

## 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 GL.030.001 - Running Journal Generator. 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 ' <b>139100</b> .' 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.