

Voucher Inquiry

Use the Voucher Inquiry to search for an individual voucher or a list of vouchers based on the search criteria. This guide provides the steps to use the voucher inquiry page.

Step 1: Navigate to the Voucher Inquiry page

1. Navigate to the **Voucher Inquiry** page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Review Accounts Payable Info. Left-menu, Vouchers folder, Voucher Inquiry.

2. SWIFT displays the Voucher Inquiry page.
 - a. Enter the Business unit number in the **From Business Unit** field and the **To Business Unit** field.
 - b. Enter search criteria information in any of the Voucher Inquiry fields to search for vouchers.

The screenshot shows the 'Review Accounts Payable Info' page. A green banner at the top says 'Welcome to the Administrative Portal, [Name] . Sign Out'. On the left, a navigation menu has 'Voucher Inquiry' selected. The main area is titled 'Voucher Inquiry' and has a 'Search Criteria' section. The 'From Business Unit' and 'To Business Unit' fields are highlighted with a purple box and contain 'G1001'. Other search criteria include 'Search Name' (ALL), 'From Voucher ID', 'From Invoice Number', 'Supplier SetID' (SHARE), and 'From Supplier Short Name'.

Fields in the Voucher Inquiry Search page

Field Name	Field Description
Search Name	Defaults to "ALL". Do not change this field.
From Business Unit	The alphanumeric code representing your business unit.
From Voucher ID	The eight-digit number that SWIFT assigned to the voucher.
From Invoice ID	The invoice number provided by the supplier.
Supplier SetID	Defaults to SHARE. Do not change this field.
From Short Name	A shortened version of the supplier's name containing ten letters followed by three numbers. When additional suppliers with the same name are added to SWIFT, the numbers increment to show the order in which they were added.
From Supplier Name	The supplier's primary name from their vendor file, typically their Doing Business As (DBA) name.
From Additional Name	The second line of the supplier's name, if applicable.
From Supplier ID	The 10-digit identifier assigned by SWIFT upon supplier registration.
Supplier Location	The Location Code is a default set of data for a supplier, including order address, remit to address, contact information, and payment and bank account details. The Location Code is not the Address Sequence Number. The Supplier Location determines which address displays on the voucher.
Entry Status	The entry status of the voucher. You can use this field to look for vouchers that have been deleted. Vouchers with errors will be in recycle status.
Incomplete Voucher	Complete or Incomplete Voucher
From Accounting Date	The Accounting Date used on the voucher.
From Invoice Date	The date recorded on the supplier's actual invoice.
From Due Date	The date the State's payment is received by the supplier.
From Entered Date	The date the voucher was entered in SWIFT.
Origin Set ID	The same alphanumeric code as the Business Unit.
From Origin	The code that indicates where the voucher originated, such as online or from another agency subsystem. NOTE: This code is shared with Procurement and Accounting. <ul style="list-style-type: none"> • For Accounting, this code is 2 digits. • For Procurement, this code is 3 digits.

Field Name	Field Description
From Control Group	State of Minnesota does not use this field.
From Contract ID	The Contract ID.
Lease Number	The number assigned to a lease through Procurement.
PO Business Unit	The business unit that originated the purchase order.
From PO ID	The number assigned to the purchase order through Procurement.
From Item ID	Rarely used. The number assigned from a supplier's catalog either created from voucher entry or copied from the purchase order.
Amount Rule	The rule to find a range of vouchers with a specific dollar amount. NOTE: If using this field, also use the Amount and Currency fields. Use the exact amount if known.
Amount	The total amount of the voucher.
Currency	The State of Minnesota only uses USD.
Voucher Style	The style of voucher. Default is All vouchers. Options include: <ul style="list-style-type: none"> • Journal Voucher: Voucher Correction or intra-agency • Regular Voucher: Most commonly used • Single Pay Voucher: Used only through interfaced vouchers • Template Voucher: Used for suppliers who is paid several times using this Voucher style
Post Status	The voucher's posted status: Posted or Unposted.
Approval Status	The voucher's approval status: Approved, Denied or Unapproved.
Voucher Balance	The balance on the voucher: either more money is owed to the supplier ("Balance Remains) or the payment is complete ("No Balance Remains").
Voucher Source	The source of the voucher. SWIFT uses the following sources: <ul style="list-style-type: none"> • Online • Procurement Cards • Receivables Customer Refunds • Quick
User ID	The identification number for who created the voucher on SWIFT.
GL Business Unit	The General Ledger Business Unit code for the State of Minnesota, which is MN001.
Account	The Account number where the payment is charged.

Field Name	Field Description
Financial Department ID	The Fin Dept ID.
VAT No	The State of Minnesota does not use this field.
Process Instance	The State of Minnesota does not this field.
Match Status	The match status of the voucher.
Sanctions Status	This is not a relevant field to use in this inquiry.
Max Rows	The number of rows you want displayed in the search results. The default is 300.
Sort By	How to sort the search results such as by Voucher ID.
Sort Asc/Desc	In what order to display sorted search results. Use Ascending or Descending.

- After entering search criteria, press the **Search** button at the bottom of the page to view the search results. You can select the **Clear** button to clear all fields and start over.

Step 2: Select tabs from Voucher Inquiry Results

- The voucher information page displays.

Voucher Inquiry Results									
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Voucher Details									
Actions	Business Unit	Voucher ID ↑	Invoice Number	Invoice Date ↓	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	G1001	00042802	07/03/2023 Claims	07/03/2023	0000341524	Postable	<input type="checkbox"/>	Not Applicable	INNOVO BEN-001

- The **Actions** link brings you these options: View Attachments, Review Accounting Entries, Payment Information, Voucher Details and Review Document Status.
- The **Voucher Details** tab defaults. Use it to review the following voucher fields: Invoice Number, Invoice Date, or Supplier ID.

Fields in the Voucher Details tab

Field Name	Field Description
Invoice Number	The number of the invoice.
Invoice Date	The date of the invoice
Supplier ID	The identification number of the supplier.

- Select the **Amounts** tab to review the following monetary value fields.

Fields in the Amounts tab

Field Name	Field Description
Gross Invoice Amount	The amount paid to the supplier. This amount does not include sales tax.
Voucher Unpaid Balance	The amount on the voucher that has yet to be paid.
Unapplied Payments	The payments in the system that have yet to be applied to the overall total amount owed the supplier.
Total Non-Merch	The portion of the payment comprised of sales tax and use tax.
Gross Amount Paid	The amount that shows how much has been paid to the supplier.
Net Amount Paid	The gross amount paid on the voucher, minus any discount.

Actions	Business Unit	Voucher ID ↑	Transaction Currency	Gross Invoice Amount	Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
Actions	G1001	00042802	USD	2,273,831.69	0.00	0.00	0.00	0.00	2,273,831.69	2,273,831.69

3. The **More Details** tab shows several statuses and dates. You can review these fields.

- Status field include: Posted, Approval, Close, and Budget Header
- Date fields include Due Date, Basis Date, Accounting Date and Entered on date.
- You can see the Supplier Location Code
- Select the Approval History link to see the voucher approval path.

Fields in the More Details tab

Field Name	Field Description
Approval Status	Select the Detail Lines icon to view the Voucher Details screen,
Budget Header Status	<ul style="list-style-type: none"> • “Not Budget Checked” means the voucher has not undergone the budget checking process. • “Valid” means the voucher has passed the Budget Check. • “Exception” means there are errors.

Actions	Business Unit	Voucher ID ↑	Voucher Style	Supplier Loc	Post Status	Approval Status	Approval History	Close Status	Origin	Due Date	Basis Date	Acctg Date	Entered on	Budget Header Status	Budget Misc Status
Actions	G1001	00042802	Regular Voucher	001	Posted	Approved	Approval History	Open	ONL	07/03/2023	07/03/2023	07/03/2023	07/03/2023	Valid	Valid Budget Check

4. The **Supplier Details** tab shows the Supplier Name, Supplier Short Name, and Supplier ID.

Voucher Inquiry Results

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[Voucher Details](#) [Amounts](#) [More Details](#) **Supplier Details** ▶

Actions	Business Unit	Voucher ID ↑	Supplier ID	Short Supplier Name	Supplier Name
▼ Actions	G1001	00042802	0000341524	INNOVO BEN-001	INNOVO BENEFITS ADMIN &