

QUICK REFERENCE GUIDE

Unpaid Vouchers

May 28, 2015

Unpaid Vouchers

AP employees need to periodically check for unpaid vouchers. This Quick Reference Guide covers how to find unpaid vouchers and typical items that cause vouchers to not be selected for payment in SWIFT. For more details, refer to the Accounts Payable Voucher Entry, Maintenance, Approval and Reporting Tools User Guide.

How to Find Unpaid Vouchers

1. Use the Unpaid Voucher Query to find unpaid vouchers.
 - **Navigation:** Reporting Tools, Query, Query View
 - Enter *Query Name:* M_AP_UNPAID_VOUCHERS
 - Click **Search**

The screenshot shows the 'Query Viewer' window. The search criteria are set to 'Query Name' and 'begins with' with the value 'M_AP_UNPAID_VOUCHERS' entered in the search field. Below the search bar, there is a 'Search Results' section with a dropdown menu set to 'All Folders'. A table of search results is displayed, showing one result for 'M_AP_UNPAID_VOUCHERS' with a description of 'Unpaid Vouchers' and a public owner.

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 results page for 'M_AP_UNPAID_VOUCHERS - Unpaid Vouchers'. The 'Unit' is set to 'T7901' and 'User (% allowed)' is set to '%'. A 'View Results' button is visible. Below the search criteria, there are download options for Excel, CSV, and XML. A table of results is displayed with columns for 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, and Payments.

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. Use the **Vendor** page to look up the individual vouchers and find out why the voucher has not been paid.
 - **Navigation:** Vendor, Vendor Information, Add/Update, Vendor

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.

Entry Status:	Postable	Origin:	ONL
Match Status:	No Match	Approval History	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		

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	Approval History	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	Short Vendor Name:	VERIZON BU-001
Vendor ID:	0000302907		
Vendor Address			
Address ID:	1		
Description:	GENERAL - MPLS		
Details			
Effective Date:	5/1/15	Effective Status:	Active

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary			
Business Unit:	G1001	Invoice No:	TRN17EX5
Voucher ID:	00010780	Invoice Date:	04/20/2015
Voucher Style:	Regular Voucher	Agency Origin:	00 MMB
Total Amount:	50.00	*Pay Terms:	30 Net 30
Vendor Name:	VERIZON BUSINESS	Prompt Date	05/23/2015
		Pay Reason	

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: = Regular

Short Vendor Name: begins with DUREN RE-001

Our Customer Number: begins with (blank)

Name 1: begins with DUREN REBECCA LYNN

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.

Summary Identifying Information Address Contacts **Location** Custom Related Content

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 Find | View All First 1 of 1 Last

Location: 001 Default RTV Fees Attachments (0)

Description: DUREN REBECCA LYNN

Details Find | View All First 1 of 1 Last

Effective Date: 05/01/2015 Effective Status: Active

TG ED Expand All Collapse All

Options: **Payables** Procurement Sales/Use Tax

- 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

Prenotification Required

Status: Confirmed

Date: 05/01/2015

Confirm

Unconfirm

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.

Summary	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:					
Vendor Name:	VERIZON BUSINESS 505 HWY 169 N #600 MPLS, MN 55441-6448	Pay Terms:	1% 10/N30		
Entry Status:	Postable	Voucher Source:	Online		
Match Status:	No Match Approval History	Origin:	ONL		
Approval Status:	Approved	Created:	04/24/2015		
Post Status:	Posted	Created By:	TEST_TRN1		
		Modified:	04/24/2015		
		Modified By:	TEST_TRN1		
		ERS Type:	Not Applicable		
Budget Status:	Valid	Close Status:	Open		
Budget Misc Status:	Valid				

Payment Information		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	<input type="checkbox"/> 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		Messages	
*Bank:	ST001	Pay Group:	REGULAR PAY CYCLE
*Account:	WF	*Handling:	RE
*Method:	CHK Check	*Netting:	Not Applicable
L/C ID:		Hold Reason:	
Message:	Telephone Wallmount	<input checked="" type="checkbox"/> Hold Payment	<input type="checkbox"/> Separate Payment
Message will appear on remittance advice.			

- **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.

Navigation: Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Tabs: Summary | Identifying Information | Address | Contacts | **Location**

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 [Approval History](#) Last Modified By:
 Persistence: Regular Last modified date:
 Classification: Outside Party Created By:

On the **Location** tab, click on the **Payables** link.

Tabs: Summary | Identifying Information | Address | Contacts | **Location**

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.

Location [Find](#) | [View All](#) | [First](#) | 1 of 1

Location: 001 Default [RTV Fees](#) [Attachments \(0\)](#)

Description: VERIZON BUSINESS

Details [Find](#) | [View All](#) | [First](#) | 1 of 1

Effective Date: 01/01/1901 Effective Status: Active

TG ED

Options: **Payables** [Procurement](#) [Sales/Use Tax](#) [Expand All](#) [Collapse All](#)

On the **Payables** Link, open up the *Payment Control* section to see if the **Hold** button is selected.

Additional Payables Options		Bank	
Payment Control		Bank Options: Specify	
Pay Group:	00 REGULAR	Bank:	ST001 TREASURY
Delay Days:	Default from BU	Account:	WF State of M
Discount:	0	Currency:	USD Dollar
Net:	0	Rate Type:	CRRNT CRRNT
<input checked="" type="checkbox"/> Hold Payment	<input type="checkbox"/> Complex Routing		

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 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		102.260	03/17/2015	0000192666	001		1 O	P	REG	
11	T7901	00517980		269.050	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	00517983		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 Pay Group: INTER AGENCY PAY CYCLE

*Account: WF *Handling: RE [Messages](#)

*Method: CHK Check ***Netting: Hold** Hold Payment

L/C ID: Hold Reason: 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 Personalize Find View All First 1-2 of 2 Last

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:

Select All Clear All

Max Rows to Return: