

QUICK REFERENCE GUIDE

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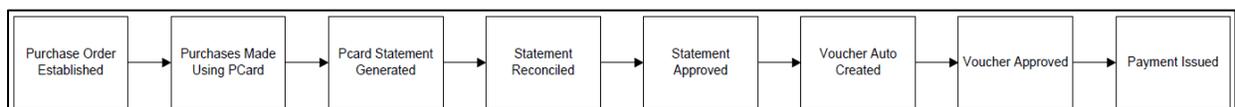
Accounts Payable PCard Tasks

Accounts Payable (AP) tasks may include correcting errors on Procurement Card (PCard) vouchers and running PCard queries. This Quick Reference Guide provides an overview of PCard tasks.

Process PCard Vouchers

Processing PCard vouchers includes the following steps (AP completes the last three of these steps):

1. A purchase order (established per MN state law) encumbers funds for the PCard expenses.
2. The PCard is used to make purchases.
3. U.S. Bank creates the PCard Statement for the billing period, which closes monthly on the 25th.
4. The PCard Reconciler reconciles the PCard Statement.
5. The PCard Approver approves the PCard Statement.
6. SWIFT automatically creates a voucher for the PCard.
7. The PCard voucher is matched (if applicable), budget checked, and submitted for approval.
8. Once approved, the PCard voucher will pay on the scheduled payment date.



After the PCard voucher is matched (if applicable) and budget checked, an approver receives notification of the voucher. Once the line of the statement has been approved, the voucher is created. Vouchers are created on a daily basis and can have up to 50 lines.

Correct Errors on PCard Vouchers

PCard vouchers cannot pay if they have any errors (e.g., incorrect/missing data or matching exceptions). If there are any errors on the voucher, they must be resolved as soon as possible to ensure payment is made on time.

AP tasks include the responsibility of correcting errors on PCard vouchers. To check for PCard voucher errors, AP staff should regularly check to make sure no PCard vouchers are in the Recycle Status.

Correct PCard Vouchers in Recycle Status

1. Navigate to the *Voucher Regular Entry* page.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The <i>Voucher Regular Entry</i> page will display by default.
WorkCenter	Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Regular Entry.

2. On the *Voucher Regular Entry* page, select the *Find an Existing Value* tab to search for the voucher.
3. Enter the Business Unit number in the *Business Unit* field.
4. Select "Recycle" from the drop-down list in the *Entry Status* field.
5. Select "Procurement Cards" from the drop-down list in the *Voucher Source* field.
6. Press the **Search** button, and select the PCard voucher in *Recycle* status from the *Search Results*.

Voucher
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Keyword Search | Add a New Value

Search Criteria

Business Unit = G1001

Voucher ID begins with

Invoice Number begins with

Invoice Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status = Recycle

Voucher Source = Procurement Cards

Incomplete Voucher =

Agency Origin begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

7. The *Summary* tab will display. Select the *Error Summary* tab to review the *Field Name* and *Message* columns for details about where the error occurred and why.
8. Select the *Invoice Information* tab to locate specific errors on the voucher.
 - The **yellow triangular** icon highlights in what sections errors occur.
 - The **red circular** icon highlights particular errors.

- Correct the errors, and press the **Save** button.

Note: Depending on the type of error, consult the Purchasing team or the PCard Reconciler to correct the error, or contact the [SWIFT Help Desk](#) with questions they cannot answer.

Warning: When correcting errors, never delete the voucher or the *Customer Number* field on the *Invoice Information* tab.

- After correcting all errors, press the **Save** button.
- Complete the matching process (if applicable) and the Budget Checking process, and submit the voucher for approval.
- Run a query to verify the voucher will pay on the pay date. (See [PCard Queries](#) below.)

Correct Quick Invoice Entry Errors

On rare occasions, a PCard voucher may not be approved because it has errors from the voucher build process. In these cases, access the *Quick Invoice Entry* page to find and resolve errors.

- Navigate to the *Quick Invoice Entry* page for the voucher.

Navigation Option	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers, left-menu, Add/Update folder, Quick Invoice Entry.

- On the *Quick Invoice Entry* page, select the *Find an Existing Value* tab to search for the voucher.
- Enter the Business Unit number in the *Business Unit* field.
- Select “Procurement Cards” from the drop-down list in the *Voucher Source* field.
- Press the **Search** button, and select the PCard voucher from the *Search Results*.

The screenshot shows the 'Quick Invoice Entry' search interface. The left sidebar has 'Quick Invoice Entry' selected. The main area has the 'Find an Existing Value' tab active. Under 'Search Criteria', the 'Business Unit' field is set to 'G1001' and the 'Voucher Source' is set to 'Procurement Cards'. The 'Search' button is highlighted with a red box.

6. The *Quick Invoice* page will display. Select the *Review Errors* link to see error details.
7. Below the *Invoice Line Errors* section, review the *Field Name* and *Message* columns for details about where the error occurred and why.
8. Select the *Correct Errors* link.
9. Back on the *Quick Invoice* page, click the **Line Details** button.
10. In the *Invoice Lines* section, make the necessary corrections to the voucher.
11. In the *Build Status* field, select “Build Voucher” from the drop-down list.

Note: If the voucher is no longer needed, select “Delete Voucher” from the drop-down list.

12. Press the **Save** button.

(Also see [the Resolving Voucher Build Errors QRG](#) for more details.)

PCard Queries

Queries in SWIFT perform customized searches for information in a particular module. Queries include the “Vouchers Not Paid” query, which verifies if PCard vouchers did not pay on the scheduled pay date.

To run queries, navigate to the *Query Viewer* page.

Vouchers Not Paid Query

1. Navigate to the *Query Viewer* to run the “Vouchers Not Paid” query.

Navigation Option	Navigation Path
NavBar	Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

2. The *Query Viewer* page will display. In the *Search By* field, select the “Query Name” option.
3. In the *begins with* field, enter the query name: **M_PO_GBL_PCARD_VCHRS_NOT_PAID**.

Note: To see all PCard-related queries, enter the following wildcard name: **%PCARD**.

4. Press the **Search** button. The “Vouchers Not Paid” query will display in the *Search Results*.
5. To open the “Vouchers Not Paid” query, select the *HTML* link (to display the query in a window) or the *Excel* link (to display the query in an Excel spreadsheet).

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By

[Advanced Search](#)

Search Results

*Folder View

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
M_PO_GBL_PCARD_VCHRS_NOT_PAID	PCard Vouchers Not Paid	Public	PCARD	HTML	Excel	XML	Schedule

- On the “Vouchers Not Paid” query, enter the Business Unit number in the *Business Unit* field.
- Press the **View Results** button. A list of PCard vouchers that have not yet paid will display.

M_PO_GBL_PCARD_VCHRS_NOT_PAID - PCard Vouchers Not Paid

Bus Unit

Row	Bus Unit	Voucher ID	Voucher Style	Voucher Source	Invoice ID	Invoice Date	Gross Amt	Entered By	Entered Date
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Note: The query results will display in another window if you selected *HTML*, or they will open up in an Excel spreadsheet if you selected *Excel*. Opening the query in Excel allows you to sort and filter the query results by column.

- Use voucher information from the “Vouchers Not Paid” query to review and correct errors on PCard vouchers.