**QUICK REFERENCE GUIDE**

*PCard Accounts Payable Tasks*

*May 22, 2015*

# PCard Accounts Payable Tasks

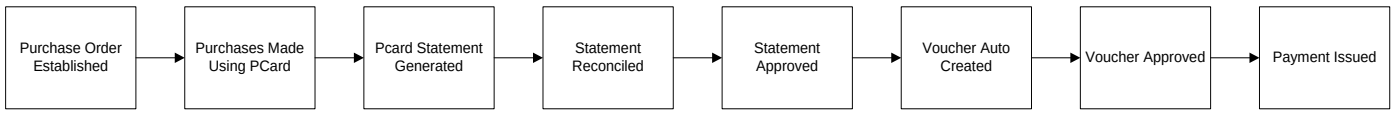
This Quick Reference Guide provides an overview of the Accounts Payable tasks to process a Procurement Card (PCard) voucher. It also covers how to handle PCard voucher errors and available Pcard queries.

## Overview

A PCard or Procurement Card requires many steps to process. Some are manual and others are automatic. The majority of these steps occur on the Procurement side, but there are some very important steps on the Accounts Payable (AP) side as well.

The steps to process a PCard are:

- A purchase order is established per Minnesota state law in order to encumber funds to ensure expenses incurred using a PCard can be paid.
- Purchases are made using a PCard as if it were any other credit card.
- The billing period closes on the 25th of each month and a statement is prepared by US bank and sent to the PCard reconciler.
- The statement is reconciled and ChartField strings are assigned to account for specific transactions.
- The reconciled statement is approved.
- A voucher is automatically generated by SWIFT, matched (if necessary) and budget checked.
- If there are no errors, the voucher is sent for approval.
- Once approvals are successfully completed, the voucher will be paid according to the scheduled pay date.




The AP team is involved in the last three steps of the process to ensure payment is actually issued

Generally, much of the voucher process for Pcard creation is automatic. As listed above, once the statement has been reconciled and approved, the voucher will automatically be created, matched if necessary, and budget checked. Notification is then sent to the necessary approvers. Vouchers are created on a daily basis once the line of the statement is approved. Vouchers can be created with up to 50 lines.

Some monitoring is necessary to make sure there are no problems encountered. If there are problems, they must be resolved as soon as possible to ensure payment is made on time.

# PCard Voucher Errors

Multiple errors may happen as the PCard voucher is being created. If critical details are missing, the voucher may be created, but have a build error. If a purchase order is linked to the PCard transaction, it will be run through the match process. If there are discrepancies, a match error will be generated. Also, an approver with issues on any information on the voucher may choose to deny the voucher.

Any errors will prevent the voucher from being paid. It is the responsibility of the AP team to make sure these issues are resolved, and payments are issued within 30 days of the invoice receipt date or goods receipt date (whichever is later).

## Resolve Vouchers in Recycle Status

AP staff should regularly check to make sure there are no PCard vouchers that are in *Recycle* status. These can be identified though a search.

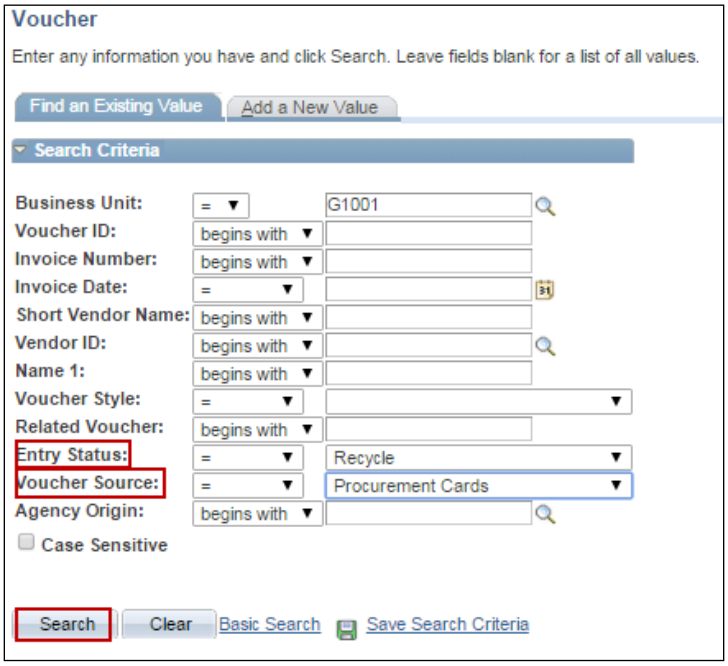
**Navigation:** Accounts Payable, Vouchers, Add/Update, Regular Entry

1. On the **Find an Existing Value** tab, enter search criteria.

- Business Unit
- Select "Recycle" as ***Entry Status***
- Select "Procurement Cards" as ***Voucher Source***

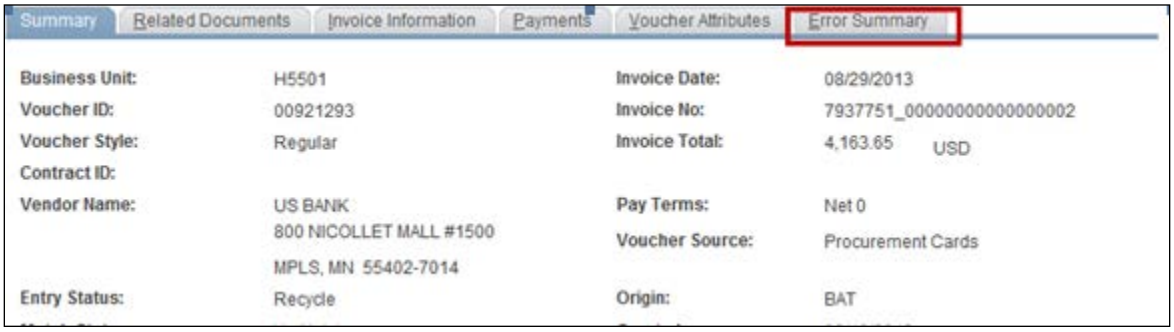
**Note:** When searching for PCard vouchers with build errors, it is best to keep the search criteria limited so you can find all the problem vouchers.

- Click **Search**




All PCard vouchers in *Recycle* status are displayed in the search results, select one from the list view. If only one voucher matches the search criteria entered, you will be brought directly to that voucher's **Summary** page. If none are listed, you have no vouchers with build errors.

1. The voucher opens up on the **Summary** tab. Click the Error Summary tab to see more details about the error.



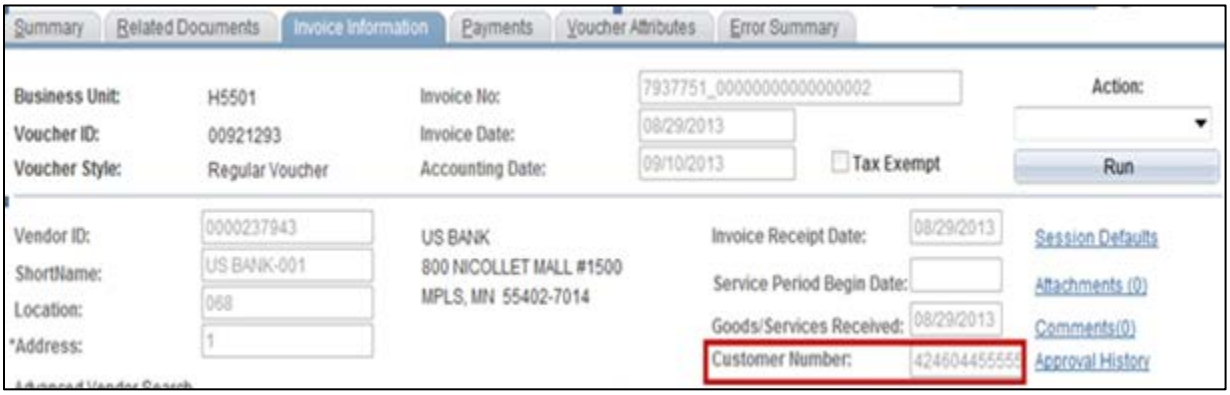

- On the **Error Summary** tab, review the error.
  - *Line* - Line number of the voucher in error
  - *Field Name* - Field causing the error
  - *Message* - Description of the error

2. Click on the **Invoice Information** tab.

- Depending on the nature of the error, you may have to work with your purchasing team and/or PCard Reconciler to decide how to best resolve the error. Contact the SWIFT Help Desk if you have questions.

- ***The entire voucher should never be deleted and recreated when trying to resolve an error.***

- The ***Customer Number*** is one of the key fields populated from a P-Card Voucher. It directs payments made to the bank. ***DO NOT delete or change this number.*** If there are problems with the voucher, resolve them without deleting the entire voucher.



3. Monitor the process.

After the voucher has been successfully corrected, it will go through the match process (if needed), budget check, and approval. If there are no exceptions, this will all happen without the involvement of AP staff.

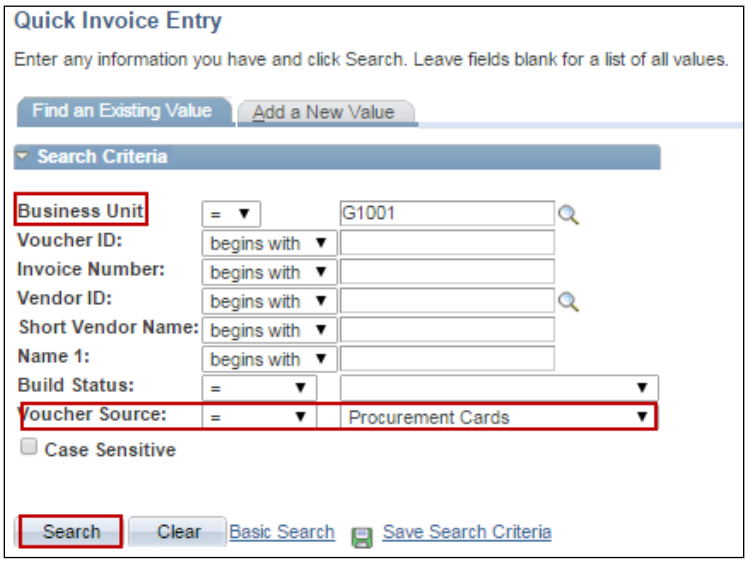
It should be monitored in order to promptly address any issues. The "Vouchers Not Paid" query allows you to monitor the process. It is described in the last section of this QRG. ***M_PO_GBL_PCARD_VCHRS_NOT_PAID***

## Quick Invoice Entry Voucher Build Errors

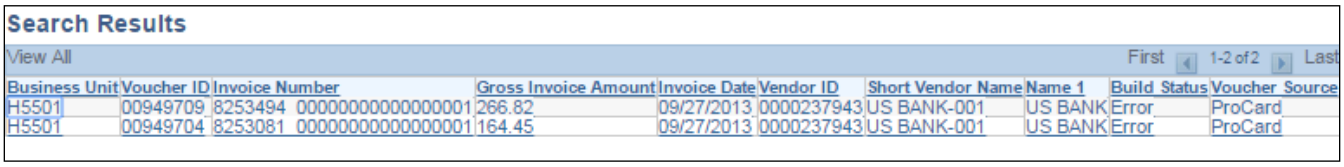
On rare occasions, PCard vouchers may get not created due to errors during the voucher build process. You will need to access **Quick Invoice Entry** to find and resolve these errors.

**Navigation:** Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry

1. On the **Find an Existing Value** tab, enter the ***Business Unit*****,** change the *Voucher Source* to "Procurement Cards" and click **Search.**



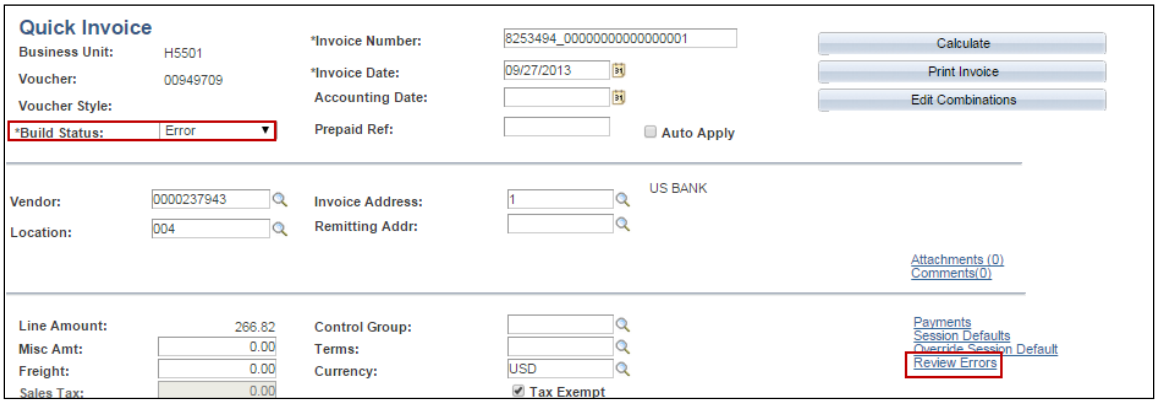

- If no search results are returned, you are done and no further action needs to be taken.
- When there are search results, you need to review them. Correct errors and continue to process the voucher. Click the ***Voucher ID*** to open up a voucher and review it.



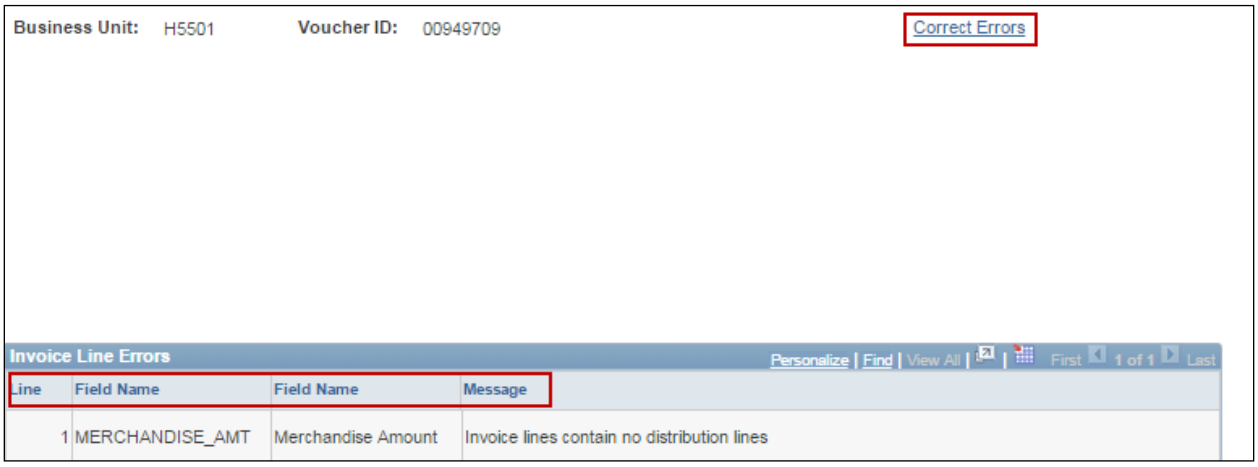

| Business Unit | Voucher ID | Invoice Number | Gross Invoice Amount | Invoice Date | Vendor ID | Short Vendor Name | Name 1 | Build Status | Voucher Source |
|---|---|---|---|---|---|---|---|---|---|
| H5501 | 00949709 | 8253494 00000000000000001 | 266.82 | 09/27/2013 | 0000237943 | US BANK-001 | US BANK | Error | ProCard |
| H5501 | 00949704 | 8253081 00000000000000001 | 164.45 | 09/27/2013 | 0000237943 | US BANK-001 | US BANK | Error | ProCard |

2. The **Quick Invoice** page is displayed. It looks different from the vouchers you are familiar with. Only a few fields will be reviewed here. For additional assistance, contact the SWIFT Help Desk.

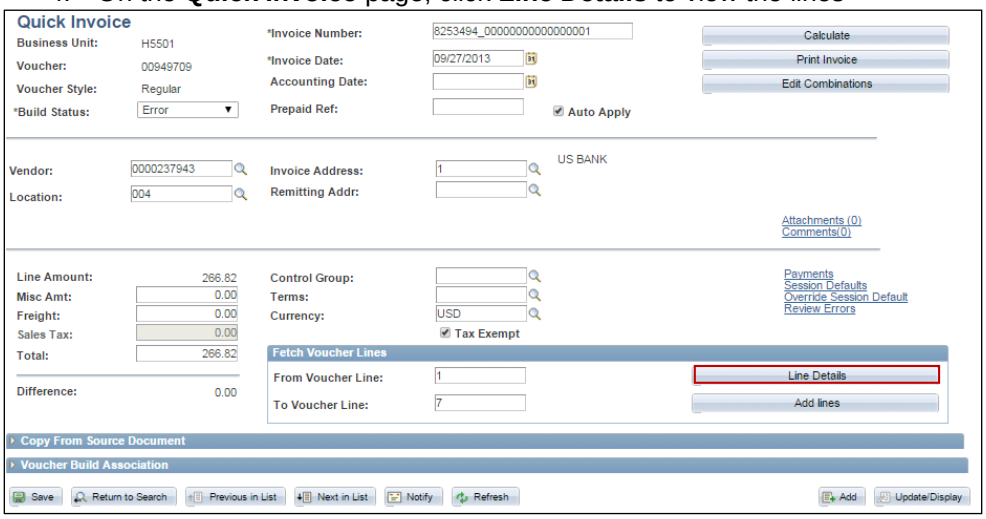
- Click *Review Errors* to see what the errors are for this voucher.



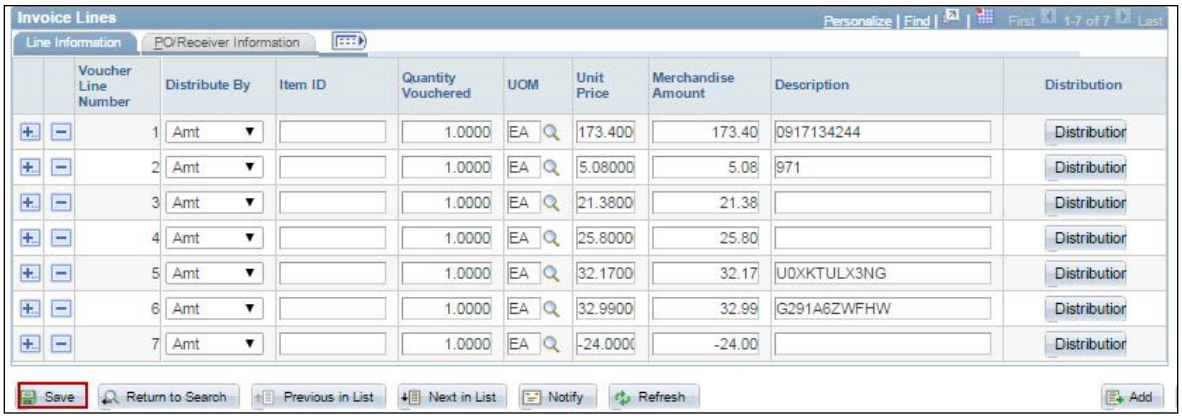

3. Review the errors. In this example, the errors are on the ***Invoice Lines***.
   - Click *Correct Errors* to return to the previous page




4. On the **Quick Invoice** page, click **Line Details** to view the lines




5. On the ***Invoice Lines*** section, make updates as necessary. Click **Save**




| Voucher Line Number | Distribute By | Item ID | Quantity Vouchered | UOM | Unit Price | Merchandise Amount | Description | Distribution |
|---|---|---|---|---|---|---|---|---|
| 1 | Amt | | 1.0000 | EA | 173.400 | 173.40 | 0917134244 | Distribution |
| 2 | Amt | | 1.0000 | EA | 5.08000 | 5.08 | 971 | Distribution |
| 3 | Amt | | 1.0000 | EA | 21.3800 | 21.38 | | Distribution |
| 4 | Amt | | 1.0000 | EA | 25.8000 | 25.80 | | Distribution |
| 5 | Amt | | 1.0000 | EA | 32.1700 | 32.17 | U0XKTULX3NG | Distribution |
| 6 | Amt | | 1.0000 | EA | 32.9900 | 32.99 | G291A6ZWFHW | Distribution |
| 7 | Amt | | 1.0000 | EA | -24.0000 | -24.00 | | Distribution |

Once changes are made, SWIFT will automatically pick up the voucher continue the process as normal. The voucher should be able to be seen using the normal navigation path from this point forward

# Queries

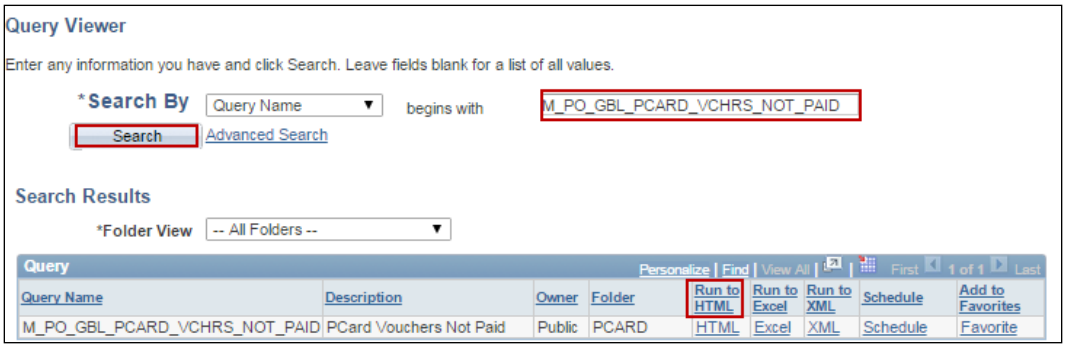
SWIFT has several queries available to help you manage PCard transactions.

## Vouchers not Paid Query

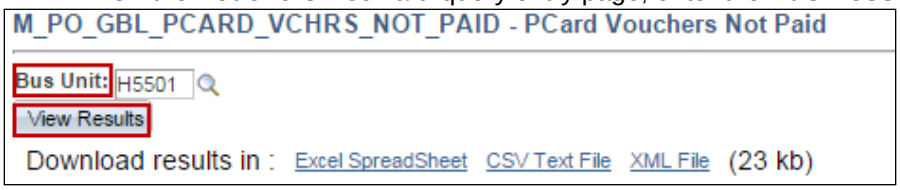
This query allows you to see a list of which PCard vouchers are not paid.

**Navigation:** Reporting Tools, Query, Query Viewer

***1.*** Search for Query Name "***M_PO_GBL_PCARD_VCHRS_NOT_PAID"***
Select an output method. "Run to HTML" or "Excel" is most commonly used.




2. On the **Vouchers Not Paid** query entry page, enter the ***Business Unit*** and click on **View Results**.




3. You will see a list of all of the PCard vouchers that have not been paid.

- Review vouchers not yet paid to identify any errors and resolve them. Use the field descriptions to determine how to resolve errors.

View All — First 1-26 of 26 Last

| | Bus Unit | Voucher ID | Voucher Style | Voucher Source | Invoice ID | Invoice Date | Gross Amt | Entered By | Entered Date | Entry Status | Close Status | Budget Status | Match Status | Approval Status | Post Status | Updated By | Last Updated Date | Payment Scheduled Date | Payment Due Date | Payment Status | Vendor ID | Vendor Loc | Payment Method |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | H5501 | 01281938 | Regular | ProCard | 11267793_0000000000000002 | 06/27/2014 | 6660.390 | FIRAM01 | 07/29/2014 | Postable | Open | Error | No Match | Pending | Unposted | FIOPR01 | 07/29/2014 | 07/29/2014 | 06/27/2014 | Unselected | 0000237943 | 006 | ACH |
| 2 | H5501 | 01299080 | Regular | ProCard | 11449905_0000000000000002 | 07/27/2014 | 6412.050 | FIOPR01 | 08/11/2014 | Postable | Open | Valid | No Match | Pending | Unposted | FIOPR01 | 08/11/2014 | 08/11/2014 | 07/27/2014 | Unselected | 0000237943 | 060 | ACH |

4. Go into individual vouchers to review and resolve errors.

Pay particular attention to the budget status, match status, approval status, and payment information. If there are any problems which will prevent the voucher form being paid, or if the current date is past the scheduled payment date, the voucher should be further investigated.

## Other PCard Queries

Additional queries are available to get details about the PCard process. Use the **Query Viewer** to find the list of PCard queries.

**Navigation:** Reporting Tools, Query, Query Viewer

- In the ***Search By*** field, keep the default of "Query Name." In the ***begins with*** field, enter "%pcard" and click **Search.**

- All PCard related queries will be shown along with a brief description of what can be seen in the query.

Query — Personalize | Find | View All | First 1-17 of 17 Last

| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Add to Favorites |
|---|---|---|---|---|---|---|---|---|
| AP_MONTHLY_MONITOR_VCHRS_PCARD | | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_AP_GBL_PCARD_FUNDING | PCard Amts by Funding String | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_COUNTS | PCard Cnts By Bill Dt & Status | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_EXPIRED_CARDS | Expired PCards by Expire Date | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_HOLDER_INFO | PCard holder information | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_LOAD_ERRORS | PCard Statement Load Errors | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_PROXIES_WO_SEC | PCard Proxies w/ Incorrect Sec | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_PYMNT_TOTALS | PCard Payment Totals | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_SEC_WO_PROXY | PCard Security wo Proxy Setup | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_TRANS_NOT_WRKD | PCard Trans Not Worked Yet | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_TRAN_DETAILS | PCard Transaction Details | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_TRAN_NOT_CLOSED | PCard Transactions Not Closed | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_TRAN_TOTALS | PCard Transaction Totals | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_GBL_PCARD_VCHRS_NOT_PAID | PCard Vouchers Not Paid | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| M_PO_T79_PCARD_TRAN_DETAILS | T79 PCard Transaction Details | Public | PCARD | HTML | Excel | XML | Schedule | Favorite |
| SC_PCARD_ANALYSIS | | Public | | HTML | Excel | XML | Schedule | Favorite |
| US_BANK_PCARD_ACCTS_1 | | Public | FILEMAINTENANCE | HTML | Excel | XML | Schedule | Favorite |