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.
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.
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
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).
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.

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.
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.

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