SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

Updated November 01, 2019

Create Vouchers with Retainage

Retainage is a portion of a payment the State of MN withholds until completion of a project. Retainage can be a percentage or an amount of the project's overall cost.

For example, the State hires a contractor for a $100,000 project, and the contract stipulates 10% retainage. During the project, the State pays the contractor $90,000, but withholds 10%, or $10,000, until the contractor completes the project. Once completed, the State pays retainage.

This Quick Reference Guide provides information on how to create vouchers with retainage.

Steps to complete

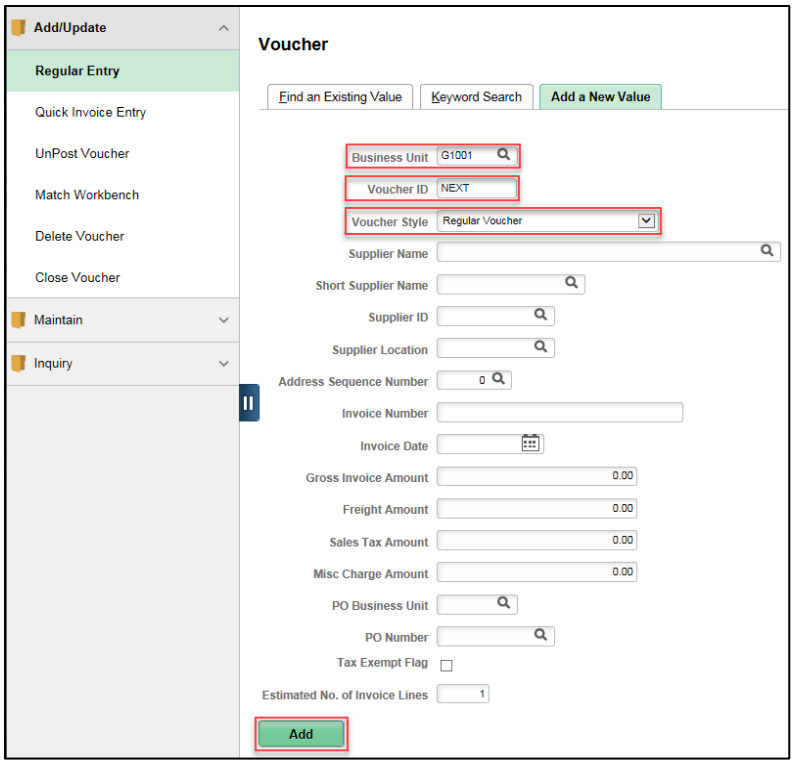
- Step 1: Create a new voucher.
- Step 2: Enter information on the *Invoice Information* tab by copying the PO.
- Step 3: Enter information on the *Payments* tab and save.
- Step 4: Run the Matching process.
- Step 5: Run the Budget Checking process and check the *Summary* tab for errors.
- Step 6: Submit the voucher for Approval.

Step 1: Create a new voucher.

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

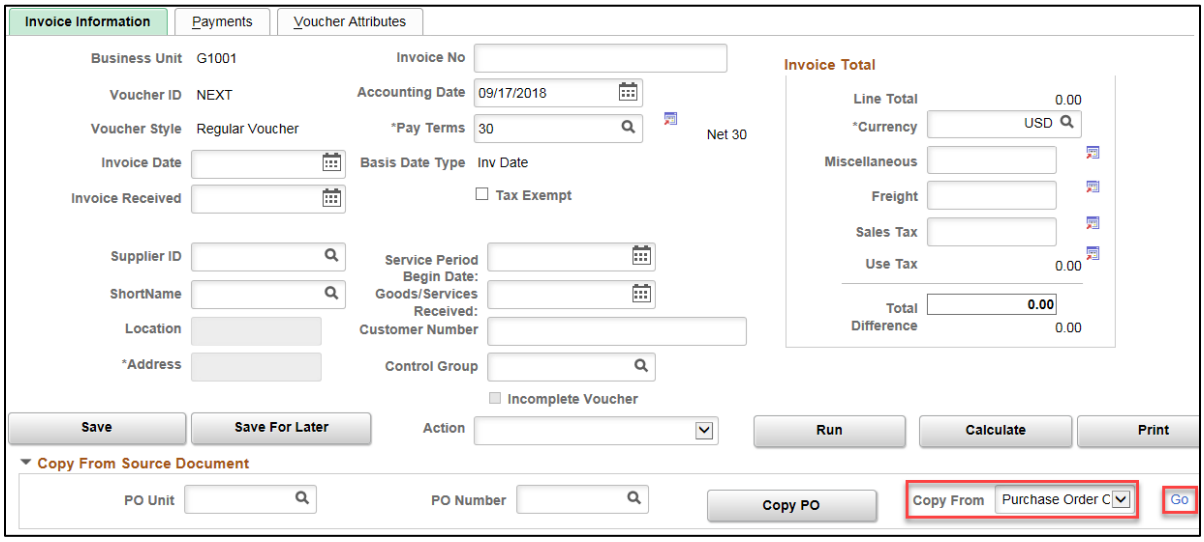
Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The *Voucher Regular Entry* page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Vouchers, Regular Entry

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, leave the "Regular Voucher" option as the default value**.**
5. Press the **Add** button.

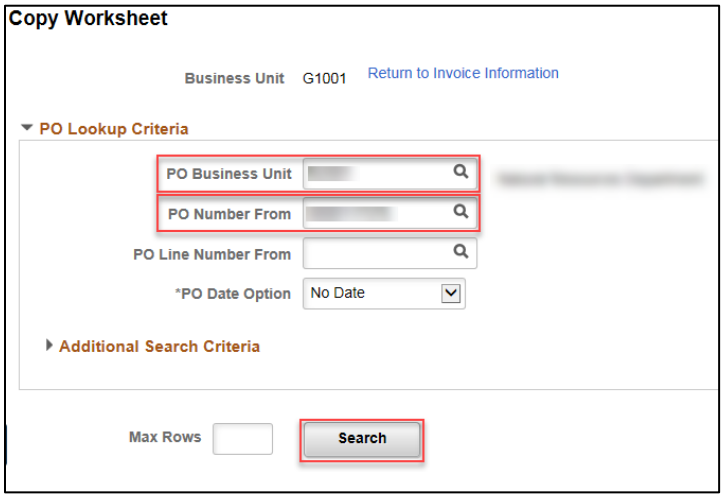


Step 2: Enter information on the *Invoice Information* tab by copying the PO.

1. The *Invoice Information* tab will display. In the *Copy From* field under the *Copy From Source Document* section, select "Purchase Order Only" to create a voucher by copying the PO.
2. Select the *Go* link.

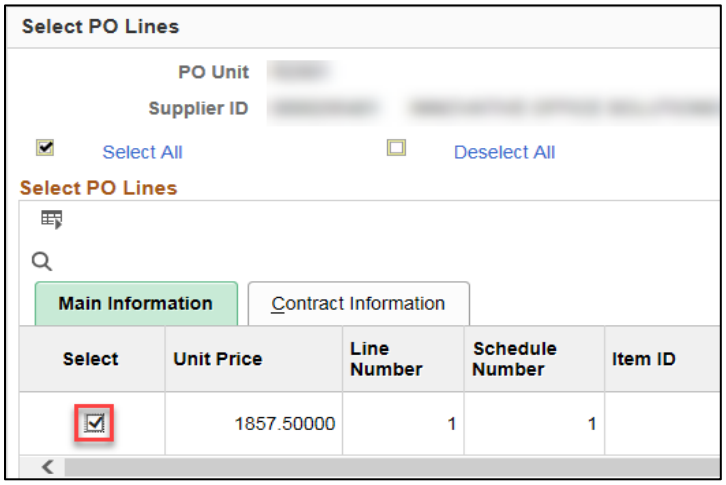


3. The *Copy Worksheet* screen will display. Enter the agency number in the *PO Business Unit* field.
4. Enter the PO number in the *PO Number From* field.
5. Press the **Search** button.

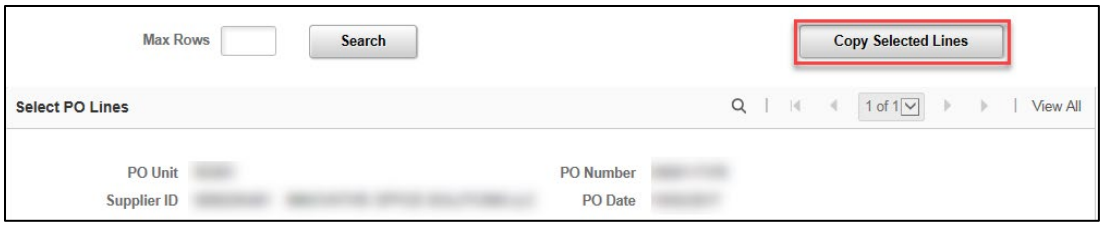


6. The *Copy Worksheet* screen will expand to display the *Select PO Lines* section.

   Check mark the **Select** box to select the PO line(s).

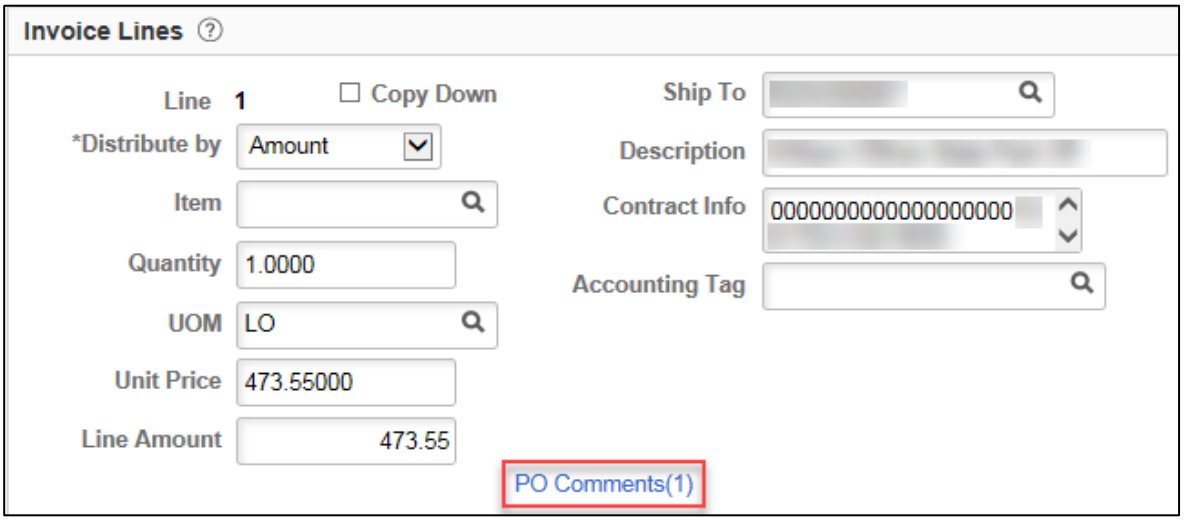


7. Press the **Copy Selected Lines** button.



8. SWIFT will copy PO information into fields on the *Invoice Information* tab. Look over the Header section to make sure the correct PO was copied onto the new voucher, including the *Supplier ID*, *ShortName*, *Location*, *Address*, *Pay Terms*, and *Total Difference* fields.

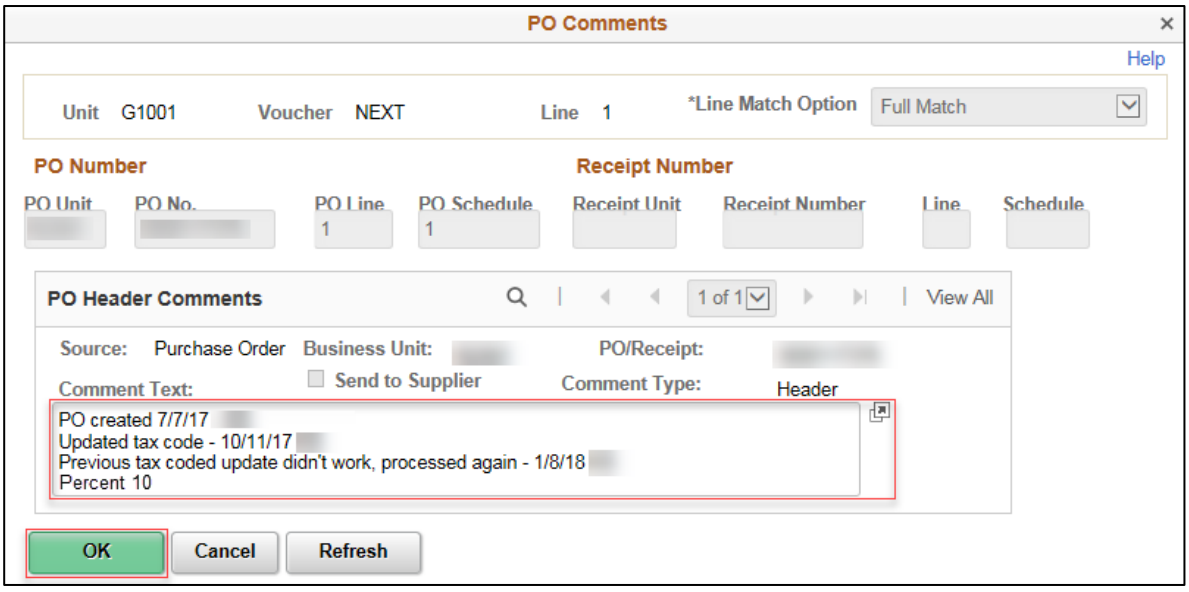
9. Under the *Invoice Lines* section, find retainage comments by selecting the *PO Comments* link.



10. The *PO Comments* screen will display. Look for comments that indicate retainage instructions, and then press **OK** to return to the *Invoice Information* tab.

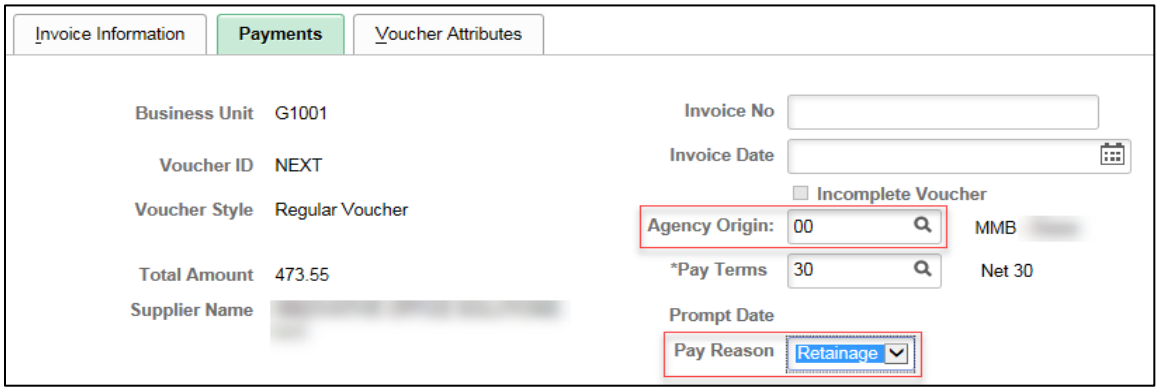
    Note: Comments will only appear if the Buyer has entered them on the PO.

    E.g., these comments indicate 10% should be retained.



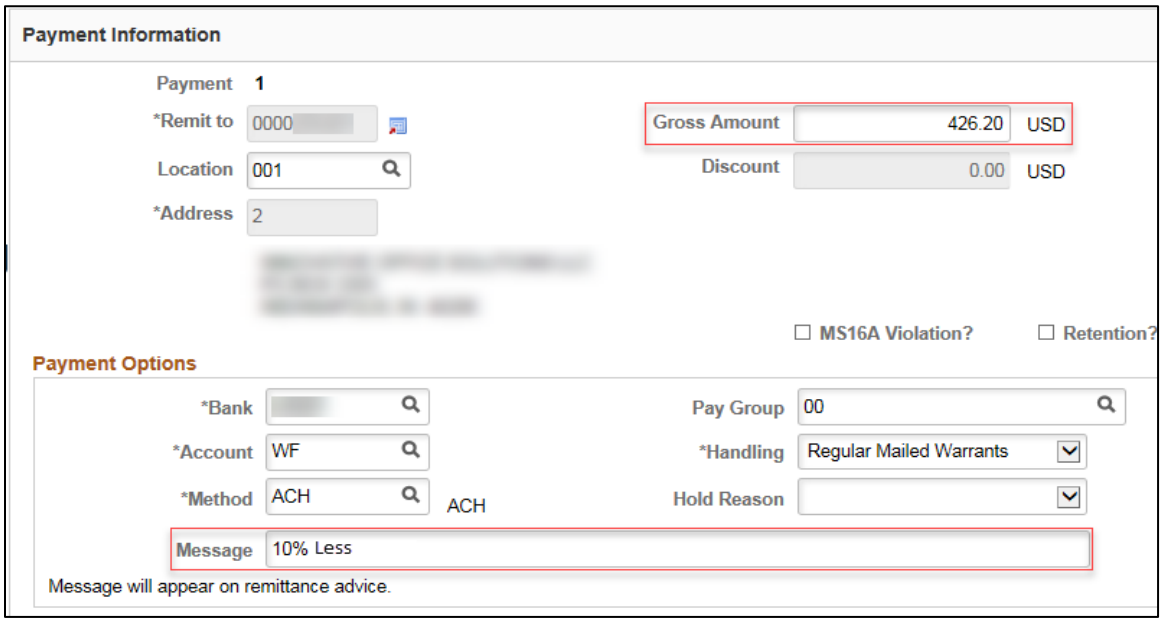
Step 3: Enter information on the *Payments* tab and save.

1. Select the *Payments* tab.
2. Enter the agency number in the *Agency Origin* field.
3. Select "Retainage" from the drop-down list in the *Pay Reason* field.

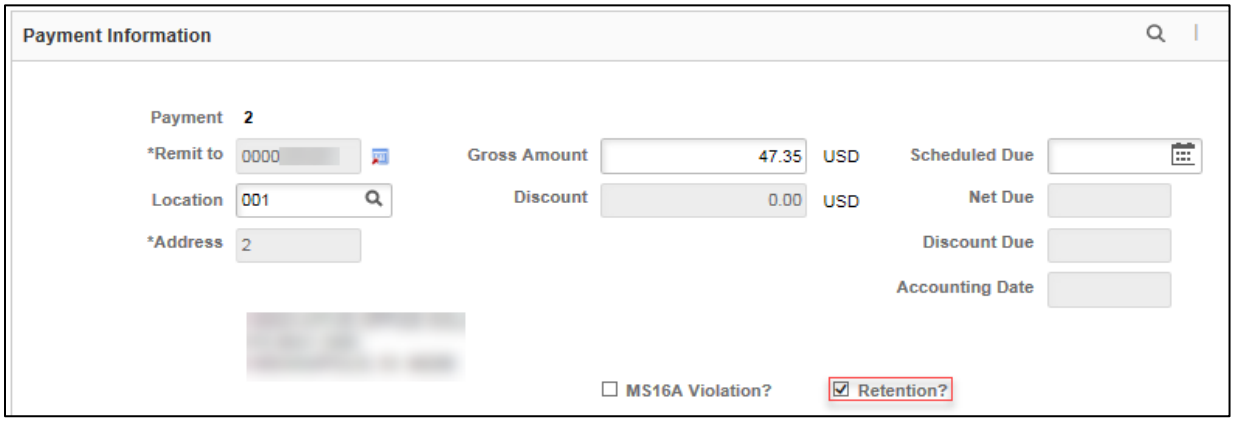


4. In the *Payment Information* section, update the amount in the *Gross Amount* field.
   - Subtract the retainage amount indicated in the retainage instructions from the *Total Amount* to calculate the *Gross Amount*.

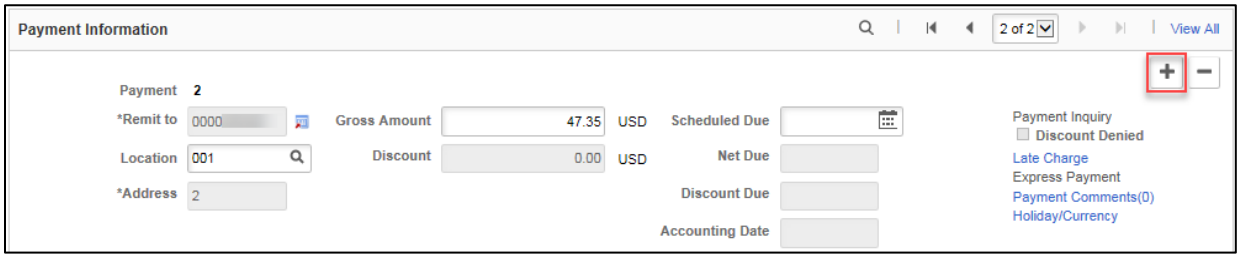
     E.g., if the Total Amount is $473.55 and retainage is 10%, enter $426.20 for Gross Amount.
5. In the *Message* field, enter the retainage instructions (e.g., "10% Less").



6. Check mark the **Retention?** box to indicate the additional payment line is being held for retention.

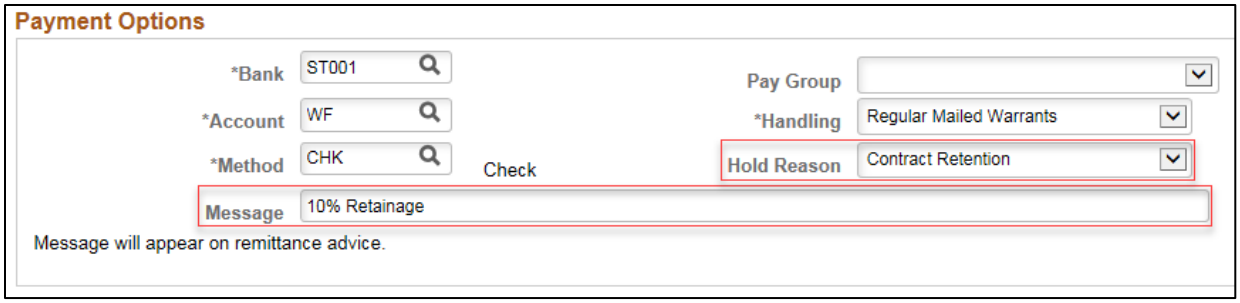


7. In the *Payment Information* section, add a row for retainage by pressing the **Add a New Row** (+) button. The *Gross Amount* field on this row will automatically populate with the retainage amount.

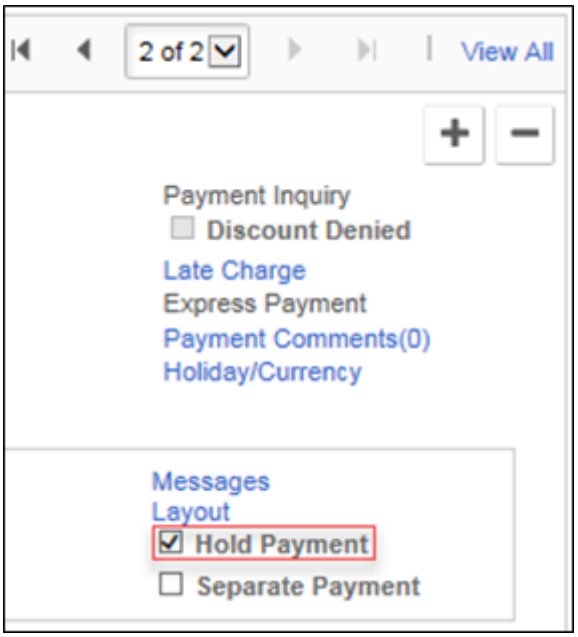


8. Select "Contract Retention" from the drop-down list in the *Hold Reason* field.

9. In the *Message* field, enter the retainage instructions (e.g., "10% Retainage").



10. Check mark the **Hold Payment** box until the payment is ready to be released.



11. 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.)

Step 4: Run the Matching process.

1. Select the *Invoice Information* tab.
2. Under the *Action* list, select the "Matching" option from the drop-down list.
3. Press the **Run** button to run the Matching process.
4. A **Message** box ask if you want to wait for the matching process to complete. Press **Yes**.
5. When the Matching process is complete, select the *Summary* tab.
6. Verify the *Match Status* field says "Matched."

Step 5: Run the Budget Checking process.

1. Select the *Invoice Information* tab.
2. Under the *Action* list, select the "Budget Checking" option from the drop-down list.
3. Press the **Run** button to run the Budget Checking process.
4. A **Message** box will ask if you want to wait for the Budget Checking process to complete.

   Press **Yes**.

5. When the Budget Checking process is complete, select the *Summary* tab, and erify the *Status* fields read as follows:

Field Name	Field Description
Entry Status	*Postable* means the voucher has no errors and is ready to be posted.
Match Status	*Matched* means the matching process is completed.
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.

Step 7: Submit the voucher for Approval.

1. Select the *Invoice Information* tab.
2. Verify that the voucher has an identification number the *Voucher ID* field.
3. Press the **Submit for Approval** button.
4. SWIFT will display the *Approval Comments* screen. In the *Additional Details* field, enter any optional comments to send to the approver, if applicable.
5. Press the **OK** button.
6. The *Approval Summary* tab will display the *Voucher Approval* screen, which shows the status of the approval. Press the **Save** button.