

QUICK REFERENCE GUIDE

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Use a Template Voucher

Once your agency created and saved a Template voucher in SWIFT, it is available to use to create other vouchers with a specific supplier.

- On each new invoice from this supplier, you'll need to modify the new voucher for the Invoice Date, Invoice Receipt Date and the Goods/Services Receipt Date to match the invoice you are creating.
- You'll need to return to the beginning of voucher entry to use this template.

This guide provides the steps to use an existing template voucher to create and process a voucher.

View the [Create Template Vouchers](#) Quick Reference Guide for more information as needed.

Step 1: Create a new voucher from a Template Voucher

1. Navigate to the Regular Entry Voucher page.

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

2. SWIFT displays the Voucher Entry/Add a New Value tab. Enter the following information.
 - a. Enter the Business Unit number in the Business Unit field.
 - b. In the Voucher ID field, leave "NEXT" as the default value.
 - c. In the Voucher Style field, select the "Regular Voucher" option from the drop-down menu.
 - d. Enter the Supplier ID or Short Supplier Name. SWIFT will populate information in the Short Supplier Name, Supplier Location, and Address Sequence Number fields.
 - e. At the bottom of the page, press the **Add** button.

Step 2: Copy the Voucher Template

1. SWIFT displays the Invoice Information tab. Under the Copy From Source Document section, select the **“Template”** option from the Copy From field and select the **Go** link.

2. SWIFT displays the Voucher Template page. Select the Template ID and press the **Copy from template** hyperlink.

3. SWIFT populates the Invoice Information tab fields with data from the voucher template. Confirm or enter values in the following fields.
 - **Header:** Invoice Date, Invoice Received Date, Goods/Services Received Date, Invoice Number, Invoice Total
 - **Invoice Lines:** Quantity, UOM, Unit Price, Ship To, Description
 - **Distribution Lines (in the GL Chart tab):** Fund, Fin DeptID, Appropriation ID, Account, Budget Date, Other Chartfields as required by your agency

Step 3: Enter information on the Payments tab and save

1. Select the **Payments** tab and enter the Agency Origin Code in the Agency Origin field.
2. Confirm or update the values in the following fields in the Payments tab as needed.
 - a. **Header:** Pay Terms, Pay Reason

The screenshot displays the 'Payments' tab interface. On the left, a table lists key information: Business Unit (G1001), Voucher ID (NEXT), Voucher Style (Regular Voucher), Total Amount (1,000.00), and Supplier Name (HUMAN SYSTEMS DYNAMICS INST). On the right, a form contains fields for Invoice No (template voucher example), Invoice Date (01/05/2024), Agency Origin (00), *Pay Terms (30), Prompt Date (02/04/2024), and Pay Reason. The Agency Origin, *Pay Terms, and Pay Reason fields are highlighted with purple boxes.

- b. **Payment Information:** Remit To, Location, Address, Gross Amount, and Scheduled Due.

The screenshot displays the 'Payment Information' tab interface. On the left, a table lists key information: *Remit to (0000255674), Location (001), and *Address (2). On the right, a form contains fields for Gross Amount (0.00 USD), Discount (0.00 USD), and Scheduled Due. The *Remit to, Location, and *Address fields are highlighted with purple boxes.

- c. **Payment Options:** Handling, Hold Reason, Netting (Not Applicable unless interagency payment), Hold Payment, and Separate Payment. As an option, you can update or enter text in the Message field to print on the remittance advice.

The screenshot shows the 'Payment Options' form. Key elements include:

- *Bank: US001
- *Account: WF
- *Method: ACH
- Pay Group: REGULAR PAY CYCLE
- *Handling: Regular Mailed Warrants
- *Netting: Not Applicable
- L/C ID: (empty)
- Message: (empty)
- Messages Layout: Hold Payment, Separate Payment

As needed, view the [Voucher Entry – Direct Vouchers](#) quick reference guide for information about the fields on the Payments tab.

3. Press the **Save** button.

SWIFT will automatically update remaining fields, including the Voucher ID and payment Information such as Net Due, Discount Due, Scheduled Payment date, as well as sales tax and use tax (if applicable).

Step 4: Run the Matching process, if applicable.

1. Select the **Invoice Information** tab.
2. If your template voucher was created referencing a purchase order or receipt, you'll to match it.
3. Open the **Actions** list. If the Matching option appears, your template voucher was created using a purchase order or receipt.
 - a. Under the **Action** list, select the "Matching" option from the drop-down list.
 - b. Press the **Run** button to run the Matching process.
4. A Message box ask if you want to wait for the matching process to complete. Press **Yes**.
5. When the Matching process is complete, select the **Summary** tab. Verify the Match Status field says "Matched."

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

1. Select the **Invoice Information** tab.
2. Under the Action list, select the "**Budget Checking**" option from the drop-down list.
3. Press the **Run** button to run the Budget Checking process.
4. A Message box will ask if you want to wait for the Budget Checking process to complete. Press **Yes**.
5. When the Budget Checking process is complete, select the **Summary** tab, and verify the Status fields read as follows.

Field Name	Field Description
Entry Status	"Postable" means the voucher has no errors and is ready to be posted.
Match Status	"Matched" means the matching process is completed (if applicable). If there is no purchase order or receipt, this field will say "No Match."
Approval Status	"Pending" means the voucher is ready for Approval.
Post Status	"Unposted" means the voucher is not ready to be posted

Field Name	Field Description
Budget Status	"Valid" means that the budget checking process is completed.

Step 6: Submit the voucher for Approval

1. Select the **Invoice Information** tab.
2. Press the **Submit for Approval** button.
3. SWIFT will display the Approval Comments screen.
 - a. In the Additional Details field, enter any optional comments to send to the approver, if applicable.
 - b. Press the **OK** button.
4. The Approval Summary tab will display the Voucher Approval screen, which shows the status of the approval.
5. Press the **Save** button.