

QUICK REFERENCE GUIDE

Updated November 01, 2019

Voucher Inquiry

Use the **Voucher Inquiry** to search for vouchers

Steps to complete

- Step 1: Search for the voucher on the *Voucher Inquiry* page.
- Step 2: Select the tabs from *Voucher Inquiry Results* to review voucher information.

Step 1: Search for the voucher on the *Voucher Inquiry* page.

1. Navigate to the *Voucher Inquiry* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Review Accounts Payable Info, left-menu, Vouchers folder, Voucher.

2. The *Voucher Inquiry* page will display. Enter the Business unit number in the *From Business Unit* field and the *To Business Unit* field.

Voucher Inquiry

▼ Search Criteria

Search Name

	From	To
From Business Unit	<input type="text" value="G1001"/> <input type="button" value="Q"/>	<input type="text" value="G1001"/> <input type="button" value="Q"/>
From Voucher ID	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Invoice Number	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
Supplier SetID	<input type="text" value="SHARE"/> <input type="button" value="Q"/>	
From Supplier Short Name	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Supplier Name	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Additional Name	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Supplier ID	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
Supplier Location	<input type="text"/> <input type="button" value="Q"/>	
Entry Status	<input type="text"/> <input type="button" value="Q"/>	
Incomplete Voucher	<input type="text"/> <input type="button" value="Q"/>	
From Accounting Date	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Invoice Date	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Due Date	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
From Entered Date	<input type="text"/> <input type="button" value="Q"/>	<input type="text"/> <input type="button" value="Q"/>
Origin Set ID	<input type="text"/> <input type="button" value="Q"/>	

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3. Enter search criteria information in any of the *Voucher Inquiry* fields to search for vouchers.

Note: The *From* and *To* fields let you enter ranges.

Field	Field Description
Search Name	Defaults to ALL. Do not change this field.
From Business Unit	The alphanumeric code representing your agency.
From Voucher ID	The eight-digit number that SWIFT assigned to the voucher.
From Invoice ID	The supplier's invoice number.
Supplier SetID	Defaults to SHARE. Do not change this field.
From Short Name	A shortened version of the supplier's name containing 10 letters followed by three numbers. (When additional suppliers with the same name are added to SWIFT, the numbers increment to show the order in which they were added.)
From Supplier Name	The supplier's primary name as shown on the income tax return.
From Additional Name	The second line of the supplier's name, if applicable.
From Supplier ID	The 10-digit identifier assigned by SWIFT upon supplier registration.
Supplier Location	A code that determines the payment method (bank account info for ACH payments) used for electronic funds transfers (EFTs). Note: The Supplier Location is not the Supplier's Address; the Supplier Location, however, determines the Address on the voucher, which may be a General or Remit Address.
Entry Status	The status of the voucher with respect to the payment process. Note: can use this to look for vouchers that have been deleted.
From Accounting Date	The date the voucher was entered in SWIFT. (This field will automatically populate with the Goods Received Date; only change this date if the voucher had an encumbrance for the previous fiscal year and has to be back dated.)
From Invoice Date	The date recorded on the supplier's actual invoice.
From Due Date	The date the State's payment be received by the supplier.

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From Entered Date	The date the supplier's payment request was first created in SWIFT.
Origin Set ID	The same alphanumeric code as the <i>Business Unit</i> field.
Origin	<p>The code that indicates where the transaction originated (e.g., online manually, from another State subsystem or Agency interface).</p> <p>Note: This code is shared with Procurement and Accounting.</p> <ul style="list-style-type: none"> • For Accounting, this code is 2 digits. • For Procurement, this code is 3 digits. • Both Accounting and Procurement can use the code ONL (On Line Entry). • The subsystem or interface ID codes is 2 digits.
Control Group ID	N/A – The State of Minnesota does not use this field.
Contract ID	The identifier for a contract assigned through Procurement.
Lease Number	The number assigned to a lease through Procurement.
PO Business Unit	The business unit that originated the purchase order.
Purchase Order	The number assigned to the purchase order through Procurement.
Item ID	The number assigned from a supplier's catalog (either created from voucher entry or copied from the Purchase Order).
Amount Rule	<p>The rule to find a range of vouchers with a specific dollar amount.</p> <p>Note: If using this field, also use the <i>Amount</i> and <i>Currency</i> fields.</p>
Amount	The total or approximate dollar value of the voucher.
Currency	<p>The medium of exchange used for the payment.</p> <p>Note: The State of Minnesota only uses USD as its currency.</p>
Voucher Style	<p>The style of voucher. Options include:</p> <ul style="list-style-type: none"> • Journal Voucher • Regular Voucher • Single Pay Voucher • Template Voucher
Post Status	The status of the voucher with respect to the general ledger posting process (e.g., Payment Not Applied, Posted or Unposted).

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Approval Status	The status of the voucher with respect to the payment approval process (e.g., Approved, Denied or Unapproved).
Supplier Balance	The balance on the voucher: either more money is owed to the supplier (“Balance Remains) or the payment is complete (“No Balance Remains”).
Voucher Source	The source from where the voucher originated. The State of Minnesota uses the following sources: <ul style="list-style-type: none"> • Online • XML Invoices • Self-service Invoices • Return to Supplier • Recurring PO Voucher • Procurement Cards • Receivables Customer • Refunds
User ID	The identification number for who created the voucher on SWIFT.
GL Business Unit	The General Ledger Business Unit code for the State of Minnesota, which is MN001.
Account	The account number where the payment is charged.
Financial Department ID	The agency or department number where the payment is charged.
VAT No.	N/A – The State of Minnesota does not use this field.
Process Instance	N/A – Do not use this field in this inquiry.
Match Status	The status of the voucher with respect to the Match process.

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Sanctions Status	<p>The supplier’s status on the federal Office of Foreign Asset Control (OFAC) list.</p> <ul style="list-style-type: none"> • <i>Blocked</i>: The supplier was investigated by OFAC and is blocked from doing business with the State. • <i>Cleared</i>: The supplier was investigated by OFAC and is cleared to do business with the State. • <i>Review</i>: The supplier is under investigation by OFAC and is not yet cleared to do business with the State. • <i>Valid</i>: The supplier is not under investigation by OFAC and may do business with the State.
Max Rows	The number of rows you want displayed in the search results (default is 300).
Sort By	How to sort the search results (e.g., by Voucher ID).
Sort Asc/Desc	In what order to display sorted search results (e.g., Ascending or Descending).
Currency Rate Type As of Date	N/A – The State of Minnesota does not use these fields.
Payment Date	N/A – The State of Minnesota does not use this field.

4. After entering search criteria, press the **Search** button to view the search results (or press the **Clear** button to clear all fields and start over).

Financial Department ID

VAT No

Process Instance

Match Status

Sanctions Status

Max Rows

Step 2: Select tabs from *Voucher Inquiry Results* to review voucher.

1. The voucher information will display below the *Voucher Inquiry Results* section.

Select the *Voucher Details* tab to review the following voucher fields:

Field	Field Description
Invoice Number	The number of the invoice.
Invoice Date	The date of the invoice.
Supplier ID	The identification number of the supplier.

Voucher Inquiry Results

Grid icon | Search icon

Voucher Details | Amounts | More Details | Supplier Details | Filter icon

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID
▼ Actions	G1001	000	[REDACTED]	01/27/2017	[REDACTED]

2. Select the *Amounts* tab to review the following monetary value fields:

Field	Field Description
Gross Invoice Amount	The amount paid to the supplier. Note: This amount does not include sales tax.
Voucher Unpaid Balance	The amount on the voucher that has yet to be paid.
Unapplied Payments	The payments in the system that have yet to be applied to the overall total amount owed the supplier.
Total Non-Merch	The portion of the payment comprised of sales tax and use tax.
Entered VAT	NA – This column is not used by the State of Minnesota.
Gross Amount Paid	The amount that shows how much has been paid to the supplier.
Net Amount Paid	The gross amount paid on the voucher, minus any discount.

Voucher Inquiry Results

Grid icon | Search icon | 1-100 of 300 | View 100

Voucher Details | Amounts | More Details | Supplier Details | Filter icon

Actions	Business Unit	Voucher ID	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
▼ Actions	G1001	000	USD	4,131.08	4,131.08	0.00	0.00	0.00	0.00	0.00

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3. Select the *More Details* tab to review the following amount and status fields:

Field	Field Description
Approval Status	Select the Detail Lines icon to view the <i>Voucher Details</i> screen, including GL ChartField data.
Budget Header Status	<p>“Not Budget Checked” means the voucher has not undergone the budget checking process.</p> <p>“Valid” means the voucher has passed the Budget Check.</p> <p>“Exception” means there are errors.</p>

Voucher Inquiry Results

1-100 of 300 | View 100

Voucher Details | Amounts | **More Details** | Supplier Details | II>

Actions	Business Unit	Voucher ID	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
▼ Actions	G1001	000	Regular Voucher	033	Unposted	Pending	Approval History	Open	ONL	02/26/2017	01/27/2017	03/02/2017	03/02/2017	Not Budget Checked	Valid Budget Check
▼ Actions	G1001	00000001	Regular Voucher	001	Posted	Approved	Approval History	Open	ONL	07/11/2011	07/11/2011	07/11/2011	07/11/2011	Valid	Valid Budget Check