

QUICK REFERENCE GUIDE

Updated November 01, 2019

Voucher Approval

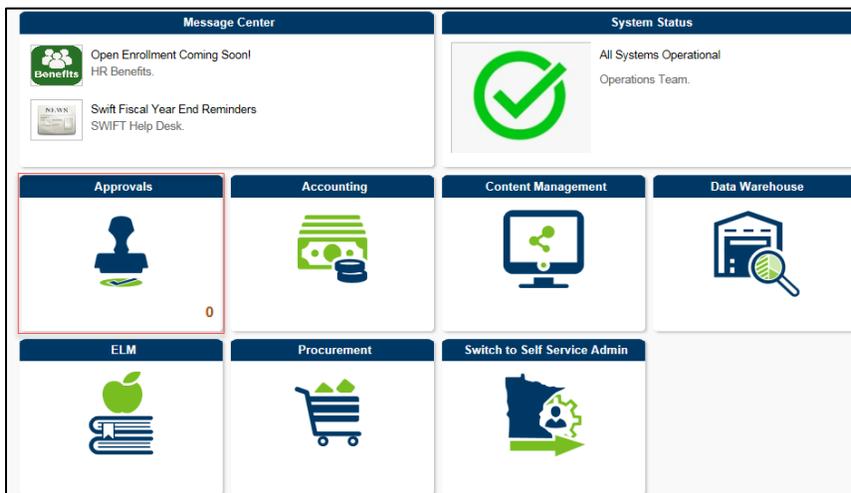
This Quick Reference Guide provides information on how to find and approve, deny, or request more information for vouchers in SWIFT.

Steps to complete

- Step 1: Access the **Approvals** tile.
- Step 2: Review the voucher for approval.
- Step 3: Approve, Deny, or Request Information.

Step 1: Access the Approvals tile.

1. From *My Homepage*, select the **Approvals** tile.



2. The *Pending Approvals* page will display. From the left-menu, select the *Voucher* category, and then check mark the voucher to approve from the *Voucher* list.

View By	Type			Approve	Deny	Request Information
All	41					
Journal Entry	12					
KK Budget Transfer	1					
KK Journal Approval	8					
Purchase Order	2					
Voucher	18					
		Voucher		18 rows		
<input type="checkbox"/>	<input type="checkbox"/>	Voucher	G1001 / 00021902 / 98765	100.00	USD	Routed 06/25/2018 >
			⚠ Medium Priority			
<input type="checkbox"/>	<input type="checkbox"/>	Voucher	G1001 / 00021931 / 000034	100.00	USD	Routed 06/25/2018 >
			⚠ Medium Priority			
<input type="checkbox"/>	<input type="checkbox"/>	Voucher	G1001 / 00021922 / 9998911	100.00	USD	Routed 06/25/2018 >
			⚠ Medium Priority			
<input type="checkbox"/>	<input type="checkbox"/>	Voucher	G1001 / 00021930 / 000033	100.00	USD	Routed 06/25/2018 >
			⚠ Medium Priority			

Step 2: Review the voucher for approval.

Voucher information will display under the *Summary* and *Voucher Lines* sections.

Review the information to ensure the voucher is correct.

Step 3: Approve, Deny, or Request Information.

- To approve the voucher, check mark the line(s) under the *Voucher Lines* section, and then press the **Approve** button.

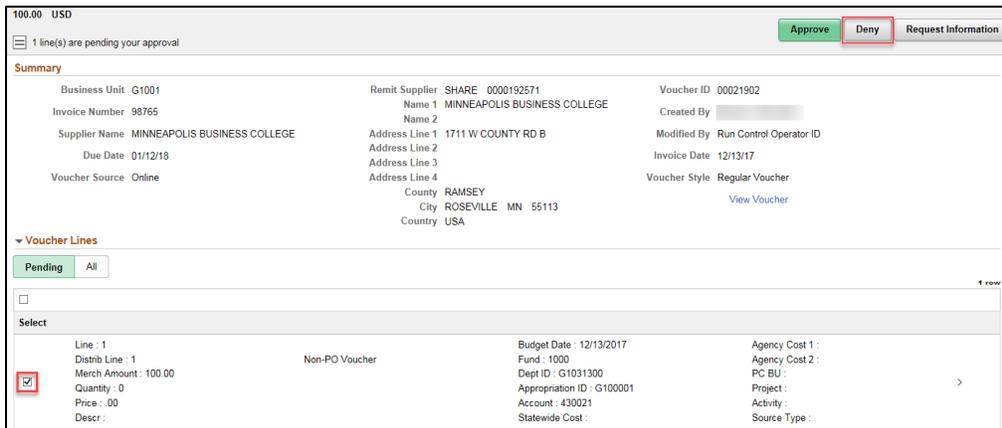
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- The *Approve* window will display. Leave any *Approver Comments*, if applicable, and press the **Submit** button.



The screenshot shows the 'Approve' window. At the top, there are three buttons: 'Cancel', 'Approve', and 'Submit'. The 'Submit' button is highlighted with a red box. Below the buttons, the text reads 'You are about to approve this request.' Underneath is a text area labeled 'Approver Comments' with a scroll bar.

- If the voucher cannot be approved, check mark the line(s) under the *Voucher Lines* section, and press the **Deny** button.



The screenshot shows a voucher summary and lines section. At the top, there are three buttons: 'Approve', 'Deny', and 'Request Information'. The 'Deny' button is highlighted with a red box. Below the buttons, the text reads '1 line(s) are pending your approval'. The 'Summary' section contains the following information:

Business Unit: G1001	Remit Supplier: SHARE 0000192571	Voucher ID: 00021902
Invoice Number: 98765	Name 1: MINNEAPOLIS BUSINESS COLLEGE	Created By: [redacted]
Supplier Name: MINNEAPOLIS BUSINESS COLLEGE	Name 2: [redacted]	Modified By: Run Control Operator ID
Due Date: 01/12/18	Address Line 1: 1711 W COUNTY RD B	Invoice Date: 12/13/17
Voucher Source: Online	Address Line 2: [redacted]	Voucher Style: Regular Voucher
	Address Line 3: [redacted]	View Voucher
	Address Line 4: [redacted]	
	County: RAMSEY	
	City: ROSEVILLE MN 55113	
	Country: USA	

Below the summary is the 'Voucher Lines' section. It has a 'Pending' button and an 'All' button. There is a 'Select' checkbox and a table with one row. The first cell of the table has a checked checkbox, which is highlighted with a red box. The table contains the following information:

Line: 1	Budget Date: 12/13/2017	Agency Cost 1:
Distrib Line: 1	Fund: 1000	Agency Cost 2:
Merch Amount: 100.00	Dept ID: G1031300	PC BU:
Quantity: 0	Appropriation ID: G100001	Project:
Price: .00	Account: 430021	Activity:
Descr:	Statewide Cost:	Source Type:

- The *Deny* window will display. 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.

- Press the **Submit** button.



The screenshot shows the 'Deny' window. At the top, there are three buttons: 'Cancel', 'Deny', and 'Submit'. The 'Submit' button is highlighted with a red box. Below the buttons, the text reads 'You are about to deny this request.' Underneath is a text area labeled 'Approver Comments' with a scroll bar.

- If you need more information before you can approve the voucher, check mark the line(s) under the *Voucher Lines* section, and press the **Request Information** button.

100.00 USD

1 line(s) are pending your approval

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

Summary

Business Unit: G1001	Remit Supplier: SHARE 0000192571	Voucher ID: 00021902
Invoice Number: 98765	Name 1: MINNEAPOLIS BUSINESS COLLEGE	Created By: [Redacted]
Supplier Name: MINNEAPOLIS BUSINESS COLLEGE	Name 2: [Redacted]	Modified By: Run Control Operator ID
Due Date: 01/12/18	Address Line 1: 1711 W COUNTY RD B	Invoice Date: 12/13/17
Voucher Source: Online	Address Line 2: [Redacted]	Voucher Style: Regular Voucher
	Address Line 3: [Redacted]	View Voucher
	Address Line 4: [Redacted]	
	County: RAMSEY	
	City: ROSEVILLE MN 55113	
	Country: USA	

Voucher Lines

Pending **All**

Select

<input checked="" type="checkbox"/>	Line : 1	Non-PO Voucher	Budget Date : 12/13/2017	Agency Cost 1 :
	Distrib Line : 1		Fund : 1000	Agency Cost 2 :
	Merch Amount : 100.00		Dept ID : G1031300	PC BU :
	Quantity : 0		Appropriation ID : G100001	Project :
	Price : .00		Account : 430021	Activity :
	Descr :		Statewide Cost :	Source Type :

- The *Request Information* window will display. Enter comments to request information about the voucher in the *Approver Comments*.
- Press the **Submit** button.

Cancel **Request Information** **Submit**

You are about to request more information for this request.

Approver Comments

[Text Area]