

QUICK REFERENCE GUIDE

Updated September 25, 2020

Voucher Entry – Direct Vouchers

A voucher is an electronic version of an invoice. The SWIFT Accounts Payable (AP) module enables you to enter information into a voucher or copy information from other sources, such as open purchase orders, or receipts.

Manually matching, budget checking and submitting vouchers for approval is 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. and 2 p.m. or overnight. 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.

Steps to complete

- Step 1: Add a new voucher on the *Regular Entry* page.
- Step 2: Enter information on the *Invoice Information* tab.
- Step 3: Enter information on the *Payments* tab and save.
- Step 4: Run the Budget Checking process and check the *Summary* tab for errors.
- Step 5: Submit the voucher for Approval.

Steps to Enter a Voucher Directly in SWIFT

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

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

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Voucher Regular Entry</i> defaults.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, Links section, Vouchers, Regular Entry.

2. On the *Add a New Value* tab, enter the agency number in the *Business Unit* field.
3. In the *Voucher ID* field, leave "NEXT" as the default value. SWIFT will assign the next number.
4. In the *Voucher Style* field, leave the "Regular Voucher" option as the default value.

Note: You can use this screen to pre-populate the voucher by completing additional fields.

5. Press the **Add** button.

Voucher

Find an Existing Value Keyword Search **Add a New Value**

Business Unit: G1001

Voucher ID: NEXT

Voucher Style: Regular Voucher

Step 2: Enter information on the *Invoice Information* tab.

- SWIFT displays the *Invoice Information* tab. Enter information in the following *Header* fields.

Field	Field Description
* Invoice No	The invoice number provided by the supplier.
Accounting Date	The date SWIFT uses to post the transaction. Defaults to current date.
Pay Terms	Used to determine the scheduled due date, discount date, and net due dates. This defaults to <i>Net 30</i> or <i>Net 15</i> for a certified targeted supplier.
* Invoice Date	The date of the invoice.
* Invoice Received	The date the invoice was received.
* Supplier ID	SWIFT's The identification number for the supplier.
* Goods/Services Received	The date the goods/services were received.
* Invoice Total	Enter the total amount for the invoice.

- Check mark the **Tax Exempt** box if the payment is tax exempt.

Invoice Information Payments Voucher Attributes

Business Unit: G1001 Invoice No: Agency Specific

Voucher ID: NEXT Accounting Date: 01/28/2020

Voucher Style: Regular Voucher *Pay Terms: 30 Net 30

Invoice Date: 01/28/2020 Basis Date Type: Inv Date

Invoice Received: 01/28/2020 Tax Exempt

Supplier ID: XEROX CORP M

Supplier ID: 0000209162 Service Period Begin: Date: 01/28/2020

ShortName: XEROX CORP-001 Goods/Services Received: 01/28/2020

Location: 001 Customer Number: Control Group:

*Address: 2

Invoice Total

Line Total: 0.00

*Currency: USD

Miscellaneous: Freight: Sales Tax: Use Tax: 0.00

Total: 3000.00

Difference: 0.00

- Enter invoice information in the following *Invoice Lines* fields.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Field	Field Description
* Distribute by	Select from the drop-down list to distribute payment by Amount or Quantity. <ul style="list-style-type: none"> If you select Amount, enter the merchandise amount for the voucher in the <i>Line Amount</i> 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	The number of good or service. This field is required for multi-line vouchers.
UOM	The Unit of Measure for the good or service. This field is required for multi-line vouchers.
Line Amount	If you selected Amount in the Distribute by field, enter the amount for this line. This field is required for multi-line vouchers.
Description	Description of the good or service.
Accounting Tag (if applicable)	Accounting tabs prepopulate distribution fields as set up by the agency.
Copy Down Check box	Check this box when creating a new voucher to allow the fields in the voucher line to be copied. Optional.

Invoice Lines ?

Line 1 Copy Down

Distribute by Amount ▼

Item

Quantity

UOM

Unit Price

Line Amount 566.60

Ship To G104THFL00

Description 2019 ER Contribution P1

Accounting Tag

4. Enter invoice information in the following *Distribution Lines* fields on the *GL Chart* tab:

Field	Field Description
Fund	A grouping of accounts designated for specific, same or similar purposes as indicated in Minnesota laws.
Fin Dept. ID	Financial Department Identifier that defines the organizational structure of the agency where the expenditure is applied.
Appropriation ID	This code 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	Classification of the purchase for allotments.
Merchandise Amount	This is the amount to assign to the distributions. This field is required for multi-line vouchers.

- 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.

Note: The amounts on the Distribution Lines (*Merchandise Amt*) must add up to the amounts on the Invoice Lines (*Line Amount*), and these totals must match the amount on the Header (*Total*).

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

- Select the *Payments* tab. In the *Agency Origin* field, enter the agency number.
- 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	Field Description
*Agency Origin	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.
Prompt Date	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 supplier by the Due Date.
Pay Reason	Use this field when a payment is late.

Summary
Related Documents
Invoice Information
Payments
Voucher Attributes
Error Summary

Business Unit	G1001	Invoice No	TRN09EX9
Voucher ID	00027933	Invoice Date	01/24/2020
Voucher Style	Regular Voucher	Agency Origin:	00 MMB - Sheilah
Total Amount	1,000.00	*Pay Terms	30 Net 30
Supplier Name	DIGINEER INC	Prompt Date	02/23/2020
		Pay Reason	<input type="text"/>

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

Field Name	Field Description
Location	Locations enable the supplier to indicate different types of addresses (e.g., receive bills, shipping, postal deliveries, and street address). Each of these addresses has a different location number. It also stores information about how the state or agency does business with the supplier such as banking information, payment terms, and discounts.
Address	This is the supplier’s remittance address. The supplier sets up this information. There might be several locations and it is important that this address compares with the purchase order (if used) and the invoice.

Field Name	Field Description
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.

Payment 1

*Remit to 0000271299

Location 001

*Address 2

Gross Amount 1000.00 USD

Discount 0.00 USD

Scheduled Due 02/21/2020

Net Due 02/23/2020

Discount Due

Accounting Date

DIGINEER INC
PO BOX 160
HOPKINS, MN 55343

MS16A Violation? Retention?

4. Review the *Payment Options* section. Confirm or update it 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.
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. <ul style="list-style-type: none"> • <i>Pull Warrant:</i> Vouchers marked “Pull Warrant” are manually pulled. • <i>Regular Mailed Voucher:</i> The Central Office will send the payment via mail. • <i>Warrant with Enclosure:</i> Vouchers marked are manually pulled and held at MMB. This ensures the document will be included with the payment.
Netting	<ul style="list-style-type: none"> • SWIFT uses bilateral netting to issue payments to other state agencies (e.g., Inter and Intra-Agency Agreements). It matches vouchers (AP) with invoices (AR). 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 put a hold on the payment (e.g., include a letter or specialized document).
Hold Reason	Select the reason for putting the payment on hold.

Field Name	Field Description
Separate Payment	Use this option if there are multiple state agencies sending payments to the same supplier and you wish to send a separate payment to the supplier.

5. Save the voucher.

- If you're not ready to complete the voucher, you may also press the **Save for Later** button to save your work for later.
- Press the **Save** button toward the bottom of the screen.
- After pressing **Save**, SWIFT will create a Voucher ID and add additional tabs.

Step 4: Run the Budget Checking process and check the *Summary* tab.

1. Select the *Invoice Information* tab.
2. On the header, select "Budget Checking" from the *Action* section.
3. Press the **Run** button to run the Budget Checking process.

- SWIFT displays a **Message** box asking if you wait for the budget checking process to complete. Press **Yes**.

Do you want to wait for the process to be completed? Voucher will be displayed after process ends.

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

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

Supplier Name	TEST 658 CEDAR ST 400 CENTENNIAL OFFICE BLDG ST PAUL, MN 55155	Pay Terms	Net 30
Entry Status	Postable	Voucher Source	Online
Match Status	No Match	Origin	ONL
Approval Status	Pending	Created On	10/08/2019 1:48PM
Post Status	Unposted	Created By	01189684
Budget Status	Valid	Last Update	10/08/2019 2:48PM
		Modified By	01189684

5. If these fields do not have these statuses, there may be errors that require corrections, such as:

- 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.

6. The *Approval Summary* tab displays the *Voucher Approval* details and status.

The screenshot shows the 'Approval Summary' tab of a financial tool interface. At the top, there are four tabs: 'Payments', 'Voucher Attributes', 'Error Summary', and 'Approval Summary' (which is highlighted in green). Below the tabs, the 'Business Unit' is 'G1001' and the 'Voucher ID' is '00027857'. The main section is titled 'Voucher Approval' and contains a dropdown menu with the text 'BUSINESS_UNIT=G1001, VOUCHER_ID=00027857, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending'. Below this, it says 'Voucher Approval Path 1' and shows a 'Pending' status with a clock icon and the text 'Multiple Approvers M_FS_VCHR_APPR_01'. At the bottom, there are five buttons: 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.