

QUICK REFERENCE GUIDE

Updated November 01, 2019

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.

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 (e.g., *Supplier ID*), and press the **Search** button.

The screenshot shows the 'Voucher Build Error Detail' search page. On the left is a navigation menu with options: Add/Update, Maintain, Voucher Build Error Detail (highlighted), and Inquiry. The main content area has a title 'Voucher Build Error Detail' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The 'Business Unit' field is highlighted with a red box. Other search criteria include Voucher ID, TSE Run ID, Origin, Control Group ID, Supplier ID, Buying Agreement ID, Invoice Number, Invoice Date, and Voucher Source. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. A 'Case Sensitive' checkbox is also present.

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.

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.

Correcting 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.

- Below the *Invoice Line Errors* section, review the *Field Name* and *Message* columns for details about where the error occurred and why.
- Select the *Correct Errors* link.

Business Unit B2201 Voucher ID 01450915 Correct Errors

Invoice Line Errors

Line	Field Name	Field Name	Message
1	LINE_NBR	Line Number	Invalid Purchase Order Line Number
1	LINE_NBR	Line Number	Operator profile does not allow copying Matched Purchase Order Lines.
1	LINE_NBR	Line Number	There are no open distributions for this Purchase Order line.

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

Quick Invoice

Business Unit B2201 *Invoice Number 93354086 Calculate

Voucher 01450915 Invoice Date 12/12/2018 Print Invoice

Voucher Style Regular Accounting Date 01/08/2019 Edit Combinations

*Build Status Pre-Edit Error Auto Apply

Invoice Received

Supplier 0000925407 Invoice Address 3 EN POINTE TECHNOLOGIES SALES LLC
PO BOX 740545
Location 001 Remitting Addr 3 LOS ANGELES
CA USA 90074 Attachments (0)
Comments(0)

Line Amount 0.00 Control Group Terms
Misc Amt 0.00 Currency USD Payments
Freight 0.00 Tax Exempt Session Defaults
Sales Tax 0.00 Override Session Default
Total 0.00 Review Errors

Difference 0.00

Fetch Voucher Lines

From Voucher Line 1 Line Details
To Voucher Line 1 Add lines

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

Quick Invoice

Business Unit: 92201 *Invoice Number: 93354088

Voucher: 01450915 Invoice Date: 12/12/2019

Voucher Style: Regular Accounting Date: 01/09/2019

*Build Status: Build Voucher Prepaid Ref: Auto Apply

Invoice Received:

Supplier: 000025407 Invoice Address: 3 EN POINTE TECHNOLOGIES SALES LLC
 Location: 001 Remitting Addr: 3 PO BOX 740645
 LOS ANGELES
 CA USA 90074 [Attachments \(0\)](#)
[Comments\(0\)](#)

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

Difference: 0.00

Fetch Voucher Lines

From Voucher Line: 1

To Voucher Line: 1

▶ Copy From Source Document

▶ Voucher Build Association

Invoice Lines

Line Information EOReceiver Information

Voucher Line Number	Accounting Tag	Distribute By	Item ID	Quantity Vouchered	UOM	Unit Price	Merchandise Amount	Procurement Group ID	Description	Distribution
1							0.00			<input type="button" value="Distribution"/>

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.

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

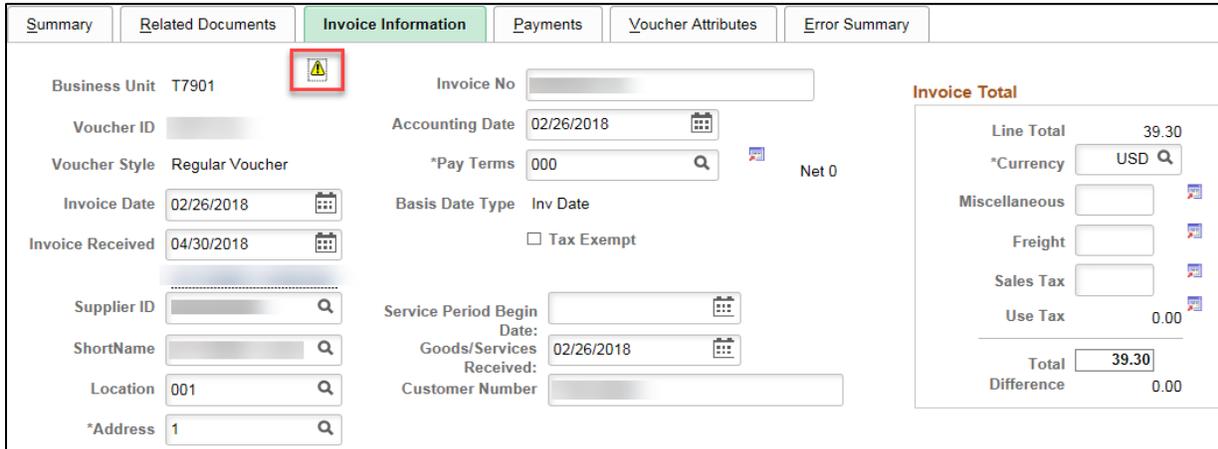
Business Unit: Invoice Number:
 Voucher ID: Invoice Date:
 Style: Regular Voucher Total: 39.30

Header Errors

Field Name	Message
Accounting Date	Accounting Date is not in Open Period.
Invoice Number	Duplicate Invoice vouchers exist.

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.

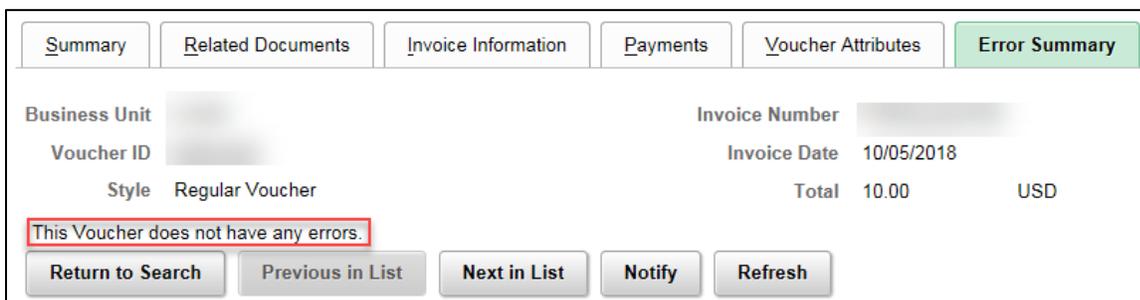
2. Select the *Invoice Information* tab to locate specific errors on the interfaced voucher.
 - The **yellow triangular** icon  highlights what sections errors occur in (e.g., in the Header).
 - The **red circular** icon  highlights particular errors (e.g., Differences).



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.”

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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.