

GL.040.006 - RUNNING THE PURCHASING CARD INTERFACE

Purpose	<ul style="list-style-type: none"> To identify what the Purchasing Card (P-Card) Interface does. To identify who is responsible for creating the source file for the Purchasing Card Interface. To describe what must be done after the Purchasing Card Interface is complete. To run the Purchasing Card Interface.
Description	<p>The Purchasing Card Interface Process creates accounting entries in the JGEN_PCARD_BOR table. Purchasing is responsible for creating the source file needed for the interface.</p> <p>After running the interface process, journal generate these accounting entries to create a journal to post purchasing card expenses to the General Ledger. The Accounting Entry Definition is titled "PCARDDEFN," and the Journal Generator Template is titled "PCARD." Refer to business process GL.030.001 - Running Journal Generator. If the P-Card interface must be reprocessed, contact ITS for assistance.</p>
Security Role	BOR_GL_PROCESSING
Dependencies/Constraints	The P-Card file should have a .csv or .txt file extension.
Additional Information	None

Procedure

Below are step by step instructions on how to run the Purchasing Card Interface.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR General Ledger link.
5.	Click the BOR GL Interfaces link.
6.	Click the Procurement Card link.
7.	Click the Add a New Value tab.
8.	Enter " PURCHCARD " in the Run Control ID field.
9.	Click the Add button.
10.	Enter the Business Unit .
11.	Enter the Accounting Date .
12.	The Account field defaults to '139100.' This is the P-Card Clearing Account. Users may select another account, if needed.
13.	Select Add in order to browse for the file to upload.
14.	Select Delete to remove the file, if needed.
15.	Select View or Detach to view the file.
16.	Click the Upload button once the file is selected.
17.	Click the Run button.
18.	Click the OK button.