SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

February 20, 2024

Accounts Payable PCard Tasks

A Procurement Card or PCard allows agency staff to purchase items directly from suppliers using a credit card. SWIFT will not pay PCard vouchers if they have any errors such as incorrect or missing data or matching exceptions.

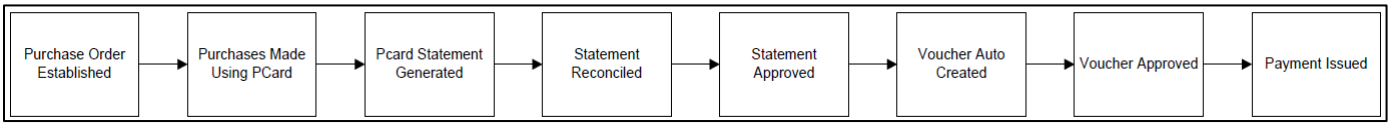
Accounts Payable (AP) staff are responsible for correcting errors on PCard vouchers. AP staff should regularly check to make sure no PCard vouchers are in the Recycle Status. If there are any errors on the PCard voucher, AP staff must resolve the errors and ensure that the payments are issued within 30 days of the Invoice Receipt Date or the Goods Received Date, whichever is later.

This Quick Reference Guide provides an overview of PCard tasks to process a PCard voucher. It lists the steps to correct a PCard voucher error. It lists the steps to correct PCard Quick Invoice Entry errors from the Voucher Build Process. It also information about available queries to manage PCard vouchers.

Overview of the Tasks to Process PCard Vouchers

Processing PCard vouchers includes the following steps. Accounts Payable staff complete the last three of these steps.

1. The agency establishes a purchase order per Minnesota state law to encumber funds for the PCard expenses.
2. The agency uses the PCard is used to make purchases.
3. U.S. Bank creates the PCard Statement for the billing period, which closes on the 25th day of each month.
4. The agency PCard Reconciler reconciles the PCard Statement. ChartField strings are assigned to the account.
5. The agency PCard Approver approves the PCard Statement.
6. SWIFT automatically creates a voucher for the PCard payment.
7. In the batch process, SWIFT matches the PCard voucher is (if applicable), budget checks, and submits it for approval.
8. Once approved, SWIFT will pay the PCard voucher on the scheduled payment date.



After the PCard voucher is matched (if applicable) and budget checked, SWIFT may send a notification to the approver of the PCard voucher. Also, staff may only see the notification in the Approval tile. Once the line of the statement has been approved, SWIFT creates the voucher. SWIFT creates PCard vouchers on a daily basis. They can have up to 50 lines.

Steps to find and correct PCard Vouchers in Recycle Status

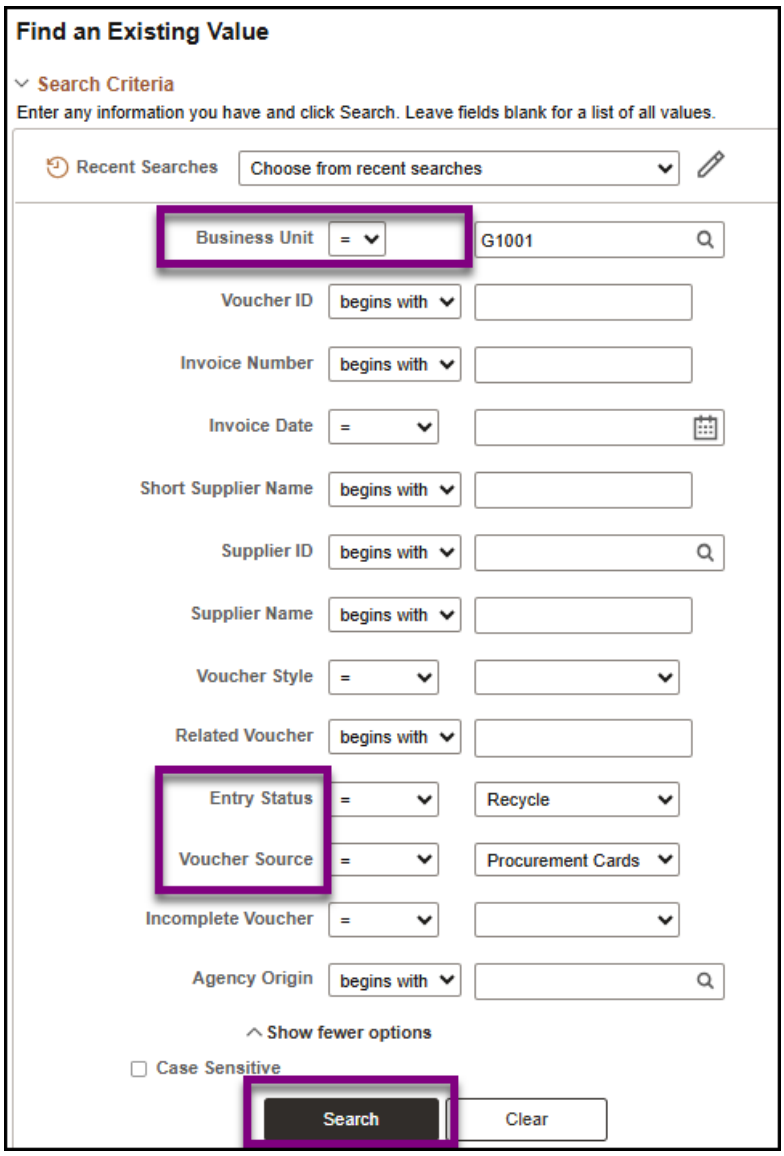
Step 1: Find PCard Vouchers in Recycle Status

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

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, Vouchers. The Regular Entry Voucher page defaults.
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** button to search for the voucher.

3. In the Find an Existing Value page, enter values in the following fields.
    a. Enter the Business Unit number in the Business Unit field.
    b. Select "**Recycle**" from the drop-down list in the Entry Status field.
    c. Select "**Procurement Cards**" from the drop-down list in the Voucher Source field.
    d. Press the **Search** button.



4. In the Search Results section, select a PCard voucher in Recycle status.

Step 2: Correct the error on the PCard Voucher

1. The Summary tab displays. Select the **Error Summary** tab to review the Field Name and Message columns for details about where the error occurred and why.

2. 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.

3. Correct the errors and press the **Save** button.

Depending on the type of error, consult the agency Purchasing team or the PCard Reconciler to correct the error. Contact the SWIFT Help Desk with questions they cannot answer.

IMPORTANT! When correcting errors, never delete the voucher or the Customer Number field on the Invoice Information tab.

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

Steps to correct PCard Quick Invoice Entry errors from the Voucher Build Process

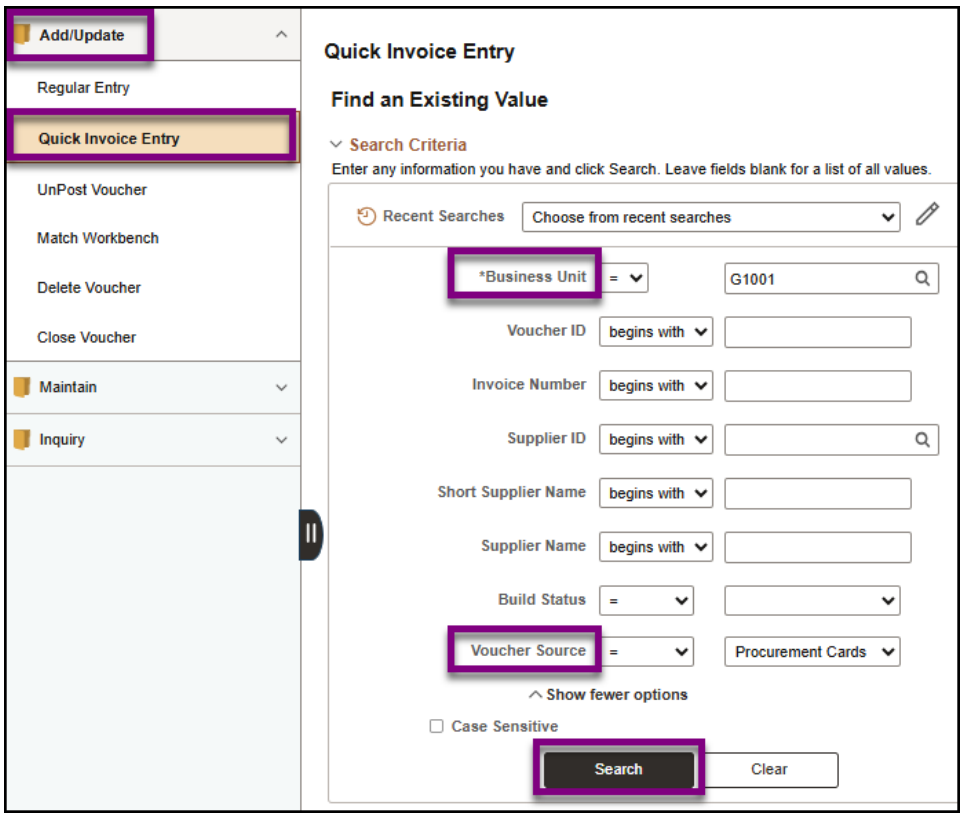
On rare occasions, a PCard voucher may not be approved because it has errors from the voucher build process. In these cases, access the Quick Invoice Entry page to find and resolve errors.

Step 1. Find the PCard Quick Entry Voucher

1. 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.

2. On the Quick Invoice Entry page, select the **Find an Existing Value** button to search for the voucher.
3. SWIFT opens the Find an Existing Value page.
    a. Enter the **Business Unit** number in the Business Unit field.
    b. Select "**Procurement Cards**" from the drop-down list in the Voucher Source field.
    c. Press the **Search** button.



d. Select the PCard voucher from the Search Results.

Step 2: Correct the error on the PCard Quick Entry Voucher

1. SWIFT displays the Quick Invoice page. Select the **Review Errors** link to see error details.
2. Below the Invoice Line Errors section, review the **Field Name** and **Message** columns for details about where the error occurred and why.
3. Select the **Correct Errors** link.
4. Back on the Quick Invoice page, press the **Line Details** button.
5. In the **Invoice Lines** section, make the necessary corrections to the voucher.
6. 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.

7. Press the **Save** button.
8. For more details, view the Resolving Voucher Build Errors quick reference guide.

PCard Queries

SWIFT offers several queries to help agencies manage their PCard payments.

- To find all of the PCard queries, enter "%PCARD" in the Query Name field.

- The “Vouchers Not Paid” query locates PCard vouchers that did not pay on the scheduled pay date.

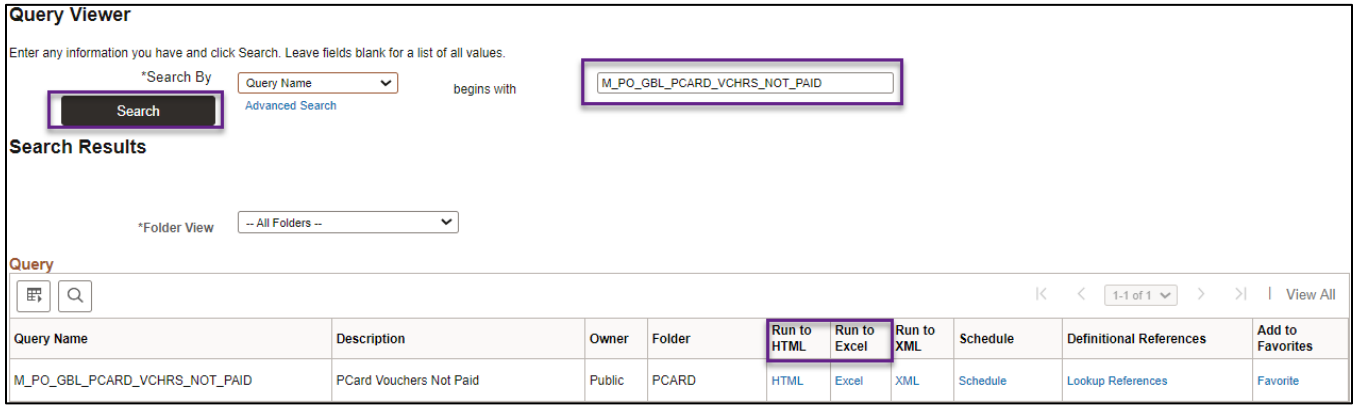
Run the “Vouchers Not Paid” Query

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

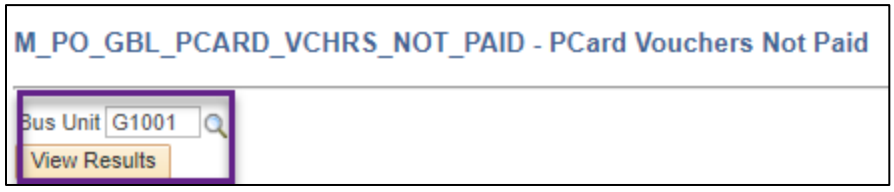
Navigation Option	Navigation Path
Navigation Collection	NavBar, Navigator, SWIFT, Reporting Tools, Query, Query Viewer.

2. The Query Viewer page displays.
    a. In the Search By field, select the “Query Name” option.
    b. In the begins with field, enter the query name: **M_PO_GBL_PCARD_VCHRS_NOT_PAID**.
    c. Press the **Search** button.

3. The “Vouchers Not Paid” query displays in the Search Results section of the Query Viewer page. To open it, select the either **Run to HTML** link to display the query in a window or the **Run To Excel** link to display the query in an Excel spreadsheet.



4. SWIFT opens the “Vouchers Not Paid” query in a separate page. Enter the following values.
    a. Enter the **Business Unit** number in the Business Unit field.
    b. Press the **View Results** button.



5. SWIFT displays the list of Pcard vouchers that have not paid. The results appears below if you selected HTML. Or, SWIFT opens an Excel spreadsheet if you selected Excel. Opening the query in Excel allows you to sort and filter the query results by column.

Download results in : Excel SpreadSheet CSV Text File XML File (3 kb)

View All

Row	Bus Unit	Voucher ID	Voucher Style	Voucher Source	Invoice ID	Invoice Date	Gross Amt	Entered Date	Entry Status	Close Status	Budget Status	Match Status	Approval Status	Post Status	Last Updated Date	Payment Scheduled Date	Payment Due Date	Payment Status
1	G1001	00010839	Regular	ProCard	11622428_0000000000000001	07/27/2014	5013.550	08/26/2014	Postable	Open	Not Chk'd	No Match	Denied	Unposted	06/08/2020	08/26/2014	07/27/2014	Unselected
2	G1001	00039551	Regular	ProCard	40030458_0000000000000001	07/27/2022	121.020	08/24/2022	Postable	Open	Valid	No Match	Approved	Posted	08/24/2022	08/24/2022	07/27/2022	Unselected
3	G1001	00040758	Regular	ProCard	41098602_0000000000000001	11/27/2022	-0.260	12/14/2022	Postable	Open	Valid	No Match	Approved	Posted	12/14/2022	12/14/2022	11/27/2022	Unselected
4	G1001	00039862	Regular	ProCard	40326811_0000000000000001	08/27/2022	-82.410	09/23/2022	Postable	Open	Valid	No Match	Approved	Posted	09/23/2022	09/23/2022	08/27/2022	Unselected
5	G1001	00040175	Regular	ProCard	40593173_0000000000000001	09/28/2022	-106.800	10/20/2022	Postable	Open	Valid	No Match	Approved	Posted	10/20/2022	10/20/2022	09/28/2022	Unselected
6	G1001	00039254	Regular	ProCard	39654416_0000000000000001	06/29/2022	-137.210	07/22/2022	Postable	Open	Valid	No Match	Approved	Posted	07/22/2022	07/22/2022	06/29/2022	Unselected

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