QUICK REFERENCE GUIDE

February 20, 2024

Voucher Entry – Copy a Purchase Order or Receipt

A voucher is a payment for an invoice received by a supplier. The SWIFT Accounts Payable (AP) module enables you to enter information into a voucher or copy information from other sources, such as open purchase orders, or receipts.

Manually matching, budget checking, and submitting vouchers for approval is recommended but optional. Agencies may wish to run these processes manually with critical vouchers or vouchers that are nearing prompt pay deadlines. Vouchers not processed manually will be included in batch processing run daily at 10 a.m. and 2 p.m. or overnight. Vouchers are submitted for approval only during overnight processing.

This Quick Reference Guide provides an overview of entering a voucher in SWIFT by copying a dispatched purchase order or receipt.

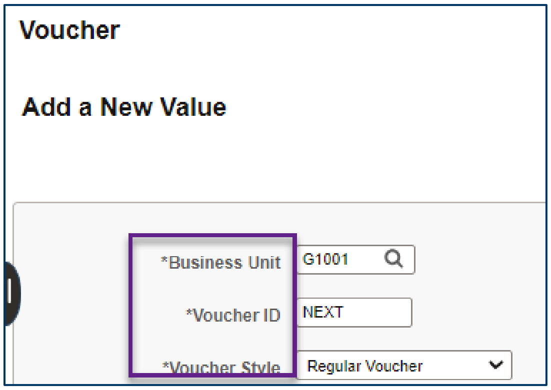
To learn more about the fields in the Voucher Entry page, review the Voucher Entry – Direct Vouchers quick reference guide.

Step 1: Add a new voucher in the Voucher Regular Entry page

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

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Regular Entry Voucher page defaults.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter. Left menu Links section, Vouchers, Regular Entry.

2. Enter information on the **Add a New Value** page.
    a. Enter the agency number in the Business Unit field.
    b. In the Voucher ID field, leave “NEXT” as the default value. SWIFT will assign the next number.
    c. In the Voucher Style field, leave the “Regular Voucher” option as the default value.



Note: You can use this screen to prepopulate the voucher by completing additional fields.

3. At the bottom of the page, press the **Add** button.

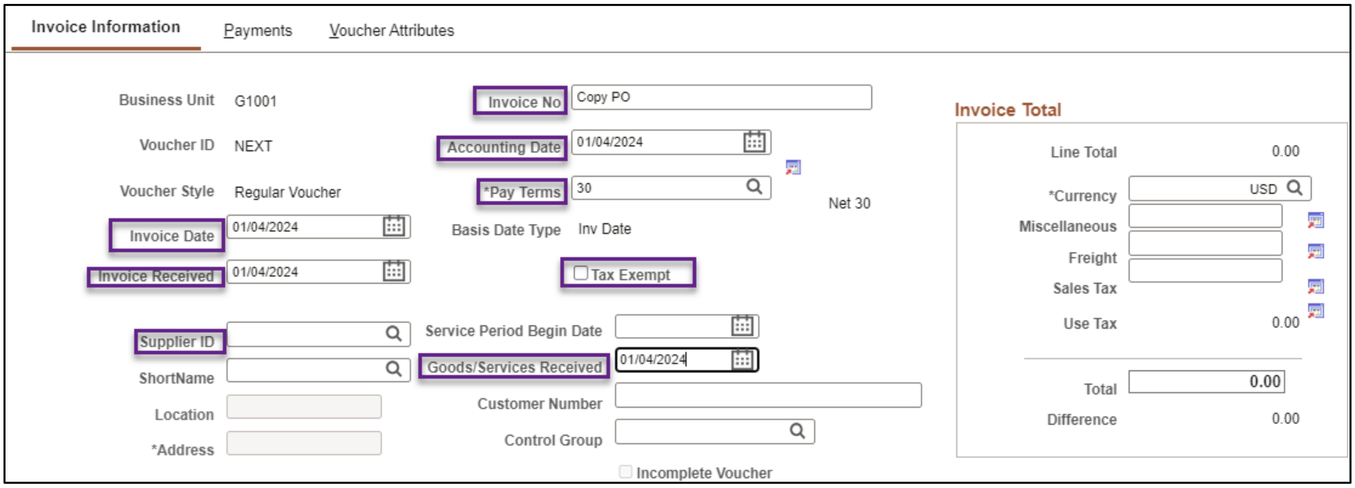
Step 2: Enter information on the Invoice Information tab

1. SWIFT displays the Invoice Information tab. Enter information in the following header fields.

Fields in the header of the Invoice Information tab. Fields marked with an asterisk (*) are required.

Field Name	Field Description
*** Invoice No**	This is the invoice number provided by the supplier or an agency-specific ID.
Accounting Date	The Accounting Date is the date SWIFT uses to post the transaction. Defaults to current date.
Pay Terms	SWIFT uses Pay Terms to determine the scheduled due date, discount date, and net due dates. This defaults to Net 30 or Net 15 for a certified targeted supplier. It also defaults to 000 for suppliers enrolled in the Payment Plus program.
*** Invoice Date**	This is the date of the invoice.
*** Invoice Received**	This is the date the invoice was received.
*** Supplier ID**	This is SWIFT's identification number for the supplier. When you copy a purchase order or receipt into a voucher, typically SWIFT will populate this field.
*** Goods/Services Received**	This is the date the goods/services were received.
Invoice Total	Enter the total amount of the invoice for all lines.

2. Check mark the Tax-Exempt box if the payment is tax exempt.



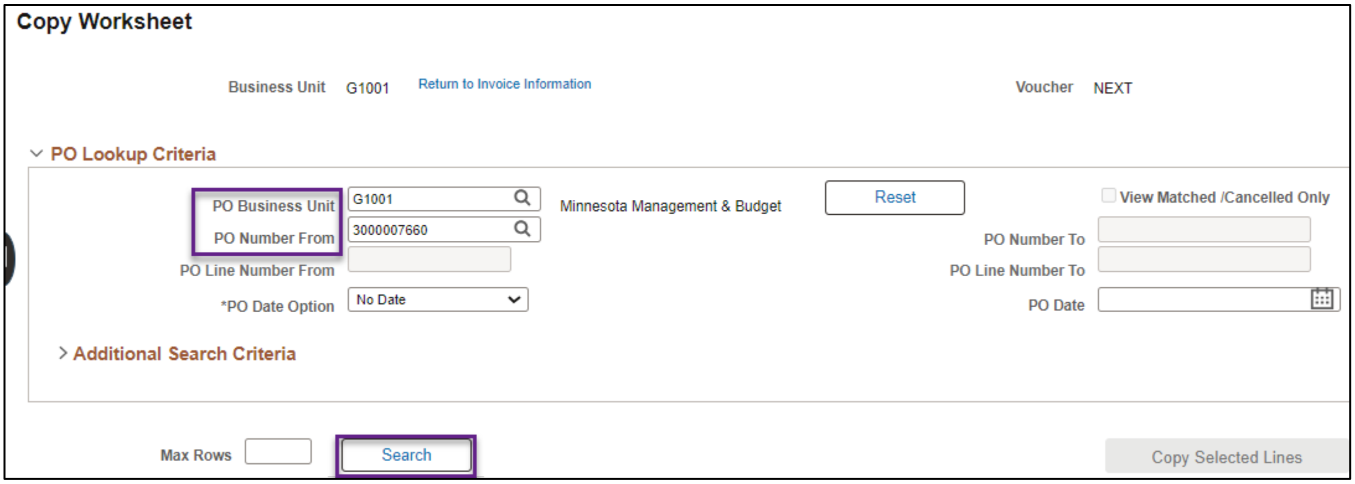
3. Find the **Copy From** field in the **Copy From Source Document** section.
    1. Select the "Purchase Order Only" to create a voucher by copying the purchase order.
    2. Or, select the "PO Receipt" to create a voucher by copying the receipt. Select the **Go** link.

4. The Copy Worksheet screen displays. Enter the appropriate values in the Lookup Criteria section.

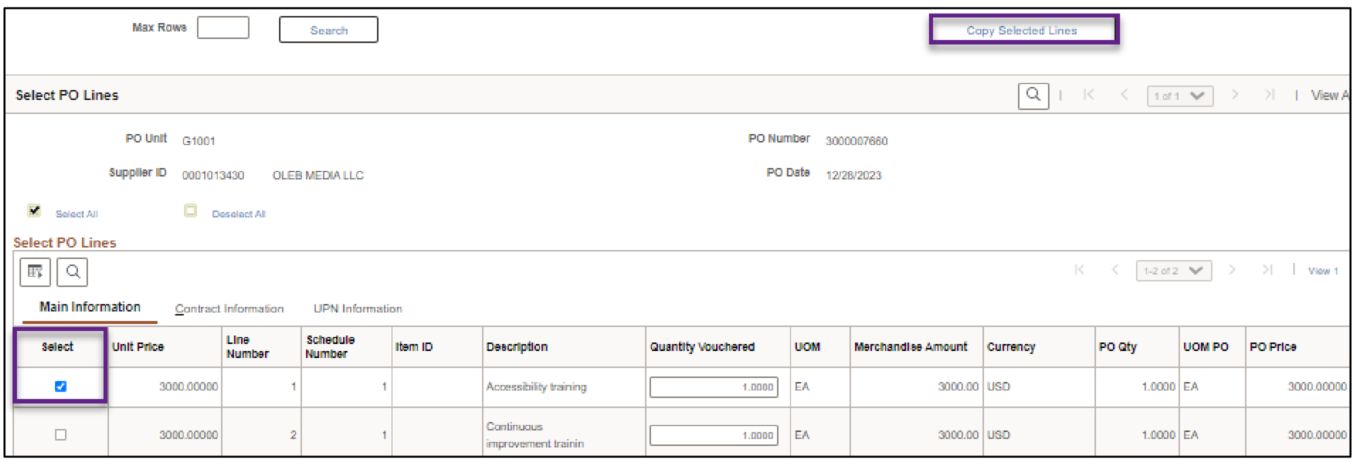
- If copying a purchaser order, go to #5 – 9, and skip #10 – 14.
- If copying a receipt, skip #5 – 9, and go to #10 – 14.

For "Purchase order Only" (#5 – 9)

5. If creating a Regular Voucher by copying a purchase order, enter the PO Business Unit and the PO Number. Additional search options are also available, such as PO Line Number and PO Date.
6. Press the **Search** button.

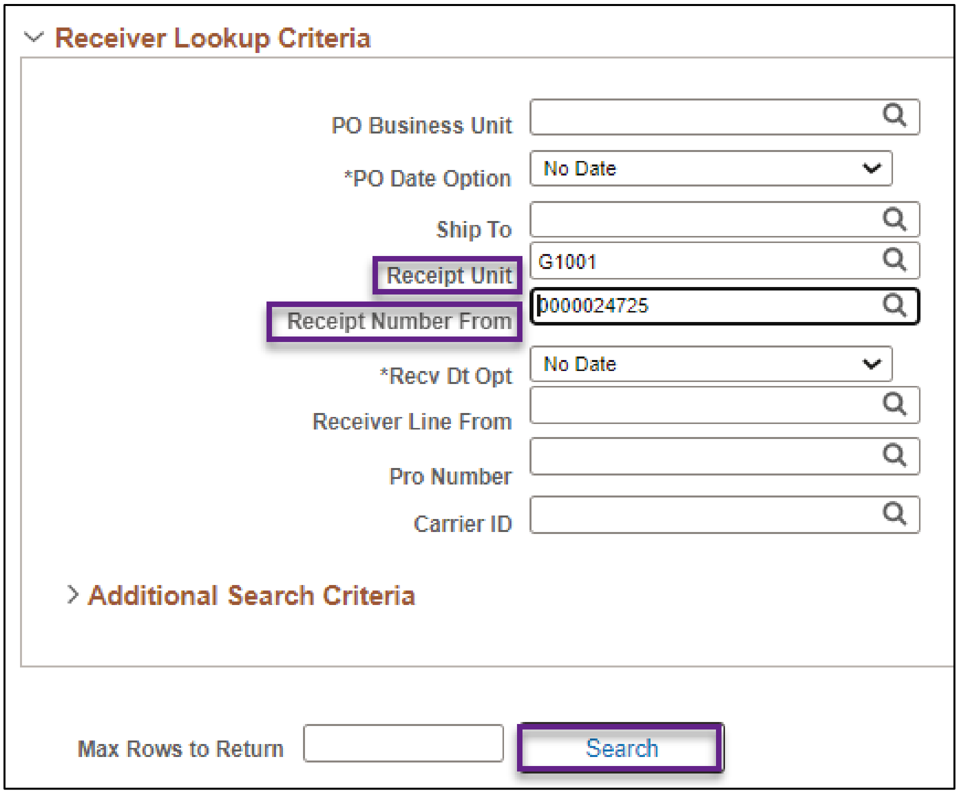


7. The Copy Worksheet screen expands to include Select PO Lines. Review the data on the Main Information tab to make sure you identify the correct purchase order line(s) to copy.
8. Check mark the **Select** box for the purchase order line to copy onto the voucher.
9. Press the **Copy Selected Lines** button.

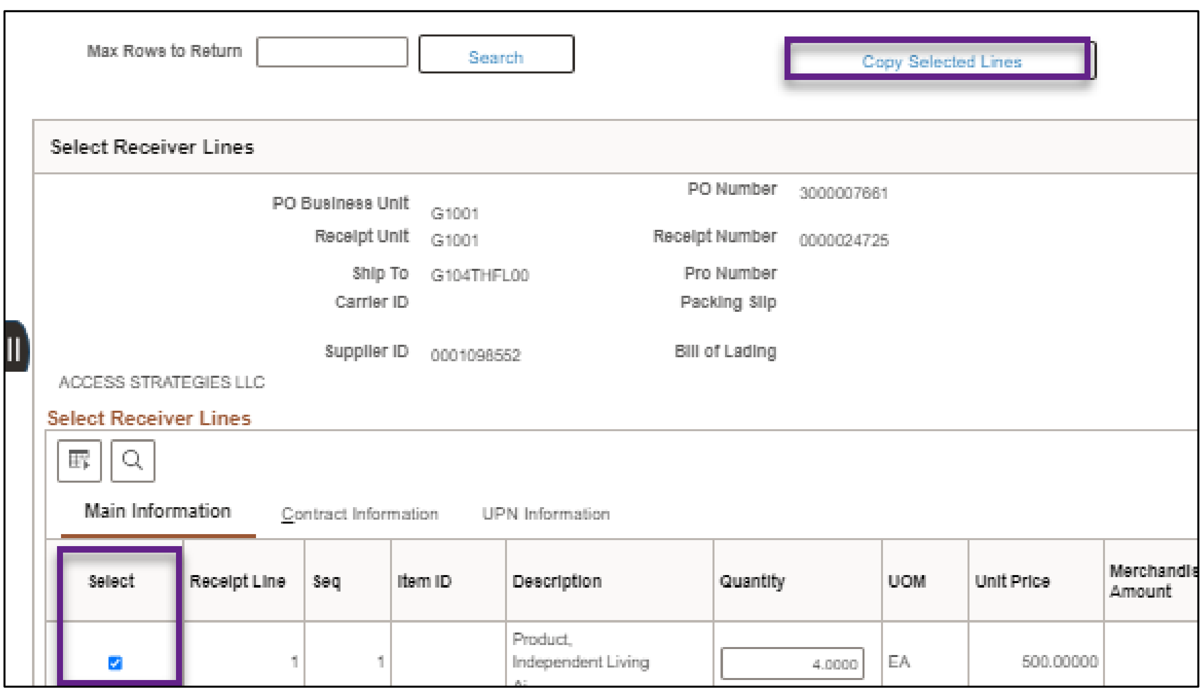


For "PO Receipt" (#10 – 14)

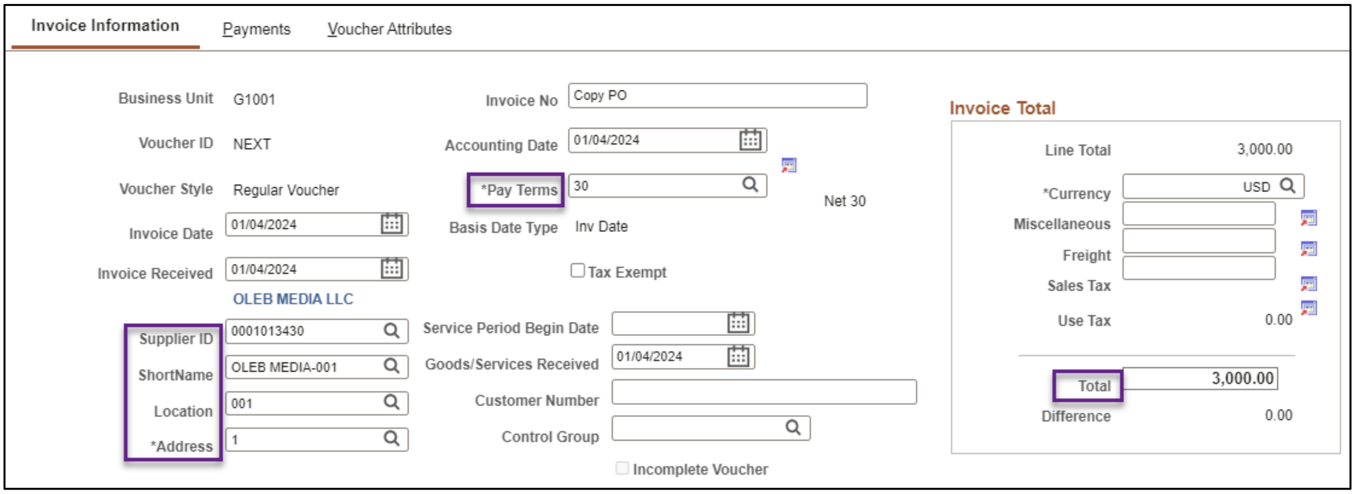
10. If creating a regular voucher by copying a receipt, enter the Receipt Unit and the Receipt Number. Additional search options are also available.
11. Press the **Search** button.



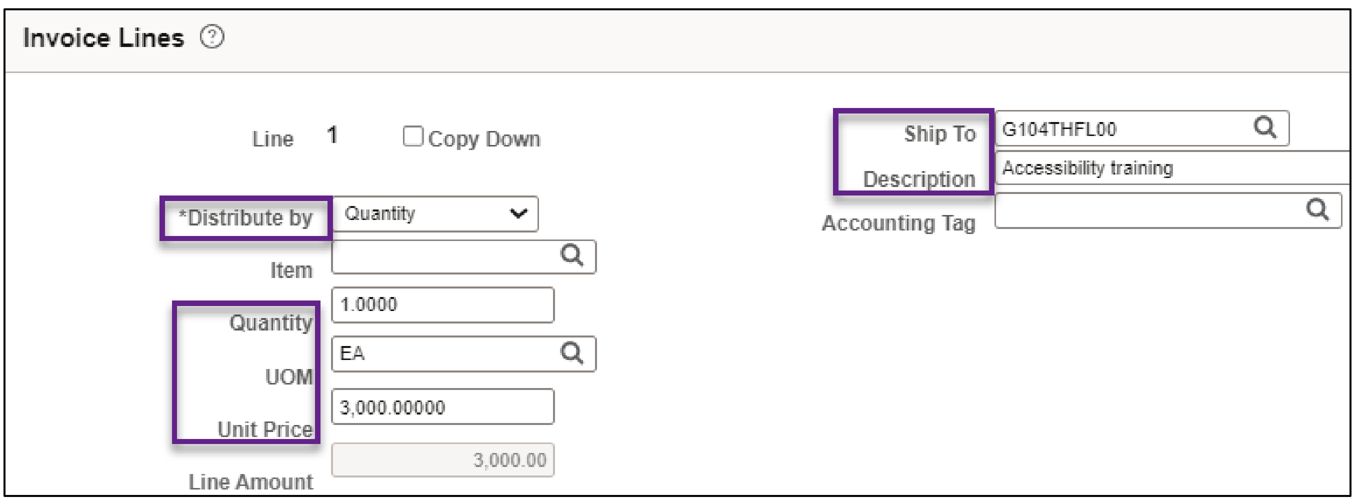
12. The Copy Worksheet screen will expand to include Select Receiver Lines. Review the data on the Main Information tab to make sure you identify the correct purchase order line(s) to copy.
13. Check mark the **Select** box for each receipt line to copy onto the voucher.
14. Press the **Copy Selected Lines** button.



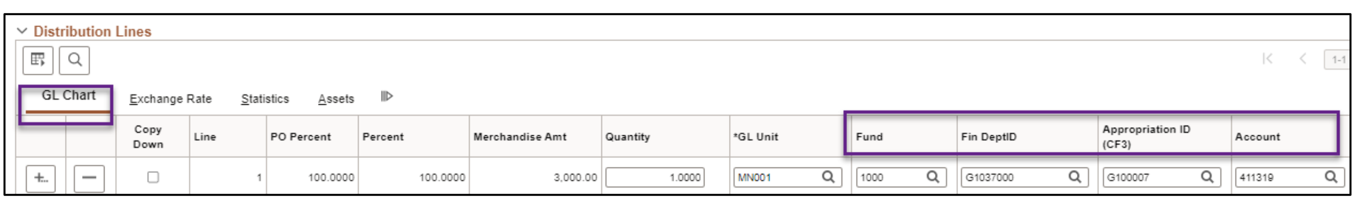
15. SWIFT will copy purchase order or receipt information onto the Invoice Information tab. Review the following fields to verify SWIFT copied the correct data.
    1. **Header fields:** Pay Terms, Supplier ID, ShortName, Location, Address, Invoice Total



    2. **Invoice Lines fields:** Distribute by, Item (rarely used), Quantity, UOM, Unit Price, Ship To, Description.



    3. **Distribution Lines fields (in the GL Chart tab):** GL Unit, Fund, Fin DeptID, Appropriation ID, Account, Budget Date.

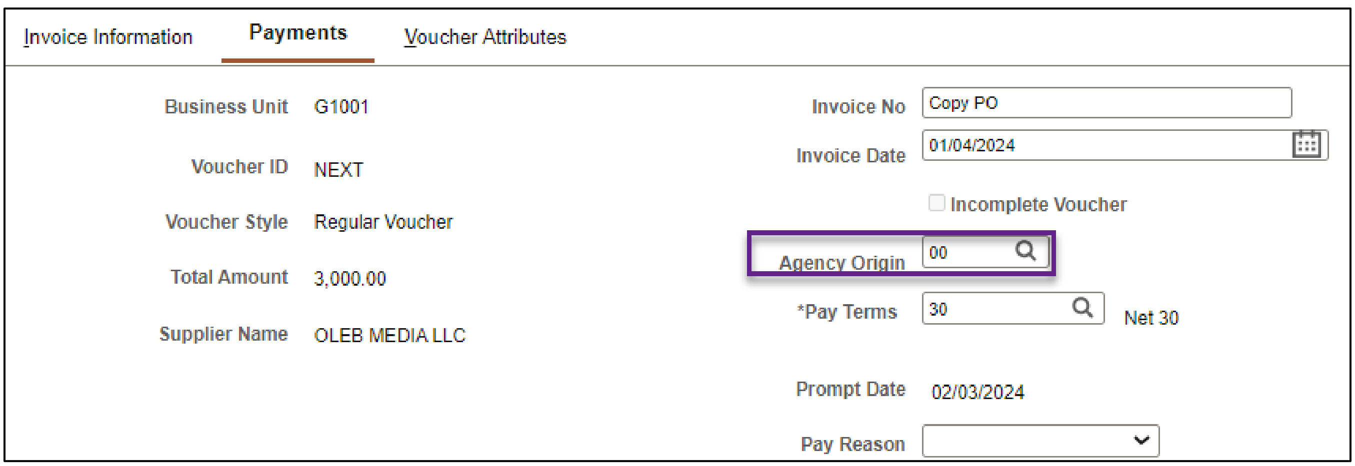


- Do **not** check mark the Finalize box unless the voucher is for a final payment.

- The Budget Date in the Distribution Lines must be equal to or earlier than the Accounting Date in the header.

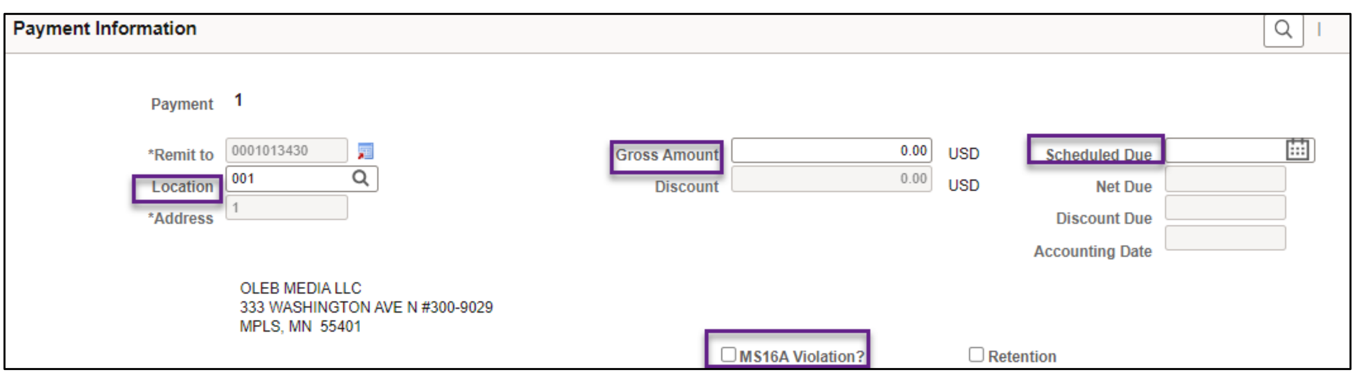
Step 3: Enter information on the on the Payments tab and save

1. Select the **Payments** tab. Saved information from the purchase order or receipt will carry over to this tab.
2. Enter the **Agency Origin** Code in the Agency Origin field.
3. Review the following fields to enter or verify SWIFT copied the correct purchase order information.
    a. **Header fields***:* Pay Terms, Pay Reason



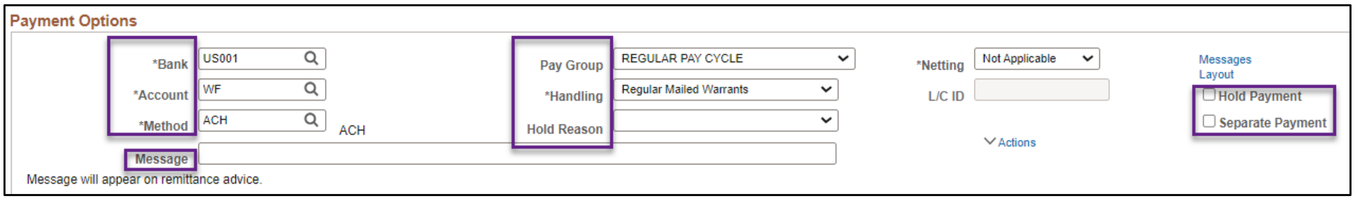
    b. **Payment Information fields:** Location, Gross Amount, Scheduled Due (Scheduled Due will populate after you save the voucher).

NOTE: You may need to mark the MS 16A violation box only if applicable to this voucher. Ask your agency for more information.



c. **Payment Options fields**: Bank, Account, Method, Pay Group, Handling, Hold Reason (if applicable), Netting (Not Applicable unless it is an interagency voucher), Hold Payment (if applicable), Separate Payment (if applicable)

d. In the Message field, enter optional text to print on the remittance advice.



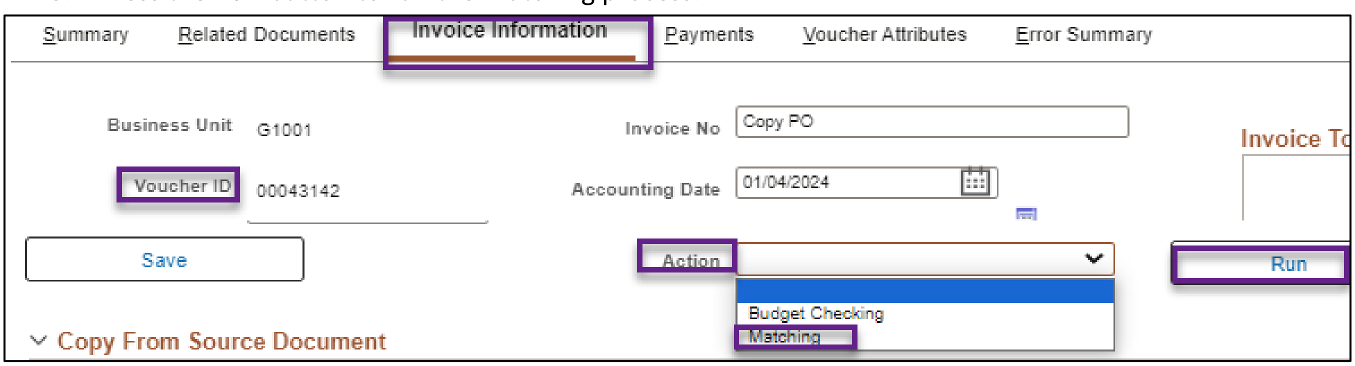
4. At the bottom of the page, press the **Save** button.

Note: If you're not ready to complete the voucher, you may also press the Save For Later button to save your work for later.

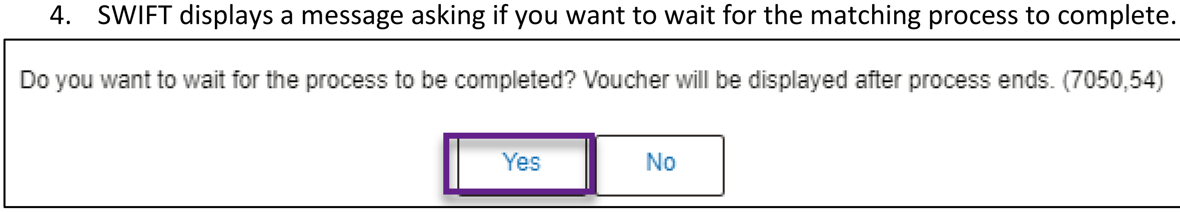
- After pressing the Save button, SWIFT will automatically update remaining fields, including Voucher ID, Payment Information such as Net Due and Discount Due data, Scheduled Payment data, and Sales Tax and Use Tax.
- When copying from a PO Receipt for a purchase order that included Sales or Use Tax, SWIFT will calculate these taxes and display a message about tax calculation. If this message displays, select the **Invoice Information** tab, press the **Calculate** button, and then press the **Save** button.

Step 4: Run the Matching process

1. Select the **Invoice Information** tab.
2. Under the Action list, select the "Matching" drop-down option.
3. Press the **Run** button to run the Matching process.

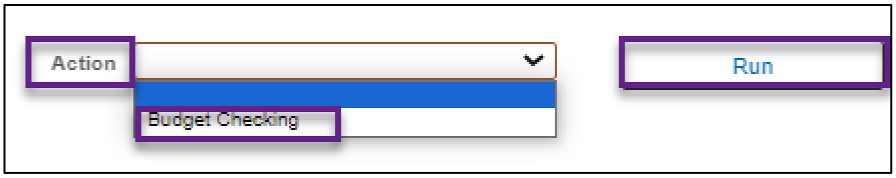


4. SWIFT displays a message asking if you want to wait for the matching process to complete. Press **Yes**.

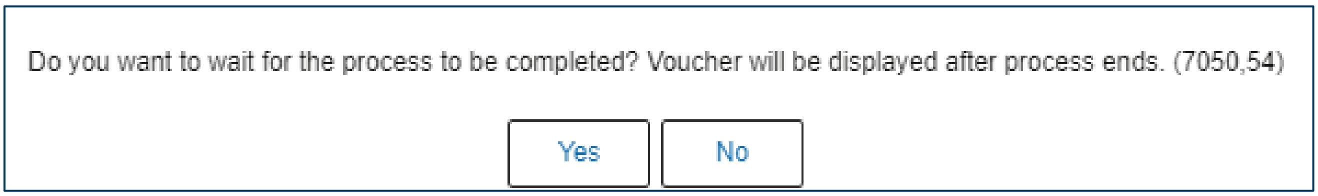


Step 5: Run the Budget Checking process and check the Summary

1. Select the “Budget Checking” option from the drop-down list.
2. Press the **Run** button to run the Budget Checking process.

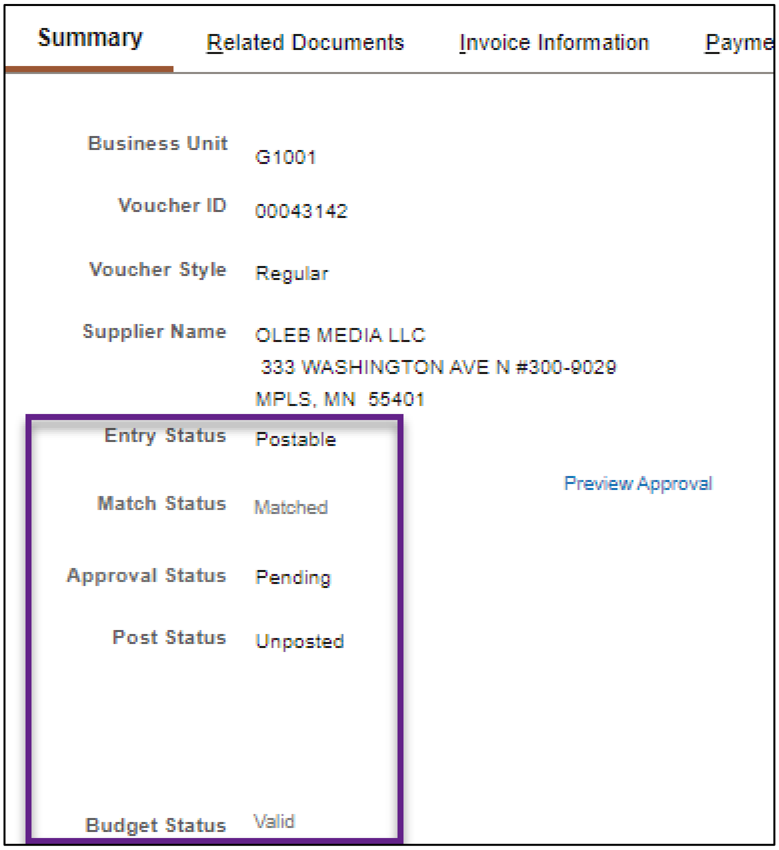


3. SWIFT displays a message asking if you want to wait for the budget checking process to complete. Press **Yes.**



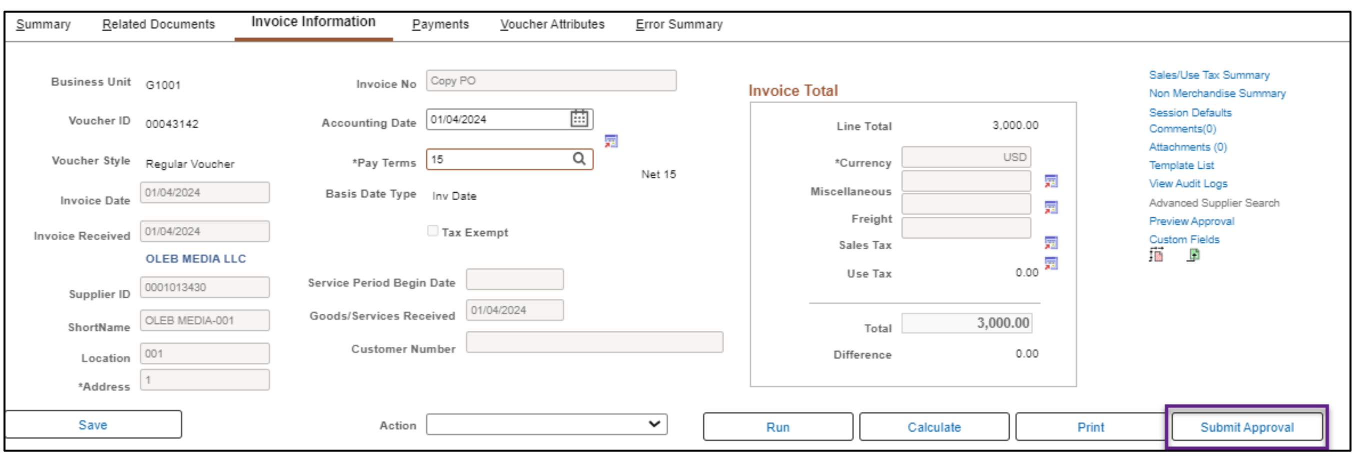
4. When the Budget Checking process is complete, select the **Summary** tab.
5. In the Summary tab, verify the Status fields. They should read as follows.

Field Name	Field Description
Entry Status	“Postable” means the voucher has no errors and is ready to be posted.
Match Status	This field will say “No Match” because it wasn’t created referencing a purchase order or receipt.
Approval Status	“Pending” means the voucher is ready for Approval.
Post Status	“Unposted” means the voucher is not posted.
Budget Status	“Valid” means that the budget checking process is completed.

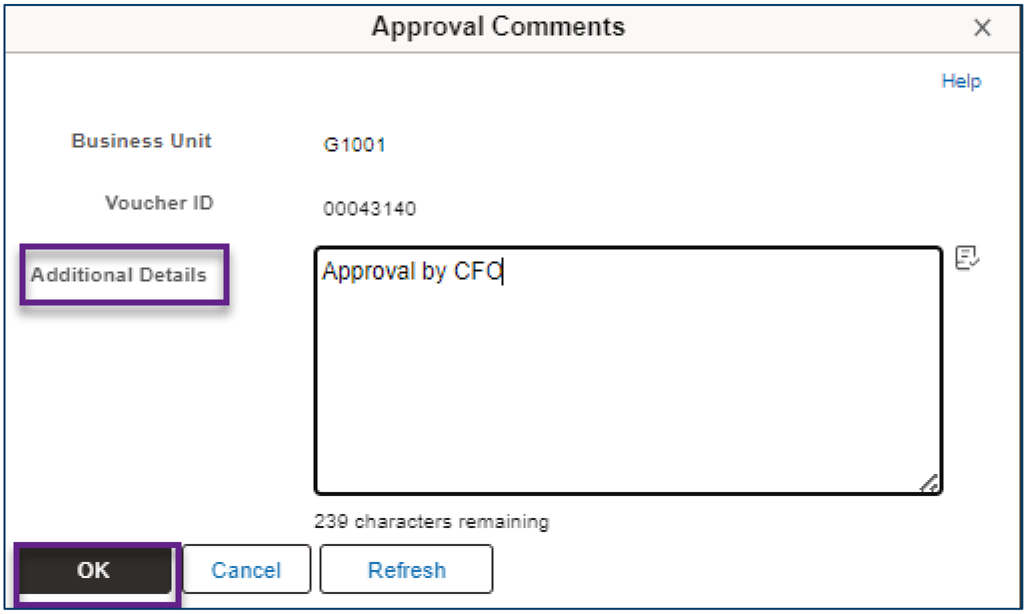


Step 6: Submit the voucher for Approval

1. Select the **Invoice Information** tab and press the **Submit Approval** button.



2. SWIFT will display the Approval Comments screen. In the Additional Details field, enter any optional comments to send to the approver, if applicable, and press the **OK** button.



3. SWIFT may send another message about use tax applied to the voucher. Select **OK.**
4. The Approval Summary tab displays the Voucher Approval details and status.