

## GL.040.006 - RUNNING THE PURCHASING CARD INTERFACE

|                                 |   |
|---------------------------------|---|
| <b>Purpose</b>                  | <ul style="list-style-type: none"> <li>• To identify what the Purchasing Card (P-Card) Interface does.</li> <li>• To identify who is responsible for creating the source file for the Purchasing Card Interface.</li> <li>• To describe what must be done after the Purchasing Card Interface is complete.</li> <li>• To run the Purchasing Card Interface.</li> </ul>  |
| <b>Description</b>              | <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 <a href="#">GL.030.001 - Running Journal Generator</a>. If the P-Card interface must be reprocessed, contact ITS for assistance.</p> |
| <b>Security Role</b>            | <b>BOR_GL_PROCESSING</b>  |
| <b>Dependencies/Constraints</b> | The P-Card file should have a .csv or .txt file extension.  |
| <b>Additional Information</b>   | None  |

**Procedure**

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

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