

Accounts Payable Quick Start Guide

September 1, 2019

Starting in December 2019, there will be changes to SWIFT. While the new version will have a new look and feel, this upgrade will not affect how most processes are completed in SWIFT.

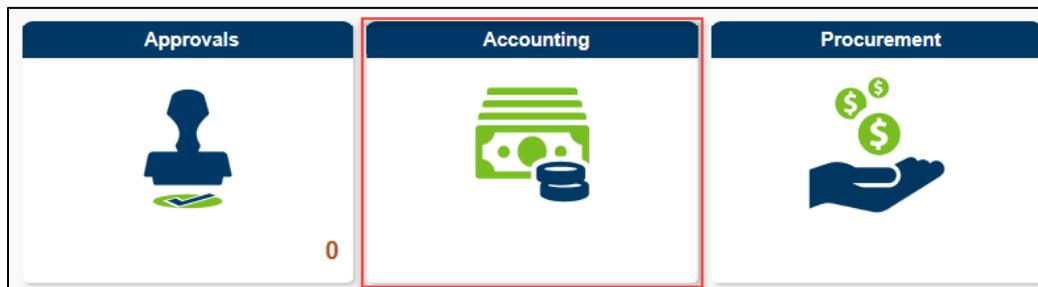
Note: There may be some changes to this information, since SWIFT Limited Upgrade testing is still in progress. **Questions?** Contact the SWIFT Help Desk: SWIFT.project@state.mn.us.

This guide will explain how to navigate to the Accounts Payable (AP) module and AP WorkCenter. The AP WorkCenter is a one-stop shop with access to several pages in the AP module. Most Accounts Payable work can be done from the AP WorkCenter. To open the AP WorkCenter, open the AP module, and select the **AP WorkCenter** tile.

- Step 1: Navigate to the AP module.
- Step 2: Open the AP WorkCenter
- Step 3: Select a category, folder, and page in the WorkCenter.

Step 1: Navigate to the AP module.

1. From the *Homepage*, select the **Accounting** tile.



2. Select the **Accounts Payable** tile to open the *Accounts Payable* module.

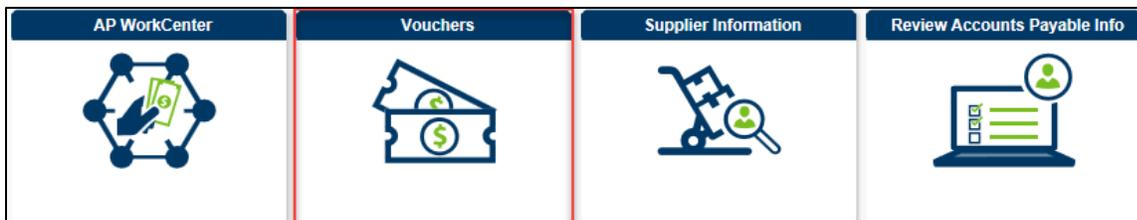


Step 2: Open pages from the AP Navigation Collections.

The AP module will include tiles to access pages in SWIFT, including **Vouchers**, **Supplier Information**, and **Review Accounts Payable Information**. To open the pages from these navigation collections, select one of these tiles.

Navigation Collection	Description of Folders and Pages
Vouchers	Add or update vouchers.
Supplier Information	Review information about suppliers, such as name and address info.
Review Accounts Payable Information	Search for vouchers and voucher payments.

For example, to open the Voucher Regular Entry page, select the **Vouchers** tile.



The *Voucher Regular Entry* page will display by default.

When you open a page, you will see the Left Menu, and the Work Area will display on the right.

- You can open pages in the Work Area by selecting them from the Left Menu.
- For most modules in SWIFT, the pages in the Work Area will not have changed.

Step 3: Open the AP WorkCenter.

In addition to the **Vouchers**, **Supplier Information**, and **Review Accounts Payable Information** tiles, the AP Module also includes a WorkCenter. To open the AP WorkCenter, select the **AP WorkCenter** tile.



Step 4: Select a category, folder, and page in the WorkCenter.

Access pages by selecting them from the Left-Menu, which is organized by the following categories:

- *My Work* (your work in progress)
- *Links* (commonly used AP pages)
- *Queries* (commonly used AP Queries)
- *Reports/Processes* (AP reporting)

Under the category, select a folder by pressing the drop-down arrow. After selecting a page, it will display in the Work Area to the right.

