Resolving Voucher Build Errors

SWIFT provides a Voucher Build Process that builds vouchers from interface files created from agency sub systems. Vouchers interfaced into SWIFT must pass two levels of validation:

- **Pre-edits**, which check for valid business units, suppliers, purchase orders (if applicable), line information, etc.
- **Voucher edits**, which check for duplicate invoices, vouchers being out of balance, or accounting dates in closed accounting periods.

This Quick Reference Guide provides information on resolving voucher build errors. Agencies can use the Voucher Build Error Detail page to find and correct vouchers in error.

**Step 1: Search for vouchers with errors.**

1. Navigate to the Voucher Build Error Detail page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Collection</strong></td>
<td>Accounting, Accounts Payable, Vouchers, left-menu, Maintain folder, Voucher Build Error Detail.</td>
</tr>
</tbody>
</table>

2. In the Business Unit field, enter the agency number.

3. If known, enter other search criteria (e.g., Supplier ID), and press the Search button.

4. Under the Search Results, select the voucher with errors.
Step 2: Identify the errors that need to be corrected.

1. The Voucher Build Error Detail page will display Header Errors and/or Invoice Line Errors for the voucher. Review the Field Name and Message fields for the source and explanation of the error.

2. Select the Correct Errors link to view the voucher.

![Voucher Build Error Detail](image)

**Note:** Depending on the type of error, SWIFT will bring you either to the Quick Invoice page (to correct pre-edits) or to the Voucher Regular Entry page (to correct voucher edits).

Step 3: Correct the errors on the voucher.

**Correct pre-edits on the Quick Invoice page**

1. If you need to correct pre-edits, the Quick Invoice page will display. Select the Review Errors link to see error details.

![Quick Invoice](image)
2. Below the Invoice Line Errors section, review the Field Name and Message columns for details about where the error occurred and why.

3. Select the Correct Errors link.

4. Back on the Quick Invoice page, press the Line Details button.

5. In the Invoice Lines section, make the necessary corrections to the voucher.

6. In the Build Status field, select “Build Voucher” from the drop-down list to process the voucher through the voucher build process.

   **Note:** If the voucher is no longer needed, select “Delete Voucher” from the drop-down list.
7. Press the **Save** button.

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**Correct voucher edits on the Voucher Regular Entry page**

1. If you need to correct voucher edits, the **Summary** tab will display. Select the **Error Summary** tab to review the details about errors.

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**Note:** If certain ChartFields were not populated with valid values, SWIFT will display a combo edit (Combination Editing) error, which enforces rules required for ChartFields.
2. Select the Invoice Information tab to locate specific errors on the interfaced voucher.
   - The yellow triangular icon 🟢 highlights what sections errors occur in (e.g., in the Header).
   - The red circular icon 🔴 highlights particular errors (e.g., Differences).

3. Correct the errors, and press the Save button.

**Step 4: Verify the voucher no longer has errors, and complete processing in SWIFT.**

1. On the Voucher Regular Entry page, select the Error Summary tab after correcting errors.
2. Verify there is a message indicating the interfaced voucher does not have any errors.
3. Select the Invoice Information tab.
4. Under the Action list, select the “Matching” option from the drop-down list.
5. Press the Run button to run the Matching process.
6. A Message box will ask if you want to wait for the matching process to complete. Press Yes.
7. When the Matching process is complete, select the Summary tab.
8. Verify the Match Status field says “Matched.”
9. Select the Invoice Information tab again.
10. Under the Action list, select the “Budget Checking” option from the drop-down list.
11. Press the Run button to run budget checking process.
12. A Message box will ask if you want to wait for the Budget Checking process to complete.
    Press Yes.
13. Select the Summary tab and verify the Budget Status field says “Valid” and the Entry Status field says “Postable.”
14. Select the Invoice Information tab and press the Submit for Approval button.
15. On the Approval Comments screen, press the OK button.