SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

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Accounts Payable WorkCenter

WorkCenters provide a centralized place where you can access frequently used pages, queries, processes, and reports. Options that you see in the WorkCenter depend on your security roles. You may see more or fewer options than shown in this guide.

The following Accounts Payable (AP) WorkCenter sections are covered in this guide.

- **My Work.** Your agency's work in progress by Vouchers, Voucher Exceptions, Payments, and Suppliers
- **Links.** Commonly used Accounts Payable pages by Vouchers and Payments
- **Queries.** Commonly used Accounts Payable queries by Supplier, Voucher, Payment, Interagency, and PCard
- **Reports/Processes.** Access the Process Monitor, Report Manager, and Query Viewer
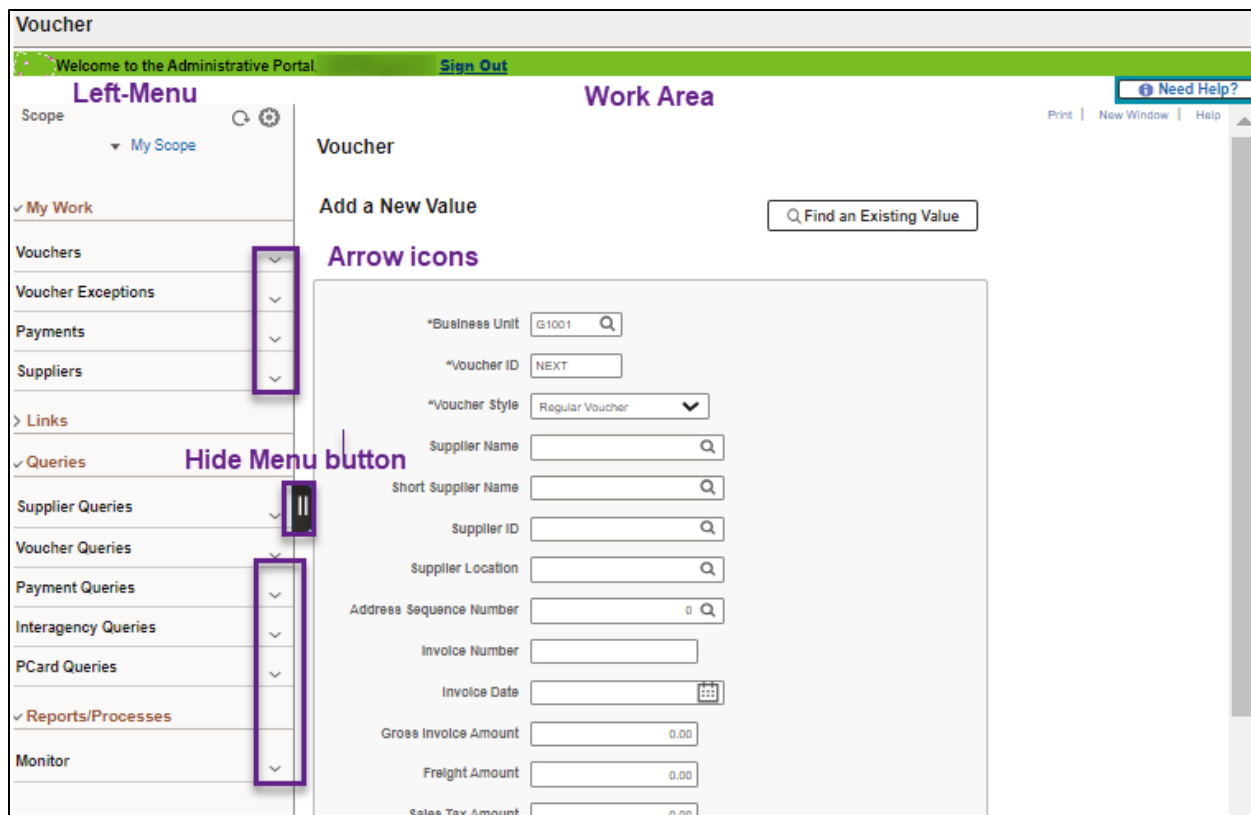
Access the Accounts Payable WorkCenter

1. Navigate to the Accounts Payable WorkCenter.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Payable, AP WorkCenter. The Accounts Payable WorkCenter defaults.

2. The Accounts Payable WorkCenter displays with the left menu and the Voucher page in the work area on the right side.

IMPORTANT! When you select an item from the left menu, it updates the work area with that item.

3. Use the **Arrow** icons to Expand/Collapse drop-down options in the left menu.
4. As an option, select the **Hide Menu** button to hide the left menu.
5. Select the **Need Help?** button to access SWIFT quick reference guides and SWIFT Help Desk contact information.

Sections in the Accounts Payable WorkCenter

My Work

My Work allows you to see the status of vouchers that your agency created and processed. It allows you to research individual vouchers. If an area is grayed out, no transactions were found.

Vouchers

- **Incomplete Vouchers**
- **Vouchers Submitted for Approval** (Pending Approval Status)
- **Unpaid Vouchers**
- **Vouchers Rejected by Approvers**

Voucher Exceptions

- **Recycled Vouchers.** Vouchers were created through an automated process that have missing information.
- **Budget Check Errors**

Payments

- **Scheduled Payments on Hold**

Suppliers

- **Suppliers Pending Approval.** By the Vendor Maintenance team at Minnesota Management and Budget

Links

The Links section includes links to frequently used pages. Expand the folders listed below to access the pages.

Vouchers

- **Regular Entry.** Enter, process, and save new vouchers.
- **Voucher Maintenance.** Maintain existing vouchers.
- **Voucher Mass Maintenance.** Allows you to search for vouchers that you want to perform a maintenance operation. You may need specific roles for these operations.
- **Match Workbench.** This page supports troubleshooting matching errors.

Payments

- **Review Pay Cycle Errors.** Look up Pay Cycle Errors by Pay Cycle terms such as DLY (Daily Pay Cycle).
- **Mass Payment Calculation.** Allows you to search for the payments on which you want to perform a mass operation. You may need specific roles for these operations.

Queries

The Queries section includes links to queries related to Accounts Payable processing. Queries allow you to request and extract information from SWIFT. Available queries are based on your roles and permissions. To learn about queries, review the [Overview of SWIFT Reporting User Guide](#).

- When you select a query, the parameter page displays on the right where you can enter parameters and run the query.
- You can also access the Query Viewer page to run your favorite queries or search for any available query.

Supplier Queries

- General Vendor Lookup Reference (Vendor Inquiry)

Voucher Queries

- Queries about vouchers in different statuses

Payment Queries

- Queries about payments from voucher processing

Interagency Queries

- Interagency netting queries and lookup for the status of invoices

PCard Queries

- PCard transaction queries

Reports/Processes

SWIFT contains some predefined reports. The reports you have access to depends on your security roles and permissions. When you run a report, you enter certain parameters and then select the Run button. Reports contain SWIFT data that are organized, coherent and concise. Reports are preformatted and intended for sharing, presenting, or publishing. To learn about the SWIFT reports and processes, review the Overview of SWIFT Reporting User Guide.

Process Monitor

- Provides a list of your submitted requests and allows you to track their progress.

Report Manager

- Provides an inbox to access various process logs and reports.

Query Viewer

- Allows users to search for and view SWIFT data.