

## QUICK REFERENCE GUIDE

Updated November 01, 2019

### Create Template Vouchers

Template Vouchers can be used for making recurring payments to the same supplier (e.g., installation payments, rent and utilities). Template vouchers are never paid or posted but can be used to copy from during voucher entry for the same supplier. Template vouchers cannot be deleted. This Quick Reference Guide provides information on how to create Template Vouchers.

#### Steps to complete

- Step 1: Create a Template Voucher.
- Step 2: Enter information on the *Invoice Information* tab.
- Step 3: Enter information on the *Payments* tab and Save the Template Voucher.

#### Step 1: Create a Template voucher.

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

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Regular Entry (Voucher)</i> page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Vouchers, Regular Entry

2. On the *Add a New Value* tab, enter the Business Unit number in the *Business Unit* field.
3. In the *Voucher ID* field, leave "NEXT" as the default value.
4. In the *Voucher Style* field, select the "Template Voucher" option from the drop-down list.
5. In the *Supplier ID* field, enter the supplier identification number.

**Note:** After entering the Supplier ID, SWIFT will populate information in the *Short Supplier Name*, *Supplier Location*, and *Address Sequence Number* fields.

6. Enter the date of the invoice in the *Invoice Date* field.
7. Check mark the **Tax Exempt Flag** box if the payment is tax exempt.
8. Press the **Add** button.

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

- The *Invoice Information* tab will display. In the *Header* section, enter dates in the following fields:
  - Invoice Received*: The date the invoice was physically received by the State agency.
  - Good/Services Received*: The date goods/services were received by the State agency.

The screenshot shows the 'Invoice Information' tab with the following fields and values:

- Business Unit: G1001
- Invoice No: [Empty]
- Voucher ID: NEXT
- Accounting Date: 09/18/2018
- Voucher Style: Template Voucher
- \*Pay Terms: 000
- Net 0
- Invoice Date: 09/18/2018
- Basis Date Type: Inv Date
- Invoice Received: 09/18/2018** (highlighted)
- Tax Exempt
- MINNESOTA MANAGEMENT & BUDGET
- Supplier ID: G100000000
- Service Period Begin Date: [Empty]
- ShortName: MINNESOTA-001
- Goods/Services Received: 09/18/2018** (highlighted)
- Location: 001
- Customer Number: [Empty]
- \*Address: 1
- Control Group: [Empty]

- Select the *Template* link.

The screenshot shows the 'Invoice Information' tab with the 'Template' link highlighted in the right-hand menu. The 'Invoice Received' and 'Goods/Services Received' fields are also highlighted with red boxes.

The 'Invoice Total' section shows:

- Line Total: 0.00
- \*Currency: USD
- Miscellaneous: [Empty]
- Freight: [Empty]
- Sales Tax: [Empty]
- Use Tax: 0.00
- Total: 0.00
- Difference: 0.00

The right-hand menu includes links for: Sales/Use Tax Summary, Non Merchandise Summary, Session Defaults, Comments(0), Attachments(0), Template List, **Template**, Advanced Supplier Search, Supplier Hierarchy, and Supplier 360.

- The *Template Voucher Details* window will display. Enter a unique *Template ID* and *Description*, and press **OK**.

The screenshot shows the 'Template Voucher Details' window with the following fields:

- Template ID: [Empty]
- Description: [Empty]

Buttons: OK, Cancel, Refresh

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- If your template will reference a PO or a PO Receipt, find the *Copy From Source Document* section and select either "PO Receipt" or "Purchase Order Only" from the *Copy From* field.
- Select the *Go* link.

- The *Copy Worksheet* screen will display. Enter the appropriate values in the *Lookup Criteria* section.
    - If copying a PO, enter the appropriate values in the *PO Business Unit* and the *PO Number From* fields.
    - If copying a PO Receipt, enter the appropriate values in the *Receipt Unit* and the *Receipt Number From* fields.
  - Press the **Search** button.
  - The *Copy Worksheet* screen will expand to include *Select PO Lines* (if Purchase Order Only) or *Select Receiver Lines* (if PO Receipt). Check mark the **Select** box.
  - Press the **Copy Selected Lines** button.
- Note:** For additional information about copying PO information, see the [Voucher Entry – Copy a Purchase Order or PO Receipt Quick Reference Guide](#).
- SWIFT will copy PO information onto the *Invoice Information* tab. Review the following fields to ensure SWIFT copied the correct information: *Pay Terms*, *Supplier ID*, *ShortName*, *Location*, *Address*, and *Invoice Total* data.

- Make sure the following Chart of Account data has been added to the *Distribution Lines* section.
  - Fund*: Accounting entity groups accounts, including assets and liabilities
  - Fin DeptID*: The organizational function applied to expenditures and other activities

# SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- *Approp ID*: The appropriation account that controls the expenditures
- *Account*: The nature of the transaction

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	180.00	1.0000	MN001				

**Note:** If the agency requires projects, scroll to the right and ensure the *PC Bus Unit*, *Project* and *Activity* fields are populated.

PC Bus Unit	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Step 3: Enter information on the *Payments* tab and save the *Template Voucher*.

1. Select the *Payments* tab.
2. In the *Agency Origin* field, enter the agency number.
3. **Optional:** In the *Messages* field, add a message describing the *Template Voucher*.

Invoice Information

Business Unit: G1001 Invoice No:

Voucher ID: NEXT Invoice Date:

Voucher Style: Template Voucher Agency Origin:

Total Amount: 0.00 \*Pay Terms: 30 Net 30

Supplier Name: Prompt Date:

Payment Information

Payment 1

\*Remit to:  Gross Amount: 0.00 USD

Location:  Discount: 0.00 USD

\*Address:

Payment Options

\*Bank: ST001 Pay Group:

\*Account: WF \*Handling: Regular Mailed Warrants

\*Method: CHK Check Hold Reason:

Message:

Message will appear on remittance advice.

4. Press the **Save** button. The identification number for the template will appear in the *Template ID* field. Use this ID to find the template.

The new template is now ready for use on SWIFT.