

QUICK REFERENCE GUIDE

Updated November 01, 2019

Use Template Vouchers

Once a Template Voucher has been created and saved in SWIFT, it is available to use. This Quick Reference Guide provides information on how to use Template Vouchers.

Steps to complete

- Step 1: Create a new voucher.
- Step 2: Copy the Voucher Template.
- Step 3: Enter information on the *Payments* tab and save.
- Step 4: Run the Matching process, if applicable.
- Step 5: Run the Budget Checking process and check the *Summary* tab for errors.
- Step 6: Submit the voucher for Approval.

Step 1: Create a new voucher.

1. Navigate to the *Regular Entry (Voucher)* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Regular Entry (Voucher)</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 menu.
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 date of the invoice in the *Invoice Date* field.
7. Press the **Add** button.

Step 2: Copy the Voucher Template.

1. The *Invoice Information* tab will display. Under the *Copy From Source Document* section, select the "Template" option from the *Copy From* field.
2. Select the *Go* link.

The screenshot shows the 'Invoice Information' tab with various fields for business unit, voucher ID, date, and supplier. At the bottom, the 'Copy From Source Document' section is expanded, showing a dropdown menu with 'Template' selected and a 'Go' button highlighted with a red box.

3. The *Voucher Template* screen will display. Enter the *Template ID*.
4. Press the **Copy from template** button.

The screenshot shows the 'Voucher Template' screen with fields for Business Unit, Invoice Number, Voucher ID, Supplier, and Invoice Date. Below these fields, the 'Select Template to Copy' section is highlighted, showing a text input field for 'Template ID' and a 'Copy from template' button, both highlighted with red boxes.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The *Invoice Information* tab fields will now be populated with data from the Voucher Template. Enter dates in the *Invoice Receipt Date* and *Goods/Services Received Date* fields.

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

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

- Verify the correct data have been entered into the following fields: *Pay Terms*, *Pay Reason*, *Remit to*, *Location*, *Address*, *Gross Amount*, and *Scheduled Due*.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- In the *Payment Options* section, verify the correct data have been entered into the following fields: *Handling*, *Hold Reason*, *Netting*, *Hold Payment*, and *Separate Payment*.
- In the *Message* field, enter optional text to print on the remittance advice.

The screenshot displays the SWIFT financial tool interface with the following sections and highlighted fields:

- Invoice Information:** Business Unit (G1001), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (180.00), Supplier Name (MINNESOTA MANAGEMENT & BUDGET). Invoice No, Invoice Date (09/19/2018), Agency Origin (00), MMB - Diane, Pay Terms (000), Net 0, Prompt Date (10/19/2018), and Pay Reason are highlighted with red boxes.
- Payment Information:** Payment 1. Remit to (G100000000), Location (001), Address (1), and the full address (MINNESOTA MANAGEMENT & BUDGET, 400 CENTENNIAL OFFICE BLDG, 658 CEDAR ST, ST PAUL, MN 55155) are highlighted with a red box. Gross Amount (180.00 USD), Scheduled Due, Discount (0.00 USD), Net Due, Discount Due, Accounting Date, MS16A Violation?, and Retention? are also visible.
- Payment Options:** Bank (ST001), Account (WF), Method (CHK), Check, Message (MMB Test Template), Pay Group (01), Handling (Regular Mailed Warrants), Hold Reason, Netting (Hold), and the Hold Payment checkbox are highlighted with red boxes.

6. Press the **Save** button. SWIFT will automatically update remaining fields, including:

- Voucher ID*
- Payment Information such as Net Due and Discount Due data*
- Scheduled Payment data*
- Sales Tax and Use Tax*

Step 4: Run the Matching process, if applicable.

- Select the *Invoice Information* tab.
- Under the *Action* list, select the “Matching” option from the drop-down list.
- Press the **Run** button to run the Matching process.
- A **Message** box ask if you want to wait for the matching process to complete. Press **Yes**.
- When the Matching process is complete, select the *Summary* tab.
- 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 (if applicable). If there is no PO, this field will say <i>No Match</i> .
Approval Status	<i>Pending</i> means the voucher is ready for Approval.
Post Status	<i>Unposted</i> means the voucher is not ready to be 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.