

QUICK REFERENCE GUIDE

Voucher Entry Referencing a Purchase Order

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A *Voucher* is an electronic version of an invoice. The SWIFT Accounts Payable module enables you to directly enter information into a voucher or copy information from other sources, such as an open purchase order. Depending upon the business need, there are several voucher styles to select from.

This Quick Reference Guide provides an overview of entering a voucher using a purchase order in SWIFT.

Step 1: Create a Voucher using the Add a New Value page

The **Add a New Value** page allows you to establish a new voucher in SWIFT. You can use this screen to pre-populate the voucher, reducing the amount of editing to be done later.

1. **Navigation Links:** Main Menu, Accounts Payable, Vouchers, Add/Update, Regular Entry
2. On the **Add/Update** page, click on *Regular Entry*.
3. Enter data:
 - At a minimum, you'll need to enter your *Business Unit*.
 - Leave the default of "NEXT" in the *Voucher ID* field. SWIFT will automatically assign the next number.
 - Select "Regular Voucher" from the *Voucher Style* drop down menu.
 - Click the **Add** button and the **Invoice Information** page appears.

The screenshot shows the 'Add a New Value' form with the following fields and values:

Business Unit:	G1001
Voucher ID:	NEXT
Voucher Style:	Regular Voucher
Short Vendor Name:	
Vendor ID:	
Vendor Location:	
Address Sequence Number:	0
Invoice Number:	
Invoice Date:	
Gross Invoice Amount:	0.000
Freight Amount:	0.000
Sales Tax Amount:	0.000
Misc Charge Amount:	0.000
Tax Exempt Flag:	<input type="checkbox"/>
Estimated No. of Invoice Lines:	1

The 'Add' button is located at the bottom left of the form.

Step 2: Enter information in the Invoice Information page

The **Invoice Information** page is where you will add the majority of the information from your invoice.

- On the header, enter the *Invoice Number*.
 - Enter the *Invoice Date*
 - Enter the *Accounting Date* (which defaults to the current date).
 - Enter the *Invoice Receipt Date*
 - Enter the *Goods/Services Receipt Date*
- Go to the bottom of the header to the *Copy From Source Document* section. The *Copy From* option is used to specify how and what information is copied from the PO to the voucher.
 - Select "Purchase Order Only", which copies the entire quantity from a PO line.
 - Then, click on **Go**.

- The **Copy Worksheet** page appears.
 - On the **Copy Worksheet** page, fill in the *PO Unit* and the *PO Number*.
 - Click on the *Voucher ID* and select **Search**.

- The **Select PO Lines** page appears populated with the PO information.

- Review the data on **Main Information** tab to ensure that it is accurate.
- If there are multiple lines, check the **Select** button for the line(s) you wish to copy from.
- Click on **Copy Selected Lines**.

Max Rows: Search Copy Selected Lines

Select All Clear All

Select PO Lines Find | View All | First 1 of 1 | Last

PO Unit: G1001 PO Number: 3000002803
Vendor ID: G020000000 ADMINISTRATION DEPT PO Date: 04/09/2015

Select PO Lines Personalize | Find | View All | First 1 of 1 | Last

Main Information Contract Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO
<input checked="" type="checkbox"/>	100.00	1	1		Parking Permits	1.0000	EA	100.00	USD	1.0000	EA

Select All Clear All PO Line Count: 1
PO Total: \$100.00

5. The **Invoice Information** page is updated. SWIFT populates the **Invoice Information** page with the information from the *Purchase Order*.

IMPORTANT! Verify that each section has correct information for your new voucher.

- The **Header** is now populated with information about the vendor such as the *Vendor ID, ShortName, Location, Address, Pay Terms, Total amount*, the name and address of the vendor, and the *Pay Terms*.
- The *Distribution Lines* have added accounting terms such as *Fund, FinDept ID* and *Account*.
- Each voucher contains at least one header, one invoice line and one or more distribution lines. The totals on these components must match prior to submitting an invoice for matching and budget check.

Step 3: Enter information on the Payment page

The **Payments** Page provides the details related to the payment to be viewed or updated as needed. Most fields are prepopulated from the *Purchase Order*. Check these fields to ensure they are accurate.

- Select the correct *Agency Origin*.
- You can also update fields such as the *Pay Terms* and add any *Messages* that you want printed on the remittance advice.
- Click the **Save** button at the bottom of the **Payments** page.

Invoice Information Payments Voucher Attributes

Business Unit:	G1001	Invoice No:	TRN01EX2
Voucher ID:	NEXT	Invoice Date:	04/27/2015
Voucher Style:	Regular Voucher	Agency Origin:	00 <input type="text"/>
Total Amount:	900.00	*Pay Terms:	30 <input type="text"/> Net 30
Vendor Name:	SAND CREEK GROUP LTD THE	Prompt Date:	05/27/2015
		Pay Reason:	<input type="text"/>

Step 4: Complete your new voucher

After you save your voucher, the SWIFT system will alert you of any errors and it will perform a series of validation checks. A *Voucher ID* has been assigned. There are six pages at the top, including the **Summary** page, which is used to check for errors.

Go to the **Summary** page and review the statuses. These statuses mean that there are no errors on the voucher and that this voucher is ready for match processing.

Entry Status:	Postable
Match Status:	Ready
Approval Status:	Pending
Post Status:	Unposted
Budget Status:	Not Chk'd
Budget Misc Status:	Valid

Step 5: Run the Matching process

- Use the **Action** list on the **Invoice Information** Page to select the **Matching** process. Select **Run**.
- Respond to the message about when you wish the matching process to be run. Some agencies that process a high volume of invoices wait for the overnight batching process.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G1001	Invoice No:	MN 12345			Action:		Matching			
Voucher ID:	00010697	Invoice Date:	03/02/2015			Run					
Voucher Style:	Regular Voucher	Accounting Date:	03/19/2015					<input type="checkbox"/> Tax Exempt			

Step 6: Run the Budget Checking process

- Use the **Action** list on the **Invoice Information** Page to select the **Budget Checking** process. Select **Run**.
- Respond to the message about when you wish the budget checking process to be run. Some agencies that process a high volume of invoices wait for the overnight batching process.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G1001	Invoice No:	MN 12345			Action:		Budget Checking			
Voucher ID:	00010697	Invoice Date:	03/02/2015			Run					
Voucher Style:	Regular Voucher	Accounting Date:	03/19/2015					<input type="checkbox"/> Tax Exempt			

Step 7: Prepare the voucher for the Approval process

- Review the **Summary** page. Make sure that your invoice has no errors. The Approval Status should say "Pending." If you run the matching through the overnight batching process, the invoice will automatically pass through Approval.
- After reviewing the **Summary** Page and all of your statuses are accurate, you can run the approval process. On the **Invoice Information** page, select **Submit for Approval**.

Summary		Related Documents		Invoice Information		Payments		Voucher Attributes		Error Summary	
Business Unit:	G1001	Invoice No:	12-3456-00	Action:							
Voucher ID:	00010702	Invoice Date:	01/12/2015								
Voucher Style:	Regular Voucher	Accounting Date:	02/05/2015	<input type="checkbox"/> Tax Exempt	Run						
Vendor ID:	0000302907	VERIZON BUSINESS	Invoice Receipt Date:	01/16/2015	Session Defaults						
ShortName:	VERIZON BU-001	505 HWY 169 N #600	Service Period Begin Date:		Attachments (0)						
Location:	001	MPLS, MN 55441-6448	Goods/Services Received:	02/05/2015	Comments(0)						
*Address:	1		Customer Number:		Preview Approval						
Advanced Vendor Search											
Invoice Lines:	500.00	*Pay Terms:	30	Net 30							
*Currency:	USD	Basis Date Type:	Inv Date			Calc Basis Date					
Miscellaneous:						Withholding					
Freight:		Non Merchandise Summary									
Sales Tax:		Sales/Use Tax Summary									
Use Tax:	38.13										
										Print Invoice	
										Submit For Approval	