

Overview of Changes in Accounts Payable

September 1, 2019

This overview contains information about changes to the Accounts Payable (AP) module from the SWIFT Limited Upgrade, including:

- Tile Based Navigation
- AP WorkCenter
- Vouchers Navigation Collection
- New Functionalities in AP
- Global Search

While these updates to SWIFT will have a new look and feel, this upgrade will not affect how most AP processes are completed.

Note: There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact the SWIFT Help Desk: SWIFT.project@state.mn.us.

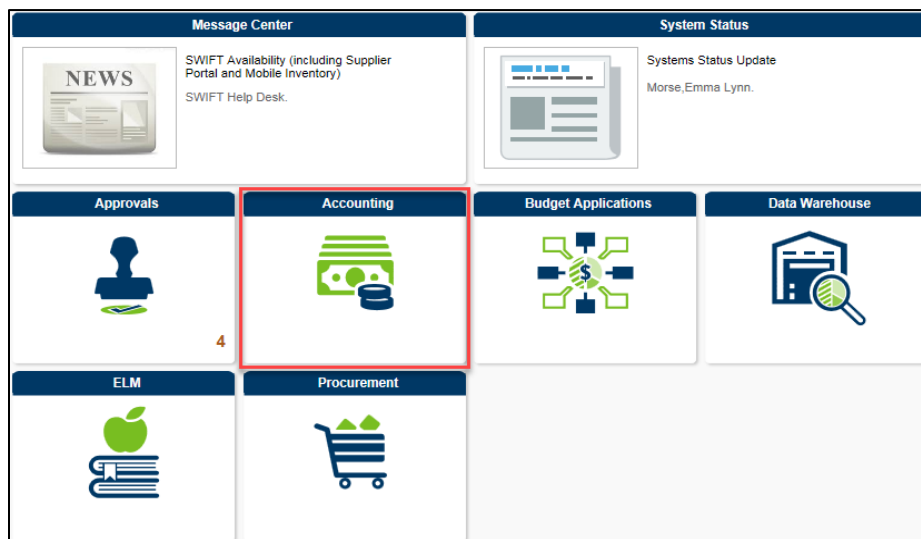
Tile Based Navigation

Navigate to AP pages by selecting tiles. All employees will see the Message Center, System Status, ELM, and Self Service tiles. Additional tiles may or may not display, depending on your security roles.

Navigation Collection

To navigate to *Voucher Regular Entry* page in the AP module, select the following tiles:

1. On *My Homepage*, select the **Accounting** tile.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

2. Select **Accounts Payable** tile.



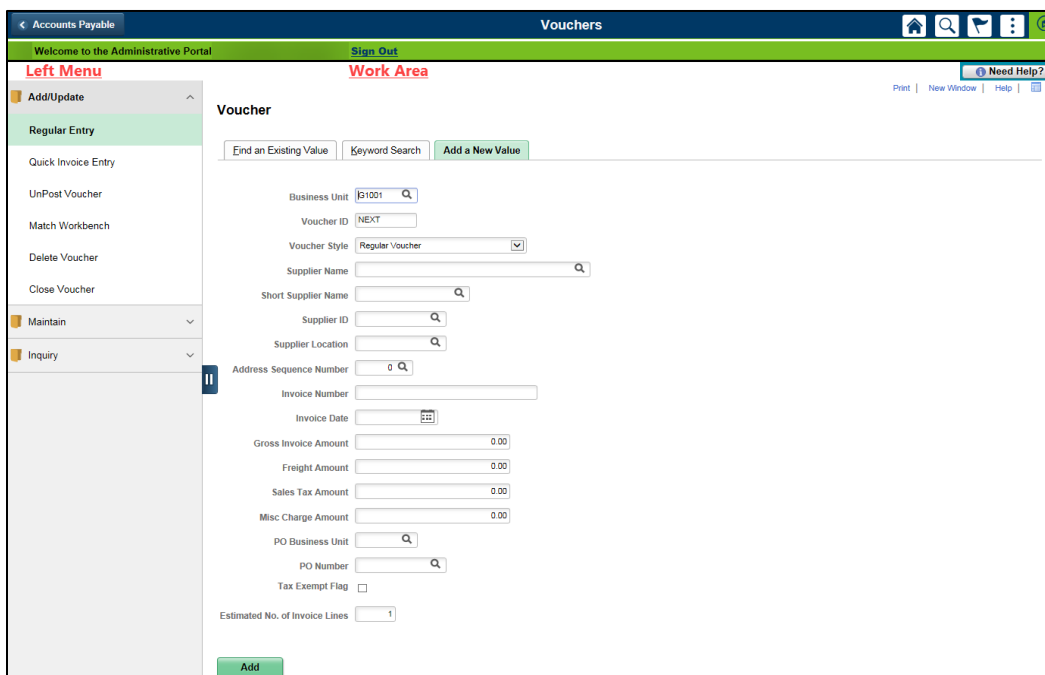
3. Select the **Vouchers** tile.



The *Voucher Regular Entry* page will display by default.

When you open a page, you will see the Left Menu, and the Work Area will display on the right.

- You can open pages in the Work Area by selecting them from the Left Menu.
- For most modules in SWIFT, the pages in the Work Area will not have changed.



AP WorkCenter

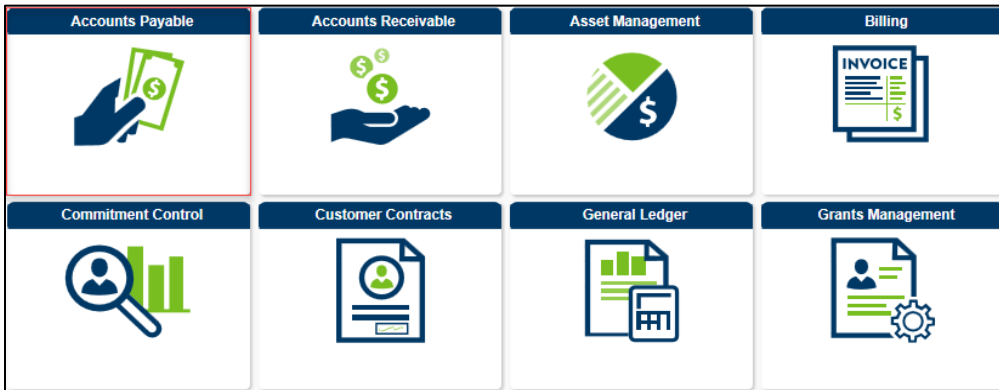
The AP WorkCenter is a one-stop shop to access frequently used pages, queries, and reports.

To navigate to *Voucher Regular Entry* page in the AP module, select the following tiles:

1. On *My Homepage*, select the **Accounting** tile.



2. Select **Accounts Payable** tile.



3. Select the **AP WorkCenter** tile.



AP WorkCenter layout

After opening the AP WorkCenter, the Left-Menu and the Work Area will display.

Access pages by selecting them from the Left-Menu, which is organized by the following categories:

- *My Work* (your work in progress)
- *Links* (commonly used AP pages)
- *Queries* (commonly used AP Queries)
- *Reports/Processes* (AP reporting)

Under the category, select a folder by pressing the drop-down arrow. After selecting a page, it will display in the Work Area to the right.

Note: Press the **Hide Menu** button to hide the Left-Menu.

The screenshot displays the 'Voucher' page in the AP WorkCenter. The left-hand navigation menu is expanded, showing categories like 'My Work', 'Links', and 'Queries'. The 'My Work' category is selected, and the 'Vouchers' folder is expanded. The main area is titled 'Voucher' and contains a form with various input fields. The form includes fields for Business Unit (B0401), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number, Invoice Number, Invoice Date, Gross Invoice Amount (0.00), Freight Amount (0.00), Sales Tax Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, Tax Exempt Flag, and Estimated No. of Invoice Lines (1). A 'Hide Menu' button is visible on the left side of the menu.

Vouchers Navigation Collection

When you open the Vouchers page in the AP module, the Voucher Regular Entry page will display by default. (Note: the PO Business Unit and PO Number fields are new on this page.) However, you can open any of the following pages in the Work Area by selecting them from these folders in Left Menu.

Add/Update Folder

- Regular Entry
- Quick Invoice Entry
- UnPost Voucher
- Match Workbench
- Delete Voucher
- Close Voucher

Maintain Folder

- Voucher Build Error Detail

Inquiry Folder

- Voucher Inquiry
- Accounting Entries
- Document Status
- Payment Inquiry

The screenshot shows the 'Voucher Regular Entry' form in the SWIFT financial tools interface. The form is titled 'Voucher' and is located in the 'Accounts Payable' module. The left sidebar contains a navigation menu with folders: 'Add/Update' (containing Regular Entry, Quick Invoice Entry, UnPost Voucher, Match Workbench, Delete Voucher, and Close Voucher), 'Maintain' (containing Voucher Build Error Detail), and 'Inquiry' (containing Voucher Inquiry, Accounting Entries, Document Status, and Payment Inquiry). The main form area has a header with 'Welcome to the Administrative Portal' and 'Sign Out' links. Below the header, there are three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'. The 'Add a New Value' tab is selected. The form fields include: Business Unit (B0401), Voucher ID (NEXT), Voucher Style (Regular Voucher), Supplier Name, Short Supplier Name, Supplier ID, Supplier Location, Address Sequence Number, Invoice Number, Invoice Date, Gross Invoice Amount (0.00), Freight Amount (0.00), Sales Tax Amount (0.00), Misc Charge Amount (0.00), PO Business Unit, PO Number, Tax Exempt Flag, and Estimated No. of Invoice Lines (1). The 'PO Business Unit' and 'PO Number' fields are highlighted with a red box. An 'Add' button is located at the bottom of the form.

New Functionalities in AP

In the SWIFT Limited Upgrade, the AP module will include these new functionalities:

On the Summary tab

- Audit Logs** link: Select this link to see a record of audit logs for a voucher entry (e.g., Voucher Approval, Create Voucher, Matching, Close, Delete, Unpost).

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	G1001	Invoice Date	09/12/2019		
Voucher ID	00027853	Invoice No	testinginvoice01		
Voucher Style	Regular	Invoice Total	15,000.00	USD	
Supplier Name	WINTERS GROUP INC THE 8116 S TRYON ST #B3-260 CHARLOTTE, NC 28273-3325				
Entry Status	Postable	Pay Terms	Net 30		
Match Status	Exceptions	Voucher Source	Online		
Approval Status	Pending	Origin	ONL		
Post Status	Unposted	Created On	09/12/2019 11:23AM		
		Created By	01189684		
		Last Update	09/12/2019 11:49AM		
Budget Status	Not Chk'd	Modified By	01189684		
		ERS Type	Not Applicable		
Budget Misc Status	Valid	Close Status	Open		
*View Related	Payment Inquiry	Go	Audit Logs		

Search Audit Logs

Application Name: Accounts Payable Document Name: Voucher

Search Criteria

Business Unit: G1001

Voucher ID: 00027853

Event Code: []

Event Date: []

User ID: []

Process Instance: []

Include Archive

Include Batch Changes

Include Purge Logs

Search Results

Business Unit	Voucher ID	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
G1001	00027853	CREATE	Create Voucher	09/12/2019 11:46:37.000000AM	01189684		Voucher is created online. Invoice Id =testinginvoice01 Voucher Style =Regular Voucher Invoice Date =2019-09-12

On the Invoice Information tab

- **Copy Down** box: Check mark this box prior to pressing the **Add (+)** button to copy information from a previous distribution line.
- **Save for Later** button: Press this button to save your work for later.
- **Accounting tags**: SpeedCharts are now called Accounting tags.
- **Suppliers**: Vendors are now called Suppliers.

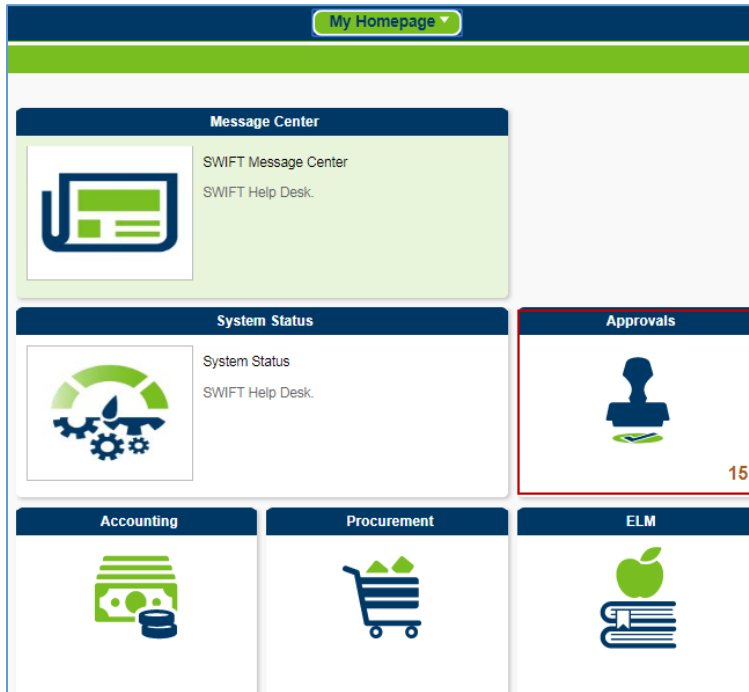
On the Payments tab

- When a Supplier is on hold, an information icon will display next to the *Remit to* field.
- The Address field is read only.

Voucher Approval Process

In the SWIFT Limited Upgrade, the **Approvals** tile will replace the Worklist used in the prior version of SWIFT. The Approver can approve vouchers by navigating to this tile.

1. On *My Homepage*, select the **Approvals** tile to open the *Approvals* page.



2. The *Pending Approvals* page will display. From the left-menu, select the *Voucher* category, and then select a voucher from the *Voucher* list.

View By	Type				Approve	Deny	Request Information	
All	41							
Journal Entry	12							
KK Budget Transfer	1							
KK Journal Approval	8							
Purchase Order	2							
Voucher	18							
		Voucher				18 rows		
<input type="checkbox"/>	Voucher	100.00 USD	G1001 / 00021902 / 98765	Medium Priority	Routed	06/25/2018	>	
<input type="checkbox"/>	Voucher	100.00 USD	G1001 / 00021931 / 000034	Medium Priority	Routed	06/25/2018	>	
<input type="checkbox"/>	Voucher	100.00 USD	G1001 / 00021922 / 9998911	Medium Priority	Routed	06/25/2018	>	
<input type="checkbox"/>	Voucher	100.00 USD	G1001 / 00021930 / 000033	Medium Priority	Routed	06/25/2018	>	

3. Voucher information will display under the *Summary* and *Voucher Lines* sections. To approve the voucher, check mark the line(s) in the *Voucher Lines* section and press the **Approve** button.

100.00 USD

1 line(s) are pending your approval

Approve Deny Request Information

Summary

Business Unit: G1001	Remit Supplier: SHARE 0000192571	Voucher ID: 00021902
Invoice Number: 98765	Name 1: MINNEAPOLIS BUSINESS COLLEGE	Created By: [REDACTED]
Supplier Name: MINNEAPOLIS BUSINESS COLLEGE	Name 2: [REDACTED]	Modified By: Run Control Operator ID
Due Date: 01/12/18	Address Line 1: 1711 W COUNTY RD B	Invoice Date: 12/13/17
Voucher Source: Online	Address Line 2: [REDACTED]	Voucher Style: Regular Voucher
	Address Line 3: [REDACTED]	View Voucher
	Address Line 4: [REDACTED]	
	County: RAMSEY	
	City: ROSEVILLE MN 55113	
	Country: USA	

Voucher Lines

Pending All

1 row

Select	Line	Distrib Line	Merch Amount	Quantity	Price	Descr	Budget Date	Fund	Dept ID	Appropriation ID	Account	Statewide Cost	Agency Cost 1	Agency Cost 2	PC BU	Project	Activity	Source Type
<input checked="" type="checkbox"/>	1	1	100.00	0	.00	Non-PO Voucher	12/13/2017	1000	G1031300	G100001	430021							

Global Search

The new Global Search may help you find vouchers more quickly.

- Select the Global Search icon in the top bar and enter your search criteria. In the example below, the search is limited to looking for records with a specific Voucher ID.
- Launch the search. Records matching your search criteria display on the Search Results page.
- Select a record in the search results to view more information.

Vouchers Search Results

Welcome to the Administrative Portal, Udean,Dawn R. [Sign Out](#)

Accounts Payable 00201369

View Search Results

1 results for keyword: "00201369"

Voucher - H1201 | 00201369
Supplier: FAIRVIEW HEALTH SERVICES | Date: 2019-04-22 | Style: Regular Voucher | Amount: 5241.94 USD | Entered By: 01164036 | Invoice ID: 68672 | Entry Status: Postable | Source: Online

You can view information that where you have roles and permissions.