

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 check for valid business units, suppliers, purchase orders (if applicable), line information, and other similar errors.
- Voucher edits 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.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. Left menu, Maintain folder, Voucher Build Error Detail.

2. In the Business Unit field, enter the agency number.
3. If known, enter other search criteria such as the Supplier ID and press the **Search** button.
4. Under the Search Results, select the voucher with errors.

The screenshot shows the 'Vouchers' administrative portal. On the left, a navigation menu is visible with the 'Maintain' folder expanded to show 'Voucher Build Error Detail'. The main content area is a search form with the following fields and options:

- *Business Unit**: A dropdown menu with an equals sign and a search icon.
- Voucher ID**: A dropdown menu set to 'begins with' and an input field.
- TSE Run ID**: A dropdown menu with an equals sign and an input field.
- Origin**: A dropdown menu set to 'begins with' and an input field.
- Control Group ID**: A dropdown menu set to 'begins with' and an input field.
- Supplier ID**: A dropdown menu set to 'begins with' and an input field.
- Buying Agreement ID**: A dropdown menu set to 'begins with' and an input field.
- Invoice Number**: A dropdown menu set to 'begins with' and an input field.
- Invoice Date**: A dropdown menu with an equals sign and a calendar icon.
- Voucher Source**: A dropdown menu with an equals sign and a dropdown arrow.

At the bottom of the search form, there are three buttons: **Search** (highlighted with a red box), **Clear**, and **Save Search**.

Step 2: Identify the errors that need to be corrected

1. The Voucher Build Error Detail page displays with Header Errors and/or Invoice Line Errors for the voucher.
2. Review the **Field Name** and **Message** fields for the source and explanation of the error.
3. Select the **Correct Errors** link to view the voucher.

Voucher Build Error Detail

Business Unit R2901 Voucher ID 00891881 [Correct Errors](#)

Header Errors

Field Name	Message
Merchandise Amount	Voucher Merchandise Amount 0 <- sum of invoice line amounts 24455.41.

Invoice Line Errors

Line	Field Name	Message

Step 3: Correct the errors on the voucher

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.

Correct pre-edits on the Quick Invoice page

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

Quick Invoice

Business Unit B2201 *Invoice Number 00101514.10297657Fa23Tuitions [Calculate](#)

Voucher 02128941 Invoice Date 12/20/2023 [Print Invoice](#)

Voucher Style Regular Accounting Date 08/22/2023 [Edit Combinations](#)

*Build Status **Pre-Edit Error** Prepaid Ref Auto Apply

Invoice Received 12/20/2023

Supplier 0000194617 Invoice Address 1 MN STATE LBA MN STATE COLLEGE SOUTHEAST
 Location 001 Remitting Addr 1 1250 HOMER RD
 WINONA MN USA 55987 Attachments (0)
 Comments(1)

Line Amount 525.98 Control Group [Payments](#)
 Misc Amt 0.00 Terms 000 [Session Defaults](#)
 Freight 0.00 Currency USD [Override Session Default](#)
 Sales Tax 0.00 Tax Exempt [Review Errors](#)

Total 525.98

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.

Line	Field Name	Field Name	Message
1	LINE_NBR	Line Number	Operator profile does not allow copying Matched Purchase Order Lines.

4. SWIFT returns to the Quick Invoice page. Press the **Line Details** button.

Quick Invoice

Business Unit: B2201 | Voucher: 02128941 | Voucher Style: Regular | *Build Status: Pre-Edit Error

*Invoice Number: 00101514.16297957Fa23Tuitons | Invoice Date: 12/20/2023 | Accounting Date: 08/22/2023

Supplier: 0000194617 | Location: 001 | Invoice Address: 1 | Remitting Addr: 1

Line Amount: 525.98 | Misc Amt: 0.00 | Freight: 0.00 | Sales Tax: 0.00 | Total: 525.98

Control Group: | Terms: 000 | Currency: USD

From Voucher Line: 1 | To Voucher Line: 1

Buttons: Calculate, Print Invoice, Edit Combinations, Line Details, Add lines

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.
7. Press the **Save** button.

Quick Invoice

Business Unit: B2201 | Voucher: 02128941 | Voucher Style: Regular

*Build Status: Build Voucher

*Invoice Number: 00101514.16297957Fa23Tuitons | Invoice Date: 12/20/2023 | Accounting Date: 08/22/2023

Prepaid Ref: | Invoice Received: 12/20/2023

Buttons: Auto Apply

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

Correct voucher edits on the Voucher Regular Entry page

1. SWIFT displays the voucher. Select the **Error Summary** tab to review the details about errors.

Vouchers

Welcome to the Administrative Portal | [Sign Out](#)

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

Business Unit: R2901 | Invoice Number: PCARD R1 202310 FOR
 Voucher ID: 00891681 | Invoice Date: 10/25/2023
 Style: Journal Voucher | Total: 0.00 USD

Header Errors

Field Name	Message
Merchandise Amount	Voucher Merchandise Amount 0 <-> sum of invoice line amounts 24455.41.

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 such as in the header.
 - The red circular icon highlights particular errors such as “Difference” in the Invoice Total section.

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

Business Unit: R2901 | Invoice No: PCARD R1 202310 FOR
 Voucher ID: 00891681 | Accounting Date: 10/25/2023
 Voucher Style: Journal Voucher | Pay Terms: 000 Net 0
 Invoice Date: 10/25/2023 | Basis Date Type: Inv Date
 Invoice Received: 10/25/2023

NATURAL RESOURCES DEPT

Supplier ID: R290000000 | Service Period Begin Date:
 ShortName: NATURAL RE-001 | Goods/Services Received: 10/25/2023
 Location: 001 | Customer Number:
 *Address: 1

Invoice Total

Line Total	24,455.41
*Currency	USD
Total	0.00
Difference	24,455.41

3. Correct the errors and press the **Save** button at the bottom of the page.

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. It should say “The Voucher does not have any errors.”

2. Run the Matching process of the voucher.
 - a. Select the **Invoice Information** tab.
 - b. Under the Action list, select the “Matching” option from the drop-down list.
 - c. Press the **Run** button to run the Matching process.
 - d. SWIFT displays a Message box asking if you want to wait for the matching process to complete. Press **Yes**.
 - e. When the Matching process is complete, select the **Summary** tab.
 - f. Verify the Match Status field says “Matched.”

3. Run Budget Checking of the voucher.
 - a. Select the **Invoice Information** tab again.
 - b. Under the Action list, select the “Budget Checking” option from the drop-down list.
 - c. Press the **Run** button to run budget checking process.
 - d. SWIFT displays a Message box asking if you want to wait for the Budget Checking process to complete. Press **Yes**.
 - e. Select the **Summary** tab and verify the Budget Status field says “Valid” and the Entry Status field says “Postable.”

4. Submit the voucher for approval.
 - a. Select the **Invoice Information** tab and press the **Submit for Approval** button.
 - b. On the Approval Comments screen, press the **OK** button.