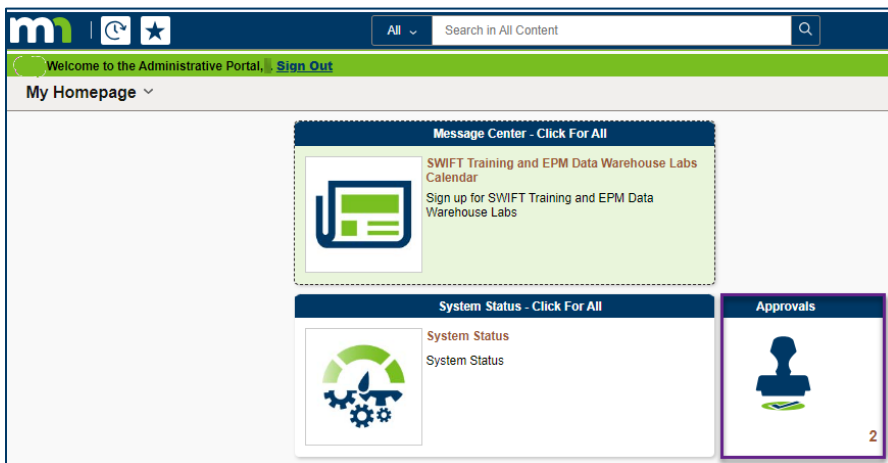


Voucher Approval

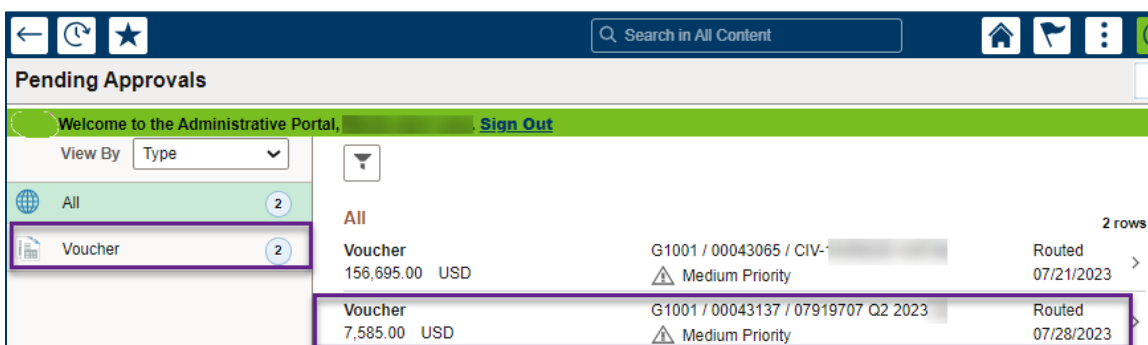
This Quick Reference Guide provides steps to find and approve, deny, or request more information for vouchers in SWIFT.

Step 1: Access the Approvals tile

1. From the Administrative Portal, select the **Approvals** tile.



2. SWIFT displays the Pending Approvals page. From the left-menu, select the **Voucher** category. On the right side of the page, select the voucher to approve from the Voucher list.



Step 2: Review the voucher for approval

SWIFT displays the Voucher page. Review the information to ensure the voucher is correct.

- At the top of the header, you can see the **Approve**, **Deny**, and **Request Information** buttons.
- The **Summary** section contains information from the header such as supplier and dates.
- You can select the **View Voucher** link to see more information about the voucher.

Voucher

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

7,585.00 USD

1 line(s) are pending your approval

Approve **Deny** **Request Information**

Summary

Business Unit G1001	Remit Supplier SHARE 0000193842	Voucher ID 00043137
Invoice Number 07919707 Q2 2023	Name 1 MN ST LBA DEED UCF	Created By
Supplier Name MN ST LBA DEED UCF	Name 2 UNEMPLOYMENT COMP FUND NON MAPS	Modified By
Due Date 07/10/23	Address Line 1 PO BOX 4629	Invoice Date 07/10/23
Voucher Source Online	Address Line 2	Voucher Style Regular Voucher
Pay Terms 000 Net 0	Address Line 3	View Voucher
	Address Line 4	
	County RAMSEY	
	City ST PAUL MN 55101	
	Country USA	

- The **Voucher Lines** section shows how many lines, a description of the purchase, how many were purchased, the merchandise amount and ChartField information.
- In order to approve, deny or request information on the voucher line, select the box next to the line.

Voucher Lines

Pending **All**

Select

<input type="checkbox"/>	Line : 1	Non-PO Voucher	Budget Date : 06/30/2023	Agency Cost 1 :
	Distrib Line : 1		Fund : 5600	Agency Cost 2 :
	Merch Amount : 7,585.00		Dept ID : G1036102	PC BU :
	Quantity : 0		Appropriation ID : G100041	Project :
	Price : .00		Account : 410707	Activity :
	Descr		Statewide Cost :	Source Type :

Approver Comments

Approval Chain >

Step 3: Approve, Deny, or Request Information

Approve

1. To approve the voucher, check mark the line(s) under the Voucher Lines section, and then select the **Approve** button in the header of the page.
2. The Approve window displays. Leave any **Approver Comments**, if applicable.
3. Then, press the **Submit** button.

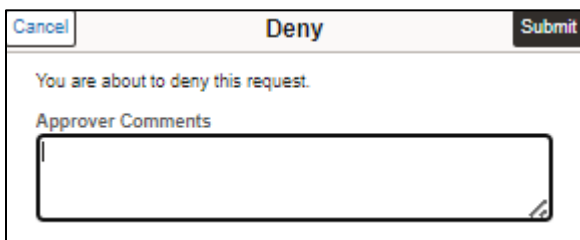


Deny

1. If the voucher or line cannot be approved, check mark the line(s) under the Voucher Lines section. Then, press the **Deny** button in the header of the page.
2. The Deny window displays. Enter the reason for denial in the Approver Comments.

NOTE: Approver comments are required when an approver denies a voucher. SWIFT sends an alert to the requester that the voucher was denied.

3. Press the **Submit** button.



Request Information

1. If you need more information about the voucher or line before you can approve the voucher, check mark the line(s) under the Voucher Lines section. Then, press the **Request Information** button in the header of the page.
2. The Request Information window displays. Enter comments to request information about the voucher in the Approver Comments.

NOTE: Approver comments are required when an approver requests information.

3. Press the **Submit** button.

