

QUICK REFERENCE GUIDE

February 20, 2024

Voucher Entry – Copy a Purchase Order or Receipt

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 open 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. 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 a dispatched purchase order or receipt.

To learn more about the fields in the Voucher Entry page, review the [Voucher Entry – Direct Vouchers](#) quick reference guide.

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

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

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

2. Enter information on the **Add a New Value** page.
 - 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.

Voucher

Add a New Value

*Business Unit

*Voucher ID

*Voucher Style

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

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

Step 2: Enter information on the Invoice Information tab

- 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	The Accounting Date is the date SWIFT uses to post the transaction. Defaults to current date.
Pay Terms	SWIFT uses Pay Terms 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. 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. When you copy a purchase order or receipt into a voucher, typically SWIFT will populate this field.
* Goods/Services Received	This is the date the goods/services were received.
Invoice Total	Enter the total amount of the invoice for all lines.

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

3. Find the **Copy From** field in the **Copy From Source Document** section.
 1. Select the “Purchase Order Only” to create a voucher by copying the purchase order.
 2. Or, select the “PO Receipt” to create a voucher by copying the receipt. Select the **Go** link.

4. The Copy Worksheet screen displays. Enter the appropriate values in the Lookup Criteria section.
 - If copying a purchaser order, go to #5 – 9, and skip #10 – 14.
 - If copying a receipt, skip #5 – 9, and go to #10 – 14.

For “Purchase order Only” (#5 – 9)

5. If creating a Regular Voucher by copying a purchase order, 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.

Copy Worksheet

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

▼ **PO Lookup Criteria**

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

PO Number From PO Number To

PO Line Number From PO Line Number To

*PO Date Option PO Date

> **Additional Search Criteria**

Max Rows

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

Max Rows

Select PO Lines | < > 1 of 1 > | View All

PO Unit G1001 PO Number 3000007660
 Supplier ID 0001013430 OLEB MEDIA LLC PO Date 12/28/2023

Select All Deselect All

Select PO Lines | < > 1-2 of 2 > | View 1

Main Information Contract Information UPN Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input checked="" type="checkbox"/>	3000.00000	1	1		Accessibility training	<input type="text" value="1.0000"/>	EA	3000.00	USD	1.0000	EA	3000.00000
<input type="checkbox"/>	3000.00000	2	1		Continuous improvement trainin	<input type="text" value="1.0000"/>	EA	3000.00	USD	1.0000	EA	3000.00000

For “PO Receipt” (#10 – 14)

- If creating a regular voucher by copying a receipt, enter the Receipt Unit and the Receipt Number. Additional search options are also available.
- Press the **Search** button.

Receiver Lookup Criteria

PO Business Unit

*PO Date Option

Ship To

Receipt Unit

Receipt Number From

*Recv Dt Opt

Receiver Line From

Pro Number

Carrier ID

> 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 purchase order line(s) to copy.
13. Check mark the **Select** box for each receipt line to copy onto the voucher.
14. Press the **Copy Selected Lines** button.

Max Rows to Return

Select Receiver Lines

PO Business Unit G1001 PO Number 3000007661

Receipt Unit G1001 Receipt Number 0000024725

Ship To G104THFL00 Pro Number

Carrier ID Packing Slip

Supplier ID 0001098552 Bill of Lading

ACCESS STRATEGIES LLC

Select Receiver Lines

Main Information Contract Information UPN Information

Select	Receipt Line	Seq	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount
<input checked="" type="checkbox"/>	1	1		Product, Independent Living	<input type="text" value="4.0000"/>	EA	500.00000	

15. SWIFT will copy purchase order or receipt information onto the Invoice Information tab. Review the following fields to verify SWIFT copied the correct data.

1. **Header fields:** Pay Terms, Supplier ID, ShortName, Location, Address, Invoice Total

Invoice Information | Payments | Voucher Attributes

Business Unit: G1001 | Invoice No: Copy PO

Voucher ID: NEXT | Accounting Date: 01/04/2024

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

Invoice Date: 01/04/2024 | Basis Date Type: Inv Date

Invoice Received: 01/04/2024 | Tax Exempt:

OLEB MEDIA LLC

Supplier ID: 0001013430 | Service Period Begin Date:

ShortName: OLEB MEDIA-001 | Goods/Services Received: 01/04/2024

Location: 001 | Customer Number:

*Address: 1 | Control Group:

Incomplete Voucher

Invoice Total

Line Total: 3,000.00

*Currency: USD

Miscellaneous:

Freight:

Sales Tax:

Use Tax: 0.00

Total: 3,000.00

Difference: 0.00

2. **Invoice Lines fields:** Distribute by, Item (rarely used), Quantity, UOM, Unit Price, Ship To, Description.

Invoice Lines ?

Line 1 | Copy Down

*Distribute by: Quantity

Item:

Quantity: 1.0000

UOM: EA

Unit Price: 3,000.00000

Line Amount: 3,000.00

Ship To: G104THFL00

Description: Accessibility training

Accounting Tag:

3. **Distribution Lines fields (in the GL Chart tab):** GL Unit, Fund, Fin DeptID, Appropriation ID, Account, Budget Date.

Distribution Lines

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Fund	Fin DeptID	Appropriation ID (CF3)	Account
<input type="checkbox"/>	1	100.0000	100.0000	3,000.00	1.0000	MN001	1000	G1037000	G100007	411319

- Do **not** check mark the Finalize box unless the voucher is for a final payment.

- The Budget Date in the Distribution Lines must be equal to or earlier than the Accounting Date in the header.

Percent	Merchandise Amt	Quantity	Affil	Fund Affil	OpenItem	Budget Date	Finalize	PO Finalized
100.0000	3,000.00	1.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	12/28/2023	<input type="checkbox"/>	N

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

1. Select the **Payments** tab. Saved information from the purchase order or receipt will carry over to this tab.
2. Enter the **Agency Origin** Code in the Agency Origin field.
3. Review the following fields to enter or verify SWIFT copied the correct purchase order information.
 - a. **Header fields:** Pay Terms, Pay Reason

Invoice Information **Payments** Voucher Attributes

Business Unit	G1001	Invoice No	Copy PO
Voucher ID	NEXT	Invoice Date	01/04/2024
Voucher Style	Regular Voucher	<input type="checkbox"/> Incomplete Voucher	
Total Amount	3,000.00	Agency Origin	00
Supplier Name	OLEB MEDIA LLC	*Pay Terms	30 Net 30
		Prompt Date	02/03/2024
		Pay Reason	<input type="text"/>

- b. **Payment Information fields:** Location, Gross Amount, Scheduled Due (Scheduled Due will populate after you save the voucher).

NOTE: You may need to mark the MS 16A violation box only if applicable to this voucher. Ask your agency for more information.

Payment Information Q |

Payment	1	*Remit to	0001013430	Gross Amount	0.00	USD	Scheduled Due	<input type="text"/>
Location	001	Discount			0.00	USD	Net Due	<input type="text"/>
*Address	1						Discount Due	<input type="text"/>
OLEB MEDIA LLC 333 WASHINGTON AVE N #300-9029 MPLS, MN 55401							Accounting Date	<input type="text"/>
				<input type="checkbox"/> MS16A Violation?		<input type="checkbox"/> Retention		

- c. **Payment Options fields:** Bank, Account, Method, Pay Group, Handling, Hold Reason (if applicable), Netting (Not Applicable unless it is an interagency voucher), Hold Payment (if applicable), Separate Payment (if applicable)
- d. In the Message field, enter optional text to print on the remittance advice.

Payment Options

*Bank US001
 *Account WF
 *Method ACH

ACH

Pay Group REGULAR PAY CYCLE
 *Handling Regular Mailed Warrants
 Hold Reason

*Netting Not Applicable
 L/C ID

Message

Message will appear on remittance advice.

Messages Layout
 Hold Payment
 Separate Payment

Actions

- 4. At the bottom of the page, 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.
- When copying from a PO Receipt for a purchase order 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.

Summary Related Documents **Invoice Information** Payments Voucher Attributes Error Summary

Business Unit G1001 Invoice No Copy PO Invoice To

Voucher ID 00043142 Accounting Date 01/04/2024

Save Action Run

Copy From Source Document

Budget Checking
 Matching

- 4. SWIFT displays a message asking 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)

Yes No

Step 5: Run the Budget Checking process and check the Summary

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 a software interface with a dropdown menu labeled 'Action' and a button labeled 'Run'. The dropdown menu is open, showing 'Budget Checking' as the selected option. The 'Run' button is highlighted with a purple border.

3. SWIFT displays a message asking if you want to wait for the budget checking process to complete. Press **Yes**.

The screenshot shows a confirmation dialog box with the text: "Do you want to wait for the process to be completed? Voucher will be displayed after process ends. (7050,54)". Below the text are two buttons: "Yes" and "No".

4. When the Budget Checking process is complete, select the **Summary** tab.
5. In the Summary tab, verify the Status fields. They should read as follows.

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.

Summary	Related Documents	Invoice Information	Payments
Business Unit	G1001		
Voucher ID	00043142		
Voucher Style	Regular		
Supplier Name	OLEB MEDIA LLC 333 WASHINGTON AVE N #300-9029 MPLS, MN 55401		
Entry Status	Postable		
Match Status	Matched		Preview Approval
Approval Status	Pending		
Post Status	Unposted		
Budget Status	Valid		

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	Copy PO		
Voucher ID	00043142	Accounting Date	01/04/2024		
Voucher Style	Regular Voucher	*Pay Terms	15	Net 15	
Invoice Date	01/04/2024	Basis Date Type	Inv Date		
Invoice Received	01/04/2024	<input type="checkbox"/> Tax Exempt			
Supplier ID	0001013430	Service Period Begin Date			
ShortName	OLEB MEDIA-001	Goods/Services Received	01/04/2024		
Location	001	Customer Number			
*Address	1				
Save		Action		Run	Calculate
				Print	Submit Approval

Invoice Total

Line Total	3,000.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Use Tax	0.00
Total	3,000.00
Difference	0.00

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

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.

X
Help

Business Unit G1001

Voucher ID 00043140

Additional Details

Approval by CFC

239 characters remaining

OK

Cancel

Refresh

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.

< Payments
Voucher Attributes
Error Summary
Approval Summary

Business Unit G1001

Voucher ID 00043142

Voucher Approval

▼ BUSINESS_UNIT=G1001, VOUCHER_ID=00043142, VOUCHER_LINE_NUM=1, DISTRIB_LINE_NUM=1:Pending

Voucher Approval Path 1

Pending

Multiple Approvers

M_FS_VCHR_APPR_01