SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

October 7, 2025

Voucher Entry – Direct Vouchers

A voucher is a payment for an invoice received by a supplier. The SWIFT Accounts Payable (AP) module enables you to enter information into a voucher or copy information from other sources, such as dispatched purchase orders or receipts.

Manually matching, budget checking, and submitting vouchers for approval is recommended but optional. Agencies may wish to run these processes manually with critical vouchers or vouchers that are nearing prompt pay deadlines. Vouchers not processed manually will be included in batch processing run daily at 10 a.m., 2 p.m. or overnight batch processing. Vouchers are submitted for approval only during overnight processing.

This Quick Reference Guide provides an overview of directly entering vouchers in SWIFT. These vouchers do not reference a purchase order or receipt.

Step 1: Add a new voucher on the Voucher Regular Entry page

1. Navigate to the **Regular Entry Voucher** page.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Voucher page defaults.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, Links section, Vouchers, Regular Entry.

2. On the Voucher page, the Add a New Value section defaults. Enter or confirm information in the following fields.
    a. Enter the agency number in the Business Unit field.
    b. In the Voucher ID field, leave “NEXT” as the default value. SWIFT will assign the next number.
    c. In the Voucher Style field, leave the “Regular Voucher” option as the default value.

Note: You can use this screen to prepopulate the voucher by completing additional fields.

3. At the bottom of the page, press the **Add** button.

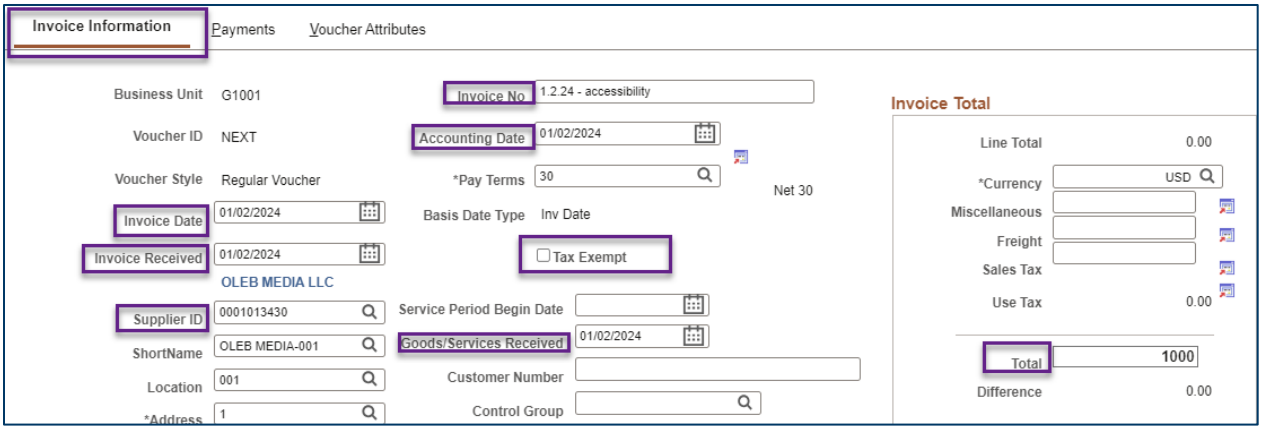
Step 2: Enter information on the Invoice Information tab

1. SWIFT displays the Invoice Information tab. Enter information in the following header fields.

Fields in the header of the Invoice Information tab. Fields marked with an asterisk (*) are required.

Field Name	Field Description
*** Invoice No**	This is the invoice number provided by the supplier or an agency-specific ID.
Accounting Date	This is the date SWIFT uses to post the transaction. It defaults to current date.
Pay Terms	Pay Terms determine the scheduled due date, discount date, and net due dates. This defaults to Net 30 or Net 15 for a certified targeted supplier. It also defaults to 000 for suppliers enrolled in the Payment Plus program.
*** Invoice Date**	This is the date of the invoice.
*** Invoice Received**	This is the date the invoice was received.
*** Supplier ID**	This is SWIFT's identification number for the supplier.
*** Goods/Services Received**	This is the date the goods/services were received.
*** Invoice Total**	This is the total amount of all of the lines

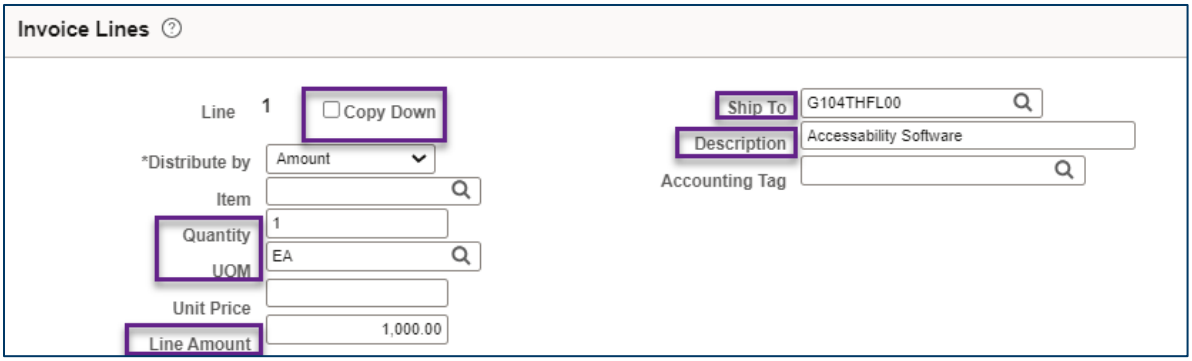
2. If the payment is tax exempt, check the **Tax-Exempt** box.



3. Enter invoice information in the following Invoice Lines fields.

Fields in the Invoice Lines section. Fields marked with an asterisk (*) are required.

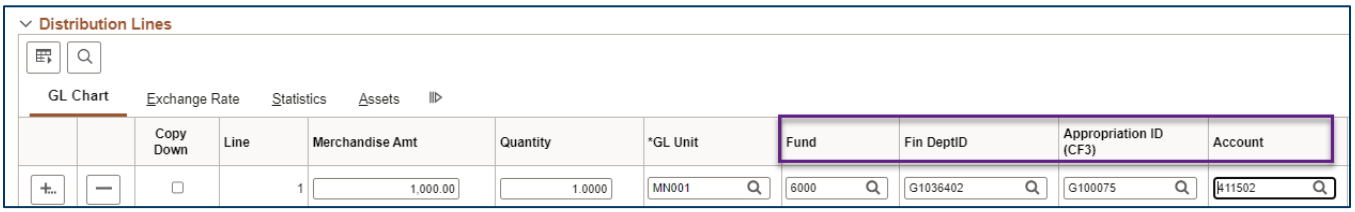
Field Name	Field Description
*** Distribute by**	Select from the drop-down list to distribute payment by Amount or Quantity. • If you select Amount, enter the merchandise amount for the voucher in the Line Amount field. • If you select Quantity, SWIFT will calculate the merchandise amount for both Invoice Lines and Distribution Lines based on the Quantity, Unit Price, and Unit of Measure.
*** Quantity**	This is the number of good or service.
*** UOM**	This is the Unit of Measure for the good or service.
*** Line Amount**	If you selected Amount in the Distribute by field, enter the amount for this line.
*** Description**	This is the Description of the good or service.
Accounting Tag (if applicable)	Accounting tags prepopulate distribution fields as set up by the agency.
Copy Down Check box	Check this optional box when creating a new voucher to allow the fields in the voucher line to be copied.



4. Enter invoice information in the following Distribution Lines fields on the GL Chart tab. Your agency may require other fields.

Fields in the Distribution Lines section. Fields marked with an asterisk (*) are required.

Field Name	Field Description
*** Fund**	Funds are a grouping of accounts designated for specific, same or similar purposes as indicated in Minnesota laws.
*** Fin Dept. ID**	The Financial Department Identifier or Fin DeptID defines the organizational structure of the agency where the expenditure is applied.
*** Appropriation ID**	The Appropriation ID indicates the appropriation unit where the expenditure is applied. An appropriation is the amount of money made available by the legislature for use by an agency to perform a particular purpose.
*** Account**	Accounts are the classification of the purchase for allotments.



5. To add another Invoice Line or Distribution Line item, press the **Add** button (+) in the Invoice Lines section or Distribution Lines section to add a new row.

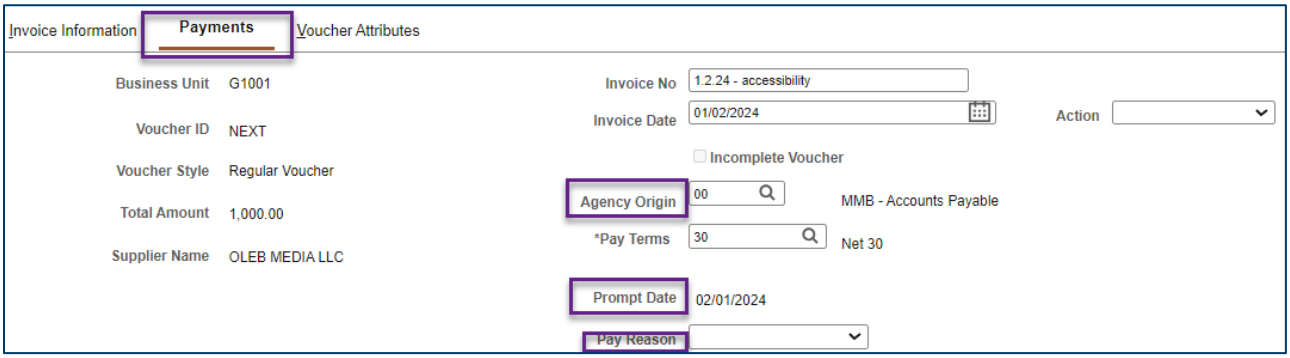
IMPORTANT. The Merchandise Amounts on the Distribution Lines must add up to the amounts on the Line Amounts on the Invoice Lines. These totals must match the amount on the Invoice Total on the header.

Step 3: Enter information on the on the Payments tab and save

1. Select the **Payments** tab. In the Agency Origin field, enter the agency number.

2. Review the fields on the header of the Payments page to make sure they are accurate. If applicable, select a reason if the payment is late in the Pay Reason field.

Field Name	Field Description
***Agency Origin**	The Agency Origin identifies where a transaction originated. It also identifies the telephone number for the agency that should be printed on the payment.
Prompt Date	SWIFT uses this date to determine compliance with state statue for prompt pay reporting. SWIFT calculates this date using the later of the Invoice Receipt Date or Goods Received Date plus 30 days.
Pay Reason	Use this field when a payment is late.



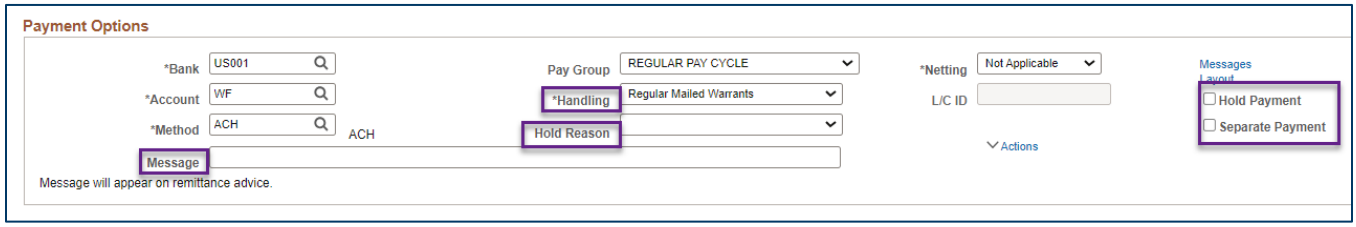
3. Review the Payment Information section. Confirm or update it as needed.

Field Name	Field Description
Location	The Location Code is a default set of data for a supplier, including order address, remit to address, contact information, and payment and bank account details.
Address	This is the supplier's remittance address. The supplier sets up this information. There might be several locations. It is important that this address compares with the purchase order it one is used and the invoice.
Scheduled Due Date	Allows you to specify the Due Date that the payment needs to reach the supplier. This date determines when payment will be issued.
MS16A Violation	If a purchase order is created after the goods or services have been obtained, it is considered a MS 16A violation. Check this box.

4. Review the Payment Options section. Confirm or update these fields as needed.

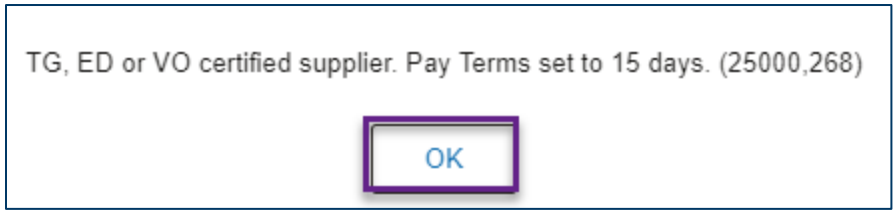
Field Name	Field Description
Message	This optional field allows for text to be entered and printed on the remittance advice sent to a supplier with notification of payment.

Field Name	Field Description
Warrant	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.
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. If you require special handling of a warrant, make sure the payment method field is "Check" and the Handling box has the current values. Select the type of warrant you want. • Pull Warrant: Vouchers marked "Pull Warrant" are manually pulled. • Regular Mailed Voucher: The Central Office will send the payment via mail. • Warrant with Enclosure: Vouchers marked are manually pulled and held at MMB. This ensures the document will be included with the payment.
Netting	SWIFT uses bilateral netting to issue payments to other state agencies, such as Inter and Intra-Agency Agreements. It matches the vouchers in Accounts Payable with the invoices in Accounts Receivable. Every interagency voucher must have a SWIFT bill (receivable) to match against. Once a Supplier 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."
Hold Payment	Agencies can select the Hold Payment box to put a hold on the payment. If you select Hold Payment, you must also select a Hold Reason.
Hold Reason	Select the reason for putting the payment on hold.
Separate Payment	Use this option if there are multiple state agencies sending payments to the same supplier and you wish to record the separate payment to the supplier.

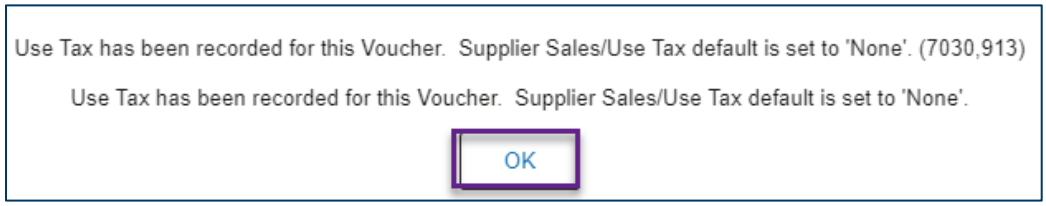


5. Save the voucher.
    a. If you're not ready to complete the voucher, you may also press the **Save for Later** button to save your work for later.
    b. Press the **Save** button toward the bottom of the screen.

NOTE: If the supplier is TG, ED or VO certified, SWIFT will open a messaging stating that Pay Terms are set to 15 days. Select **OK**.



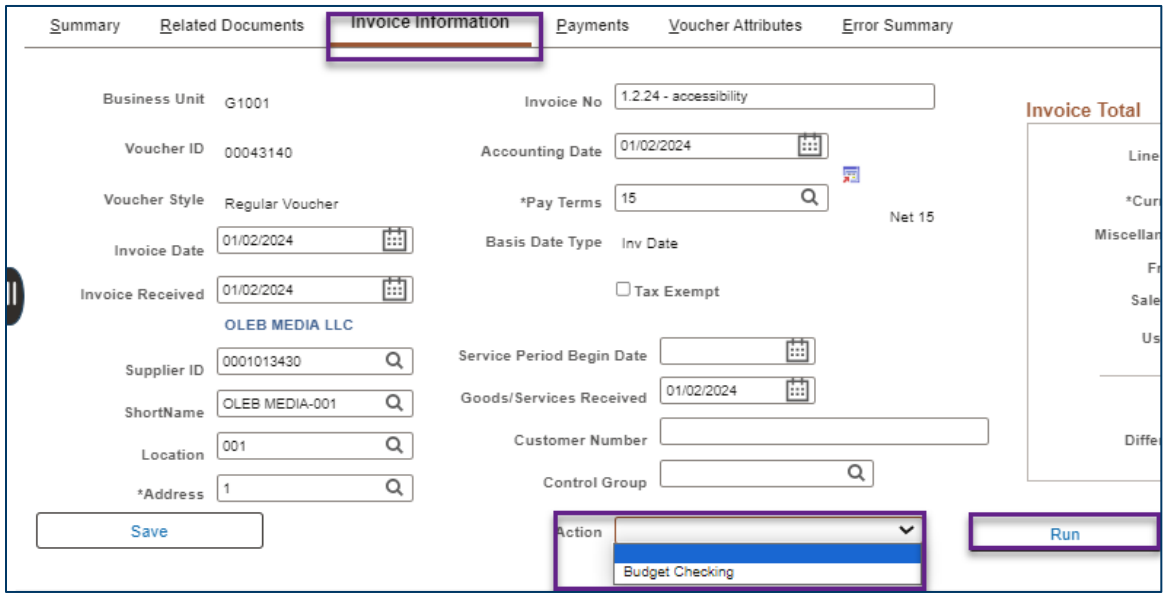
c. SWIFT may also open a message if there is Use Tax recorded for the voucher. Select **OK**.



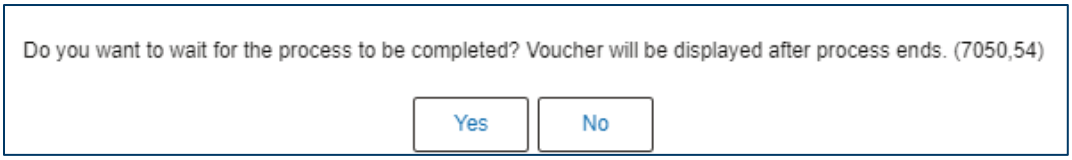
d. SWIFT will create a Voucher ID and add additional tabs.

Step 4: Run the Budget Checking and check the Summary tab

1. Run Budget Checking.
   a. Select the **Invoice Information** tab.
   b. On the header, select "Budget Checking" from the Action menu.
   c. Press the **Run** button to run the budget checking process.

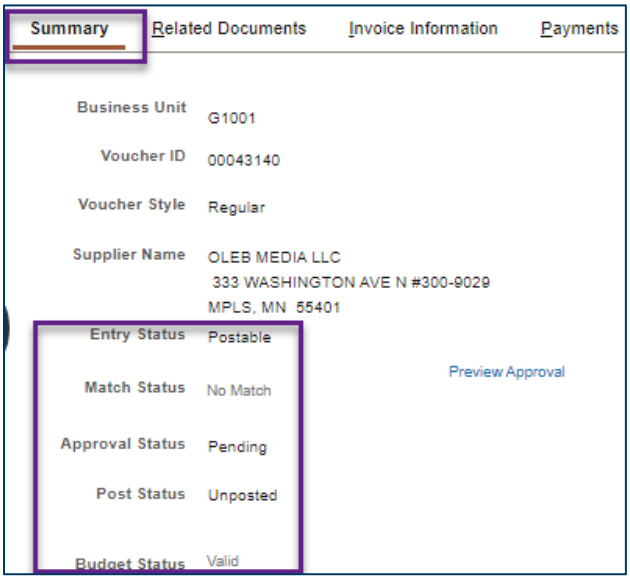


2. SWIFT displays a Message box asking if you wait for the budget checking process to complete.
   a. Press **Yes** if you wish the budget checking to be immediate.
   b. Press **No** if you wish the budget checking to be run in the batch process.



3. When the budget checking process is completed, select the **Summary** tab. Verify the Status fields.

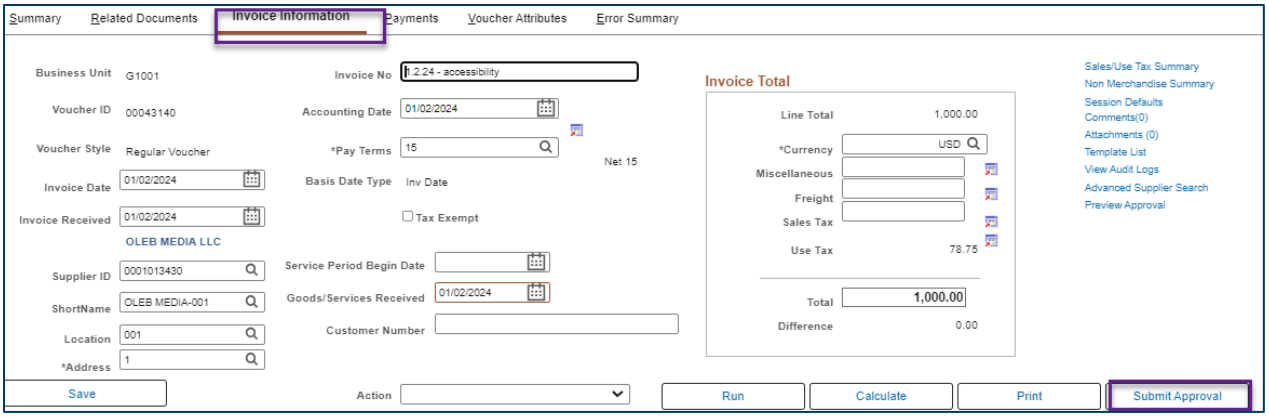
Field Name	Field Description
Entry Status	"Postable" means the voucher has no errors and is ready to be posted.
Match Status	This field will say "No Match" because it wasn't created referencing a purchase order or receipt.
Approval Status	"Pending" means the voucher is ready for Approval.
Post Status	"Unposted" means the voucher is not posted.
Budget Status	"Valid" means that the budget checking process is completed.



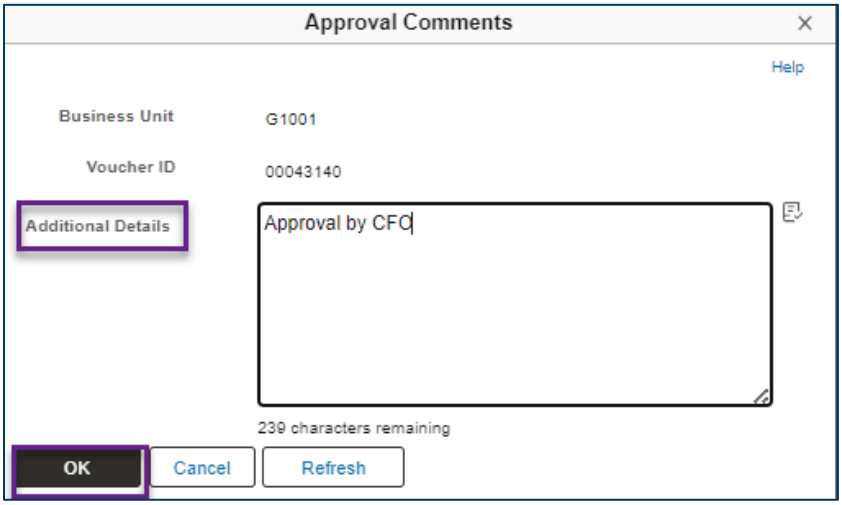
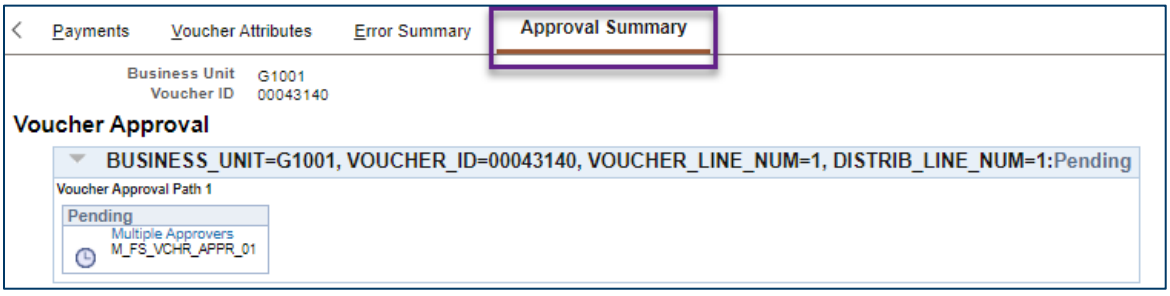
4. If these fields do not have these statuses, there may be errors that require corrections, such as the following.
   - Duplicate invoices
   - Incorrect Supplier ID, Invoice No., and/or Invoice Date
   - Imbalances between the header fields, the Invoice Lines, and the Distribution Lines

Step 5: Submit the voucher for Approval

1. Select the **Invoice Information** tab and press the **Submit Approval** button.



2. SWIFT will display the Approval Comments screen. In the Additional Details field, enter any optional comments to send to the approver, if applicable. Press the **OK** button.



3. SWIFT may send another message about use tax applied to the voucher. Select OK.
4. The Approval Summary tab displays the Voucher Approval details and status.