GL.040.006 - RUNNING THE PURCHASING CARD INTERFACE

Purpose	• 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	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. 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.
Security Role	BOR_GL_PROCESSING
Assumptions	None
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 **Navigator** 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.