SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Quick Invoice Entry

To enter vouchers in SWIFT for large volumes of invoices, you can use a Quick Invoice voucher worksheet. Quick invoice entry includes minimal data entry and the ability to copy purchase order data. The Voucher Build process will budget check and submit the voucher with a valid budget status for approval during the batch process.

Quick Invoice Entry includes two worksheets: Simple Worksheet and Complete Worksheet.

- **Simple Worksheet.** Use the Simple Worksheet to create vouchers without purchase orders. It is the default. It requires minimum data entry on the header and lines. It is useful for vouchers with limited data entry on the ChartFields. It requires a single distribution line per voucher line.
- **Complete Worksheet.** Use the Complete Worksheet to create vouchers with purchase orders or receipts. SWIFT uses the voucher build process to locate purchase orders or receipts to complete the voucher.

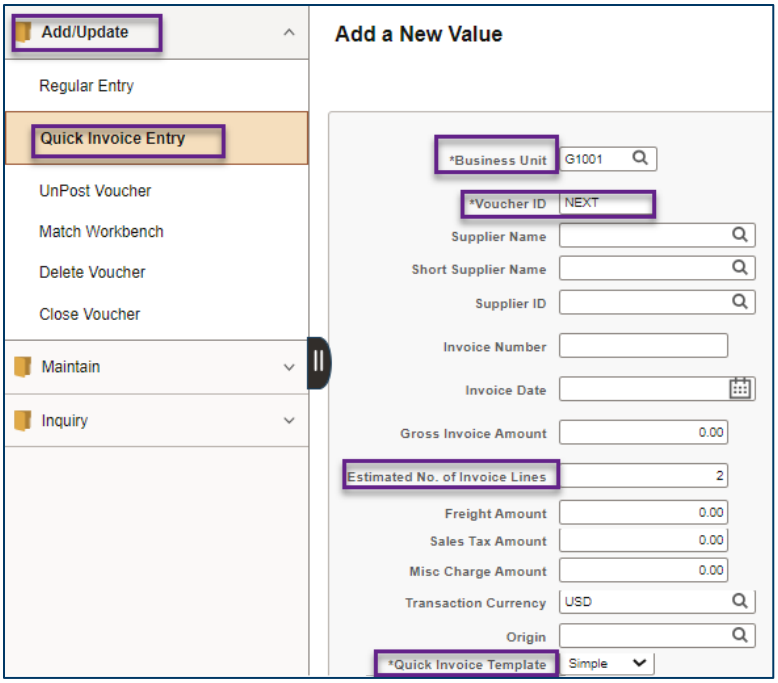
This quick reference guide provides the steps to create a quick invoice, including using the simple worksheet and the complete worksheet.

Step 1: Create a new voucher

1. Navigate to the **Quick Invoice Entry** page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. Left-menu, Quick Invoice Entry, Quick Invoice Entry page

2. On the **Add a New Value** page, enter values in the following fields.
    a. The agency number in the Business Unit field
    b. In the Voucher ID field, leave “NEXT” as the default value.
    c. In the **Quick Invoice Template** field, select “Simple Worksheet” or “Complete Worksheet” to create a Quick Invoice Entry.
    d. SWIFT will populate the **Estimated No of Invoice Lines** field with “4” as the default value. Change this value, if necessary.
    e. At the bottom of the page, select the **Add** button.



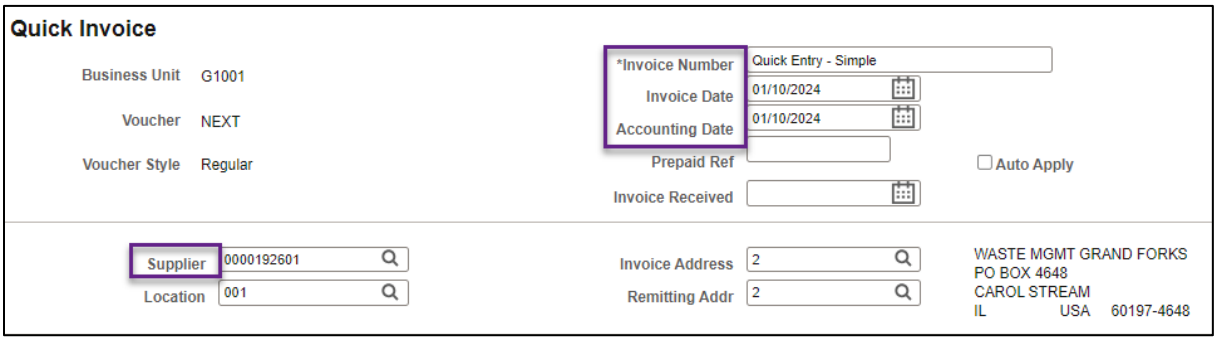
Step 2: Enter information on the Quick Invoice page

SWIFT displays the Quick Invoice page. Follow the steps depending on if you're entering a simple or complete worksheet quick invoice voucher.

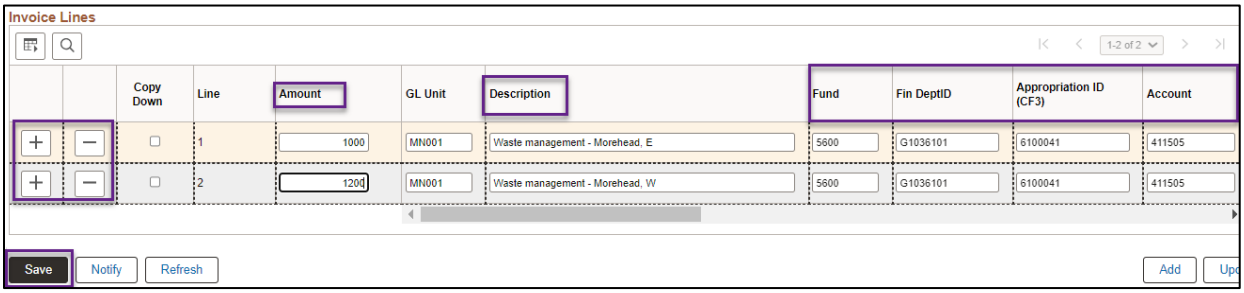
Simple Worksheet

If you're using the Simple Worksheet, follow #1 - 3, and skip #4 - 10. Continue at #11.

1. Enter values in the following fields in the header.
    a. Enter the invoice number in the Invoice Number field.
    b. Enter the invoice date in the Invoice Date field.
    c. Enter the accounting date in the Accounting Date field.
    d. Enter the supplier number in the Supplier field.



2. In the **Invoice Lines** section, enter values in the following fields: Amount, Description, Fund, Fin DeptID, Appropriation ID, Account, and other requirements from your agency.



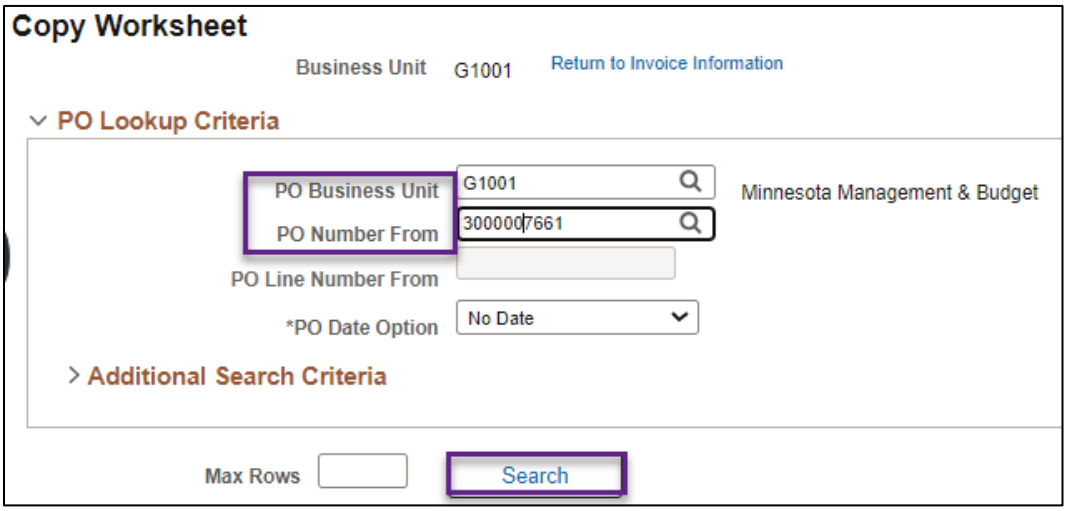
3. Press the **Save** button. Then continue at #11.

Complete Worksheet

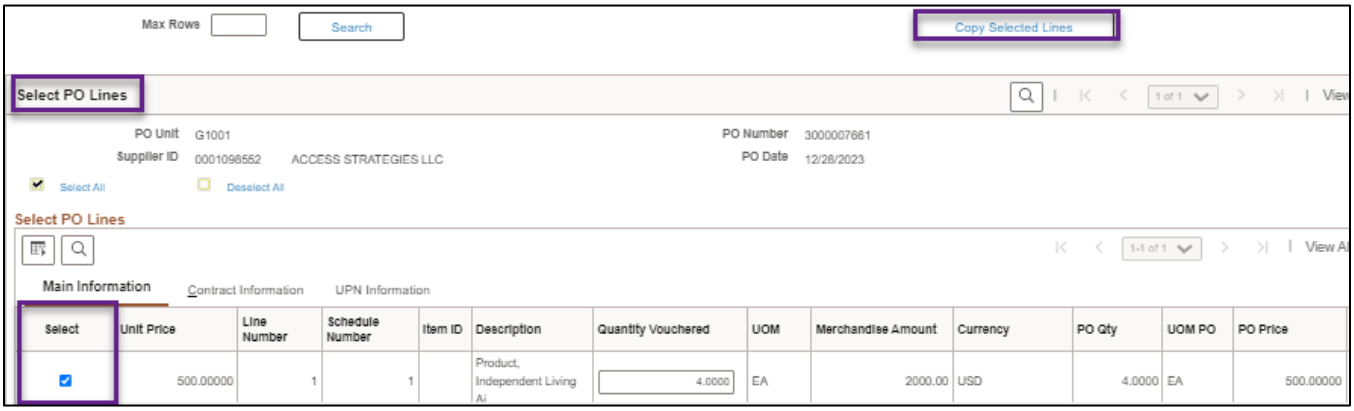
If you're using the Complete Worksheet, skip #1 – 3. Continue at #11.

4. Open the **Copy From Source Document** section.
   a. Enter the agency number in the PO Unit field.
   b. In the Copy From field, select "Purchase Order Only."
   c. Select the **Go** hyperlink

5. SWIFT displays the **Copy Worksheet** window. Enter values in the following fields.
   a. PO Business Unit
   b. PO Number
   c. Select **Search**.

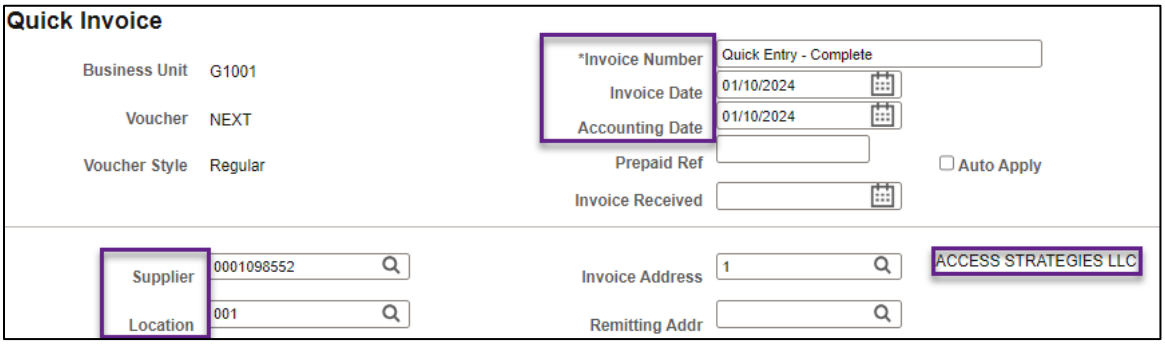


6. SWIFT adds the Select PO Lines section below the Search button. Check mark the **Select** box next to the line(s) to copy. Then, press the **Copy Selected Lines** button.

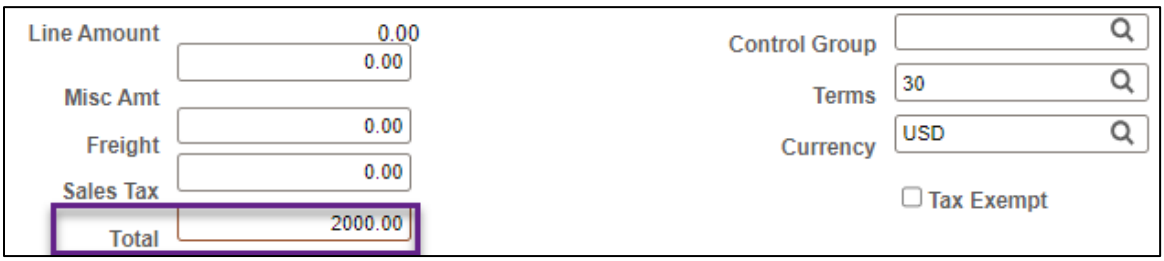


7. SWIFT will copy the purchase order information in the voucher.

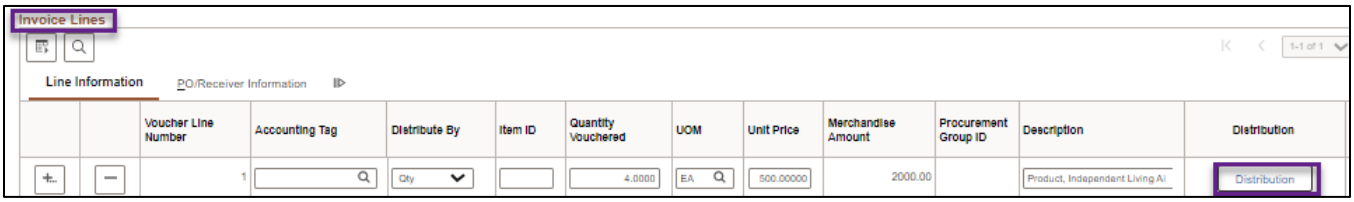
8. In the **header** of the voucher, confirm or enter values in the following fields:
   a. Enter the invoice number in the Invoice Number field.
   b. Enter the invoice date in the Invoice Date field.
   c. Enter the accounting date in the Accounting Date field.
   d. Confirm the Supplier ID and Location fields.



9. Confirm the **Line Amount**.



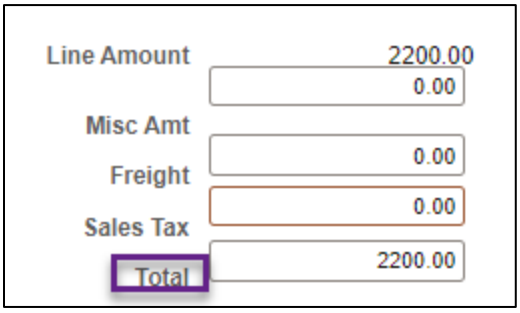
10. In the **Invoice Lines** section, select the Distribution link to confirm the values in the following fields: Amount, Description, Fund, Fin DeptID, Appropriation ID, Account, and other requirements from your agency.



11. In both the Simple and Complete Quick Entry Voucher, update the **Invoice Lines** as needed.

    a. On the left side of the lines, remove any extra lines by pressing the Delete Row (-) icon.
    b. Or press the Add New Multiple Rows (+) icon to add additional lines. Enter the required fields in them.

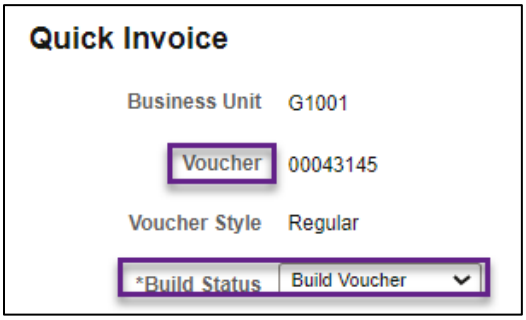
12. Go to the **Lines** section and confirm or update the total amount for all of the lines.



    c. Press the **Save** button.

13. The Quick Invoice page will generate a Voucher ID in the Voucher field.

    a. In the Build Status field, select "Build Voucher" from the drop-down list.
    b. Press the **Save** button again.



NOTE: The Voucher ID of quick entry invoice vouchers will not appear in the Find an Existing Value search until after the voucher build batch process runs.