct, update the receipt Amount.
280	Line amount not = recv line amt with PO % tol	The difference between the voucher Line Amount and the Receipt Line Amount is greater than the configured price % tolerance (10% at the State of MN).	If the Invoice is incorrect, the vendor should send a new one. If the Invoice is correct, contract the buyer.	Validate the PO Amount. If correct, update the Receipt Amount.
330	LTD vchr qty greater than PO qty with receipt tol	The total voucher quantity (including previously matched quantities) exceeds the quantity on the PO. This includes the allowed over-receiving quantity (0% at the State of MN). This is a life-to-date exception – it will account for all Invoices for a given PO.	Contact the vendor and validate the Invoice Quantity. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contract the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.
340	LTD vchr amt greater than PO amt	The total voucher quantity (including previously matched quantities) exceeds the Amount on the PO. This	Contact the vendor and validate the Invoice Amount. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contact	If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the



**AP2 – Voucher Entry, Maintenance and Approval**

Exception	Description	Cause of Match Exception	Accounts Payable Resolution	Buyer Resolution
		includes the configured price tolerance (\$50.00 at the State of MN). This is a life-to-date exception meaning - it will account for all Invoices for a given PO.	the buyer to create a change order.	receipt must also be updated.
350	LTD vchr amt greater than PO amt	The total voucher quantity (including previously matched quantities) exceeds the amount on the PO. This includes the configured price % tolerance (10% at the State of MN). This is a life-to-date exception - it will account for all Invoices for a given PO.	Contact the vendor and validate the Invoice Amount. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order.	If the PO needs to be updated, create a change order to match the voucher quantity. If the receipt is associated, the receipt must also be updated.
580	Line qty not = recv qty with PO received % tol	The voucher quantity exceeds the quantity on the receipt. The receipt quantity includes the allowed over-receiving quantity (0% at the State of MN).	Contact the vendor and validate the Invoice quantity. If the Invoice is incorrect, the vendor should send a new Invoice. If the Invoice is correct, contact the buyer to create a change order.	Validate the PO quantity. If correct, update the receipt quantity.
700	Freight not allowed.	PO freight terms = Paid by the seller but the voucher contains freight costs.	Contact the buyer.	If the freight charge is valid, update the PO Freight Terms.
710	Vendor's Financial Sanctions Status	There may be issues with the vendor.	Contact the Vendor Maintenance Group to complete a review of the vendor (e.g., verification).	
M_P100	PO date range is not valid	The Goods/Services Received Date on the voucher is not within the PO Date and the PO Expiration Date range.	Contact the buyer.	The buyer should work with AP and the Contracts team to determine a resolution.

## Appendix G: Prompt Payment Processing Policy



Minnesota Management and Budget, Accounting Services  
Issued: December 10, 2015

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### Prompt Payment Processing

#### Objective

To ensure that all payments made by the State of Minnesota take advantage of early payment discount periods. If no discount applies, the invoice must be paid with 30 days following receipt of the invoice, merchandise, or service, whichever is later. [Minnesota Statute 16A.124](https://www.revisor.mn.gov/statutes/?id=16A.124) (<https://www.revisor.mn.gov/statutes/?id=16A.124>).

#### Policy

State agencies shall pay each valid vendor obligation within the vendor's early payment discount period. If a vendor does not have an early discount period, the invoice must be paid within 30 days following receipt of the invoice or completed delivery of the product or service.

A state agency that bills another state agency for a service or commodity is considered a vendor like any non-state vendor.

The SWIFT prompt pay date is computed by adding 30 days to the invoice receipt date or the goods/services receipt date, whichever is greater.

#### Invoice Errors

If an invoice is incorrect or otherwise unpayable, an agency must notify the vendor within 10 days. Once a correct invoice is received, all agencies must pay the corrected invoice within the early discount period or 30 days.

#### Interest Charges

If a vendor has not received payment on a valid invoice within 30 days, the vendor can bill the agency for interest at the rate of 1.5% per month or fraction thereof. The minimum interest charge on invoices of \$100 or more is \$10 per month. The agency should pay the actual penalty due to the vendor on unpaid balances less than \$100. All interest penalties and collection costs must be paid from the agency's current operating budget.

Interest charges, if any, should *not* automatically be added to a late payment. The vendor must invoice the agency for the interest charges.



## Exceptions

- The Department of Human Services must notify hospitals receiving reimbursement under the medical and general assistance medical care programs within 30 days if they discover an incorrect or improper invoice.
- The Commissioner of Human Services must pay or deny a valid vendor obligation for health services under the general assistance medical care or Minnesota Care programs within 30 days.
- Adjustment claims that have been prepared in accordance with the commissioner's published specifications, must be adjudicated within 90 days after receipt.

## Related Information

[Annual Prompt Payment Report](http://mn.gov/mmb/mmbhome/reports/index.jsp) (<http://mn.gov/mmb/mmbhome/reports/index.jsp>)