

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.

- 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.

The screenshot shows a table titled "Invoice Lines" with the following columns: Copy Down, Line, Amount, GL Unit, Description, Fund, Fin DeptID, Appropriation ID (CF3), and Account. Two rows are visible. The first row has Line 1, Amount 1000, GL Unit MN001, Description "Waste management - Morehead, E", Fund 5600, Fin DeptID G1036101, Appropriation ID 6100041, and Account 411505. The second row has Line 2, Amount 1200, GL Unit MN001, Description "Waste management - Morehead, W", Fund 5600, Fin DeptID G1036101, Appropriation ID 6100041, and Account 411505. The Amount, Description, Fund, and Appropriation ID fields are highlighted with purple boxes. Below the table are buttons for Save, Notify, Refresh, Add, and Update.

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

Complete Worksheet

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

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

The screenshot shows the "Copy From Source Document" section. It includes a "PO Unit" field with the value "G1001", a "PO Number" field, a "Copy PO" button, a "Copy From" dropdown menu set to "Purchase Order Only", and a "Go" button. The PO Unit, Copy From dropdown, and Go button are highlighted with purple boxes.

- SWIFT displays the **Copy Worksheet** window. Enter values in the following fields.
 - PO Business Unit
 - PO Number
 - Select **Search**.

The screenshot shows the "Copy Worksheet" window. At the top, it displays "Business Unit G1001" and a "Return to Invoice Information" link. Below this is the "PO Lookup Criteria" section, which includes:

- PO Business Unit: G1001 (with a search icon) and "Minnesota Management & Budget"
- PO Number From: 3000007661 (with a search icon)
- PO Line Number From: (empty field)
- *PO Date Option: No Date (dropdown menu)

 Below the lookup criteria is a link for "> Additional Search Criteria". At the bottom, there is a "Max Rows" field and a "Search" button. The PO Business Unit, PO Number From, and Search button are highlighted with purple boxes.

- 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.

Max Rows Search Copy Selected Lines

Select PO Lines 1 of 1

PO Unit G1001 PO Number 300007661
 Supplier ID 0001098552 ACCESS STRATEGIES LLC PO Date 12/28/2023

Select All Deselect All

Select PO Lines 1-1 of 1

Main Information Contract Information UPN Information

Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	UOM PO	PO Price
<input checked="" type="checkbox"/>	500.00000	1	1		Product, Independent Living As	4.0000	EA	2000.00	USD	4.0000	EA	500.00000

- SWIFT will copy the purchase order information in the voucher.
- In the **header** of the voucher, confirm or enter values in the following fields:
 - Enter the invoice number in the Invoice Number field.
 - Enter the invoice date in the Invoice Date field.
 - Enter the accounting date in the Accounting Date field.
 - Confirm the Supplier ID and Location fields.

Quick Invoice

Business Unit G1001 *Invoice Number Quick Entry - Complete

Voucher NEXT Invoice Date 01/10/2024

Voucher Style Regular Accounting Date 01/10/2024

Prepaid Ref Auto Apply

Invoice Received

Supplier 0001098552 Invoice Address 1 ACCESS STRATEGIES LLC

Location 001 Remitting Addr

- Confirm the **Line Amount**.

Line Amount	0.00	Control Group	<input type="text"/>
	<input type="text"/>	Terms	30
Misc Amt	0.00	Currency	USD
Freight	0.00		<input type="checkbox"/> Tax Exempt
Sales Tax	0.00		
Total	2000.00		

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.

Invoice Lines											
Line Information											
	Voucher Line Number	Accounting Tag	Distribute By	Item ID	Quantity Vouchered	UOM	Unit Price	Merchandise Amount	Procurement Group ID	Description	Distribution
+	1		City		4.0000	EA	500.00000	2000.00		Product, Independent Living Ai	Distribution

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.

Line Amount	2200.00
Misc Amt	0.00
Freight	0.00
Sales Tax	0.00
Total	2200.00

- 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.

Quick Invoice

Business Unit G1001

Voucher 00043145

Voucher Style Regular

*Build Status Build Voucher

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.