Voucher Entry – Copy a Purchase Order or PO Receipt

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

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 entering a voucher in SWIFT by copying an open purchase order or PO receipt.

Steps to complete

- Step 1: Add a new voucher on the Voucher 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 Matching process.
- Step 5: Run the Budget Checking process and check the Summary tab for errors.
- Step 6: Submit the voucher for Approval.

Steps to Enter a Voucher by Copying from a Purchase Order or Receipt

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

1. Navigate to the Voucher Regular Entry page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Accounts Payable, Vouchers. The Voucher Regular Entry page will display by default.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Accounting, Accounts Payable, AP WorkCenter, Links section, Vouchers, Regular Entry.</td>
</tr>
</tbody>
</table>

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.
5. Press the Add button.

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

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

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

<table>
<thead>
<tr>
<th>Header Field</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice No</td>
<td>The invoice number provided by the supplier.</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>The date used to post the transaction.</td>
</tr>
<tr>
<td>Pay Terms</td>
<td>Pay Terms are used to determine the scheduled due date, discount date and net due dates. This defaults to Net 30 or Net 15 for a certified targeted supplier.</td>
</tr>
<tr>
<td>Invoice Date</td>
<td>The date of the invoice.</td>
</tr>
<tr>
<td>Invoice Received</td>
<td>The date the invoice was received.</td>
</tr>
<tr>
<td>Goods/Services Received</td>
<td>The date goods/services were received.</td>
</tr>
</tbody>
</table>
2. Check the **Tax Exempt** box if the payment is tax exempt.

3. Find the **Copy From** field in the **Copy From Source Document** section, and select the “Purchase Order Only” to create a voucher by copying the PO, or select the “PO Receipt” to create a voucher by copying the PO Receipt.

4. Select the **Go** link.

The **Copy Worksheet** screen will display. Enter the appropriate values in the **Lookup Criteria** section.

- If copying a PO, go to #5 – 9, and skip #10 – 14.
- If copying a PO Receipt, skip #5 – 9 and go to #10 – 14.

**For “Purchase Order Only”**

5. If creating a Regular Voucher by copying a PO, enter the **PO Business Unit** and the **PO Number**. Additional search options are also available, such as **PO Line Number** and **PO Date**.

6. Press the **Search** button.

7. The **Copy Worksheet** screen will expand to include **Select PO Lines**. Review the data on the **Main Information** tab to make sure you identify the correct PO line(s) to copy.
8. Check mark the Select box for the PO line to copy onto the voucher.
9. Press the Copy Selected Lines button.

For “PO Receipt”

10. If creating a Regular Voucher by copying a PO Receipt, enter the Receipt Unit and the Receipt Number. Additional search options are also available.
11. Press the Search button.

12. The Copy Worksheet screen will expand to include Select Receiver Lines. Review the data on the Main Information tab to make sure you identify the correct PO line(s) to copy.
13. Check mark the Select box for each PO Receipt line to copy onto the voucher.
14. Press the Copy Selected Lines button.
15. SWIFT will copy PO information onto the Invoice Information tab. Review the following fields to verify SWIFT copied the correct data:
   - **Header fields**: Pay Terms, Supplier ID, ShortName, Location, Address, Invoice Total
   - **Invoice Lines fields**: Distribute by, Item, Quantity, UOM, Unit Price, Ship To, Description
   - **Distribution Lines fields** (in the GL Chart tab): GL Unit, Fund, Fin DeptID, Appropriation ID, Account, Budget Date

   **Note**: The Budget Date (in the Distribution Lines) must be equal to or earlier than the Accounting Date (in the Header).

16. In the Distribution Lines section, do not check mark the **Finalize** box unless the voucher is for a final payment.
Step 3: Enter information on the Payments tab and save.

1. Select the Payments tab. (Note: Saved information will carry over to this tab.)

2. Review the following fields to verify SWIFT copied the correct PO information:
   - **Header fields:** Pay Terms, Pay Reason (if applicable), Location, Gross Amount, Scheduled Due
   - **Payment Options fields:** Bank, Account, Method, Pay Group, Handling, Hold Reason (if applicable), Netting, Hold Payment (if applicable), Separate Payment (if applicable)

3. Enter the Agency Origin Code in the Agency Origin field.

4. In the Message field, enter optional text to print on the remittance advice.

5. Press the Save button. (Note: If you’re not ready to complete the voucher, you may also press the Save For Later button to save your work for later.)
After pressing the **Save** button, SWIFT will automatically update remaining fields, including **Voucher ID**, **Payment Information** such as **Net Due and Discount Due data**, **Scheduled Payment data**, and **Sales Tax and Use Tax**.

**Note**: When copying from a **PO Receipt** for a **PO** that included **Sales or Use Tax**, SWIFT will calculate these taxes and display a message about tax calculation. If this message displays, select the **Invoice Information** tab, press the **Calculate** button, and then press the **Save** button.

**Step 4: Run the Matching process.**

1. Select the **Invoice Information** tab.
2. Under the **Action** list, select the “Matching” drop-down option.
3. Press the **Run** button to run the Matching process.

4. A **Message** box will ask if you want to wait for the matching process to complete. Press **Yes**.
Step 5: Run the Budget Checking process and check the Summary tab for errors.

1. Select the “Budget Checking” option from the drop-down list.

2. Press the Run button to run the Budget Checking process.

3. A Message box will ask if you want to wait for the Budget Checking process to complete. Press Yes.

4. When the Budget Checking process is complete, select the Summary tab, and verify the Status fields read as follows:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Status</td>
<td>Postable means the voucher has no errors and is ready to be posted.</td>
</tr>
<tr>
<td>Match Status</td>
<td>Matched means the matching process is completed.</td>
</tr>
<tr>
<td>Approval Status</td>
<td>Pending means the voucher is ready for Approval.</td>
</tr>
<tr>
<td>Post Status</td>
<td>Unposted means the voucher is not posted.</td>
</tr>
<tr>
<td>Budget Status</td>
<td>Valid means that the budget checking process is completed.</td>
</tr>
</tbody>
</table>
Step 6: 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, and press the *OK* button.
3. The Approval Summary tab displays the Voucher Approval details and status.