

QUICK REFERENCE GUIDE

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Create Interagency Payment Vouchers

Interagency payments are processed in SWIFT via the Bilateral Netting process. The Bilateral Netting process matches billing invoices to accounts payable vouchers. For vouchers to process in bilateral netting, the invoice ID and dollar amounts need to match in the billing invoice. This guide provides the steps to complete an interagency payment voucher.

Steps to complete

- Step 1: Create a new voucher.
- 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 Check process and check the *Summary* tab for errors.
- Step 6: Submit the voucher for Approval.

Steps to Create an Interagency Payment Voucher

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 <i>Voucher Regular Entry</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 "Regular 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 invoice number in the *Invoice Number* field.

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7. Enter the date of the invoice in the *Invoice Date* field.
8. Press the **Add** button.

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

1. SWIFT displays the *Invoice Information* tab. *Pay Terms* will default to "000" for interagency payments.
2. Enter the date the invoice was received by the agency in the *Invoice Received* field.
3. If entering a direct voucher, enter the appropriate information into the *Supplier ID* and *Invoice Total* fields.

- If copying from a PO or PO Receipt, select the appropriate drop-down option in the *Copy From Source Document* section and select the *Go* link. (See the **Voucher Entry – Copy a PO or PO Receipt Quick Reference Guide** for more details.)

- Make sure the following Chart of Account data has been added to the *Distribution Lines* section.

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.

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

- Select the *Payments* tab.
- Enter the Agency Origin Code in the *Agency Origin* field.

- 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 will 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 and check the *Summary* tab for errors.

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 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.

Step 6: Submit the voucher for Approval.

1. Select the *Invoice Information* tab.
2. Verify 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.

What to do when interagency payments do not process:

If the approval status shows that the interagency payment has not been successfully processed and approved, run through the following questions to troubleshoot why.

- A. Is there an Accounts Receivable item that matches the interagency voucher, and has the bill been posted to Accounts Receivable?
 - If not, the selling agency may not have created/posted a bill in Accounts Receivable.
Note: Using an interfund voucher, or PV2 document, is not an option.
To verify if an Accounts Receivable item was created and posted for the interagency voucher, look up the item and voucher using the interagency payment queries:
 - M_CM_GBL_INTERAGENCYPMTS_BFY
 - M_CM_GBL_INTERAGENCYPMTS_FY
- B. Does the *Supplier ID* on the voucher match the *Customer ID* on the bill?
 - If not, the billing agency may not have billed the correct customer, or the paying agency may not have paid the correct supplier?
- C. Do the invoice numbers and the amounts on the voucher and bill match?
 - The *Invoice Number* and *Amount* fields on both the voucher and the bill must match exactly.
- D. Does the *Netting* field on the *Payments* tab say something other than “Hold”?
 - Make sure “Hold” is selected on this field, because it’s what allows the bilateral netting process to identify the interagency payment.