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.
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.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Navigation Collection</strong></td>
<td>Accounting, Accounts Payable, Vouchers. The <em>Voucher Regular Entry</em> page will display by default.</td>
</tr>
<tr>
<td><strong>WorkCenter</strong></td>
<td>Accounting, Accounts Payable, AP WorkCenter, left-menu, Links section, Regular Entry.</td>
</tr>
</tbody>
</table>

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*.

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.
9. 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.

10. After correcting all errors, press the Save button.

11. Complete the matching process (if applicable) and the Budget Checking process, and submit the voucher for approval.

12. 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.

1. Navigate to the Quick Invoice Entry page for the voucher.

<table>
<thead>
<tr>
<th>Navigation Option</th>
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<tbody>
<tr>
<td><strong>Navigation Collection</strong></td>
<td>Accounting, Accounts Payable, Vouchers, left-menu, Add/Update folder, Quick Invoice Entry.</td>
</tr>
</tbody>
</table>

2. On the Quick Invoice 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 “Procurement Cards” from the drop-down list in the Voucher Source field.

5. Press the Search button, and select the PCard voucher from the Search Results.
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.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
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</thead>
<tbody>
<tr>
<td>NavBar</td>
<td>Navigator, SWIFT, Reporting Tools, Query, Query Viewer.</td>
</tr>
</tbody>
</table>

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).
6. On the “Vouchers Not Paid” query, enter the Business Unit number in the Business Unit field.

7. Press the View Results button. A list of PCard vouchers that have not yet paid will display.

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.

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