

QUICK REFERENCE GUIDE

Updated June 15, 2020

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.

| Navigation Option | Navigation Path |
|-----------------------|---|
| Navigation Collection | Accounting, Accounts Payable, Vouchers. The <i>Voucher Regular Entry</i> page will display by default. |
| 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.

- In the *Voucher Style* field, leave the “Regular Voucher” option as the default value.
- 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.

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

| Header Field | Field Description |
|--------------------------------|---|
| Invoice No | The invoice number provided by the supplier. |
| Accounting Date | The date used to post the transaction. |
| Pay Terms | Pay Terms are 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. |
| Goods/Services Received | The date goods/services were received. |

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.

Copy Worksheet

Business Unit G1001 [Return to Invoice Information](#) Voucher NEXT

PO Lookup Criteria

PO Business Unit: G1001 Minnesota Management & Budget View Matched /Cancelled Only

PO Number From: 3000004091 PO Number To:

PO Line Number From: PO Line Number To:

*PO Date Option: No Date PO Date:

Additional Search Criteria

Max Rows:

Select PO Lines

PO Unit: G1001 PO Number: 3000004091

Supplier ID: 0002290299 LEAPS OF FAITH CONSULTING INC PO Date: 05/18/2017

Select All Deselect All

Select PO Lines

| Select | Unit Price | Line Number | Schedule Number | Item ID | Description | Quantity Vouchered | UOM | Merchandise Amount | Currency | PO Qty | UOM PO | PO Price | Amou Only |
|-------------------------------------|------------|-------------|-----------------|---------|--------------------------------|--------------------|-----|--------------------|----------|--------|--------|------------|-------------------------------------|
| <input checked="" type="checkbox"/> | 3500.00000 | 8 | 1 | | Phase 5 - Delivery of Work ses | 1.0000 | EA | 3500.00 | USD | 1.0000 | EA | 3500.00000 | <input checked="" type="checkbox"/> |

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.

Copy Worksheet

Business Unit G1001 Voucher ID NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit: PO Number:

*PO Date Option: No Date PO Date:

Ship To:

Receipt Unit:

Receipt Number From: Receipt Number To:

*Recv Dt Opt: No Date Receipt Date:

Receiver Line From: Receiver Line To:

Pro Number: Packing Slip:

Carrier ID: Bill of Lading:

Additional Search Criteria

Max Rows to Return:

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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Copy Worksheet Business Unit G1001 Voucher ID NEXT [Back to Invoice](#)

Receiver Lookup Criteria

PO Business Unit PO Number

*PO Date Option PO Date

Ship To

Receipt Unit

Receipt Number From

*Recv Dt Opt Receipt Number To

Receipt Date

Receiver Line From

Receiver Line To

Pro Number

Packing Slip

Carrier ID

Bill of Lading

Additional Search Criteria

Max Rows to Return

Select Receiver Lines

Ship To G104THFL00 Pro Number

Carrier ID Packing Slip

Supplier ID G480000000 Bill of Lading

Select All Deselect All

MN IT SERVICES

Select Receiver Lines

Ship To G104THFL00 Pro Number

Carrier ID Packing Slip

Supplier ID G480000000 Bill of Lading

Select All Deselect All

Main Information

| Select | Receipt Line | Seq | Item ID | Description | Quantity | UOM | Unit Price | Merchandise Amount | Currency | Procurement Group ID | Unmatched Qty (VUOM) | UOM |
|-------------------------------------|--------------|-----|---------|-----------------------------------|----------|-----|------------|--------------------|----------|----------------------|----------------------|-----|
| <input checked="" type="checkbox"/> | 1 | 1 | | G10100640 - 2001 G1034120 G100 | 1.0000 | EA | 1007.56000 | 1007.56 | USD | | 1.0000 | EA |

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.

Invoice Information | Payments | Voucher Attributes

Business Unit: G1001 | Invoice No: Voucherpotest
 Voucher ID: NEXT | Accounting Date: 10/15/2019
 Voucher Style: Regular Voucher | *Pay Terms: 30 | Net 30
 Invoice Date: 10/15/2019 | Basis Date Type: Inv Date
 Invoice Received: 10/15/2019 | Tax Exempt
 Supplier ID: LEAPS OF FAITH CONSULTING INC (000029239)
 Supplier Name: LEAPS OF F-001 | Service Period: | Begin Date: | Goods/Services: 10/15/2019
 Location: 001 | *Address: 1 | Custom Number: | Control Group: | Incomplete Voucher

Invoice Total
 Line Total: 3,500.00
 *Currency: USD
 Miscellaneous: | Freight: | Sales Tax: | Use Tax: 0.00
 Total: 3,500.00
 Difference: 0.00

Copy From Source Document
 PO Unit: | PO Number: | Copy PO: | Copy From: None | Go

Invoice Lines

Line 1 Copy Down
 Ship To: G104THPL00
 Description: Phase 5 - Delivery of Work ses
 Contract info: 00000000000000000012
 4054/17/08
 Accounting Tag: | *Distribute by: Amount
 Item: | Quantity: 1.0000
 UOM: EA | Unit Price: 3,500.00000
 Line Amount: 3,500.00

Purchase Order
 One Asset
 Sales/Use Tax
 LPN

Distribution Lines

| Copy Down | Line | PO Percent | Percent | Merchandise Amt | Quantity | Affil | Fund Affil | OpenItem | Budget Date | Finalize | PO Finalized |
|--------------------------|------|------------|----------|-----------------|----------|-------|------------|----------|-------------|--------------------------|--------------|
| <input type="checkbox"/> | 1 | 100.0000 | 100.0000 | 3,500.00 | 1.0000 | | | | 09/16/2017 | <input type="checkbox"/> | N |

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**.

Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)

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.

The screenshot shows the 'Invoice Information' tab in the SWIFT financial tool. The 'Action' dropdown menu is open, showing 'Budget Checking' and 'Voucher Post' as options. The 'Run' button is highlighted with a red box. The interface includes fields for Business Unit (G1001), Voucher ID (00027860), Invoice No (voucherpost), Accounting Date (10/15/2019), and various tax and payment details. An 'Invoice Total' summary is visible on the right, showing a Line Total of 3,500.00 and a Total of 3,500.00.

3. A **Message** box will ask if you want to 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 complete, select the *Summary* tab, and verify the *Status* fields read as follows:

| Field Name | Field Description |
|------------------------|--|
| Entry Status | <i>Postable</i> means the voucher has no errors and is ready to be posted. |
| Match Status | <i>Matched</i> means the matching process is completed. |
| 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. |

| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |
|--------------------|--|---------------------|-------------------|--------------------|---------------|
| Business Unit | G1001 | Invoice Date | 10/15/2019 | | |
| Voucher ID | 00027860 | Invoice No | voucherpotest | | |
| Voucher Style | Regular | Invoice Total | 3,500.00 | USD | |
| Supplier Name | LEAPS OF FAITH CONSULTING INC 24 DUCK PASS RD NORTH OAKS, MN 55127 | | | | |
| Entry Status | Postable | Pay Terms | Net 30 | | |
| Match Status | Matched | Voucher Source | Online | | |
| Approval Status | Pending | Origin | ONL | | |
| Post Status | Unposted | Created On | 10/15/2019 3:17PM | | |
| Budget Status | Valid | Created By | TESTER02 | | |
| Budget Misc Status | Valid | Last Update | 10/15/2019 4:13PM | | |
| | | Modified By | TESTER02 | | |
| | | ERS Type | Not Applicable | | |
| | | Close Status | Open | | |
| *View Related | | Payment Inquiry | Go | Audit Logs | |

Step 6: Submit the voucher for Approval.

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

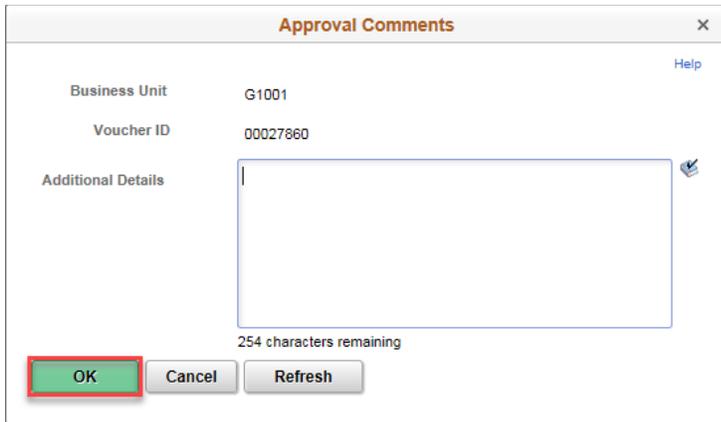
| Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary |
|------------------|-------------------|-------------------------------------|---------------|--------------------|------------------------|
| Business Unit | G1001 | Invoice No | voucherpotest | | |
| Voucher ID | 00027860 | Accounting Date | 10/15/2019 | | |
| Voucher Style | Regular Voucher | *Pay Terms | 30 | Net 30 | |
| Invoice Date | 10/15/2019 | Basis Date Type | Inv Date | | |
| Invoice Received | 10/15/2019 | <input type="checkbox"/> Tax Exempt | | | |
| Supplier ID | 0000290299 | Service Period Begin | | | |
| ShortName | LEAPS OF F-001 | Goods/Services Received | 10/15/2019 | | |
| Location | 001 | Custom Number | | | |
| *Address | 1 | | | | |
| Save | | Action | | Run | Calculate |
| | | | | Print | Submit Approval |

Invoice Total

| | |
|---------------|-----------------|
| Line Total | 3,500.00 |
| *Currency | USD |
| Miscellaneous | |
| Freight | |
| Sales Tax | |
| Use Tax | 0.00 |
| Total | 3,500.00 |
| Difference | 0.00 |

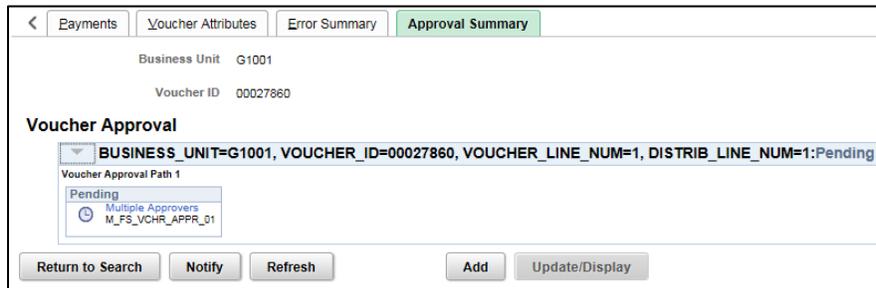
- [Sales/Use Tax Summary](#)
- [Non Merchandise Summary](#)
- [Session Defaults](#)
- [Comments\(0\)](#)
- [Attachments \(0\)](#)
- [Withholding](#)
- [Template List](#)
- [View Audit Logs](#)
- [Advanced Supplier Search](#)
- [Preview Approval](#)
- [Supplier Hierarchy](#)
- [Custom Fields](#)
- [Supplier 360](#)

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.



The image shows a dialog box titled "Approval Comments" with a close button (X) in the top right corner. It contains the following fields: "Business Unit" with the value "G1001", "Voucher ID" with the value "00027860", and "Additional Details" which is a large empty text area. A "Help" link is located to the right of the Business Unit field. Below the text area, it says "254 characters remaining". At the bottom, there are three buttons: "OK" (highlighted with a red border), "Cancel", and "Refresh".

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



The image shows a screenshot of the "Approval Summary" tab in a software application. The top navigation bar includes tabs for "Payments", "Voucher Attributes", "Error Summary", and "Approval Summary" (which is selected). Below the navigation bar, the "Business Unit" is "G1001" and the "Voucher ID" is "00027860". The main section is titled "Voucher Approval" and displays a summary: "BUSINESS_UNIT=G1001, VOUCHER_ID=00027860, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending". Below this, it shows "Voucher Approval Path 1" with a "Pending" status and a clock icon. A tooltip for the clock icon shows "Multiple Approvers" and "M_FS_VCHR_APPR_01". At the bottom, there are buttons for "Return to Search", "Notify", "Refresh", "Add", and "Update/Display".