JD Edwards World

Purchase Cards Management Guide

Version A9.2

Revised – May 27, 2011

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1 Purchase Card Management

Overview to Purchase Card Management System

Your employees might use credit cards or purchase cards to conduct business transactions or purchase business-related goods and services. The purchase card is often the preferred method of payment for Internet and point-of-sale purchases. Companies and government entities can use the Purchase Card Management system (01P) to simplify the purchase and payment of goods and services their employees transact.

Using the Purchase Card Management (PCard) system allows companies to:

- Coordinate restrictions and cardholder usage with their financial institution.
- Receive and process transmissions from your financial institutions for the purchases your employees make.
- Receive and process statements for reconciliation purposes.
- Generate transactions in the General Ledger and Accounts Payable systems to record PCard expenses and pay your financial instituions.
- Track purchasing trends and supplier performance.
- Monitor cardholder purchases.
- Monitor cardholder usage of preferred merchants.

To use the Purchase Card Management system to its fullest, you must understand the flexibility of the system and how your decisions affect downstream processes, such as automatic statement reconciliation.

Although statement processing and voucher generation are optional processes, JD Edwards recommends using them. By processing and reconciling statements, you ensure that you pay only for those purchase card transactions that appear on a statement and that you do not prepay your financial institution unnecessarily. Similarly, by generating vouchers from the PCard system, you create an audit trail between the PCard and Accounts Payable systems.

To use all of the features of the Purchase Card Management system, JD Edwards recommends this process flow:

- Set up and control updates to merchants and cardholder information.
- Receive purchase card transmissions from your financial institution.
- Process the purchase card transmissions to the PCard system.
- Verify and update G/L account allocation for PCard transactions.
- Review and approve transactions for JD Edwards financial processes.

- Create journal entries to record purchase card expenses in the general ledger.
- Receive statements transmitted from your financial institution.
- Process statements to the PCard system.
- Reconcile statements to the purchase card transactions.
- Create vouchers to pay the financial institution.
- Run reports and review merchant activity online.
- Purge transmissions, purchase card transactions, and statements.

Work with your credit card supplier to ensure that proper security and restrictions apply to the credit cards you issue to employees. The information you store in the Purchase Card Management system helps you manage the purchases, but it is not preventive, nor should you expect it to replace your credit card supplier's security measures.

The purchase card process integrates with the JD Edwards World Accounts Payable and General Ledger systems.

Process Decisions to Make First

You must understand specific functionality so that you can make decisions about how you want to use the PCard system before you set it up. Similarly, you should decide which optional PCard processes to use.

Tracking Merchants

As part of setting up the system constants, you must determine whether you want to track merchants. Tracking merchants enables you to generate vouchers for the merchant that are payable to the financial institution. By doing this, you can easily track your expenditures with a supplier so that you can negotiate a better rate for your employee purchases.

Tracking merchants requires only that you set up address book and supplier master records for each merchant and that you generate vouchers from the PCard system.

Activating the Currency Option

If your employees travel outside of your country and you want to record currency information, you must activate the currency option in the Purchase Card Constants to display the appropriate currency fields for tracking foreign and domestic purchase amounts. You can activate the PCard currency option even if you do not have multicurrency activated system-wide. The system does not generate journal entries or vouchers in foreign currencies, but it might be useful to track foreign purchase amounts.

Processing and Reconciling Statements

The main purpose of processing statements is so that you can reconcile them to purchase card transactions. This reconciliation ensures that you pay only for what has been billed to you and processed by you and that the statement reflects what you have processed for that time period.

Processing Vouchers

Regardless of whether you process and reconcile statements, you can generate vouchers directly from the PCard system. If you process statements, you can generate a voucher based on a statement number and date. Additionally, generating vouchers from the PCard system provides an audit trail from the voucher to the PCard transactions it pays.

Setting Up the System for Purchase Card Processing

Before you use the Purchase Card Management (PCard) system, you need to set up and define certain information that the system uses during processing. You use this information to customize the system to suit your business needs.

Setting up the system to process purchase cards includes the following tasks:

- Setting up Purchase Card Constants
- Setting up Merchant Category Codes (MCCs)
- Setting up Credit Card Types
- Setting up Employee Profiles
- Assigning MCCs to Employee Profiles
- Setting up System user-defined codes (UDCs)
- Setting up Bank Information
- Setting up Employee Purchase Card Information
- Setting up Merchant Information
- Setting up Automatic Accounting Instructions (AAIs)

You can also complete the following optional tasks:

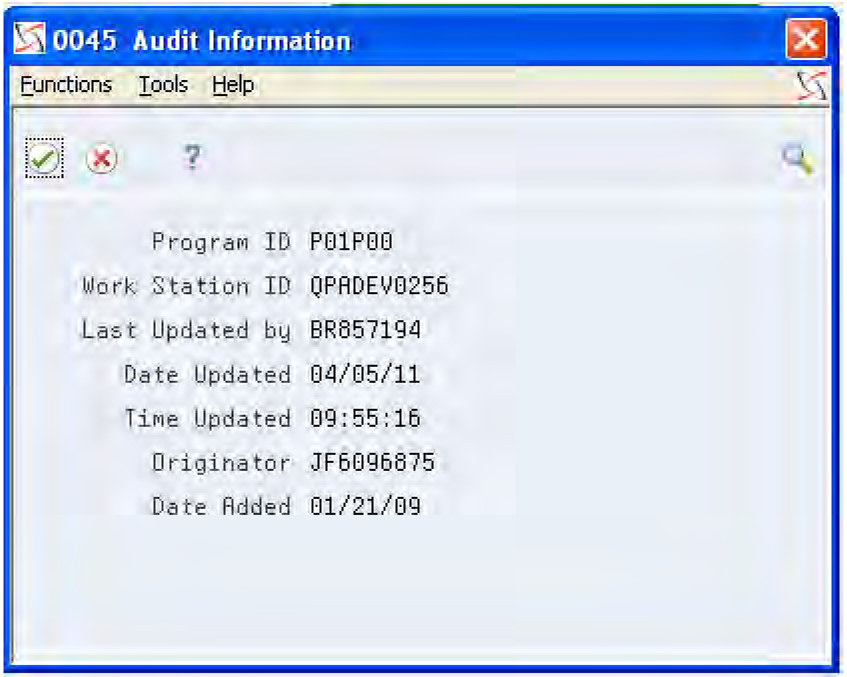
- Uploading Changes to the Employee Credit Card or Merchant Information
- Setting up Additional Employee Purchase Card Information

Before You Begin

- Set up address book records or locate existing address book numbers for the banks that issue credit cards to your employees.
- If you plan to track merchants, set up or locate existing address book records for your merchants.
- If you process vouchers, set up a supplier master record for each bank. If you do not track merchants, the system uses the address book number of the bank as both the supplier and alternate payee on the voucher.
- If you process vouchers and you track merchants, set up or verify that supplier master records exist for each merchant. The system uses the address book number of the merchant as the supplier number and the address book number of the bank as the alternate payee.

Understanding the Audit Window

Many of the setup programs for the PCard system provide a function key or program exit to display the Audit Information window, which you can use to see who entered or changed the information, as well as the date and time that the change occurred.



Program ID P01P00
Work Station ID QPADEV0256
Last Updated by BR857194
Date Updated 04/05/11
Time Updated 09:55:16
Originator JF6096875
Date Added 01/21/09

Setting Up Purchase Card Constants

You set up Purchase Card Constants to indicate:

- Whether you want to track merchants.

  Tracking merchants allows you to perform inquiries and run reports by merchant so you can negotiate a better rate with those merchants with whom you do the most business or monitor the purchases from merchants designated as restricted.

  When you track merchants, you can generate vouchers from the PCard system for the merchant associated with the credit card. Additionally, you can set up the 1099 reporting code on the voucher so that you can use the 1099 A/P Method to generate 1099s, if necessary.

- Where you want to store cardholder numbers.

  You can store the address book number of the employee (cardholder) in the Subledger field or in one of two Managerial Analysis Code fields. The system automatically supplies A (address book) as the value for the Subledger or Managerial Analysis Type field.

Caution: The system stores the Managerial Analysis Code fields in the Account Ledger file (F0911). You can view the field in the detail area of the Journal Entry screen (P09101), but it is not available for inquiry using the standard inquiry programs, such as Account Ledger Inquiry (P09200), nor does it appear in current standard reports.

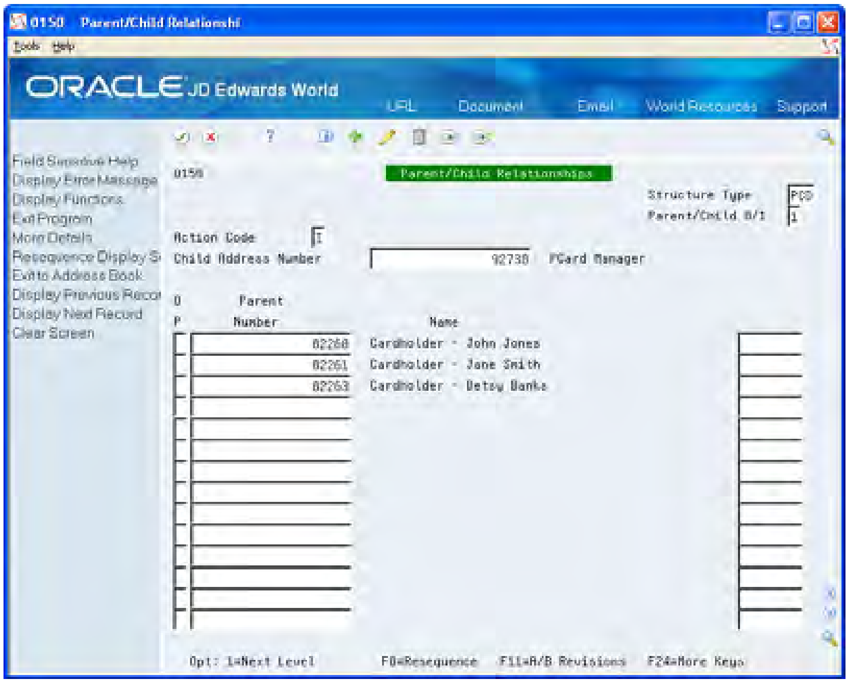
- Whether you want to set up additional security.

  You can set up security specifically for the review and approval process in the PCard system by setting up parent/child relationships for cardholder/approvers in the Structure Revisions program (P0150) for structure type PCD:

  - If you do not activate PCard security, all users can see all PCard transactions, regardless of the cardholder, unless you have other types of security set up, such as Business Unit, Action Code, and so forth.
  - If you activate PCard security and do not set up the relationship between the cardholder and authorized users, only the cardholder has access to their transactions and only the cardholder can approve their transactions.

    When you set up security, if you choose PCard Security Setup (F6), the system automatically displays the Parent/Child Relationships screen (P0150) for the PCD structure type. Because cardholders are the owners of their information, they are the *parent* in the relationship and the approver is the *child*.

    Using the Parent/Child Relationships screen (P0150), you can review and set up cardholder/approver relationships quickly. The screen allows you to review and add information from either the child or parent perspective. Using the Parent/Child 1/0 field, you can change the wording on the screen from Parent Address Number to Child Address Number. For the PCard approval process, enter 1 in the Parent/Child 0/1 field to display the Child Address Number (approver) and then add the cardholder address book numbers in the detail area in the Parent Number field.


0150 Parent/Child Relationshi
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Resequence Display S
Exit to Address Book
Display Previous Recor
Display Next Record
Clear Screen

```
0150                 Parent/Child Relationships
                                                        Structure Type      PCD
                                                        Parent/Child 0/1    1
Action Code          I
Child Address Number            92730   PCard Manager

O       Parent
P       Number                  Name
                82260   Cardholder - John Jones
                82261   Cardholder - Jane Smith
                82263   Cardholder - Betsy Banks

   Opt: 1=Next Level      F8=Resequence   F11=A/B Revisions   F24=More Keys
```

- Whether you want to display the currency fields.

  You should display the currency fields if your employees make purchases in a currency other than the one in which your company conducts business and if you do not have multicurrency activated in the General Accounting Constants (P000909). If you have multicurrency activated, the system automatically displays the currency fields, regardless of the setting of this field.

  When you display the currency fields, you can see both the foreign and domestic amount of the purchase; however, the system always generates journal entries and vouchers in the domestic currency.

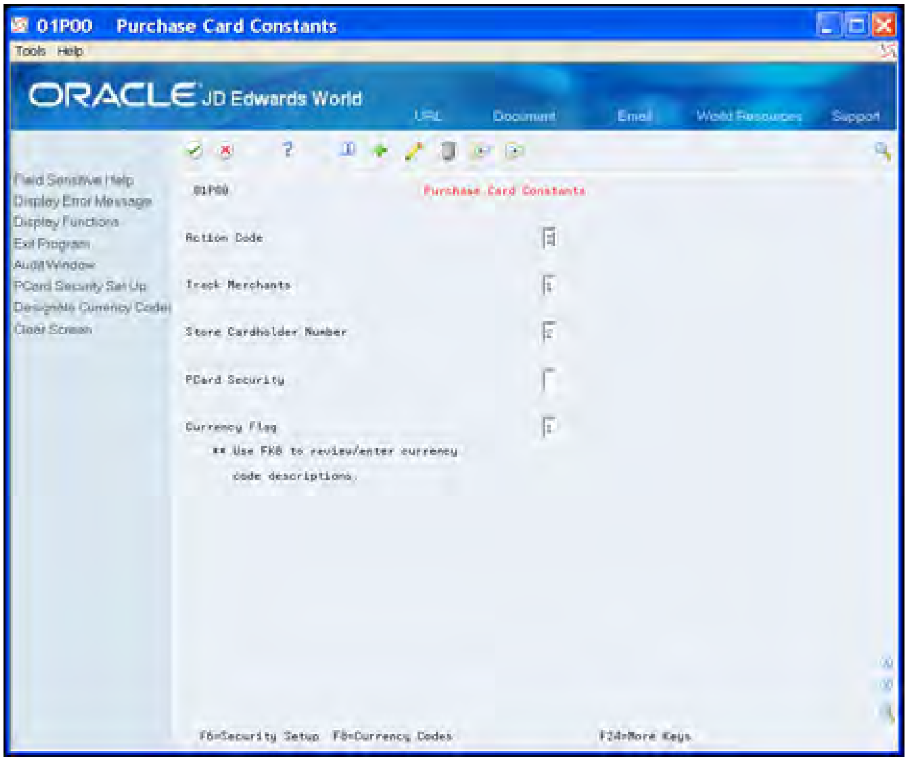
The system stores this information in the Purchase Card Constants file (F01P00).

To set up purchase card constants

	From Purchase Card Processing (G01P), enter **29** From Purchase Card Set-Up (G01P41), choose **Purchase Card Constants**

On Purchase Card Constants, complete the following fields and click Change:

- Track Merchants
- Store Cardholder Number
- PCard Security
- Currency Flag


01P00 Purchase Card Constants
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Audit Window
PCard Security Set Up
Designate Currency Codes
Clear Screen

01P00 Purchase Card Constants

Action Code

Track Merchants 1

Store Cardholder Number 2

PCard Security

Currency Flag 1

** Use FK8 to review/enter currency code descriptions.

F6=Security Setup F8=Currency Codes F24=More Keys

Field	Explanation
Track Merchants	Enter 1 to indicate that you are tracking merchant information in the system.
Store Cardholder Number	This flag indicates where to store the Cardholder Number in the Purchase Card Transaction file (F01P111). The system eventually stores this in the Account Ledger file (F0911). Valid values include: Blank - The system stores the cardholder number in the subledger field with an A in the subledger type. 1 - The system stores the cardholder number in the Managerial Analysis Code 1 field with an A in Managerial Analysis Type 1 field. 2 - The system stores the cardholder number in the Managerial Analysis Code 2 field with an A in Managerial Analysis Type 2 field.

Field	Explanation
PCard Security	This field is used to indicate whether additional security will be used when determining who can review / change Purchase Card transactions. If not in use, regular business unit security, action code security, and menu security may be used to limit who can have access to Purchase Card transactions. If PCard Security is invoked, you will be required to set up any additional users that have permission to view or change another cardholders' PCard transactions in the Organization Structure Revisions program (P0150). The Structure Type for PCard Security is PCD. The cardholder is the parent and any users allowed access are to be listed as the children. Because any cardholder can view / change their own transactions, there is no need to set up a record if there are not other users that have permission to view these transactions.
Currency Flag	This currency flag signifies whether currency is active and currency fields are to be displayed. This flag is secondary to the system currency conversion indicator (CRYR) which, if on, will supersede this flag. However, if the system currency is off, this flag can be used to activate currency conditions in specific programs. *Screen-Specific Information* Enter 1 to display the Employee Currency Code field on the Employee / Card Revisions screen, the To Currency and From Currency fields on the Bank Transmission Data screen, as well as the Currency Code on other purchase card screens, if you do not have multicurrency activated in the General Accounting Constants (P000909). If you have multicurrency activated, the system automatically displays the currency fields regardless of the setting of this field.

Setting Up Merchant Category Codes (MCCs)

MCCs are standard four-digit numbers that the credit card industry uses. You use them to classify businesses by the type of goods or services that they provide. Your bank might be able to provide you with a list of the codes they use or you can locate them on the Internet. You can set up MCCs manually or use the interactive import process to upload them.

When you set up MCCs, you can use the Map 1, 2, 3 fields to create a relationship among merchant category codes for tracking and reporting purposes. Similar to a category code, these three fields are user-defined; however, you do not have to establish valid values. For example, you might want to assign T to the Map 1 field for all MCCs that are travel related (air, hotel, car rental) or you might want to use O for all office-related MCCs

The system stores the MCCs in the Merchant Category (Commodity) Codes file (F01P21).

Setting up merchant category codes includes one of the following tasks:

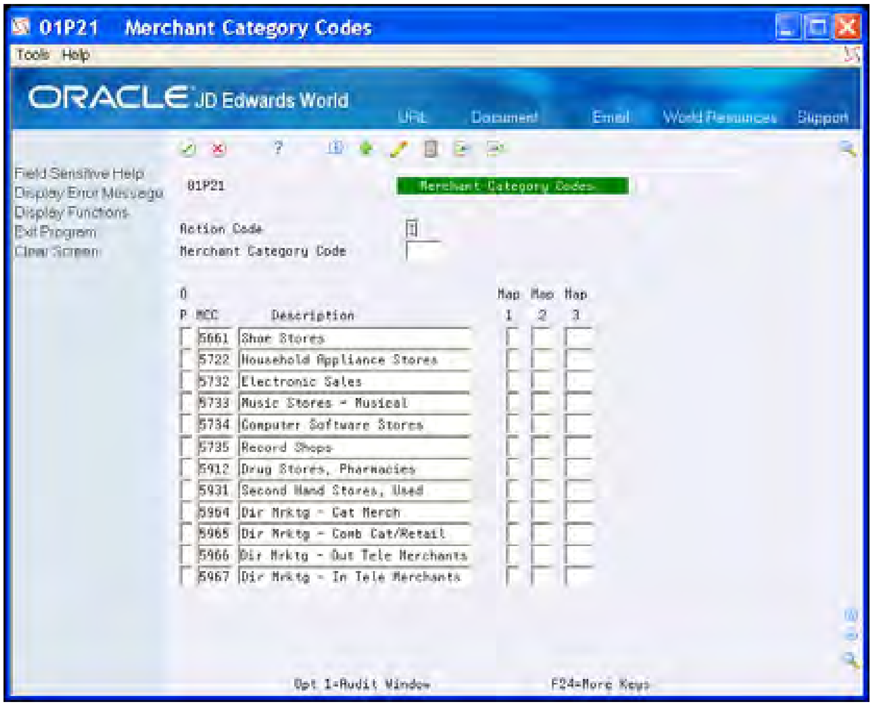
- To manually set up MCCs
- To import MCCs

To manually set up MCCs

From Purchase Card Processing (G01P), enter **29**
From Purchase Card Set-Up (G01P41), choose **Merchant Category Codes**

On Merchant Category Codes, complete the following fields and click Add:

- MCC
- Description
- Map 1, 2, 3


01P21 Merchant Category Codes
Tools
Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Clear Screen
Opt 1=Audit Window
F24=More Keys

01P21 Merchant Category Codes

Action Code I

Merchant Category Code

O P	MCC	Description	Map 1	Map 2	Map 3
	5661	Shoe Stores			
	5722	Household Appliance Stores			
	5732	Electronic Sales			
	5733	Music Stores - Musical			
	5734	Computer Software Stores			
	5735	Record Shops			
	5912	Drug Stores, Pharmacies			
	5931	Second Hand Stores, Used			
	5964	Dir Mrktg - Cat Merch			
	5965	Dir Mrktg - Comb Cat/Retail			
	5966	Dir Mrktg - Out Tele Merchants			
	5967	Dir Mrktg - In Tele Merchants			

Field	Explanation
MCC	A four digit number used by the bankcard industry to classify suppliers into market segments based on their primary line of business. There are approximately 600 MCCs denoting various business enterprises. Some examples include: 0742-Veterinarian Services, 1520-General Contractor, 5411-Grocery Stores, etc.
Map 1, 2, 3	This field can be used to hold data that needs to be mapped from one file to another. *Screen-Specific Information* You can use these fields to identify, group or select data for reporting.

To Import MCCs

You can create a template for the Merchant Category Codes screen (P01P21) that you can save as an Excel spreadsheet, which you can then use to download the MCC codes from the Internet. Then, you can use the interactive import process to upload the MCCs from the spreadsheet to the Merchant Category (Commodity) Codes file (F01P21).

See *Appendix A: Importing Merchant Category Codes* for information about this process.

Setting Up Credit Card Types

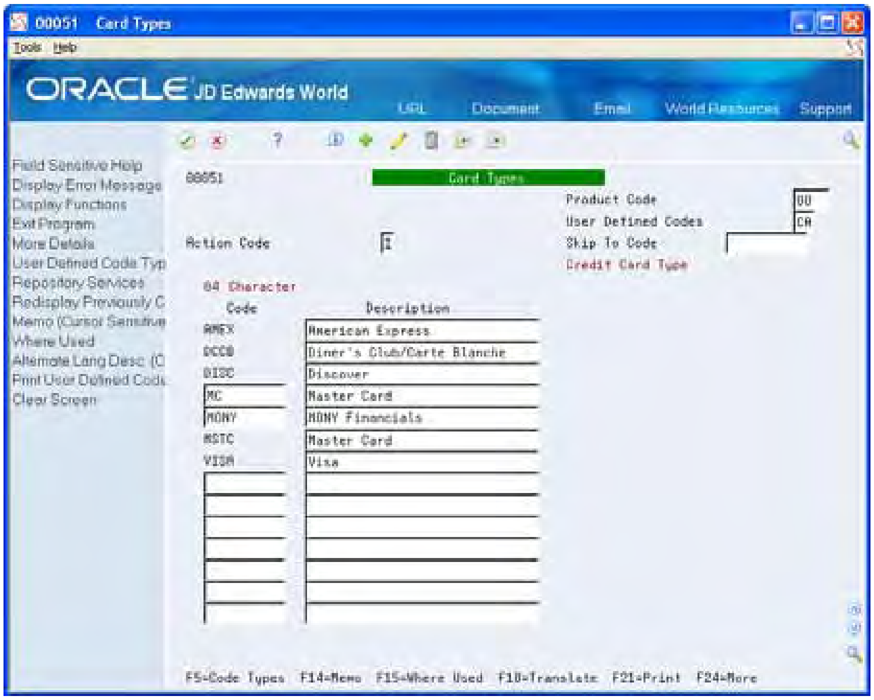
You set up credit card types in UDC table 00/CA to identify the various types of credit cards your company or government entity uses.

To set up card types

From Purchase Card Processing (G01P), enter **29**
From Purchase Card Set-Up (G01P41), choose **Card Types**

On Card Types, complete the following fields and click Add:

- Code
- Description


00051 Card Types
Tools
Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
User Defined Code Typ
Repository Services
Redisplay Previously C
Memo (Cursor Sensitive
Where Used
Alternate Lang Desc (C
Print User Defined Code
Clear Screen

00051 Card Types

Product Code: 00
User Defined Codes: CA
Action Code: I
Skip To Code:
Credit Card Type

04 Character

Code	Description
AMEX	American Express
DCCB	Diner's Club/Carte Blanche
DISC	Discover
MC	Master Card
MONY	MONY Financials
MSTC	Master Card
VISA	Visa

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Setting Up Employee Profiles

You set up profiles in UDC table 01P / PR to categorize employees in your company or government entity by credit card privileges. For example, you might allow executives to purchase from a larger pool of merchants than you do your administrative staff. Examples of employee profiles include Restricted, General, Executive, Faculty, and Director.

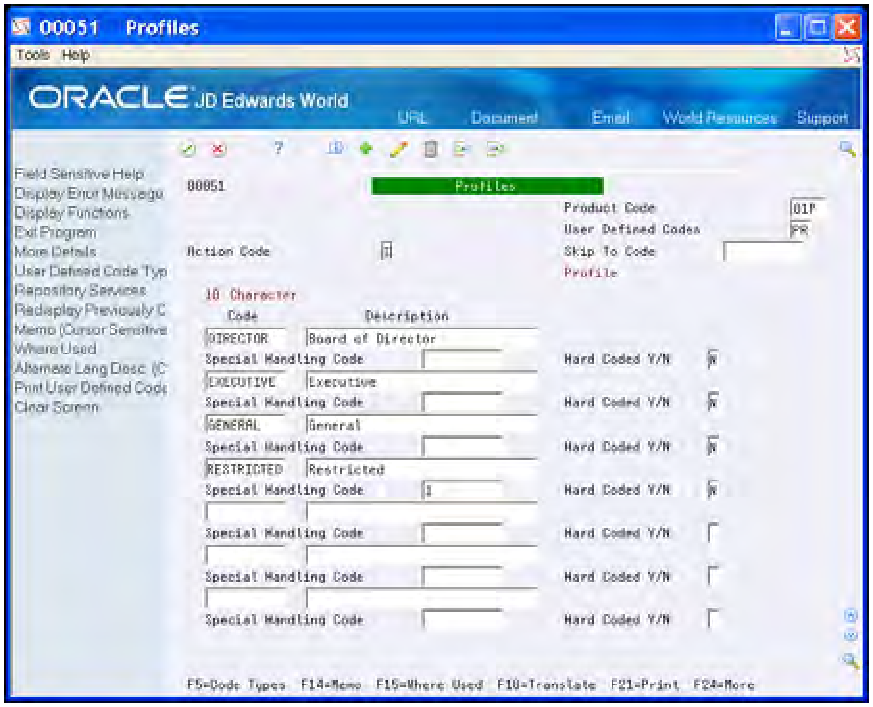
When you set up profiles, you use the Special Handling Code field to specify whether you want the system to validate the profile against a list of allowed MCCs or against a list of excluded MCCs. For example, if a profile has access to all MCCs except a few, you can specify those from which the profile is excluded instead of setting up all of the MCCs allowed for the profile.

If you do not want to use profiles, set up a blank value in the UDC table.

To set up employee profiles

	From Purchase Card Processing (G01P), enter **29** From Purchase Card Set-Up (G01P41), choose **Profiles**

1. On Profiles, complete the following fields:
   - Code
   - Description
   2. Click More Details (F4) to complete the Special Handling Code field and then click Add.


00051 Profiles
Tools
Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
User Defined Code Typ
Repository Services
Redisplay Previously C
Memo (Cursor Sensitive
Where Used
Alternate Lang Desc (C
Print User Defined Code
Clear Screen

00051 Profiles

Product Code 01P
User Defined Codes PR
Action Code I
Skip To Code
Profile

10 Character Code	Description	Special Handling Code	Hard Coded Y/N
DIRECTOR	Board of Director		N
EXECUTIVE	Executive		N
GENERAL	General		N
RESTRICTED	Restricted	1	N

F5=Code Types F14=Memo F15=Where Used F10=Translate F21=Print F24=More

Field	Explanation
Special Handling Code	A code that indicates special processing requirements for certain user defined code values. The value that you enter in this field is unique for each user defined code type. The system uses the special handling code in many ways. For example, special handling codes defined for Language Preference specify whether the language is double-byte or does not have uppercase characters. Programming is required to activate this field. *Screen-specific information* If you leave the Special Handling Code of the Profile blank, then all MCCs for a Profile are available for employee purchases. If you enter 1 in the Special Handling Code, the system restricts all MCCs for a Profile from use by employees.

Assigning MCCs to Employee Profiles

Depending on how you set the Special Handling Code on the UDC for the employee profile, you assign either the allowed or excluded MCCs to it using the Profile – MCC Revisions program (P01P20). Using employee profiles enables you to monitor the use of restricted merchants, as well as how often certain MCCs are used by employee groups. When you process purchase card transactions for MCCs that are excluded, the system prints a warning message on the report; it does not prevent the transaction from processing.

You also use this program if you need to make changes to profiles after you complete your system setup. If you want to delete an MCC for a profile, deselect that MCC field. Additionally, each MCC on this screen is an individual record.

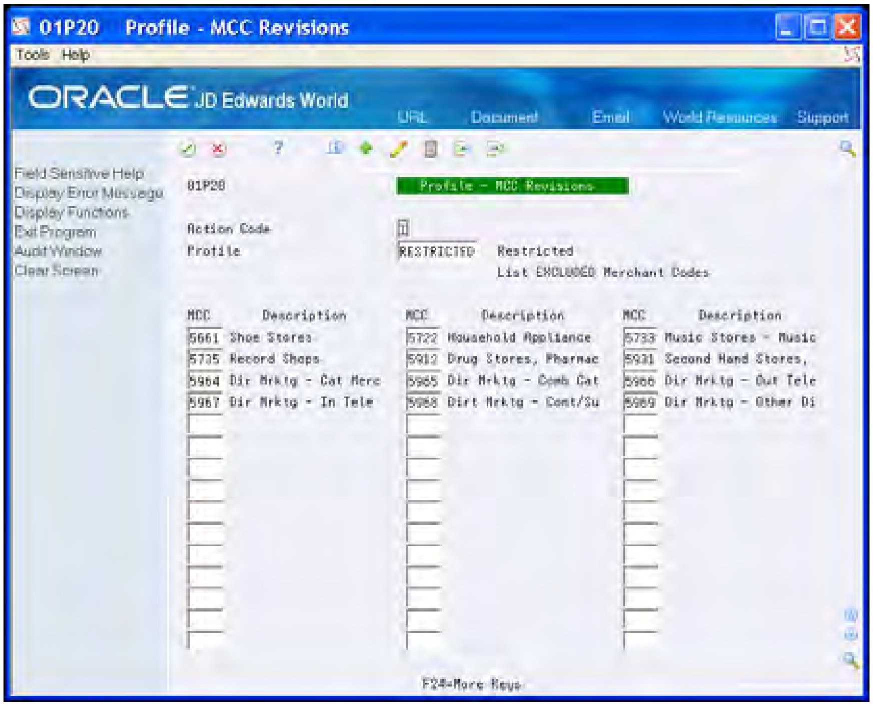
The system stores this information in the Purchase Card Profiles file (F01P20).

To assign MCCs to employee profiles

From Purchase Card Processing (G01P), enter **29**
From Purchase Card Set-Up (G01P41), choose **Profile – MCC Revisions**

On Profiles – MCC Revisions, complete the following fields and click Add:

- Profile
- MCC


01P20 Profile - MCC Revisions
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Audit Window
Clear Screen
F24=More Keys

01P20 Profile - MCC Revisions

Action Code I

Profile RESTRICTED Restricted

List EXCLUDED Merchant Codes

MCC	Description	MCC	Description	MCC	Description
5661	Shoe Stores	5722	Household Appliance	5733	Music Stores - Music
5735	Record Shops	5912	Drug Stores, Pharmac	5931	Second Hand Stores,
5964	Dir Mrktg - Cat Merc	5965	Dir Mrktg - Comb Cat	5966	Dir Mrktg - Out Tele
5967	Dir Mrktg - In Tele	5968	Dirt Mrktg - Cont/Su	5969	Dir Mrktg - Other Di

Setting Up System UDCs

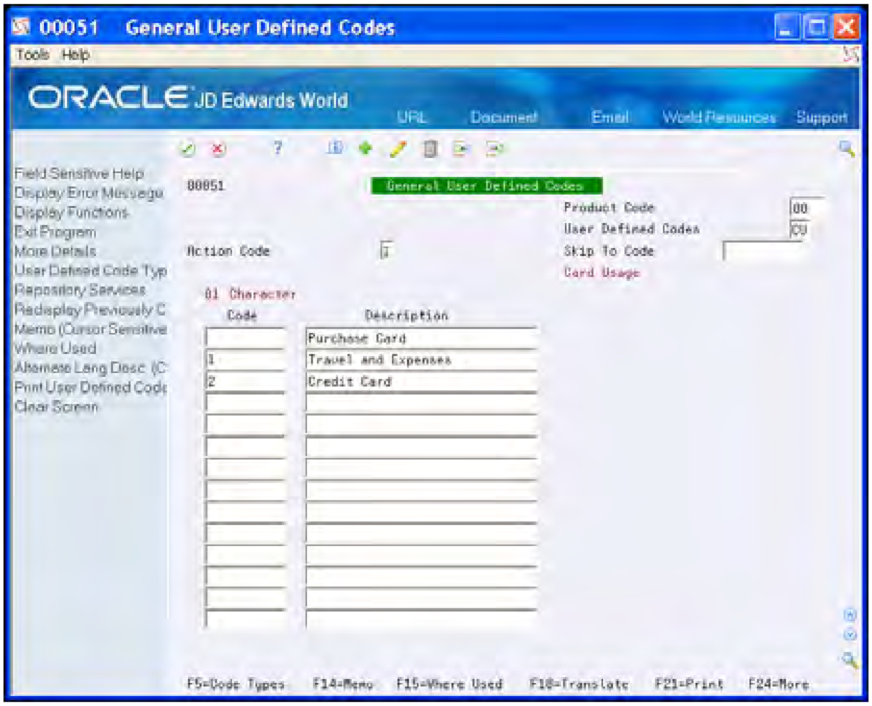
You might want to set up these additional system UDCs to ensure that purchase card processing meets your business needs. If you choose not to use these UDCs, you must set up a blank value for each table; otherwise, the system returns an error for an invalid value.

To set up system UDCs

From Purchase Card Processing (G01P), enter **UDC**

Set up the follow UDCs:

- Card Usage (00/CU)
- Deactivation Code (00/DA)
- P Card Reason Code (01P/RC)
- Employee/Cardholder Category Codes 01P/01 through 01P/10


00051 General User Defined Codes
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
User Defined Code Typ
Repository Services
Redisplay Previously C
Memo (Cursor Sensitive
Where Used
Alternate Lang Desc (C
Print User Defined Code
Clear Screen

00051 General User Defined Codes

Product Code 00
User Defined Codes CU
Action Code I
Skip To Code
Card Usage

01 Character

Code	Description
	Purchase Card
1	Travel and Expenses
2	Credit Card

F5=Code Types F14=Memo F15=Where Used F18=Translate F21=Print F24=More

Setting Up Bank Information

You set up credit card provider information using the Bank Information program (P01P03). You can then use this program to locate and revise bank information. Use the fields in the header portion of the screen to locate bank records and use the fields in the detail area to enter changes or add information. Because a bank can issue more than one card type, you must enter data in the Bank Number and Card Type fields. For example, your bank might issue a VISA as well as an American Express card to individuals in your organization.

You can also access Bank Information (F8) from the Employee / Card Revisions program.

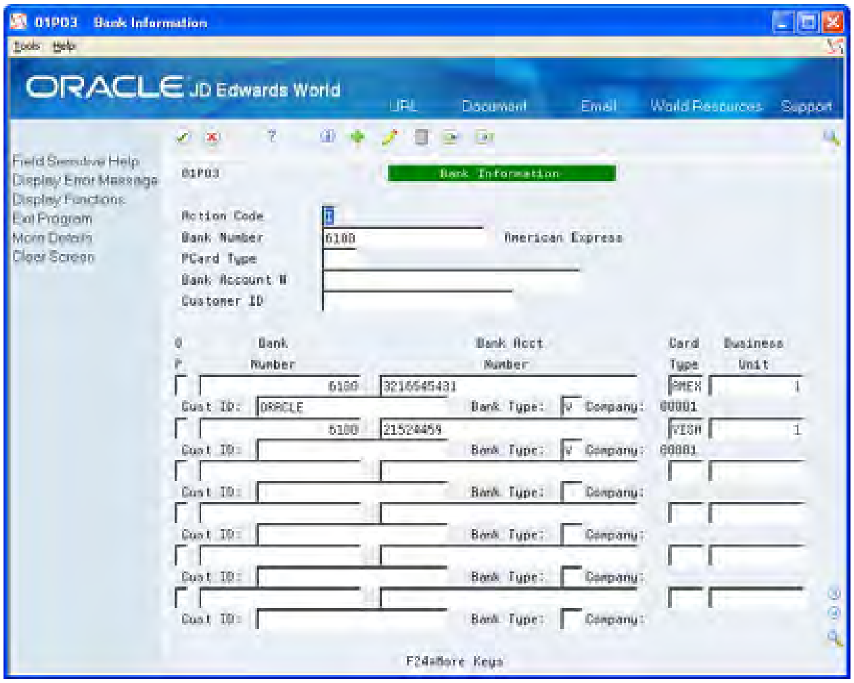
The system stores this information in the Bank Information file (F01P03).

To set up bank information

From Purchase Card Processing (G01P), choose **Master Information Entry**
From Master Information Entry (G01P14), choose **Bank Information**

1. On Bank Information, complete the following fields:
   - Bank Number
   - Bank Account Number
   - Card Type
   - Business Unit
2. Access the detail area, complete the following fields, and click Add:

- Customer ID (optional)
- Bank Type


01P03 Bank Information
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Clear Screen
F24=More Keys

01P03 Bank Information

Action Code I
Bank Number 6100 American Express
PCard Type
Bank Account #
Customer ID

O P	Bank Number	Bank Acct Number	Card Type	Business Unit
	6100	3216545431	AMEX	1
Cust ID: ORACLE		Bank Type: V	Company:	00001
	6100	21524459	VISA	1
Cust ID:		Bank Type: V	Company:	00001

Field	Explanation
Bank Number	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members. *Screen-Specific Information* Enter the address book number of the bank. The system validates the entry against the Address Book Master file (F0101).
Bank Account Number	This is the account number that represents or identifies the financial or banking institution. You can obtain the number from the MICR line on a check or a deposit slip from this bank.

Field	Explanation
Business Unit	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. *Screen-Specific Information* If you leave this field blank, the system retrieves the value from the Business Unit field (MCU) of the bank's Address Book Master record (F0101).
Customer ID	This value is used to identify a specific customer. This could further describe Customers in our Address Book system or, for applications such as Purchase Cards; it may be the identifying number the bankcard providers use to identify us (their customer) on bank statements. *Screen-Specific Information* If the bank uses an identification number to reference your company, you can enter it in this field for informational purposes.
Bank Type	A User Defined Code value that distinguishes external bank accounts from internal bank accounts. *Screen-Specific Information* The bank type that you specify must be set up in UDC table 00/BT. The default supplier bank type is V. If you use a value other than V, you must set the Special Handling field to 2 to indicate an A/P bank type; otherwise, the system returns an error when you generate vouchers.

Setting Up Employee Purchase Card Information

You set up information about each credit card that a bank issues to your employees using the Employee Purchase Card Information program (P01P01).

Using Pre-Assigned Credit Cards

If you do not currently have a credit card to issue to employees, you can enter information for a pre-assigned card by completing the Employee field and leaving the Bankcard ID field blank. The system allows you to enter only one pre-assigned card at a time per employee and card type. For example, if an employee requests a VISA card from two different banks, you can enter only one pre-assigned card. After you receive the credit cards, you can enter the Bankcard ID number to update your records or upload the credit card information using a Z-file process. The system then combines the employee ID and Bankcard ID to create the Bank Card Unique ID, which it uses in various purchase card programs.

Understanding the Security Business Unit Field (MCU)

You can assign a business unit to use for security purposes in the PCard system; however, if you generate vouchers from the PCard system, it uses the business unit to determine the company to assign to the voucher. The system generates a voucher for each bank (or supplier if you track merchants) for each company according to the business unit assigned to the employee.

If you leave the Sec Business Unit field blank, the system retrieves the value from the Responsible Business Unit field (MCU) from the Address Book Master file (F0101).

The system stores this information in the Employee Card Information file (F01P01).

Setting up employee purchase card information includes one of the following tasks:

- To add employee purchase card information manually
- To import employee purchase card information

To add employee purchase card information manually

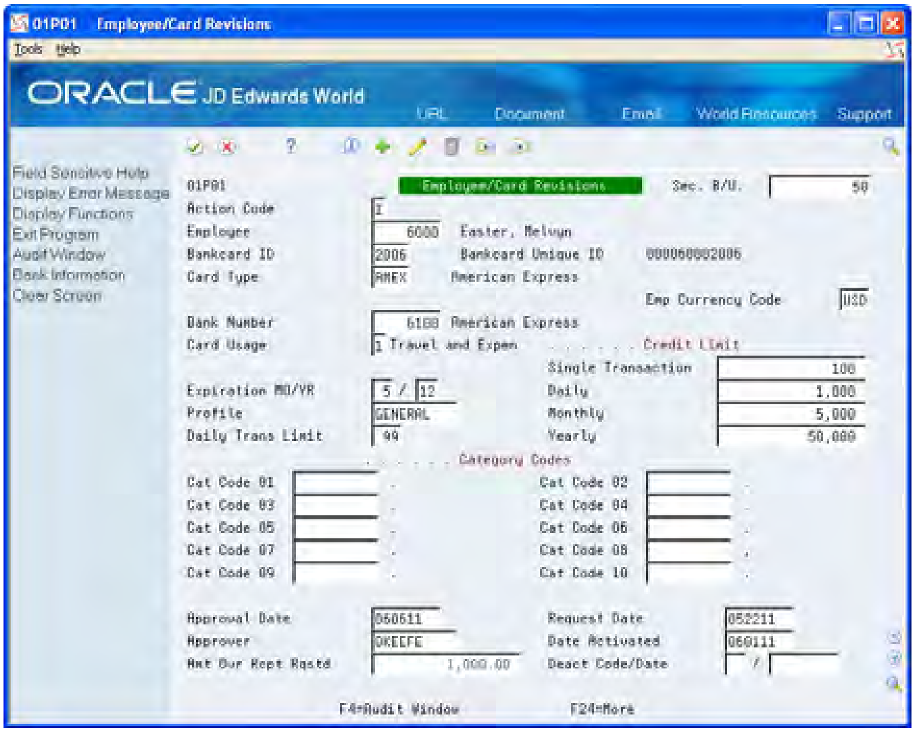
From Purchase Card Processing (G01P), choose **Master Information Entry**
From Master Information Entry (G01P14), choose **Employee/Card Revisions**

1. On Employee/Card Revisions, complete the following fields to specify employee and credit card information:
   - Employee
   - Sec. B/U
   - Bankcard ID
   - Card Type
   - Employee Currency Code

     The system displays this field only if you activate the Currency Flag field in the Purchase Card Constants or when multicurrency is activated in the General Accounting Constants (P000909).
   - Bank Number
   - Card Usage
   - Expiration MO/YR
   - Profile
   - Daily Transaction Limit
2. Complete the following fields to establish credit limits by amount. The system uses this information in reports to print warning messages if an employee exceeds an established amount.

   - Single Transaction
   - Daily
   - Monthly
   - Yearly

3. Add user-defined information for reporting purposes using the following fields:
   - Category Codes 01 through 10
4. Complete the following managerial tracking fields for informational purposes only:
   - Approval Date
   - Request Date
   - Approver
   - Date Activated
   - Amount Over Receipt Requested


01P01 Employee/Card Revisions
Tools
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Display Error Message
Display Functions
Exit Program
Audit Window
Bank Information
Clear Screen
F4=Audit Window
F24=More

01P01 Employee/Card Revisions

Sec. B/U. 50

Action Code I

Employee 6000 Easter, Melvyn

Bankcard ID 2006 Bankcard Unique ID 000060002006

Card Type AMEX American Express

Emp Currency Code USD

Bank Number 6100 American Express

Card Usage 1 Travel and Expen

Credit Limit

Single Transaction 100

Daily 1,000

Monthly 5,000

Yearly 50,000

Expiration MO/YR 5 / 12

Profile GENERAL

Daily Trans Limit 99

Category Codes

Cat Code 01 .

Cat Code 02 .

Cat Code 03 .

Cat Code 04 .

Cat Code 05 .

Cat Code 06 .

Cat Code 07 .

Cat Code 08 .

Cat Code 09 .

Cat Code 10 .

Approval Date 060611

Request Date 052211

Approver OKEEFE

Date Activated 060111

Amt Ovr Rcpt Rqstd 1,000.00

Deact Code/Date /

Field	Explanation
Employee	A number that identifies an entry in the Address Book system. Use this number to identify employees, applicants, participants, customers, suppliers, tenants, a location, and any other address book members. *Screen-Specific Information* Enter the address book number of the employee.

Field	Explanation
Sec. B/U	An alphanumeric field that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant. You can assign a business unit to a voucher, invoice, fixed asset, employee, and so on, for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business units to track equipment by responsible department. Security for this field can prevent you from locating business units for which you have no authority. *Screen-Specific Information* If you want to implement business unit security, specify the business unit. If you leave this field blank, the system retrieves the value from the Business Unit field (MCU) of the employee's Address Book Master record (F0101).
Bankcard ID	This is the last four characters/digits of the bankcard number.
Card Type	This user defined code field (00/CA) indicates the type of credit card.
Employee Currency Code	A code that indicates the currency of a customer's or a supplier's transactions. *Screen-Specific Information* Specify the currency that the bank uses for the employee's credit card purchases. For example, you might issue credit cards to employees in different countries that use different currencies. You must enter a value in this field if the bank provides a value for the Currency Code From field; otherwise, the system displays an error during processing.
Bank Number	The address book number of the bank.
Card Usage	This User Defined Value indicates what the bankcard is being used for. Examples: Purchase Card, Travel and Expenses, A/R Credit Card, etc. *Screen-Specific Information* Enter a UDC, 00/CU, that describes the card usage. If you set up a blank value in this UDC table, you can also leave this field blank.
Single Transaction	This is a single transaction credit limit. *Screen-Specific Information* If you leave this field blank, the system uses the Data Dictionary default value for this field.

Field	Explanation
Expiration MO / YR	This is the number of the month that the entity, item, or object (credit card, purchase card, etc.) will expire. This is the number of the year that the entity, item, or object (credit card, purchase card, etc.) will expire. This would be the last two digits of the full year. For example: 2007 would be entered as year 07. *Screen-Specific Information* If you do not provide the expiration date of the credit card, the system prints that the card is expired on transaction reports.
Daily	This is a daily credit limit. *Screen-Specific Information* If you leave this field blank, the system uses the Data Dictionary default value for this field.
Profile	This User Defined Code is used to categorize employees for the purpose of defining their bankcard privileges. One specific use is to tie it to the Merchant Category Codes the employee is allowed or not allowed to purchase from. Some examples of categories your organization might use would be Restricted, General, Executive, etc.
Monthly	This is a monthly credit limit. *Screen-Specific Information* If you leave this field blank, the system uses the Data Dictionary default value for this field.
Daily Transaction Limit	This number represents the number of transactions you are allowed to make in one day.
Yearly	This is a yearly credit limit. *Screen-Specific Information* If you leave this field blank, the system uses the Data Dictionary default value for this field.
Category Codes 01 through 10	One of ten reporting codes that you can assign to a bankcard. Use these codes to identify cards for reporting, auditing, etc. Category codes are user defined (System 01P, Types 01 through 10).
Approval Date	The date on which the person with the appropriate authority approves a requisition or voucher.
Request Date	This is the date the request was made. *Screen-Specific Information* This is the date you request the card from the bank.
Approver	The approver identification.

Field	**Explanation**
Date Activated	This date represents the date the entity, item, or object (credit card, purchase card, etc.) is activated.
Amount Over Receipt Requested	This is the amount threshold to use to determine if receipts are required for the purchase.
Deactivation Code / Date	This User Defined Code is used to provide an explanation of why the entity, item, or object (credit card, purchase card, etc.) was deactivated. *Screen-Specific Information* This is the date on which you deactivated the card. This field is informational only and does not prevent the card from being used. You must coordinate the deactivation of the card with the bank that issued the card.

Processing Options

See Employee / Card Revisions (P01P01).

To import employee purchase card information

Instead of manually entering employee purchase card information, you can use the batch import process to upload it from a spreadsheet to a Z-file, and then you can run a program to process it from the Z-file to the Employee Card Information file (F01P01).

The following tasks comprise the import process for employee card information:

1. Reviewing the fields in the Employee / Card Revisions screen (P01P01) to determine those in which you want to enter data.
2. Creating a template (spreadsheet) for the Employee Purchase Card Z File (F01P01Z).
3. Processing information from the spreadsheet to F01P01Z.
4. Running a version of the Purchase Card Revisions program (P01P01Z) to process the information to F02P01.

For details about using the batch import process to upload employee credit card information, see *Appendix B: Using the Batch Import Process to Upload Purchase Card Information*.

From Master Information Entry (G01P14), enter **27**
From Purchase Card Advanced and Technical (G01P31), choose **PCard Z file Processing**
From PCard Z file Processing (G01P01Z), choose **Purchase Card Revisions**

Processing Options

See Purchase Card Revisions (P01P01Z).

Setting Up Merchant Information

You must set up merchant information in the PCard system for each merchant that you expect to use for each purchase card. Because each credit card company might use different merchant IDs, you might have multiple merchant records to represent the same supplier. For example, VISA and MasterCard might have different merchant IDs for ACME Oil.

The bank can provide you with a list of its merchant IDs so that you can manually enter the merchant information or you can send them a template (spreadsheet) to complete so that you can import merchant information into the system.

If you track merchants, you are also required to enter the address book number of the merchant; otherwise, the system returns an error. If you do not track merchants but you want to make the address book field required, enter 1 in the Require Address Book # processing option.

The system stores this information in the Merchant Information file (F01P02).

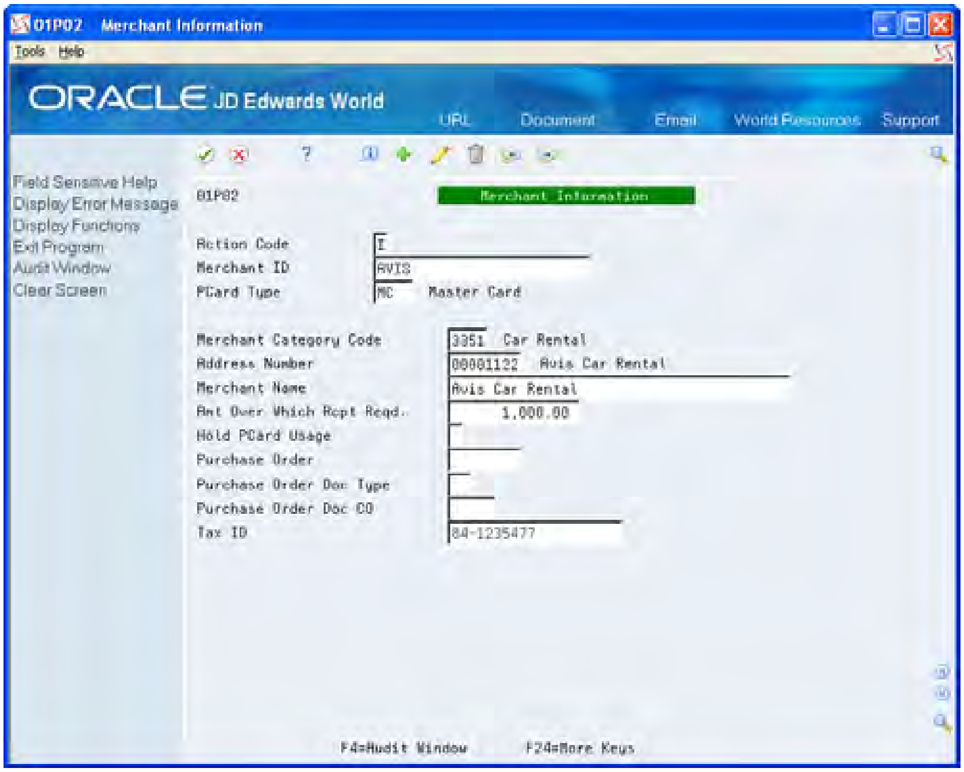
Setting up merchant information includes one of the following tasks:

- To add merchant information manually
- To import merchant information

To add merchant information manually

From Purchase Card Processing (G01P), choose **Master Information Entry**
From Master Information Entry (G01P14), choose **Merchant Information**

1. On Merchant Information, complete the following required fields and click Add:
   - Merchant ID
   - PCard Type
2. Complete the following optional fields:
   - Merchant Category Code
   - Address Number
   - Merchant Name
   - Amount Over Which Receipt Required
   - Hold PCard Usage
   - Purchase Order
   - Purchase Order Doc Type
   - Purchase Order Doc Company
   - Tax ID


01P02 Merchant Information
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Audit Window
Clear Screen
Merchant Information
F4=Audit Window F24=More Keys

01P02

Action Code	I
Merchant ID	AVIS
PCard Type	MC Master Card
Merchant Category Code	3351 Car Rental
Address Number	00001122 Avis Car Rental
Merchant Name	Avis Car Rental
Amt Over Which Rcpt Reqd.	1,000.00
Hold PCard Usage	
Purchase Order	
Purchase Order Doc Type	
Purchase Order Doc CO	
Tax ID	84-1235477

Field	Explanation
Merchant ID	This value is used to identify a specific merchant or supplier. The Merchant ID could further describe Suppliers in our Address Book system; or for applications like Purchase Cards, the Merchant ID could be how our bankcard providers reference the merchants we purchase goods and services from on their bankcard statements to us. There may or may not be a tie from this number to our own Address Book numbers. *Screen-Specific Information* The bank assigns each merchant an ID so they can identify them. You must enter the ID that they assign to successfully process the bank transmission.
Amount Over Which Receipt Required	This is the amount threshold to use to determine if receipts are required for the purchase.
Hold PCard Usage	An indicator that allows you to identify those merchants from whom purchases are restricted. This field is informational only and does not prevent the system from processing transactions for the merchant. You must coordinate the restricted merchant with the bank that issued the card.
Purchase Order	A document that authorizes the delivery of specified merchandise or the rendering of certain services.
Purchase Order Doc Type	Document Type – Purchase Order

Field	Explanation
Purchase Order Doc Company	A company number that, along with document number, document type and G/L date, uniquely identifies a purchase order.
Tax ID	The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. Do not enter separator characters. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If there is no value for TAXC, the system uses the Corporate Entity. Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.

Processing Options

See Merchant Information (P01P02).

To import merchant information

Instead of manually entering merchant information, you can use the batch import process to upload it from a spreadsheet to a Z file, and then you can run a program to process it from the Z file to the Merchant Information file (F01P02).

The following tasks comprise the import process for merchant information:

1. Reviewing the fields on the Merchant Information screen (P01P02) to determine those in which you want to enter data.
2. Creating a template (spreadsheet) for the Merchant Information PCard Z File (F01P02Z).
3. Processing the information from the spreadsheet to F01P02Z.
4. Running a version of the Merchant Revisions program (P01P02Z) to process the information to F01P02.

For details about using the batch import process to upload merchant information, see *Appendix B: Using the Batch Import Process to Upload Purchase Card Information*.

From Master Information Entry (G01P14), enter **27**
From Purchase Card Advanced and Technical (G01P31), choose **PCard Z file Processing**
From PCard Z file Processing (G01P01Z), choose **Merchant Revisions**

Setting Up Automatic Accounting Instructions (AAIs)

The Purchase Card Management system provides two AAIs that you can use:

- CC. Use the CC AAI to establish a default expense distribution account by MCC and company.
- CCP. Use the CCP AAI to establish an offset (suspense distribution) account for the Create Journal Entry (P01P520) and Create A/P Vouchers (P01P510) programs.

CC (Expense Distribution)

The system uses the CC AAI during the transmission process to provide a default G/L expense distribution account. If you do not set up this AAI, you must enter the expense account when you review and allocate the G/L distribution for the PCard transaction.

If you want to use the CC AAI to provide the default expense account for some MCCs but not all, set up the CC AAI for company 00000 without defining an account. This setup allows the system to process the transmission without an account.

You can set up a CC AAI by MCC and company. The system derives the company based on the business unit you assign to the Employee Card Information record (F01P01). If you leave the Business Unit field blank in the AAI, the system uses the value of the business unit from the Employee Card Information record (F01P01) and concatenates it with the Object and Subsidiary in the AAI.

The system uses the following hierarchy to locate the expense account from the AAI, where *xxxx* = MCC:

1. CC*xxxx* + Employee Company
2. CC*xxxx* + Company 00000
3. CC + Employee Company
4. CC + Company 00000

CCP (Suspense/Distribution Account)

You set up the CCP AAI item for the system to use as the offset (suspense) account when you generate journal entries or as the expense distribution account if you create vouchers. You can set up the CCP AAI for both currency and company. The system retrieves the domestic currency code (CRCD) from the PCard transaction. The system derives the company based on the business unit you assign to the Employee Card Information record (F01P01). If you leave the Business Unit field blank in the AAI, the system uses the value of the business unit from the Employee Card Information record (F01P01) and concatenates it with the Object and Subsidiary in the AAI.

You might want to include currency in the AAI if you have more than one account that you want to use for companies assigned the same currency code; or you might find it easier to set up the AAIs by currency instead of listing each company. For example, you might set up a CCP*yyy* AAI for company 00000 (where *yyy* = currency code) for each currency that you use. You could have CCPUSD set to BU = blank, OBJ = 30010, and SUB = USD and have CCPCAD set to BU = blank, OBJ = 30010, SUB = CAD, and so on.

Journal Entry Creation and CCP

The system uses the following hierarchy to locate the expense account from the AAI, where *yyy* = the currency code (CRCD) of the PCard transaction:

1. CCPyyy + Employee Company
2. CCPyyy + Company 00000
3. CCP + Employee Company
4. CCP + Company 00000

Voucher Entry Creation and CCP

The system uses the same AAI to generate the balancing entry for the journal entry as it does for the distribution account on the voucher so that you can easily determine your open liability.

The system uses the following hierarchy to locate the distribution account from the AAI, where *yyy* is the domestic currency of the voucher:

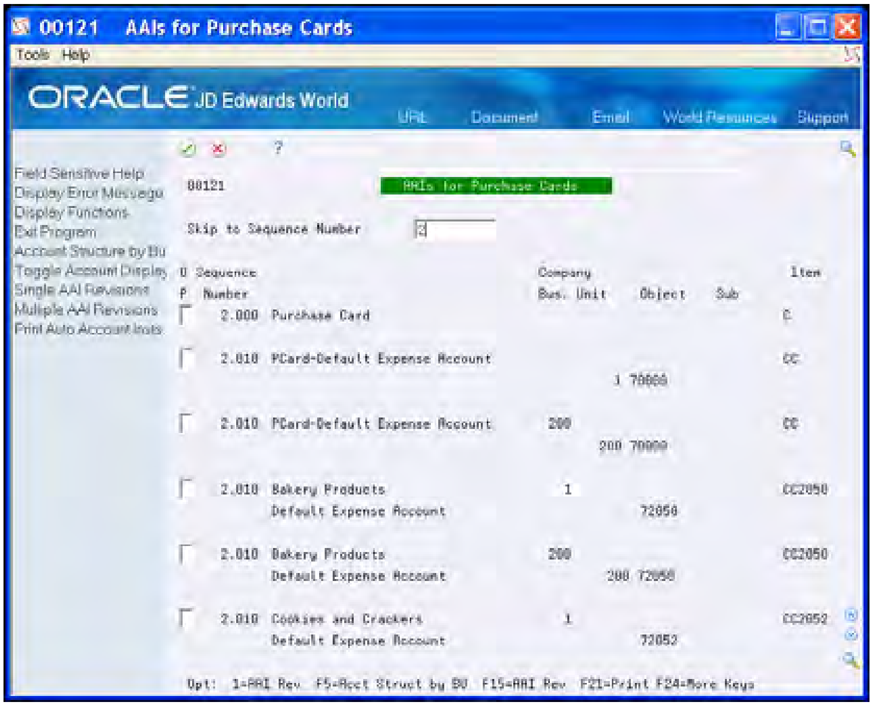
1. CCP*yyy* + Voucher Company (derived from employee's business unit)
2. CCP*yyy* + Company 00000
3. CCP + Voucher Company
4. CCP + Company 00000

If you generate a logged voucher, the system does not use the CCP AAI; it uses the standard PP and PQ AAIs.

To set up AAIs

From Purchase Card Processing (G01P), enter **29**
From Purchase Card Set-Up (G01P41), choose **AAIs for Purchase Cards**

1. On AAIs for Purchase Cards, choose Single AAI Revisions (F15) or Multiple AAI Revisions (F16).


00121 AAIs for Purchase Cards
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Account Structure by Bu
Toggle Account Display
Single AAI Revisions
Multiple AAI Revisions
Print Auto Account Insts

```
00121                         AAIs for Purchase Cards

Skip to Sequence Number       2

O Sequence                                       Company                          Item
P  Number                                        Bus. Unit   Object    Sub
☐   2.000  Purchase Card                                                          C

☐   2.010  PCard-Default Expense Account                                          CC
                                                       1 70000

☐   2.010  PCard-Default Expense Account          200                             CC
                                                     200 70000

☐   2.010  Bakery Products                          1                             CC2050
           Default Expense Account                         72050

☐   2.010  Bakery Products                        200                             CC2050
           Default Expense Account                    200 72050

☐   2.010  Cookies and Crackers                     1                             CC2052
           Default Expense Account                         72052

Opt:  1=AAI Rev  F5=Acct Struct by BU  F15=AAI Rev  F21=Print F24=More Keys
```

2. On Single AAI Revisions or Multiple AAI Revisions, complete the following fields and click Add:

   - Item Number
   - Company
   - Business Unit
   - Object Account
   - Subsidiary (optional for some AAI items)
   - Description (optional for some AAI items)

Uploading Changes to Employee Credit Card and Merchant Information

Similar to uploading employee credit card and merchant information, you can upload changes for employee credit card and merchant information using the batch import process:

- Use the Purchase Card Revisions program (P01P01Z) to upload changes to employee credit card information.
- Use the Merchant Revisions program (P01P02Z) to upload changes to merchant information.

For details about using the batch import process to upload changes to employee credit card and merchant information, see *Appendix B: Using the Batch Import Process to Upload Purchase Card Information*.

From Master Information Entry (G01P14), enter **27**
From Purchase Card Advanced and Technical (G01P31), choose **PCard Z file Processing**
From PCard Z file Processing (G01P01Z), choose **Purchase Card or Merchant Revisions**

Setting Up Additional Employee Purchase Card Information

You can enter additional information about each purchase card and employee using the Employee Cards – User Reserved program (P01P55). The user reserved fields provide you with the flexibility to define and store additional information about the employee purchase card that might be unique to your business. Your organization must determine how to use these fields and set up the UDC tables to best suit your needs. You can then organize and group this information for reporting purposes.

You must set up UDC 00/T1, User Reserved Types. For example, you might set up the following:

- INS - Insurance
- PRM - Permits
- LV1 - Level 1

You also need to set up UDCs for any or all of the category codes that you use. The 10 category codes are unique by program and type. For example, you might use values from category code 01 Type INS (01/R1) and use category code 01 type TRN (01/R1) for a completely different purpose.

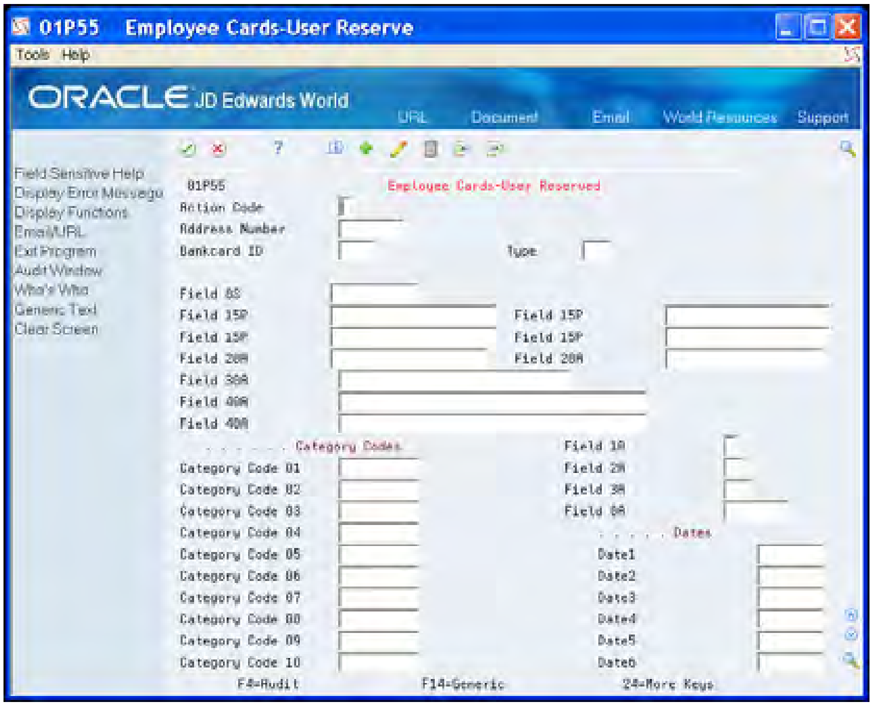
The system stores this information in the Employee Card Info - User Reserved file (F01P55).

To set up additional employee purchase card information

✦	From Purchase Card Processing (G01P), choose **Master Information Entry** From Master Information Entry (G01P14), choose **Employee Cards – User Reserved**

On Employee Cards - User Reserved, complete the following fields and click Add:

- Address Number
- Bankcard ID
- Type
- Field 8S through 8A
- Category Codes 01 through 10
- Dates 1 through 6


01P55 Employee Cards-User Reserve
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Email/URL
Exit Program
Audit Window
Who's Who
Generic Text
Clear Screen
01P55
Employee Cards-User Reserved
Action Code
Address Number
Bankcard ID
Type
Field 8S
Field 15P
Field 15P
Field 20A
Field 15P
Field 15P
Field 20A
Field 30A
Field 40A
Field 40A
Category Codes
Category Code 01
Category Code 02
Category Code 03
Category Code 04
Category Code 05
Category Code 06
Category Code 07
Category Code 08
Category Code 09
Category Code 10
Field 1A
Field 2A
Field 3A
Field 8A
Dates
Date1
Date2
Date3
Date4
Date5
Date6
F4=Audit
F14=Generic
24=More Keys

Field	Explanation
Type	A User Defined Code (00/T1) that identifies the User Reserved Type Code. For example: INS for Insurance, TRN for Training, and PRM for Permits.

Processing Options

See Employee Cards - User Reserved (P01P55).

Understanding the Process Mode (Summary versus Detail)

When you process purchase card transactions and if you choose to process statements, each program has a processing option (Transaction or Detail Level Processing) that determines how the system generates records in these corresponding files:

- F01P11 (Transaction File)
- F01P111 (Transaction Distribution File)
- F01P12 (Statement File Header)
- F01P121 (Statement File Detail)

Depending on how you receive purchase card transactions and bank statements, you must coordinate the setting of this processing option in both programs to enable the use of the automatic statement reconciliation program. Otherwise, you must reconcile statements manually.

Which process mode you choose depends on:

- The purpose of the purchase card.
- The level of detail in which you receive purchase transaction information.
- Whether you process and reconcile statements.

Processing Purchase Card Transactions

When you process purchase card transactions, you have a choice about how the system writes the records to the purchase card transaction files (F01P11 and F01P111) and the description that you see when reviewing records. How you process transactions depends on the information you receive from your bank, as well as the purpose of the purchase card you use. Understanding the differences between how the system writes the records can help you better communicate and negotiate your business requirements with the bank.

When you run the Process Daily Transactions program (P01P560), the system generates one record in the Transaction Distribution File (F01P111) for every receipt item (F01PBKZ record) that you process. How you set the processing option for Transaction or Detail Level Processing determines the type of records the system generates.

Enter 1 to generate only:

- One *summary* record in the Transaction File (F01P11) for all records in F01P111 that have the same values in the following key fields, which identify multiple purchase items on the same receipt:
    - Bankcard Unique ID (CCUK)
    - Merchant ID (MID#)
    - Transaction Number (TANM)
    - Date of Purchase (PODT)
    - Time of Purchase (POTI)

      The system uses the Transaction Number (TANM) from F01PBKZ as the Explanation - Remark field (EXR) in F01P11, which appears as the description in the Transaction Workbench (P01P200).

Leave the processing option blank to generate:

- One detail record in the Transaction File (F01P11) for each F01P111 record.

  The system uses the Explanation - Remark (EXR) from F01PBKZ as the Explanation - Remark field (EXR) in F01P11, which is the description in the Transaction Workbench (P01P200).

The system assigns the same value to the Unique Key ID field (UKID) to provide a link to the records in F01P11 and F01P111.

Examples of Purchase Card Summary and Detail Processing

The following scenarios provide information that might help you determine how to set the processing option for Transaction or Detail Level Processing in the Process Daily Transactions program (P01P560) and the Receive Statement Transaction program (P01P561) so that you can coordinate statement reconciliation.

Processing One Receipt Total (Summary or Detail)

If you have a receipt that represents the total amount of purchases, you can process it in either summary or detail mode because the result is the same: one record in F01P11 and one record in F01P111. The only difference between the two processes is how the system updates the Explanation - Remark field (EXR) in F01P11, which is the description you see in the Transaction Workbench (P01P200).

If the credit card is all purpose, such as VISA, and you process statements, then having the transaction number of the receipt might be more useful than having a description of the transaction.

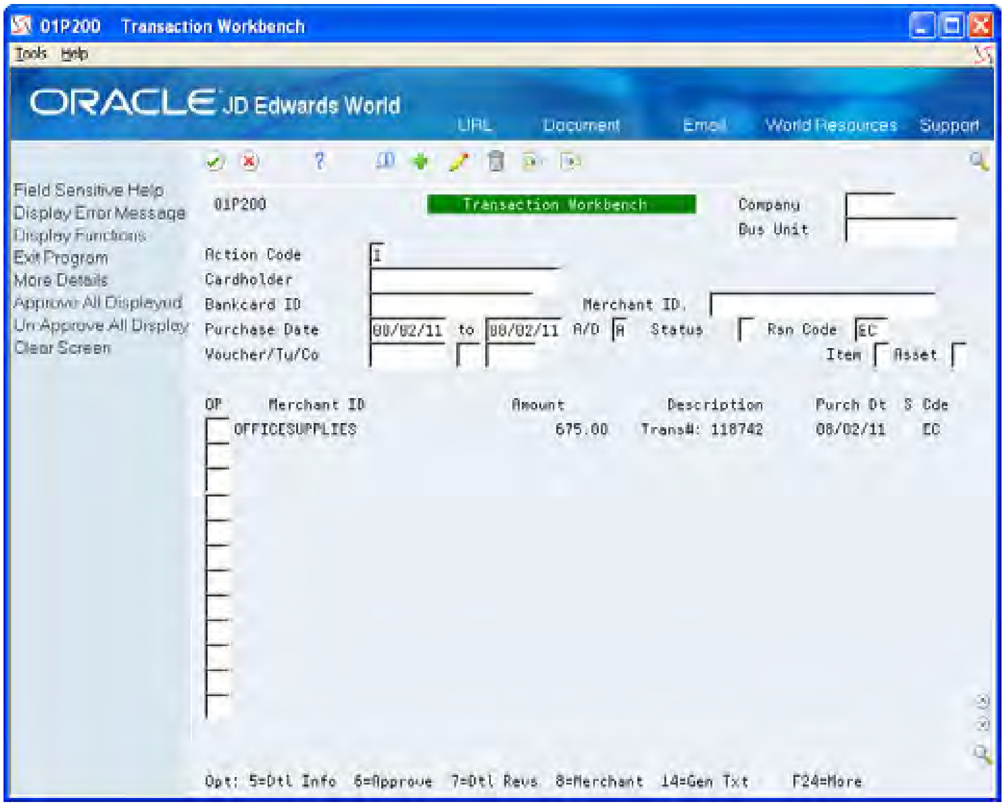
If the credit card is used only for a specific purpose, like a Fleet card for fuel and vehicle maintenance, then having the receipt transaction number might not be as important as seeing the item description for approving purchase card transactions; therefore, you might consider processing in detail mode.

Processing One Receipt with Multiple Lines (Summary)

If you have the receipt details (itemized transactions that comprise the receipt) and you process in summary mode, then the system generates one transaction in F01P11 and multiple transactions in F0P111 based on the key fields previously discussed

(Bankcard Unique ID, Merchant ID, Transaction Number, Purchase Date, and Purchase Time).

This example represents a receipt for multiple items that were processed in summary mode:

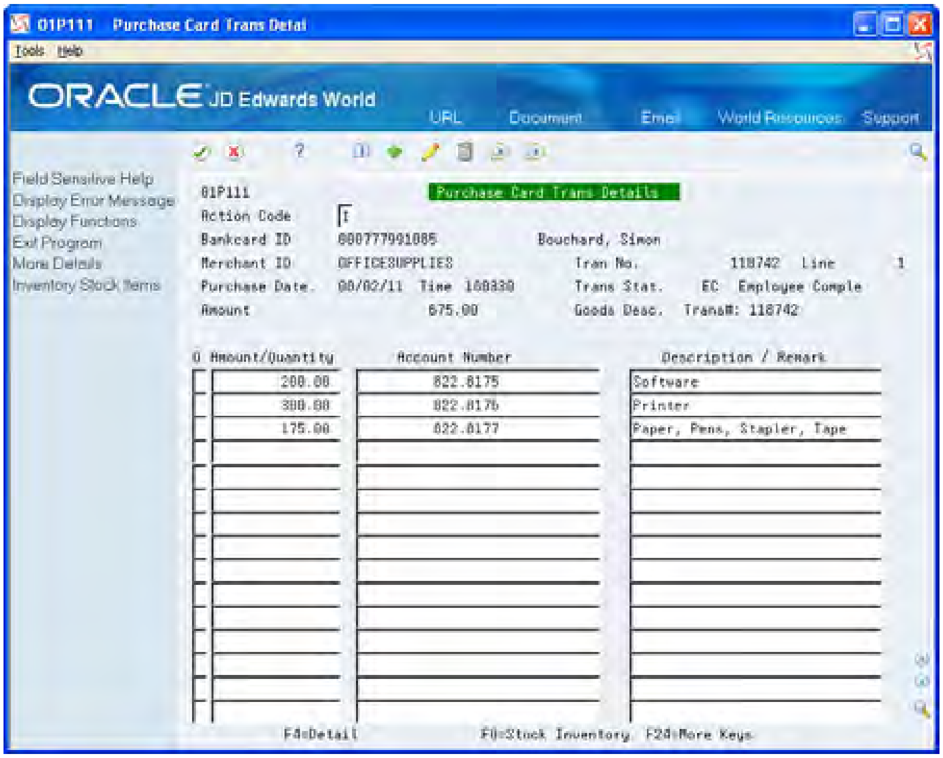

01P200 Transaction Workbench
Tools
Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Approve All Displayed
Un Approve All Display
Clear Screen

```
01P200                Transaction Workbench            Company
                                                       Bus Unit
Action Code        I
Cardholder
Bankcard ID                              Merchant ID.
Purchase Date      08/02/11  to 08/02/11  A/D A   Status     Rsn Code EC
Voucher/Ty/Co                                               Item    Asset

OP    Merchant ID               Amount        Description       Purch Dt  S Cde
      OFFICESUPPLIES            675.00     Trans#: 118742       08/02/11    EC

Opt: 5=Dtl Info  6=Approve  7=Dtl Revs  8=Merchant  14=Gen Txt     F24=More
```

The system retrieves the G/L account to use for the expense from the AAI item CC; if it cannot locate an account to use, it leaves the Account Number field blank and you must assign it manually. Similarly, if you need to distribute the expense to more than one account, you can do this manually on the Purchase Card Trans Details screen as long as the distributed amount balances to the receipt amount from the F01P11 receipt record, as shown in this example:


01P111 Purchase Card Trans Detai
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Inventory Stock Items

01P111 Purchase Card Trans Details

Action Code I

Bankcard ID 000777991085 Bouchard, Simon

Merchant ID OFFICESUPPLIES Tran No. 118742 Line 1

Purchase Date. 08/02/11 Time 160330 Trans Stat. EC Employee Comple

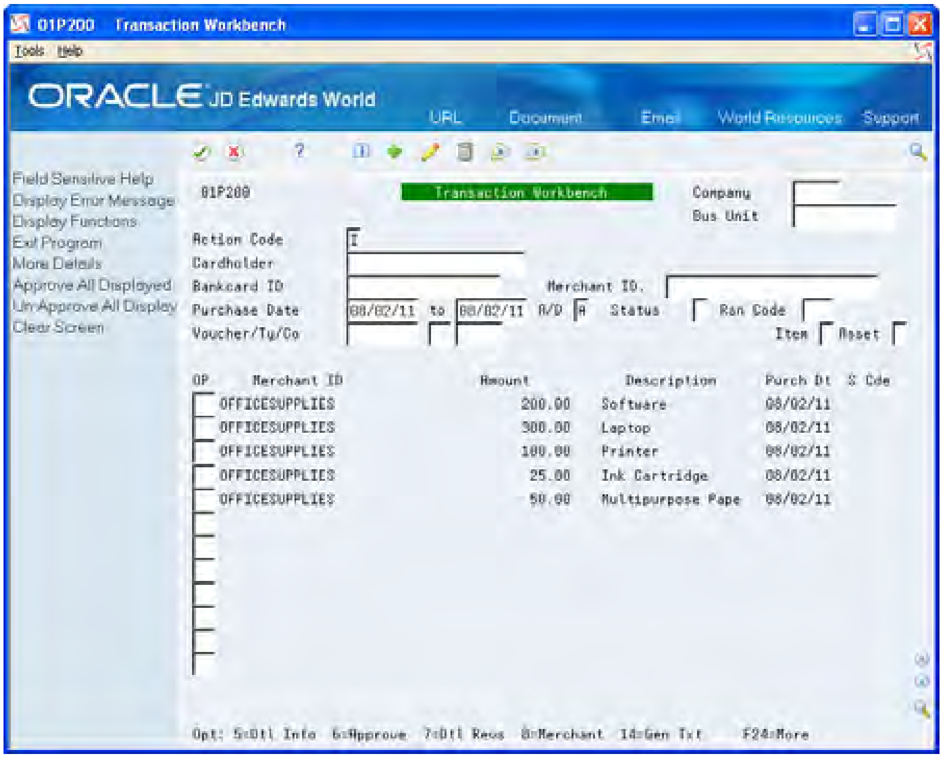
Amount 675.00 Goods Desc. Trans#: 118742

O	Amount/Quantity	Account Number	Description / Remark
	200.00	822.8175	Software
	300.00	822.8176	Printer
	175.00	822.8177	Paper, Pens, Stapler, Tape

F4=Detail F8=Stock Inventory F24=More Keys

Processing One Receipt with Multiple Lines (Detail)

If you have the receipt details (itemized transactions that comprise the receipt) and you process in detail mode, then the system creates one record in F01P11 and F01P111 for each transaction in F01PBKZ.


01P200 Transaction Workbench
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Approve All Displayed
Un-Approve All Display
Clear Screen

01P200 Transaction Workbench

Company
Bus Unit

Action Code I
Cardholder
Bankcard ID
Merchant ID.
Purchase Date 08/02/11 to 08/02/11 A/D A Status Ran Code
Voucher/Ty/Co
Item Asset

OP	Merchant ID	Amount	Description	Purch Dt	S Cde
	OFFICESUPPLIES	200.00	Software	08/02/11	
	OFFICESUPPLIES	300.00	Laptop	08/02/11	
	OFFICESUPPLIES	100.00	Printer	08/02/11	
	OFFICESUPPLIES	25.00	Ink Cartridge	08/02/11	
	OFFICESUPPLIES	50.00	Multipurpose Pape	08/02/11	

Opt: 5=Dtl Info 6=Approve 7=Dtl Revs 8=Merchant 14=Gen Txt F24=More

To see this level of detail, each receipt item must have a separate receipt line number (RCK9) when you upload the purchase card transactions from the bank. Each record has the same values in the following fields and a different value in RCK9:

- Bank card Unique ID (CCUK)
- Merchant ID (MID#)
- Transmission Date (EDDT)
- Date of Purchase (PODT)
- Time of Purchase (TODT)
- Transaction Number (TANM)

Do not confuse Line Number (EDLN) with receipt Line Number (RCK9).

Processing Purchase Card Statements

The Receive Statement Transaction program (P01P561) that you use to process statement information has the same processing option for Transaction or Detail Level Processing that you use when you process purchase card transactions using the Process Daily Transactions program (P01P560), but it works differently.

The system generates one summarized record in the Statement File Header (F01P12) for every statement item (F01PBKZ record) that you process with the same values in the following key fields:

- Bank Statement Number (STBA)
- Statement Date (STMD)

- Credit Card Type (CARD)
- Bank Number (BANK)

How you set the processing option for Transaction or Detail Level Processing determines the types of records the system generates.

Enter 1 to generate only:

- One summary record in the Statement File Detail (F01P121) for all records in F01PBKZ that have the same values in the following key fields, which identify multiple receipt items:
    - Bankcard Unique ID (CCUK)
    - Merchant ID (MID#)
    - Date of Purchase (PODT)
    - Time of Purchase (POTI)
    - Transaction Number (TANM)

      The system uses the transaction number from F01PBKZ as the Explanation - Remark field (EXR) in F01P121, which is the description in Statement Inquiry (P01P201).

      Unlike the Process Daily Transactions program (P01P560), the Receive Statement Transaction program (P01P561) does not use the receipt Line Number (RCK9) for this process. Do not confuse Line Number (EDLN) with receipt Line Number (RCK9).

Leave this processing option blank to generate:

- One detail record in the Statement File Detail (F01P121) for every F01PBKZ record.

  The system uses the value of the Explanation - Remark field (EXR) from F01PBKZ as the Explanation - Remark field (EXR) in F01P121, which is the description in Statement Inquiry (P01P201).

Coordinating the Statement Process Mode

The statement information that you receive from the bank typically provides one record for each receipt from the merchant rather than one record for each item on the receipt.

To automatically reconcile statements, the program must be able to locate the F01P11 receipt record that corresponds to the F01P121 statement detail record using values from the following transaction key fields:

- Bankcard Unique ID (CCUK)
- Merchant ID (MID#)
- Date of Purchase (PODT)
- Time of Purchase (POTI)
- Purchase Amount. (AA)

Therefore, if you receive only the receipt total in the statement, rather than the amount for each receipt item, then the system generates one record for each receipt in F01P121 regardless of how you set the processing option. To reconcile the statement automatically, you must also process purchase card transactions in summary mode: one F0P11 record for each receipt total. Otherwise, the transaction key fields in the F01P11 record are not the same as in the F01P121 record, and the system cannot reconcile the receipt.

If you have receipt details from the bank and you process the purchase card transactions in detail mode (one F01P11 transaction for every F01P111 transaction), then you cannot reconcile the statement automatically unless you also receive the receipt details for the statement. Unless your bank can provide you with these receipt details, then you must reconcile the statement manually regardless of the process mode you use.

This table provides a quick reference for whether you can reconcile statements automatically depending on the process mode you choose:

PCard Transactions **Process Daily Transactions (P01P560)**	**Processing Option** **Transaction or Detail Level Processing**	**Bank Statements** **Receive Statement Transaction (P01P561**	**Processing Option** **Transaction or Detail Level Processing**	**Statement Reconciliation (P01P500)**
One transaction per receipt.	Summary or Detail	One transaction per receipt.	Detail or Summary	Yes
Multiple receipt items	Summary	One transaction per receipt.	Detail or Summary	Yes
Multiple receipt items	Detail	One transaction per receipt	Detail or Summary	No

Processing Purchase Card Transactions

Before processing purchase card transactions, you must upload the information from your bank into the Purchase Card - Bank Transmissions file (F01PBKZ). Then, you use the Process Daily Transactions program (P01P560) to process the information into the purchase card transaction files (P01P11 and P01P111). After you successfully process the purchase card transactions, you can review and approve or revise them, if necessary, and then create journal entries to record the expense to the general ledger, to reconcile statements, or to create vouchers for payment to the bank.

Processing purchase card transactions involves the following tasks:

- Uploading the bank transmission
- Processing purchase card transactions
- Revising unprocessed purchase card transactions

Before You Begin

Review the chapter *Understanding the Process Mode (Summary vs. Detail.*

Uploading the Bank Transmission

To successfully upload transactions from a bank, you must create a custom program or use the batch import process to upload the data to the Purchase Card - Bank Transmissions file (F01PBKZ).

See *Appendix A – Field Specifications for Uploading Transactions and Statements into the Purchase Card Bank Transmission File (F01PBKZ)* for information about mapping the fields.

See *Appendix B – Using the Batch Import Process to Upload Purchase Card Information* for information about importing purchase card transactions into the F01PBKZ file.

As part of your testing process, you might want to add a transaction manually to the F01PBKZ file so you can see how the system updates and stores data.

See *Appendix D – Field Specifications for Manually Adding a Purchase Card Transaction or Statement*.

Processing Purchase Card Transactions

After you upload purchase card transactions from your bank into the Purchase Card - Bank Transmissions file (F01PBKZ), you run the Process Daily Transactions program (P01P560) to process them into these purchase card transaction files:

- F01P11 (Transaction File)
- F01P111 (Transaction Distribution File)

The information you process includes itemized data about the purchases your employees made during a specific period. This information can be daily transactions, weekly transactions, biweekly transactions, and so forth.

Depending on the setting of the Transaction or Detail Level Processing processing option, the system writes the records in the Transaction File (F01P11) in detail or summary mode. Review the section *Understanding the Process Mode (Summary vs. Detail)* for detailed information about setting this processing option.

You can process transactions in proof or final mode according to the setting of the corresponding processing option:

- In proof mode, the program validates the transactions and generates a report with any errors. You can review the Process Daily / Wkly / Mnthly Transactions report (R01P56E), which displays error and warning messages that the system encounters during processing. If you have errors, you can use the Bank File Revs – Transactions program (P01PBK) to correct them.
- In final mode, the program creates records in the F01P11 and F01P111 files and updates the Processed Flag to Y in the Purchase Card - Bank Transmissions file (F01PBKZ).

Additional processing options allow you to specify:

- How much information to print to the R01P56E report that the system generates.
- Whether to write error messages to the Error Log File (F00BLOG).

  Writing to F00BLOG is not limited to purchase card processing. Many programs in several systems that process transactions write to this log. The PCard system provides a version of the Transaction Log program (P41ZERR) to print only error messages related to the PCard system. See *Working with Purchase Card Reports and Inquiries.*
- Whether to purge processed transactions from the F01PBKZ file.

From Purchase Card Processing (G01P), choose **Transmission Processing**
From Transmission Processing (G01P13), choose **Process Daily Transactions**

Data Selection

Do not change the following data selection:

- Processed (Y / N) NE Y
- Transaction Type EQ 1

You can add additional selection criteria as desired.

Data Sequence

Do not change the data sequence.

Processing Options

See Process Daily Transactions (P01P560).

Revising Unprocessed Purchase Card Transactions

You use the Bank File Revs – Transactions program (P01PBK) to revise purchase card transactions when the system returns an error in the Process Daily / Wkly / Mnthly Transactions report (R01P56E) or, as required, using these guidelines:

- You can revise only unprocessed transactions.

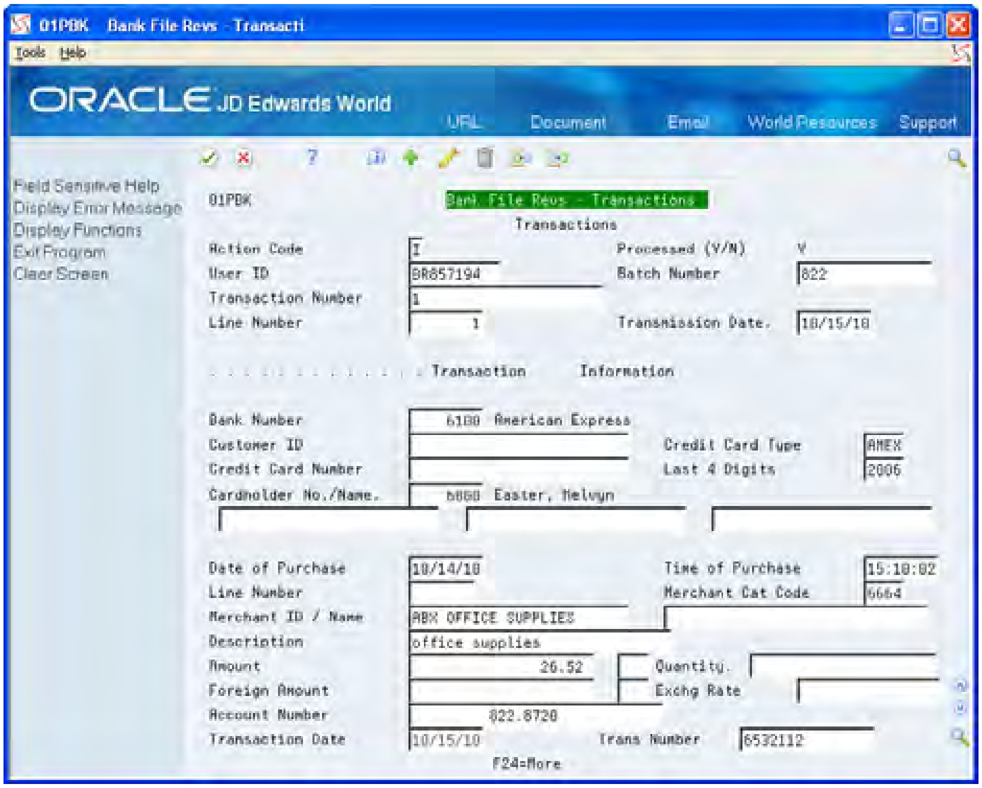
  Use caution when revising transactions so that you do not compromise the integrity of the data that was transmitted by the bank.
- You can revise only the fields in the Transaction Information portion of the screen; you cannot revise fields in the header portion of the screen.
- You should not use P01PBK to add transactions except for testing purposes. See *Appendix B – Using the Batch Import Process to Upload Purchase Card Information* for detailed information.
- You cannot delete transactions using P01PBK; you must purge transactions from F01PBKZ. See *Purge Purchase Card Data.*

After you correct errors, you can rerun P01P560 to process purchase card transactions.

To revise purchase card transactions

From Purchase Card Processing (G01P), enter **27**
From Purchase Card Advanced/Technical (G01P31), choose **Bank File Revs – Transaction**

1. On Bank File Revs - Transaction, complete the following fields to locate a transaction:
    - User ID
    - Transaction Number
    - Batch Number
    - Line Number
    - Transmission Date


01PBK Bank File Revs - Transacti
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Clear Screen

```
01PBK                     Bank File Revs - Transactions
                                  Transactions

Action Code            I                 Processed (Y/N)      Y
User ID                BR857194          Batch Number         822
Transaction Number     1
Line Number                    1         Transmission Date.   10/15/10

                   Transaction      Information

Bank Number                 6100  American Express
Customer ID                                  Credit Card Type     AMEX
Credit Card Number                           Last 4 Digits        2006
Cardholder No./Name.        6060  Easter, Melvyn


Date of Purchase       10/14/10              Time of Purchase     15:10:02
Line Number                                  Merchant Cat Code    6664
Merchant ID / Name     ABX OFFICE SUPPLIES
Description            office supplies
Amount                            26.52         Quantity.
Foreign Amount                                  Exchg Rate
Account Number                822.8720
Transaction Date       10/15/10          Trans Number     6532112
                               F24=More
```

2. Revise any of the following fields and click Change:

- Bank Number
- Customer ID
- Credit Card Type
- Credit Card Number
- Last 4 Digits
- Cardholder No. / Name
- Date of Purchase
- Time of Purchase
- Merchant ID / Name
- Merchant Cat Code
- Description
- Amount
- Currency Code
- Quantity
- Foreign Amount
- Exchange Rate
- Account Number
- Transaction Date

Field	Explanation
User ID	The source of the transaction. This can be a user ID, a workstation, the address of an external system, a node on a network, and so on. This field helps identify both the transaction and its point of origin.
Transaction Number	The number that an Electronic Data Interchange (EDI) transmitter assigns to a transaction. In a non-EDI environment, you can assign any number that is meaningful to you to identify a transaction within a batch. It can be the same as a JD Edwards World document number.
Batch Number	The number that the transmitter assigns to the batch. During batch processing, the system assigns a new batch number to the JD Edwards World transactions for each control (user) batch number it finds.
Line Number	This is the line number you assign when originating an EDI transaction. This number can represent an order line number (applicable for any order type), an invoice pay item, a journal entry line number, and so on.
Customer ID	This value is used to identify a specific customer. This could further describe Customers in our Address Book system or, for applications such as Purchase Cards; it may be the identifying number the bankcard providers use to identify us (their customer) on bank statements.
Credit Card Type	This user defined code field (00/CA) indicates the type of credit card.
Credit Card Number	Credit card account number.
Last 4 Digits	This is the last four characters/digits of the bankcard number.
Cardholder No./Name	The address book number is use to identify a specific employee or cardholder. The first name of an individual. This field is informational only. The middle name of an individual. This field is informational only. The last name of an individual. This field is informational only.
Time of Purchase	Time the goods or services were purchased.
Merchant ID/Name	This value is used to identify a specific merchant or supplier. The Merchant ID could further describe Suppliers in our Address Book system; or for applications like Purchase Cards, the Merchant ID could be how our bankcard providers reference the merchants we purchase goods and services from on their bankcard statements to us. There may or may not be a tie from this number to our own Address Book numbers.

Field	Explanation
Merchant Category Code	The Merchant Category Code (MCC) is a four digit number used by the bankcard industry to classify suppliers into market segments based on their primary line of business. There are approximately 600 MCCs denoting various business enterprises. Some examples include: 0742-Veterinarian Services, 1520-General Contractor, 5411-Grocery Stores, etc.
Amount	A number that identifies the actual amount. Enter debits with no sign or a plus sign. Enter credits with a minus sign either before or after the amount. You can use decimals, dollar signs, and commas. The system ignores insignificant symbols.
Currency Code	A code that indicates the currency of a customer's or a supplier's transactions.
Quantity	The quantity of something that is identified by a unit of measure. For example, it can be the number of barrels, boxes, cubic yards, gallons, hours, and so on.
Foreign Amount	A number that identifies the actual amount.
Exchange Rate	The conversion rate that the system uses to convert foreign currencies to the domestic currency. If the Multi-Currency Conversion field in General Accounting Constants is set to Y, the multiplier rate is used for all calculations. If set to Z, the system uses the divisor to calculate currency conversions.
Account Number	A field that identifies an account in the general ledger.

Processing Options

See Bank File Revs - Transactions (P01PBK).

Working with Unprocessed Purchase Cards Transactions

After you process purchase card transactions from your bank, you use the Transaction Workbench (P01P200) to review and either approve or reject them before you create journal entries to record the expense. After you create a journal entry or voucher for a Purchase Card (PCard) transaction, the system considers it processed.

Working with unprocessed purchase card transactions includes the following tasks:

- Reviewing unprocessed transactions
- Revising unprocessed transactions
- Approving or unapproving transactions
- Rejecting transactions

Reviewing Unprocessed Transactions

You use the Purchase Card Transaction Workbench program (P01P200) to review the purchase transactions your employees make and to approve or reject them so that you can create journal entries. Depending how often you receive transactions from the bank, you might review transactions daily, weekly, or monthly.

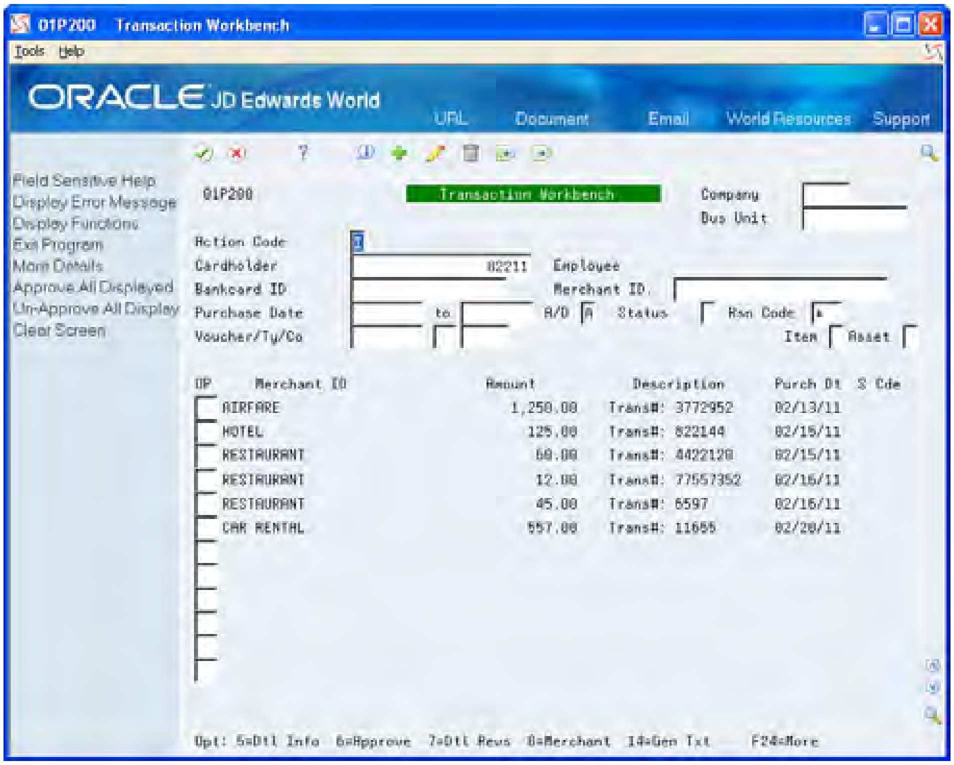
The Transaction Workbench is comprised of three programs:

- P01P200 (Transaction Workbench). Use this program to display transactions by cardholder, bankcard ID, merchant ID, or purchase date. This program displays information from the Transaction File (P01P11).
- P01P11 (PCardTransaction / Information). Use this program to display all transaction details on one screen. The system displays information from the Transaction File but in a more readable format. You access this program using Option 5 from Transaction Workbench.
- P01P111 (Purchase Card Trans Details). Use this program to display distribution information from the Transaction Distribution file (F01P111). The system uses the account information when you create journal entries, and it uses the description from the Remark field (in the detail area) as the payment remark when you create vouchers. You access this program using Option 7 from Transaction Workbench.

To review unprocessed transactions

From Purchase Card Processing (G01P), choose **Transaction Processing**
From Transaction Processing (G01P11), choose **Transaction Workbench**

1. On Transaction Workbench, to limit your search to those transactions that you have not approved or rejected, ensure that the Status field is blank.
2. To display all transactions that have not been approved, use the Inquiry action and press Enter.
3. To limit the PCard transactions that appear, complete one or more of the following fields:
    - Company
    - Business Unit
    - Cardholder
    - Bankcard ID
    - Merchant ID
    - Purchase Dates

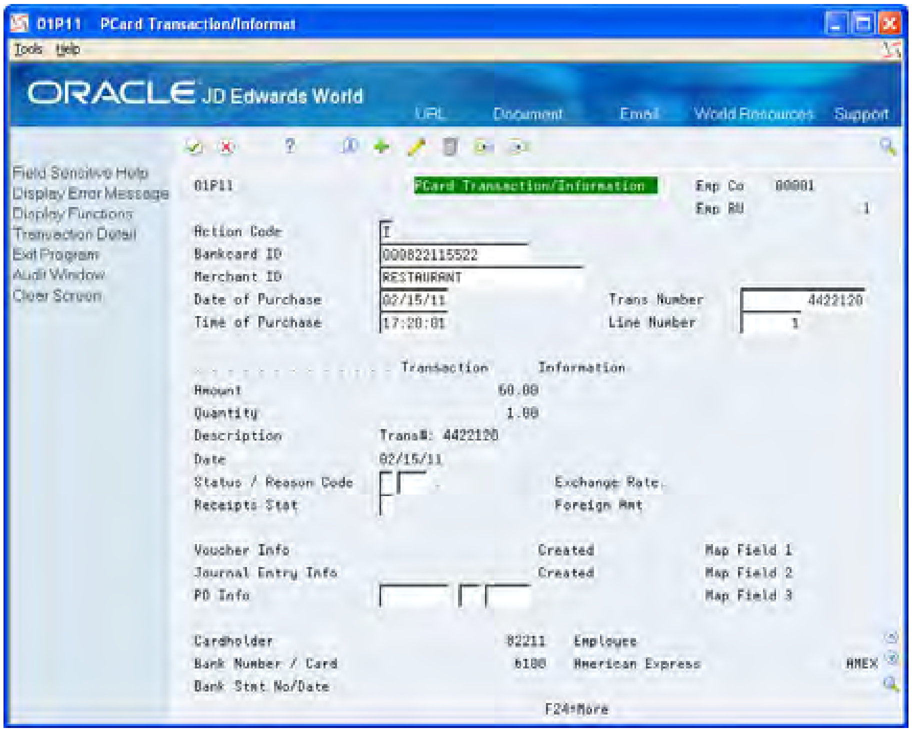

01P200 Transaction Workbench
Tools
Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Approve All Displayed
Un-Approve All Display
Clear Screen

```
01P200                  Transaction Workbench          Company
                                                       Bus Unit
Action Code      I
Cardholder                     82211  Employee
Bankcard ID                           Merchant ID
Purchase Date           to            A/D A   Status      Rsn Code  *
Voucher/Ty/Co                                              Item    Asset

OP   Merchant ID                  Amount      Description        Purch Dt  S Cde
     AIRFARE                    1,250.00   Trans#: 3772952      02/13/11
     HOTEL                        125.00   Trans#: 822144       02/15/11
     RESTAURANT                    60.00   Trans#: 4422120      02/15/11
     RESTAURANT                    12.00   Trans#: 77557352     02/16/11
     RESTAURANT                    45.00   Trans#: 6597         02/16/11
     CAR RENTAL                   557.00   Trans#: 11655        02/20/11

Opt: 5=Dtl Info  6=Approve  7=Dtl Revs  8=Merchant  14=Gen Txt     F24=More
```

4. To review additional details about a transaction, use Option 5 (Detail Information).


01P11 PCard Transaction/Informat
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Transaction Detail
Exit Program
Audit Window
Clear Screen

01P11 PCard Transaction/Information
Emp Co 00001
Emp BU 1
Action Code I
Bankcard ID 000822115522
Merchant ID RESTAURANT
Date of Purchase 02/15/11
Time of Purchase 17:20:01
Trans Number 4422120
Line Number 1

Transaction Information
Amount 60.00
Quantity 1.00
Description Trans#: 4422120
Date 02/15/11
Status / Reason Code
Exchange Rate
Receipts Stat
Foreign Amt
Voucher Info
Created
Map Field 1
Journal Entry Info
Created
Map Field 2
PO Info
Map Field 3
Cardholder 82211 Employee
Bank Number / Card 6100 American Express AMEX
Bank Stmt No/Date
F24=More

Field	Explanation
Company	The system uses the business unit of the Employee Card Information record to derive the company to display PCard transactions.
Business Unit	*Screen-Specific Information* The system uses the business unit assigned to the Employee Card Information record (F01P01) to display the PCard transactions.
Bankcard ID	*Screen-Specific Information* You must provide all eight characters of the address book number plus the last four digits of the credit card assigned to the employee to display transactions using this field. If the address book number is less than eight characters, use leading zeros.
A/D (ascending/descending)	This field will be used to indicate the desired sequence in which the data is to appear. An A will indicate ascending sequence anything else will be assumed to indicate a descending sequence.

Field	Explanation
Status	The status of the daily, weekly, or monthly bankcard transactions. The values allowed include: Blank = Unprocessed. This transaction has not yet been reviewed. '1' = Process the Transaction. This transaction has been reviewed and is approved for voucher or journal entry creation. '2' = Do NOT Process Transaction. This transaction has been reviewed there is a problem or situation that needs to be resolved before approval for voucher or journal entry creation.

Processing Options

See Transaction Workbench (P01P200).

Revising Unprocessed Transactions

Before you approve a purchase card transaction, you might want to revise it to add a receipt status or to add or change the account distribution. You can also add generic text. If you require your cardholders to scan their receipts, you can provide a link to the scanned receipt using generic text.

You can revise only the following fields on the PCard Transaction / Information screen (P01P11):

- Status
- Reason Code
- Receipts Status

You might want to provide a status to indicate whether a receipt is required or received, or you might want to assign a reason code to indicate that the employee reviewed the transaction and it is ready for management approval.

You can revise all of the account information on the Purchase Card Trans Detail screen (P01P111). You must specify an account distribution before you can change the status to approved and then generate journal entries and vouchers for the purchase card transactions. If you use the CC automatic accounting instructions (AAIs), the system automatically supplies the account number for you; otherwise, you can specify an account number or leave the account number blank on the F01PBKZ transaction before processing it and then enter or update the account manually on P01P111.

Even if you use the CC AAIs, you might want to allocate the amount to different accounts. If you process receipt totals (summary mode), you might want to allocate the amount to accounts within multiple business units or to accounts for specific receipt items. For example, you might want to distribute the expense for an office party among several business units or you might want to allocate the amount for computer expenses to a different account than you use for office supplies, even though you purchase them from the same merchant.

Caution: The amount that you distribute must equal the amount of the receipt item.

When you allocate expenses you can also assign merchant category codes (MCCs) for tracking purposes and asset IDs or item numbers:

- The system validates the MCC value that you enter against the Merchant Category Code file (F01P21).
- The system validates the asset ID that you enter against the Asset Master file (F1201).
- The system validates the item number that you enter against the Item Master file (F4101).

If you generate vouchers, you can enter a payment remark to assign to voucher pay items in the unlabeled field under the Description / Remark field in the detail area of the screen.

You can only revise the account information on purchase card transactions that have not been approved. After you create journal entries or vouchers for a transaction, you cannot revise any fields except the Reason Code (CDRC) and Receipts Status (CDSR) fields on P01P11.

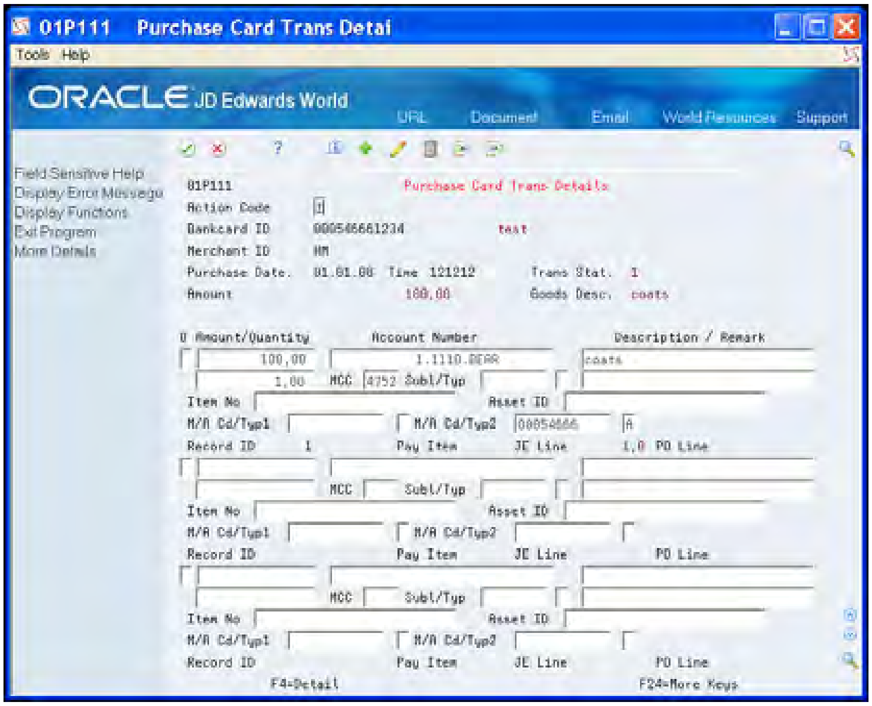
To revise PCard detail information

1. On Transaction Workbench, locate the receipt item that you want to revise.
2. To revise the receipt status or provide a reason code, enter 5 (Transaction Information Revisions) in the Option field next to the transaction that you want to revise.
3. On PCard Transaction / Information, revise the desired field and click Change.

The system saves this information in the Transaction File (F01P11).

To add or revise account information

1. On Transaction Workbench, locate the receipt item that you want to revise.
2. Enter 7 (Transaction Detail Revisions) in the Option field.


01P111 Purchase Card Trans Detai
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
F4=Detail
F24=More Keys

01P111 Purchase Card Trans Details

Action Code I

Bankcard ID 000546661234 test

Merchant ID HM

Purchase Date. 01.01.08 Time 121212 Trans Stat. 1

Amount 100,00 Goods Desc. coats

O	Amount/Quantity	Account Number	Description / Remark
	100,00	1.1110.BEAR	coats
	1,00	MCC 4752 Subl/Typ	

Item No Asset ID

M/A Cd/Typ1 M/A Cd/Typ2 00054666 A

Record ID 1 Pay Item JE Line 1,0 PO Line

1. On Purchase Card Trans Detail, complete or revise the following fields:
   - Amount
   - Account Number
   - Description
2. Click More Details (F4) to review or revise the following fields:
   - Quantity
   - MCC
   - Subl/Typ
   - Payment Remark
   - Item No.
   - Asset ID
   - M/A Cd/Typ1
   - M/A Cd/Typ2

The system saves this information in the Transaction Distribution File (F01P111).

Field	Explanation
Managerial Analysis Code 1	A cost object code can be, for example, an equipment item number or an address book number. If you enter a cost object code, you must also specify the cost object type. This field acts the same and is edited the same as the Subledger field. The difference is that the system does not post a cost object code to the Account Balances file (F0902). *Screen-Specific Information* If you specify to store the cardholder number in the Managerial Analysis Code 1 field in the Purchase Card Constants, the system updates this field with the address book number of the cardholder.
Managerial Analysis Type 1	This field is used with the Cost Object field to identify the type of cost object code and the type of editing. This is a user defined code (00/ST). The second line of the description on the User Defined Codes form controls how the system validates entries in the field. This is either hard-coded (as shown in the second line of the description) or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill U User defined cost object type *Screen-Specific Information* If you specify to store the cardholder number in the Managerial Analysis Code 1 field in the Purchase Card Constants, the system updates this field with A to indicate the code is an address book number.
Managerial Analysis Code 2	A cost object code can be, for example, an equipment item number or an address book number. If you enter a cost object code, you must also specify the cost object type. This field acts the same and is edited the same as the Subledger field. The difference is that the system does not post a cost object code to the Account Balances file (F0902). *Screen-Specific Information* If you specify to store the cardholder number in the Managerial Analysis Code 2 field in the Purchase Card Constants, the system updates this field with the address book number of the cardholder.

Field	Explanation
Managerial Analysis Type 2	This field is used with the Cost Object field to identify the type of cost object code and the type of editing. This is a user defined code (00/ST). The second line of the description on the User Defined Codes form controls how the system validates entries in the field. This is either hard-coded (as shown in the second line of the description) or user defined. For example: A Alphanumeric field, do not edit N Numeric field, right justify and zero fill C Alphanumeric field, right justify and blank fill U User defined cost object type *Screen-Specific Information* If you specify to store the cardholder number in the Managerial Analysis Code 2 field in the Purchase Card Constants, the system updates this field with A to indicate the code is an address book number.

Approving or Unapproving Transactions

From Transaction Workbench, you can approve single or multiple transactions. You can also unapprove transactions that might have been approved in error. Follow these guidelines:

- You must approve transactions before you can create journal entries or vouchers. After you create journal entries for a transaction, you cannot change the approval status or make any revisions except to the Reason Code (CDRC) and Receipts Status (CDSR) on P01P11.
- You can unapprove transactions only if you have not generated a journal entry or voucher for it; otherwise, the system returns an error.

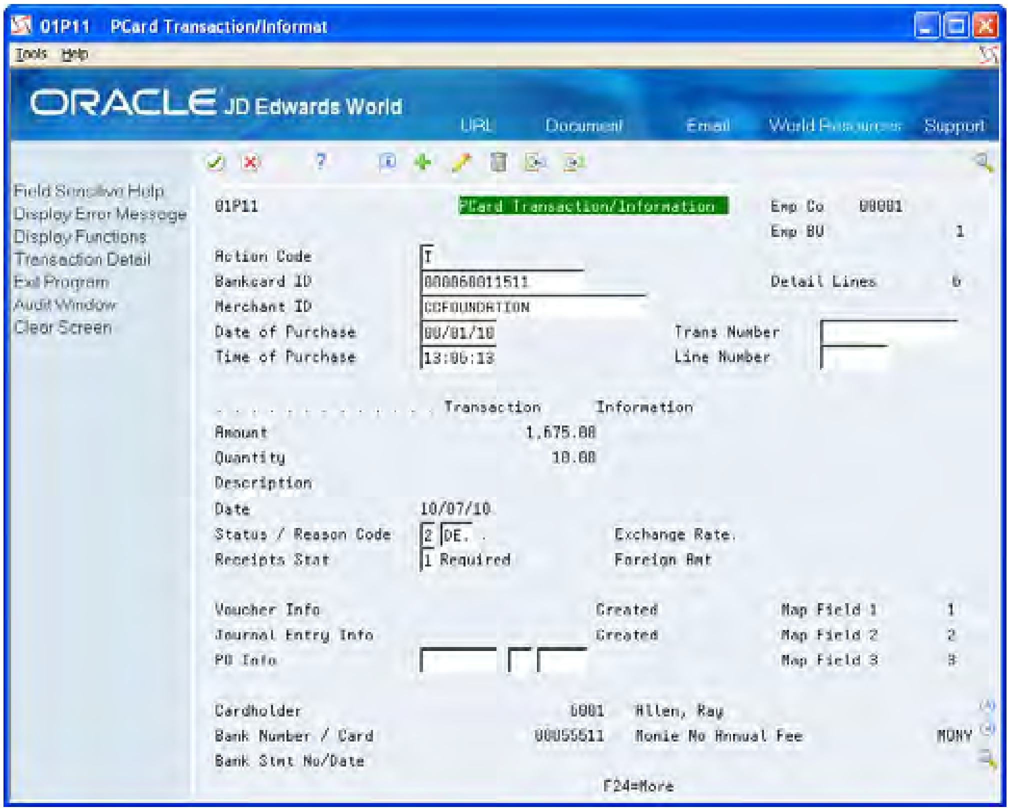
On Transaction Workbench, do one of the following:

- To approve all transactions, choose Approve All Displayed (F5). The system loads 6 in the Option field for all detail lines. Press Enter to complete the task.
- To approve a single transaction, type 6 (Approve) in the Option field and press Enter.
- To unapprove all transactions, choose Un-approve All Displayed (F6). The system loads 11 in the Option field for all detail lines. Press Enter to complete the task.
- To unapprove a single transaction, enter 11 (Unapprove) in the Option field and press Enter.

Rejecting Transactions

You cannot reject transactions directly from the Transaction Workbench; you must use the Status field in the PCard Transaction / Information program (P01P11).

1. On Transaction Workbench, enter 5 (Transaction Information Revisions) in the Option field next to the transaction you want to reject.
2. On PCard Transaction / Information, enter 2 in the Status field and complete the Reason Code field, if desired, and click Change.


01P11 PCard Transaction/Informat
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Transaction Detail
Exit Program
Audit Window
Clear Screen

```
01P11                        PCard Transaction/Information      Emp Co     00001
                                                                Emp BU         1
Action Code           I
Bankcard ID           000060011511                              Detail Lines   6
Merchant ID           CCFOUNDATION
Date of Purchase      08/01/10                   Trans Number
Time of Purchase      13:06:13                   Line Number

. . . . . . . . . . . . . Transaction      Information
Amount                          1,675.00
Quantity                           10.00
Description
Date                  10/07/10
Status / Reason Code  2 DE. .                 Exchange Rate.
Receipts Stat         1 Required              Foreign Amt

Voucher Info                          Created          Map Field 1      1
Journal Entry Info                    Created          Map Field 2      2
PO Info                                                Map Field 3      3

Cardholder                         6001   Allen, Ray
Bank Number / Card             00055511   Monie No Annual Fee         MONY
Bank Stmt No/Date
                                     F24=More
```

Field	Explanation
Status	The status of the daily, weekly, or monthly bankcard transactions. The values allowed include: Blank = Unprocessed. This transaction has not yet been reviewed. '1' = Process the Transaction. This transaction has been reviewed and is approved for voucher or journal entry creation. '2' = Do NOT Process Transaction. This transaction has been reviewed there is a problem or situation that needs to be resolved before approval for voucher or journal entry creation.

Field	Explanation
Reason Code	Used to provide an explanation for the Transaction Reason Status. If the Transaction Reason Status is '2', which indicates some issue needs to be resolved, this reason code is required. *Screen-Specific Information* This field is UDC 01P / RC.
Receipts Status	This flag will indicate the status of receipts for bank card purchases. Allowed values include: Blank = Receipts Not Required '1' = Receipts Required '2' = Receipts Received *Screen-Specific Information* Use this field to indicate that receipts are required for this transaction.

Creating Journal Entries from the Purchase Card Management System

After you process, review, and approve purchase card transactions, you create journal entries to record the purchase card expense using the Create Journal Entries program (P01P520). The program creates journal entries to the AA ledger only in the domestic currency.

Based on the setting of the processing option, you can run this program in proof mode or final mode:

- In proof mode, the system generates the PCards - Create Journal Entries Proof report (R01P520), which is an exception report that includes error and warning messages but does not update files or create journal entries. If the system does not detect any errors or warnings, it produces a blank report.
- In final mode, the system does the following to create the journal entry record in the Account Ledger file (F0911):
    - Locates records from the Transaction File (F01P11) that have 1 in the Transaction Status field (CDSP) and no date in the Create Journal Entry Date field (CRTJ).
    - Uses the value of the Unique Key ID field (UKID) to retrieve the account information for the corresponding records from the Transaction Distribution File (F01P111).
    - Retrieves the account to balance the journal entry from the CCP automatic accounting instructions.
      This distribution account should be the same one assigned by the Create A/P Vouchers program (P01P510) for these transactions if you generated vouchers.
    - Generates a batch header record in the Batch Control Records file (F0011) and assigns it batch type G.
    - Updates the following fields in F0911:
        - Address Number (AN8)

          The system uses the address book number of the bank unless you track merchants, in which case it uses the address book number of the merchant (supplier).
        - Purchase Card Flag (CFF1)

          The system updates this field to 1 to indicate that the journal entry was generated from the Purchase Card Management system.
        - G/L Explanation (EXA)

The system uses the vocabulary override VTX029 (Purchase Card Journal Entry) from PCard - Create Journal Entry Error Report (R01P520).

- Updates the following fields in F01P11 with the journal entry transaction information:
    - Original Document (ODOC)
    - Original Document Type (ODCT)
    - Original Doc Co (OCKO)
    - Create Journal Entry Date (CRTJ)
- Updates the Journal Entry Line field (JELN) in the Transaction Distribution file (F01P111).

Additional processing options allow you to:

- Summarize transactions within the purchase date period or create a journal entry for each purchase date.
- Determine how much information prints in the report.
- Specify a version of the Journal Entry (General Ledger) Functional Server (XT0911Z1).

When you generate journal entries for numerous purchase card transactions, the program generates separate journal entries based on the following criteria:

- Employee Company. The system derives the employee company based on the business unit that you assign in the Employee/Card Revisions program (P01P01). The system uses this company as the document company of the journal entry. If you generate journal entries for employees in different companies, the system generates a journal entry for each company.
- Date of Purchase. The system uses the Date of Purchase to derive the G/L Date of the journal entry. Based on the setting of the Transaction Processing processing option, the system generates one journal entry for each purchase date or one journal entry for all purchases made within the same G/L period:
    - If the processing option is blank, the system uses the purchase date as the G/L date.
    - If the processing option is 1, the system uses the last day of the G/L period as the G/L date.
- Number of Detail Lines on the Journal Entry. The system limits the lines in one journal entry to 9999. After the system creates 9999 lines for one journal entry, it creates a new journal entry for additional lines.

After you generate a batch of journal entries, you must approve the batch and post it.

From Purchase Card Processing (G01P), choose **Transaction Processing**
From Transaction Processing (G01P11), choose **Create Journal Entries**

Data Selection

Data selection includes hard-coded values as well as optional values that you can change.

Data Sequence

You cannot change the data sequence.

Processing Options

See Create Journal Entries (P01P520).

Processing Purchase Cards Statements

Processing statements is not required for the purchase card process, but it is highly recommended unless you have an agreement with your bank to pay the amount transmitted. The benefit of processing and reconciling statements is that it ensures you pay only for what is due and that you are billed correctly.

Before processing purchase card statements, you must upload the information from your bank into the Purchase Card - Bank Transmissions file (F01PBKZ). Then, you use the Receive Statement Transaction program (P01P561) to process the information into the purchase card statement files (P01P12 and P01P121). After you successfully process the statement, you can reconcile it to the purchase card transactions and then generate a voucher to pay the bank for the statement amount.

Processing purchase card statements involves the following tasks:

- Uploading the bank transmission
- Processing purchase card statements
- Reconciling statements to purchase card transactions

Before You Begin

Review the section *Understanding the Process Mode (Summary vs. Detail)*.

Uploading the Bank Transmission

To successfully upload statements from the bank, you must create a custom program or use the batch import process to upload the data to the Purchase Card - Bank Transmissions file (F01PBKZ).

See *Appendix C: Field Specifications for Uploading Transactions and Statements into the Purchase Card - Bank Transmissions File (F01PBKZ)* for information about mapping the fields.

As part of your testing process, you might want to add a statement manually to the F01PBKZ file so you can see how the system updates and stores data.

See *Appendix D: Field Specifications for Manually Adding a Purchase Card Transaction or Statement*.

Processing Purchase Card Statements

After you upload statements from your bank into the Purchase Card Bank Transmission file (F01PBKZ), you run the Receive Statement Transaction program (P01P561) to process them into these statement files:

- F01P12 (Statement File Header)
- F01P121 (Statement File Detail)

Depending on the setting of the Transaction or Detail Level Processing processing option, the system writes the records in the Statement File Detail (F01P121) in detail or summary mode. See *Understanding the Process Mode (Summary vs. Detail)* for detailed information about setting this processing option.

You can process transactions in proof mode or final mode according to the setting of the processing option:

- In proof mode, the program validates the transactions and generates the PCard Bank Statement Transmission report (R01P56E), which displays error and warning messages that the system encounters during processing. If you have errors, you can use the Bank File Revs – Statements program (P01PBK) to review and correct them.
- In final mode, the program creates records in the F01P12 and F01P121 files and sets the Processed Flag to Y in the Purchase Card - Bank Transmissions file (F01PBKZ).

Additional processing options allow you to specify:

- How much information to print in the R01P56E report that the system generates.
- Whether to write error messages to the Error Log File (F00BLOG).
- Whether to purge processed transactions from the F01PBKZ file.

From Purchase Card Processing (G01P), choose **Transmission Processing**
From Transmission Processing (G01P13), choose **Receive Statement Transaction**

Data Selection

Do not change the following data selection:

- Processed (Y / N) NE Y
- Transaction Type EQ 2

You can add additional selection criteria as desired.

Data Sequence

Do not change the data sequence.

Processing Options

See Receive Statement Transmission (P01P561).

Reconciling Statements to Purchase Card Transactions

After you successfully process purchase card statements, you can reconcile them against the purchase card transactions to ensure accuracy and then generate a voucher to pay the statement.

You can reconcile statements automatically or manually, depending on how you process the information into the purchase card Transaction File (F01P11) and the Statement File Detail (F01P121), and your business process.

You can review statement information and the associated details using the Statement Inquiry program (P01P201) as long as the statement is not reconciled. After you successfully reconcile PCard transactions to the statement, you can no longer review those details.

The process to reconcile statements includes:

- Automatically reconciling statements.
- Reviewing and manually reconciling statements.

Automatically Reconciling Statements

If you coordinate how you process your purchase card and statement transactions with respect to the setting of the Transaction or Detail Level Processing option (summary or detail process mode), then you can use the Statement Reconciliation program (P01P500) to automatically reconcile your purchase card transactions.

The system matches transactions from the F01P121 and F0P11 files using the following key fields:

- Bankcard unique ID
- Merchant ID
- Purchase date
- Purchase time
- Purchase amount

If an exact match is not found, the statement transaction record prints in the PCard Stmt/Trans Recon Report (R01P500). When the system successfully reconciles a transaction on the statement, it updates the following fields:

- Statement Number (STBA) and Statement Date (STMD) fields in the Transaction file (F01P11)
- Number of Items to be Reconciled (RECI) in the Statement File Header file (F01P12)

  The system decreases the value by one (1) for each transaction that is successfully reconciled. This number must be zero (0) in order to purge the statement.
- Statement Processed Date (PRSD) field in the Statement File Detail file (F01P121)

  The system uses the system date (the date on which the transaction was reconciled).

	From Purchase Card Processing (G01P), choose **Transaction Processing** From Transaction Processing (G01P11), choose **Statement Inquiry**

Reviewing and Manually Reconciling Statement Information

After you run the automatic Statement Reconciliation program, you need to review the statement transactions that were not automatically reconciled and manually reconcile them.

You might also need to manually reconcile statements under the following circumstances:

- You cannot use the automatic reconciliation process. You receive receipt item details and process your purchase card transactions in detail mode, but you receive only receipt totals for the statement. In this case, the system cannot match the values in the key fields to perform auto reconciliation.
- The system could not auto reconcile specific transactions due to any number of reasons, such as the purchase card transaction was not transmitted or was transmitted with information different from the statement.
- You receive credits for returned purchases within the same statement period and the statement reflects zero. In this case, there would be two transactions lines for a positive and negative amount denoting the initial purchase and return in F01P11, but only one transaction in F01P121 for a zero amount.
- Your company’s business practice.

You use the Statement Inquiry program (P01P201) to review and manually reconcile the transactions in the statement. When you inquire on the statement, the system displays all of the statement detail lines from F01P121 that contain that statement number for the credit card type (such as VISA).

Use Option 1 to display the corresponding records from the Transaction File (F01P11) on the Manual Reconciliation screen that have the same Bankcard Unique ID (CCUK) and Merchant ID (MID#) as the statement record and have not been reconciled. Depending on how often you process purchase card transactions, it is possible to see transactions that do not apply to the statement.

If the system does not locate a matching record, then either the transaction was never received or an error exists in either the F01P11 or F01P121 record with respect to the information transmitted.

To manually reconcile the statement, you must choose the detail lines that apply to each receipt in the statement. The amount of the purchase card detail lines must equal the statement transaction (receipt). You cannot partially reconcile a statement receipt; you must reconcile all of the detail lines. Otherwise, the system returns an error.

After you complete manually reconciling the receipt, the system updates the following fields:

- Statement Number (STBA) and Statement Date (STMD) fields in the Transaction file (F01P11)
- Number of Items to be Reconciled (RECI) in the Statement File Header file (F01P12)

The system decreases the value by one (1) for each transaction that is successfully reconciled. This number must be zero (0) in order to purge the statement.

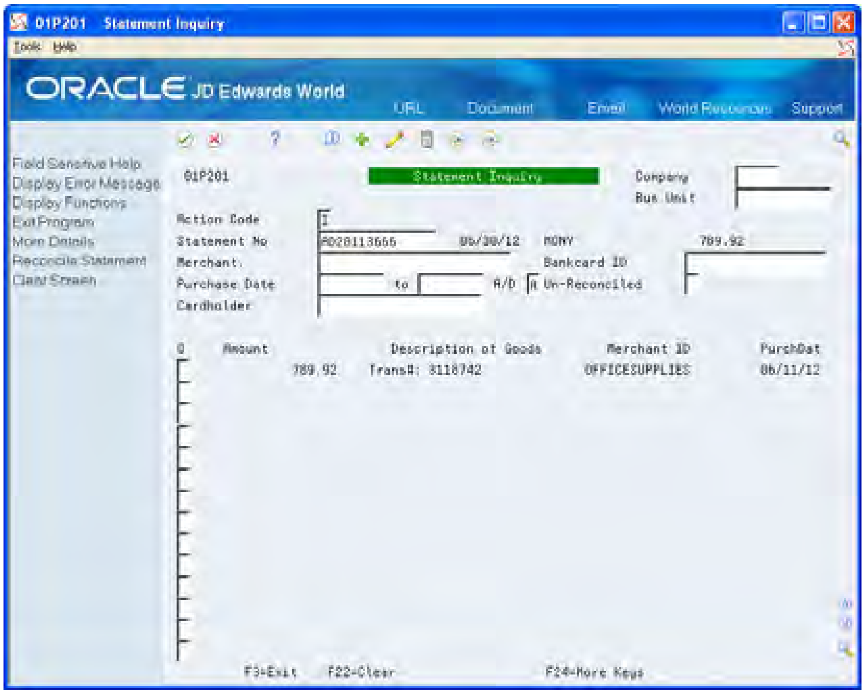
- Statement Processed Date (PRSD) field in the Statement File Detail file (F01P121)

  The system uses the system date (the date on which the transaction was reconciled).

To review and manually reconcile statements

✦	From Purchase Card Processing (G01P), choose **Transaction Processing** From Transaction Processing (G01P11), choose **Statement Inquiry**

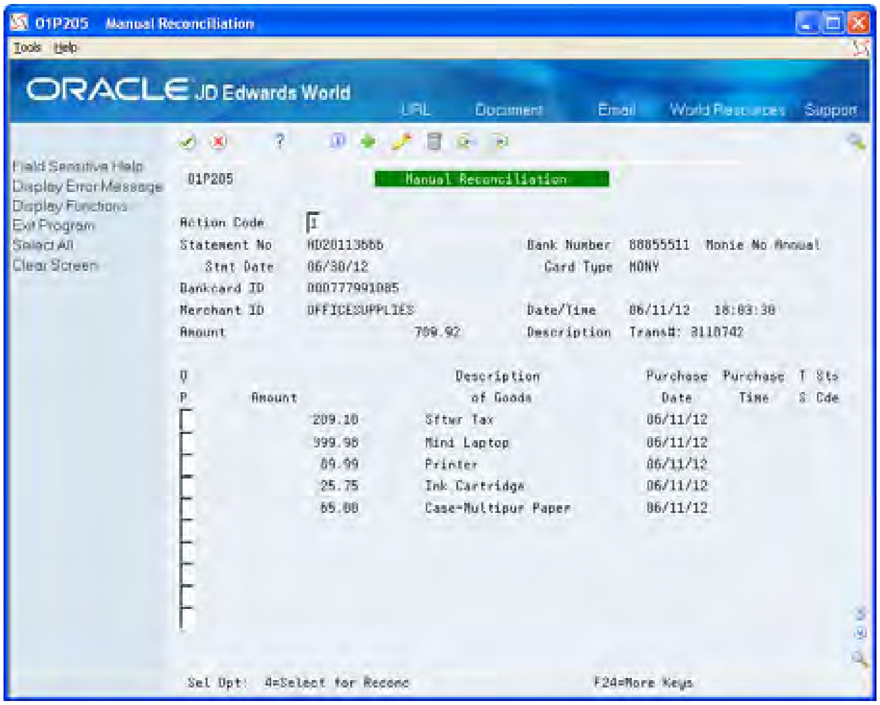
1. On Statement Inquiry, complete the Statement No field.


01P201 Statement Inquiry
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Reconcile Statement
Clear Screen
F3=Exit F22=Clear F24=More Keys

```
01P201                        Statement Inquiry          Company
                                                         Bus Unit
Action Code      I
Statement No     AD20113666     06/30/12   MONY          789.92
Merchant                                   Bankcard ID
Purchase Date             to          A/D  A Un-Reconciled
Cardholder

O     Amount        Description of Goods     Merchant ID      PurchDat
           789.92   Trans#: 3118742          OFFICESUPPLIES   06/11/12
```

2. To limit the display results, complete the following optional fields:
   - Company
   - Business Unit
   - Merchant
   - Bankcard ID
   - Purchase Dates
   - A/D
   - Cardholder
3. Enter 1 in the Option field next to the statement transaction (receipt) that you want to reconcile.


01P205 Manual Reconciliation
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Select All
Clear Screen

```
01P205                     Manual Reconciliation

Action Code     I
Statement No    HD20113bbb                   Bank Number   88055511  Monie No Annual
   Stmt Date    06/30/12                       Card Type   MONY
Bankcard ID     000777991085
Merchant ID     OFFICESUPPLIES               Date/Time     06/11/12   18:03:30
Amount                          709.92       Description   Trans#: 3110742

O                            Description          Purchase  Purchase  T Sts
P        Amount                of Goods             Date      Time    S Cde
              209.10      Sftwr Tax                06/11/12
              399.98      Mini Laptop              06/11/12
               89.99      Printer                  06/11/12
               25.75      Ink Cartridge            06/11/12
               65.00      Case-Multipur Paper      06/11/12

 Sel Opt:  4=Select for Reconc                 F24=More Keys
```

The system displays all purchase card transactions for the corresponding key fields.

4. On Manual Reconciliation, perform one of the following and click Enter:

- Enter 4 in the Option field to reconcile a single purchase card transaction.
- Choose Select All (F6) to reconcile all the purchase card transactions that appear.

  The system preloads a 4 in the Option field when you press F6.

5 If the purchase card amounts match the statement transaction amount, then the system returns to the Statement Inquiry screen for you to continue to the next item; otherwise, it issues an error.

On Statement Inquiry, if you try to reconcile an item that has already been reconciled, the system does not display the Manual Reconciliation screen when you use Option 1.

Field	Explanation
Statement	The statement number assigned by the bank for the bank account.

Processing Options

See Statement Inquiry (P01P201).

Creating Vouchers from the Purchase Card Management System

You run the Create A/P Vouchers program (P01P510) to generate vouchers in the Accounts Payable Ledger file (F0411) to pay the bank for purchases made by your employees. You can generate vouchers before or after you generate journal entries. However, if you process statements then you should not generate vouchers until the statement is reconciled.

When you create journal entries, the system debits an expense account for the purchased item and credits a distribution suspense account that the system retrieves using the CCP automatic accounting instructions (AAIs). When you create vouchers, the system retrieves the same distribution suspense account from the CCP AAIs to use as the expense account, which offsets it. Ultimately, if you generate journal entries and vouchers for all outstanding purchase card transactions, the balance in the suspense distribution account is zero.

This is an example of the T-account entries that the system writes:

Journal Entry			Voucher		
1.8330	Meal	52.68	1.4115	Suspense	437.08
1.8650	Computer Supplies	266.14			
1.8120	Postage	118.26			
1.4115	Suspense	437.08-			

If you track merchants, the system uses the merchant as the supplier and the bank as the alternate payee when you generate vouchers. If you do not track merchants, the system uses the bank as both the supplier and alternate payee.

Regardless of whether you track merchants, the system updates the subledger field in the Account Payable Ledger file (F0411) with the address book number of the cardholder.

Using the processing options for this DREAM Writer, you can specify whether to:

- Create a logged voucher.

  Use this processing option when purchase card transactions are set to use purchase order (encumbrance) or inventory processing. The system uses the standard voucher logging AAIs (PP and PQ) for the G/L distribution and updates the Create Journal Entries Date field (CRTJ) with the system date to prevent journal entries from being generated. See *Appendix E: How to Redistribute Purchase Card Logged Vouchers with Purchase Order Matching* for further details.

- Create pay items for receipt details.

  If you set the Transaction Processing processing option (Enter a ‘1’ to create the voucher pay items at the detail level) to 1, the system generates a separate pay item for each receipt item from the F01P111 file.

  If you leave the processing option blank, the system generates one pay item for each receipt from the F01P11 file.

  Results of Setting Based on Process Mode

  If you receive PCard transactions with receipt details and you process them in detail mode, then the transactions in the F01P11 are the same as those in F01P111. If no further G/L distribution has been made to allocate the entries to more than the original transmitted account, then the detail and the receipt information are the same and the setting of this processing option is moot. The system generates voucher pay items for receipt details.

  Similarly, if you do not receive PCard transactions with receipt details, then regardless of your process mode the transactions in the F01P11 are the same as those in F01P111. If no further G/L distribution has been made to allocate the entries to more than the original transmitted account, then the detail and the receipt information are the same and the setting of this processing option is moot. The system generates one voucher pay item that represents the receipt total.

  If you receive PCard transactions with receipt details and you process them in summary mode, then the receipt details from F01P111 are summarized into one receipt total in F01P11. Similarly, if you do not receive PCard transactions with receipt details but you add detail entries by further allocating the expenses across multiple G/L accounts, then you would have a single F01P11 receipt total with multiple F01P111 detail records. Therefore, setting this processing option affects whether you generate one or more pay items on the voucher.

- Summarize transactions within the purchase date period or create vouchers for each purchase date.

  Regardless of whether you generate voucher pay items to represent receipt details or receipt totals, you use this processing option to specify whether to generate one voucher for all purchase card transactions (receipts) that occur within the same fiscal period or one voucher for all purchase card transactions that occur on the same purchase date.

  If you choose to summarize transactions, the system assigns the last day of the fiscal period as the G/L Date on the voucher.

  If you choose not to summarize transactions, the system uses the purchase date as the G/L Date on the voucher.

- Bypass standard tax defaults in the server.

  Setting this processing option turns **off** tax processing, regardless of the tax information set up for the supplier or the tax functionality specified by Accounts Payable Functional Server (XT0411Z1).

- Assign the payment remark.

  If you generate voucher pay items for receipt details, you can assign the payment remark from the Remark field (RMK) or Description field (EXR) from the F01P111 record. If you process transactions in summary mode, the system uses Description field (EXR) from the F01P11 record.

- Assign the concatenated value of Card Type + Transaction Unique ID (UKID) as the voucher Invoice Number.
- Determine how much information prints in the report
- Specify a version of the functional servers that the system uses to generate vouchers (XT0411Z1 and XT0911Z1).

  For example, you might want to set up a new version to assign a different document type to vouchers generated from the PCard system or you might want to assign a different payment status, and so forth.

You can run the Create A/P Vouchers program (P01P510) in proof mode or final mode:

- In proof mode, the system creates the Create Vouchers report (R01P510), which is an exception report that includes errors and warning messages but does not update files or create vouchers. If the system does not detect any errors or warnings, it produces a blank report.
- In final mode, the system does the following:
  - Updates the following fields in the Transaction File (F01P11) with the voucher document information:
    - Document Number (DOC)
    - Document Type (DCT)
    - Document Company (KCO)
    - Voucher Create Date field (CRTV)
The system updates this field with the system date.
  - If you receive receipt item details and process the purchase card transaction in detail mode, as well as generate the voucher in detail mode, then the system updates the Pay Item field (SFX) in the Transaction Distribution File (F01P111).
  - Updates the RP3 field to P in the Accounts Payable Ledger record (F0411) to indicate that the voucher originated from the Purchase Card Management system.

In addition to the processing option for summarizing transactions within the same purchase date period, the system uses the following criteria to generate a separate voucher:

- Employee Company. The system derives the employee company based on the business unit that you assign in the Employee/Card Revisions program (P01P01). The system uses this company as the company on the voucher. If you generate vouchers for employees in different companies, the system generates a voucher for each company.
- Bank Number. The bank that issues the purchase card is the alternate payee. If you do not track merchants, then the system generates a separate voucher for each unique bank (alternate payee).
- Merchant ID. If you track merchants, then the system generates a separate voucher by merchant ID.

- Date of Purchase. The system uses the date of purchase to derive the G/L Date of the voucher:
    - If you set the processing option to summarize transactions within the purchase period, the system generates one voucher for all purchase card transactions for the fiscal period and assigns the last day of the period as the G/L date.
    - If you leave the processing option blank, the system creates one voucher for all purchases that occur on the same date.
- Number of Detail lines in the Voucher. The system limits the pay items in one voucher to 999. After the system creates 999 pay items for one voucher, it creates a new voucher for additional transactions.

From Purchase Card Processing (G01P), choose **Transaction Processing**
From Transaction Processing (G01P11), choose **Create A/P Vouchers**

Data Selection

Data selection includes hard-coded values as well as optional values that you can change.

To generate vouchers only for transactions that have been reconciled, add the following data selection: Statement Number EQ *BLANK.

To generate vouchers only for transactions for which you have generated journal entries, add the following data selection: Create Journal Entry Date NE *BLANK.

Data Sequence

You cannot change the data sequence.

Processing Options

See Create A/P Vouchers (P01P510).

Working with Purchase Card Reports and Inquiries

At any time during the purchase card process, you might want to review transactions or employee and merchant information. In addition to the Transaction Workbench and Statement Inquiry programs, the Purchase Card Management system provides additional reports and an inquiry program that you can use to review purchase card information.

Working with Purchase Card Reports and Inquiries involves:

- Printing the Transaction Report (P01P400)
- Printing the Transaction Activity Report (P01P404)
- Reviewing Merchant Activity (P01P220)
- Printing the Employee / Card Information Report (P01P401)
- Printing the Merchant Information Report (P01P402)
- Printing the Bank Information Report (P01P403)
- Printing the Transmission Log Reports

Printing the Transaction Report (P01P400)

Use the Transaction Report (P01P400) to print a report of purchase card transactions from the Transaction File (F01P11) and Transaction Distribution File (F01P111). You can view all transactions and then determine which transactions you are ready to purge, which require employee payment, or which might involve fraud. You can provide this report to managers as well as bankcard providers.

Using processing options, you can choose whether to:

- Retrieve information from the header (F01P11) or detail (F01P111) file.
- Print generic text (header only).
- Print asset or item information (detail only).
- Print the description or payment remark (detail only).
- Print the subledger or units fields (detail only).

Depending on the file you choose, the system prints different information:

- If you choose the header file, the system includes abbreviated columns headings for:
    - Transaction Status (TS)

  - Transaction Reason (Tra Rsn)
  - Journal Entry (JE) (1 indicates that a journal entry is created.)
  - Voucher (VE) (1 indicates that a voucher is created.)
  - Purchase Order (PE) (1 indicates that a purchase order is created.)
- If you choose the detail file, the system includes column headings for:
  - Units or Subledger for Managerial Analysis Code*
  - Asset ID or Item Number*
  - Account Number

  * The report includes these columns only if you set the corresponding processing options.

Using the data selection in this DREAM Writer, you can produce reports for specific periods of time, unprocessed or processed transactions, employee expenditures, items in dispute, and so forth.

You can also use the Export feature to export data to third-party interfaces and expense programs and to transmit items you dispute to the bank.

From Purchase Card Processing (G01P), choose **Reports and Inquiries**
From Purchase Card Inquiries/Reports (G01P12), choose **Transaction Report**

Processing Options

See Transactions Report (P01P400).

Printing the Transaction Activity Report (P01P404)

Use the Transaction Activity Report (P01P404) to analyze transactions by employee and card. This report provides a view of your bankcard activity in a way that can pinpoint any problem areas or issues that you should focus on. For example, you might want to print data to show only monthly totals or choose to see only those totals that are over the limits.

The system retrieves data for this report from the Transaction File (F01P11) and the Employee Purchase Card Information file (F01P01) using the PCard Employee / Transaction Join file (F01P01JA).

Using the processing options for this DREAM Writer, you can limit the amount and type of information that appears in the report, choose only detailed or summarized transaction information, and so forth. You can also print a tally of daily, monthly, and yearly transactions or only those transactions that exceed the credit limits.

The first two lines of the report reflect purchase card information, and the limits and restrictions for the card. This information is followed by transaction information for the purchase card.

The report also indicates whether the purchase card is expired.

From Purchase Card Processing (G01P), choose **Reports and Inquiries**
From Purchase Card Inquiries/Reports (G01P12), choose **Transaction Activity Report**

Processing Options

See Transaction Activity Report (P01P404).

Reviewing Merchant Activity (P01P220)

The Merchant Activity program (P01P220) provides information that helps you see your overall purchasing position with a merchant.

If you track merchants, when you generate journal entries and vouchers the system updates the merchant's address book number into the corresponding field (AN8) in the Account Ledger file (F0911).

The Merchant Activity program uses AN8 to retrieve transactions for display from the Account Ledger file (F0911). The program displays all records associated with the address book number, including non-purchase card transactions that you might create from other systems. However, if you enter 1 in the PCard Flag field (CFF1), the system displays only those transactions generated from the Purchase Card Management System.

The program provides totals following the details so that you can quickly assess your overall position with a merchant.

You are required to enter at least the merchant ID or merchant address book number to limit your review to one merchant. You can also use the fields in the header portion of the screen to limit the search results, as well as use Additional Selections (F6). On Merchant Activity, you also can:

- Enter a value in the Option field to:
  - View the original transaction.
  - Review audit details.
  - Add generic text.
- Use a function key to:
  - Display more details (F4).
  - Display only totals (F18).
  - Go to the top of the file (F17).
  - Print the ledger (F21).

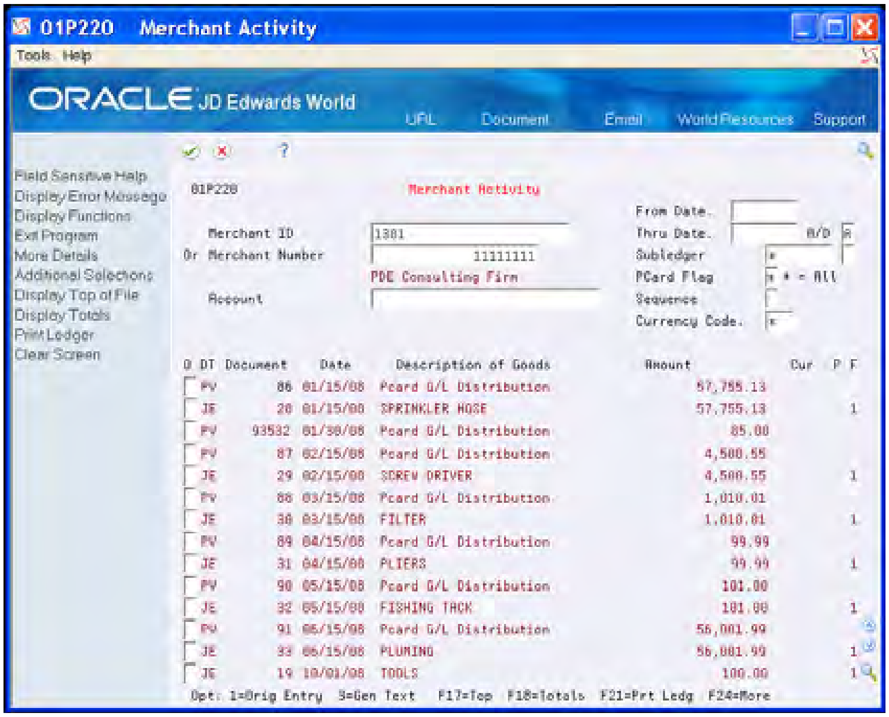
The system displays information in the Merchant Information file (F01P02).

From Purchase Card Processing (G01P), choose **Reports and Inquiries**
From Purchase Card Inquiries/Reports (G01P12), choose **Merchant Activity**

1. On Merchant Activity, complete either of the following fields:
   - Merchant ID
   - Merchant Number
2. To limit your search results, complete the following fields:

- From Date
- Thru Date
- Subledger
- Subledger Type
- PCard Flag
- Account
- Currency Code

3. To sequence the information on the screen, complete the Sequence field.


01P220 Merchant Activity
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
More Details
Additional Selections
Display Top of File
Display Totals
Print Ledger
Clear Screen

```
01P220                      Merchant Activity
                                                          From Date.
   Merchant ID            1301                            Thru Date.          A/D  A
Or Merchant Number                    11111111            Subledger       *
                          PDE Consulting Firm             PCard Flag      * * = All
   Account                                                Sequence
                                                          Currency Code.  *

O DT Document    Date      Description of Goods              Amount        Cur  P F
  PV        86 01/15/08  Pcard G/L Distribution            57,755.13
  JE        20 01/15/08  SPRINKLER HOSE                    57,755.13            1
  PV     93532 01/30/08  Pcard G/L Distribution                85.00
  PV        87 02/15/08  Pcard G/L Distribution             4,500.55
  JE        29 02/15/08  SCREW DRIVER                       4,500.55            1
  PV        88 03/15/08  Pcard G/L Distribution             1,010.01
  JE        30 03/15/08  FILTER                             1,010.01            1
  PV        89 04/15/08  Pcard G/L Distribution                99.99
  JE        31 04/15/08  PLIERS                                99.99            1
  PV        90 05/15/08  Pcard G/L Distribution               101.00
  JE        32 05/15/08  FISHING TACK                         101.00            1
  PV        91 06/15/08  Pcard G/L Distribution            56,001.99
  JE        33 06/15/08  PLUMING                           56,001.99            1
  JE        19 10/01/08  TOOLS                                100.00            1
 Opt: 1=Orig Entry  3=Gen Text   F17=Top  F18=Totals  F21=Prt Ledg  F24=More
```

4. To further refine the information that the system displays, choose Additional Selections (F6).

5. On Additional Selections (P01P22OW), complete any of the fields in this window and press Enter.

   When you complete any of the fields in Additional Selections, the system displays the message “Additional Selections Exist.”

Processing Options

See Merchant Activity program (P01P220).

Printing the Employee Card Information Report (P01P401)

Use the Employee Card Information report (P01P401) to review purchase card information, such as card type, expiration dates, card usage (CU), profile, and business unit, for your employees.

Processing options allow you to display additional information, such as credit limits, category codes, and approval information. Additionally, you can specify the number of days prior to the expiration of a card that you want to receive notification. The system prints an asterisk next to the expiration month field in the report to indicate that the card is expired or will expire within the time frame specified.

You can also use the Export feature to export data from this report to a financial institution. For example, you can export pre-assigned card information to your financial institution and electronically request new cards or change the credit or transaction limits of existing cards.

The system prints information from the Employee Purchase Card Information file (F01P01).

From Purchase Card Processing (G01P), choose **Reports and Inquiries**
From Purchase Card Inquiries/Reports (G01P12), choose **Employee Card Information**

Processing Options

See Employee Card Information (P01P401).

Printing the Merchant Information Report (P01P402)

If you track merchants, you can print the Merchant Information Report (P01P402) as an alternative to reviewing merchant information online.

Abbreviated columns in the report include: HC (hold card). The system retrieves this value from the Hold Bankcard field (HLCC), which displays as Hold PCard Usage in Merchant Information (P01P20). The Hold PCard Usage field is informational only; it does not stop the transaction from processing. However, by reporting on this field you can coordinate agreements you have made with your bank to prevent them from transmitting transactions from these merchants.

You can use data selection to limit the results that print, such as selecting only on the Hold PCard Usage field.

The report prints information in the Merchant Information file (F01P02).

From Purchase Card Processing (G01P), choose **Reports and Inquiries**
From Purchase Card Inquiries/Reports (G01P12), choose **Merchant Information Report**

Processing Options

See Merchant Information Report (P01P402).

Printing the Bank Information Report (P01P403)

Use the Bank Information Report (P01P403) to review the information you have set up for the financial institutions that issue your purchase cards. You can also use data selection to limit the results that print to a specific card type or company. The system prints the information from the Bank File (F01P03) that displays on the Bank Information program (P01P03).

From Purchase Card Processing (G01P), choose **Reports and Inquiries**
From Purchase Card Inquiries/Reports (G01P12), choose **Bank Information Report**

Processing Options

The program does not provide processing options.

Printing the Transmission Log Reports

When you process purchase card transactions and statements, each program (P01P560 and P01P561, respectively) has an Error File processing option that you can use to write errors to the Error Log File for Batch Processes (F00BLOG). Because F00BLOG is used by many programs within JD Edwards World, the system provides different versions of the P41ZERR program (Item Master Z-File Process - Error/Log Report) to limit the errors that print to the specific program that generates them. For the Purchase Card Management system, you can run:

- Transaction Log (P41ZERR XJDE0003) to print errors returned as a result of running Daily Transactions (P01P560).
- Statement Log (P41ZERR XJDE0004) to print errors returned as a result of running Receive Statement Transaction (P01P561).

The P41ZERR program prints error messages only once; the program updates the Processed Flag (EDSP) to Y after the detail is printed. The default data selection in the DREAM Writer is set to include only records that have not been printed (Processed Flag EQ *BLANKS), but you can change this to include all records (Processed Flag EQ *ALL) or those that were previously printed (Processed Flag EQ Y). You can also use data selection to limit the results that print to a specific time period.

From Purchase Card Processing (G01P), choose **Reports and Inquiries**
From Purchase Card Inquiries/Reports (G01P12), choose **Transaction Log or Statement Log**

Processing Options

The program does not provide processing options.

Purging Purchase Card Data

After you successfully process purchase card information, you can run purge programs to delete the processed transactions from your system.

Purging purchase card data includes:

- Purging the Purchase Card - Bank Transmissions file (F01PBKZ)
- Purging purchase card transaction files (F01P11 and F01P111)
- Purging purchase card statement files (F01P12 and F01P121)

Purging the Purchase Card - Bank Transmissions File (F01PBKZ)

If you do not activate the Automatic Purge processing option to purge transactions from the Purchase Card – Bank Transmissions file (F01PBKZ) after they successfully process, you can run version XJDE0049 of the Generic Purge Program (P00PURGE).

The P00PURGE program purges all records from F01PBKZ that have Y in the Processed (Y/N) field (EDSP), but you can use additional data selection to control the processed transactions that you purge. For example, if you process both purchase card transactions and statements, you might want to add data selection for Transaction Type (EDTR) to purge only PCard transactions (Transaction Type EQ 1) or to purge only statement transactions (Transaction Type EQ 2.

Processing options allow you to save the purged data into a special library that you specify and to automatically reorganize the file (remove the space created by the deleted records).

From Purchase Card Processing (G01P), choose **Transmission Processing**
From Transmission Processing (G01P13), choose **Purge Transactions**

Purging Purchase Card Transaction Files (F01P11 and F01P111)

When you have completed processing purchase card transactions, you can run the Purge Transactions program (P01P800) to delete them from the Transaction File (F01P11) and Transaction Distribution File (F01P111). The Purge Transactions program deletes only those transactions that are:

- Reconciled to a statement. The F0P11 record has a value in both the Bank Statement Number (STBA) and Statement Date (STMD) fields.
- Included in a journal entry. The F01P11 record has a value in the Create Journal Entry Date field (CRTJ).

- Included in a voucher (optional based on a processing option setting). The F01P11 record has a value in the Create Voucher Date field (CRTV).
- Have a purchase date previous to the date specified in the processing option (optional).

The system locates records in F01P11 and uses the Unique Key ID field (UKID) to retrieve and purge the associated records from F01P111. The system also purges any generic text associated with the Transaction File (F01P11) from the Generic Text files.

The program provides three processing options to help you manage the purge process:

- Use the Voucher Generation Requirement processing option to bypass the voucher requirement for purging. If you do not create vouchers from the PCard system, you must set this processing option to 1 to purge PCard transactions that have not been included in a voucher.

  If you create vouchers from the PCard system, leave this processing option blank.
- Use the Purchase Date Comparison processing option to set a *Purge Prior To* date. The system purges only the transactions that meet the purge criteria and have purchase dates prior to the date entered in this processing option.
- Use the Purge Files processing option to specify whether you want to save the purged data for future reference or retrieval. If you choose to save purged data, you can specify to save information in the both the F01P11 and F01P111 files or from the F01P11 file only. The system writes the data you specify to F01P11P and F01P111P, respectively.

This DREAM Writer has no data selection or data sequencing.

From Purchase Card Processing (G01P), choose **Purge Transactions**

Purging Purchase Card Statement Files (F01P12 and F01P121)

When you have completed reconciling your statements to purchase card transactions, you can run the Purge Statements program (P01P801) to delete statement transactions from the Statement File Header (F01P12) and Statement File Detail (F01P121) files.

The Purge Transactions program deletes only transactions from the transaction files F01P12 and F01P121 that meet the following criteria:

- The value in the Number of Items to be Reconciled field (RECI) in F01P12 is 0.
- The statement date is before the date specified in the processing option, if completed.

The system locates records in F01P12 and uses the Unique Key ID field (UKID) to retrieve the associated records from F01P121.

The program provides two processing options to help you manage the purge process:

- Use the Statement Date Comparison processing option to set a Purge Prior To date. The system purges only the transactions that meet the purge criteria and have statement dates previous to the date entered in this processing option.
- Use the Purge Files processing option to specify whether you want to save the purged data for future reference or retrieval. If you choose to save purged data, you can specify to save information in both the F01P12 and F01P121 files or from the F01P12 file only. The system writes the data you specify to F01P12P and F01P121P, respectively.

This DREAM Writer has no data selection or data sequencing.

From Purchase Card Processing (G01P), choose **Purge Statements**

2 Processing Options

Bank File Revs - Transactions (P01PBK) and Statements (P01PBK)

Processing Option	Processing Options Requiring Further Description
BANK TRANSMISSION DATA ENTRY: 1. Enter a 1 to enter Transaction data, or enter a 2 to enter Statement data. A default of blank will display Transaction fields.	

Purchase Card - Purge Statements (P01P801)

Processing Option	Processing Options Requiring Further Description
STATEMENT DATE COMPARISON: 1. Enter the 'Purge Prior To' date to be compared to the Statement Date. Only statements with Statement Dates prior to the date entered will be considered for purge. If left blank, all statements with all detail lines reconciled will be purged, regardless of statement date.	
PURGE FILES: 2. Enter one of the following values to indicate what information to save to the purge files: ' ' = Save Header and Detail data to F01P12P and F01P121P '1' = Save only Header data to F01P12P '2' = Do not save purged data to the purge files.	

Purchase Card - Purge Transactions (P01P800)

Processing Option	Processing Options Requiring Further Description
VOUCHER GENERATION REQUIREMENT: 1. Enter a '1' allow transactions to be purged that did NOT have a voucher generated. If left blank, only transactions that have been reconciled to a statement, have had journal entries generated, AND have had a voucher generated will be purged.	
PURCHASE DATE COMPARISON: 2. Enter the 'Purge Prior To' date to be compared to the Purchase Date. Only transactions with Purchase Dates prior to the date entered will be considered for purge. If left blank, all transactions meeting the other specifications will be purged regardless of purchase date.	
PURGE FILES: 3. Enter one of the following values to indicate what information to save to the purge files: ' ' = Save Header and Detail data to F01P11P and F01P111P '1' = Save only Header data to F01P11P '2' = Do not save purged data to the purge files.	

Receive Statement Transaction (P01P561)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE: 1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	

Processing Option	Processing Options Requiring Further Description
TRANSACTION OR DETAIL LEVEL PROCESSING:	
2. Enter a '1' to process in detail mode. Data lines processed will be to the transaction level (Line will be ignored). If left blank, each data line submitted will be written as a transaction. CAUTION: Refer to Helps. This feature must match Transaction processing.	If you enter 1, the system generates one summarized transaction in F01P121 for each transaction in F01PBKZ that have the same values in the following key fields: ▪ Bank card Unique ID (CCUK) ▪ Merchant ID (MID#) ▪ Date of Purchase (PODT) ▪ Time of Purchase (POTI) ▪ Transaction Number (TANM) If you leave this processing option blank, the system generates one record in F01P121 for each record in F01PBKZ. Regardless of the setting of this processing option, the system always generates one F01P12 record for all records in F01PBKZ that have the same values in the following key fields: ▪ Bank Statement Number (STBA) ▪ Statement Date (STMD) ▪ Credit Card Type (CARD) ▪ Bank Number (BANK)
REPORT PROCESSING: 3. Enter a '1' to suppress the printing of successfully created transactions. If left blank, transactions created successfully will be noted on the report.	
ERROR FILE: 4. Enter a '1' to write error messages to the Error Log Table (F00BLOG). If left blank, no errors will be written to the table. AUTOMATIC PURGE: 5. Enter a '1' to automatically purge the Bank Transmission file records if successfully processed. If left blank, the records will be marked as processed and will remain in the file.	

Receive Statement Transactions - (P01P560)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE: 1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
TRANSACTION OR DETAIL LEVEL PROCESSING: 2. Enter a '1' to process in detail mode. Data lines processed will be written to Transaction Detail (F01P111) and the Transaction will be created for the Transaction file (F01P11). If left blank, each data line submitted is written as a Transaction (F01P11).	If you leave this processing option blank and you receive receipt item details in the F01PBKZ, the system writes a record in the F01P11 and F01P111 for each record in the F01PBKZ and updates the Description field (EXR) in F01P11 with the Description in the transmission file. If you enter a 1 in this processing option and you receive item details in the F01PBKZ, the system generates one summary F01P11 transaction and an individual F01P111 for each F01PBKZ receipt item that has that the same values in the following key fields: ▪ Bank card Unique ID (CCUK) ▪ Merchant ID (MID#) ▪ Transmission Date (EDDT) ▪ Date of Purchase (PODT) ▪ Time of Purchase (TODT) ▪ Transaction Number (TANM) The system updates the Description field (EXR) in F01P11 with the value of the Transaction Number (TANM). If you do not receive receipt item details from your financial institution, the setting of this processing option controls only which EXR field the system updates.
REPORT PROCESSING: 3. Enter a '1' to suppress the printing of successfully created transactions. If left blank, transactions created successfully will be noted on the report and the F00BLOG file if applicable.	
ERROR FILE:	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to write error messages to the Error Log Table (F00BLOG). If left blank, no errors will be written to the table. AUTOMATIC PURGE: 5. Enter a '1' to automatically purge the Bank Transmission file records if successfully processed. If left blank, the records will be marked as processed and will remain in the file.	

Create Journal Entries (P01P520)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE: 1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
TRANSACTION PROCESSING: 2. Enter a '1' to summarize transactions within the Purchase Date period. The G/L Date assigned to the journal would be the period end date rather than the actual Purchase Date.	Use this processing option to specify whether to generate one journal entry for all purchase card transactions (receipts) that occur within the same fiscal period or one journal entry for all purchase card transactions that occur on the same purchase date. If you choose to summarize transactions, the system assigns the last day of the fiscal period as the G/L Date on the journal entry. If you choose not to summarize transactions, the system uses the purchase date as the G/L Date on the journal entry.
REPORT PROCESSING: 3. Enter a '1' to suppress the printing of warnings on the error report. If left blank, warnings will print on the error report.	

Processing Option	Processing Options Requiring Further Description
4. Enter a '1' to suppress the printing of successfully created vouchers. If left blank, vouchers successfully created will be noted on the report.	
DW VERSION FOR JOURNAL ENTRY PROCESSOR: 5. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	.

Create A/P Vouchers (P01P510)

Processing Option	Processing Options Requiring Further Description
PROOF OR FINAL MODE: 1. Enter a '1' to process the batch information in Final mode. If left blank, the batch processing will be performed in Proof mode and no file updates will occur.	
VOUCHER LOGGING	
2. Enter a '1' to create a Logged Voucher.	
TRANSACTION PROCESSING:	
3. Enter a '1' to create the voucher pay items at the detail level. If left blank, pay items will be created at the Transaction level rather than the detail distribution level.	If you enter 1, the system generates a voucher pay item for each receipt item in F01P111. If you leave this processing option blank, the system generates a voucher pay item for each receipt in F01P11.
4. Enter a '1' to summarize transactions within the Purchase Date period. The G/L Date assigned to the voucher would be the period end date rather than the actual Purchase Date.	Use this processing option to specify whether to generate vouchers for all purchase card transactions (receipts) that occur within the same fiscal period or vouchers for all purchase card transactions that occur on the same purchase date. If you choose to summarize transactions, the system assigns the last day of the fiscal period as the G/L Date on the voucher. If you choose not to summarize transactions, the system uses the purchase date as the G/L Date on the voucher.

Processing Option	Processing Options Requiring Further Description
BYPASS TAX DEFAULTS: 5. Enter a '1' to bypass tax processing (no tax processing and no tax area/ tax explanation defaults). If left blank, tax processing will be in effect. (NOTE: See AP Functional Server (XT0411Z1) for additional tax processing option.)	
REMARK OR DESCRIPTION: 6. Enter a '1' to use the detail transaction description as the pay item remark. If left blank or not in detail, the transaction description will be used.	Depending on whether you generate voucher pay items from F01P111 or F01P11 (based on the setting of the Transaction Processing processing option, *Enter a '1' to create the voucher pay items at the detail level…*), you can specify which field the system retrieves the text for the Payment Remark on the voucher you generate: ▪ If you generate pay items from F01P111 (detail) and set this processing option to 1, the system retrieves the payment remark from the Remark field (RMK) from F01P111. ▪ If you generate pay items from F01P111 (detail) and leave this processing option blank, the system retrieves the payment remark from the Description field (EXR) from F01P111. ▪ If you generate pay items from F01P11 (summary), the system retrieves the payment remark from the Description field (EXR) from F01P11 regardless of the setting of this processing option. Note: The system does not automatically update RMK in F01P111; you must manually update this field when you approve transactions. If you do not update RMK, leave this processing option blank.
VENDOR INVOICE NUMBER: 7. Enter a '1' to bypass populating the Vendor Invoice Number with the Card Type/Unique ID#. If left blank, the field VINV will be populated. NOTE: If you have the constants set for Duplicate Invoice Number Edit this option should remain blank.	If you leave this processing option blank, the system concatenates the card type to the unique ID (UKID) of the receipt from F01P11 and updates the Invoice Number field (VINV) with the result. Updating VINV prevents the system from assigning duplicate voucher invoice numbers if you have the A/P Constants set to prevent duplicate invoice numbers.
REPORT PROCESSING: 8. Enter a '1' to suppress the printing of warnings on the error report. If left blank, warnings will print on the error report.	

Processing Option	Processing Options Requiring Further Description
9. Enter a '1' to suppress the printing of successfully created vouchers. If left blank, vouchers successfully created will be noted on the report.	
DW VERSION FOR A / P VOUCHER PROCESSOR: 10. To override standard A / P Voucher processing (DREAM Writer XT0411Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	If you want, you can set up a version of XT0411Z1 specifically for PCard processing and specify a unique document type to assign to vouchers generated from the PCard system, such as UC.
DW VERSION FOR JOURNAL ENTRY PROCESSOR: 11. To override standard Journal Entry processing (DREAM Writer XT0911Z1, version ZJDE0001), enter an override version number. This should only be changed by persons responsible for system wide setup.	

Transaction Activity Report (P01P404)

Processing Option	Processing Options Requiring Further Description
YEAR BEGINNING: 1. Enter the number that represents the month that begins your fiscal year. If left blank, the year will run January to January.	
REPORT OUTPUT: 2. Enter a '1' next to the information you would like to bypass in your report. If left blank, all will print. Transaction Level Information Daily Summary Monthly Summary Yearly Summary	
3. Enter a '1' to print only those lines that are over the Credit or Transaction Limits. If left blank, all transactions and totals will print.	

Merchant Information Report (P01P402)

Processing Option	Processing Options Requiring Further Description
REPORT CONTENT:	
1. Enter a '1' to print Purchase Order information. If left blank, no Purchase Order information will print.	

Employee Card Information Report (P01P401)

Processing Option	Processing Options Requiring Further Description
REPORT CONTENT:	
1. Enter a '1' to print Credit Limit information. If left blank, no Credit Limit information will print.	
2. Enter a '1' to print Category Codes. If left blank, no Category Codes will print.	
3. Enter a '1' to print card approval and date information. If left blank, no card approval information will print.	
4. Enter the number of days to be used as a tolerance amount to alert you to expiring cards. An alert will be displayed next to the Expiration Month/Year if it falls within the tolerance days from the system date, or if the Expiration Month/Year has passed.	For example, if the system date is 6/15/12, the expiration date is 7/12 and you enter a 45 in the processing option, the system does the following to determine when to display the alert: ▪ Calculates the number of days from the system date to the end of the month for the expiration date. In this example, 46 (15 + 31). ▪ Compares the result to the tolerance specified. In this example, 46 is greater than 45 so the system displays the alert.

Transaction Report (P01P400)

Processing Option	Processing Options Requiring Further Description
PRINT OPTIONS:	

Processing Option	Processing Options Requiring Further Description
1. Enter one of the following formats: ' ' = Transaction Header Information '1' = Transaction Detail Information If left blank, Header format will print.	If you leave this processing option blank, the system prints transactions from the Transaction File (F01P11). If you enter 1, the system prints transaction information from the Transaction Distribution File (F01P111). The setting of this processing option predicates the setting of the subsequent processing options.
HEADER FORMAT OPTIONS: 2. Enter '1' to print Generic Text. If left blank, no generic text will print.	You must print the report in the Transaction Header format to include generic text.
DETAIL FORMAT OPTIONS: 3. Enter '1' to print the Item or Asset line if either is entered for the transaction. If left blank, this information will not print. 4. Enter '1' to print the Remark. If left blank, the Description of Goods will print. 5. Enter a '1' to print the Subledger or Managerial Analysis field. If left blank, Units will be printed. 5a. If printing Subledger or Managerial Analysis field, enter one of the following to print: ' ' = Store Cardholder field from PCard Constants '1' = Subledger / Subledger Type '2' = Managerial Analysis / Type 1 '3' = Managerial Analysis / Type 2	You must print the report in the Transaction Detail format to use these processing options.

Merchant Activity (P01P220)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA SELECTIONS: 1) Any values entered in the following options will be loaded upon entry into the program: Merchant Number . . . . . Account . . . . From Date / Period. . . . . Thru Date / Period. . . . . PCard Flag. (* = All) . . Sub Ledger (*=All). . . . Sub Ledger Type . . . . . Ascending / Descending. . . Sequence.	

Statement Inquiry (P01P201)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA: 1. Any values loaded below will be pre-loaded to the video upon entry: Company . . . . Business Unit . . . . Cardholder. . . . . Card ID . . . . Merchant ID	
DREAM WRITER VERSIONS:	
Enter the version for each program: If left blank, ZJDE0001 will be used. 2. Supplier Ledger Inquiry. . . . . . . 3. Transaction Workbench.	

Transaction Workbench (P01P200)

Processing Option	Processing Options Requiring Further Description
PRE-LOADED DATA:	
1. Any values loaded below will be pre-loaded to the video upon entry: Company . . . . Business Unit . . . . Cardholder. . . . . Card ID . . . . Merchant ID . . . . Status. (‘*’ = All) Status Reason Code. .(‘*’ = All) Item Flag Asset Flag	
DREAM WRITER VERSIONS:	
Enter the version for each program: If left blank, ZJDE0001 will be used. 2. Supplier Ledger Inquiry. . . . . . . 3. Voucher Entry. . . . . 4. Journal Entry. . . . . 5. Purchase Order Entry . . . . 6. Merchant Information	

Employee Card Info - User Reserved (P01P55)

Processing Option	Processing Options Requiring Further Description
KEY FIELD CONTROL:	
1. Enter a User Reserved Type Code in UDC 00/T1 to be pre-loaded into the Type key field. 2. Enter a '1' if you wish to protect the Type field from being changed.	

Merchant Information (P01P02)

Processing Option	Processing Options Requiring Further Description
REQUIRE ADDRESS BOOK #: 1. Enter a '1' to require the entry of an F0101 Address Book number.	If you track merchants, set this processing option to 1 to enforce the entry of the address book number, which is required.

Purchase Card Revisions (P01P01Z)

Processing Option	Processing Options Requiring Further Description
DREAM WRITER VERSIONS:	
1. Enter the version to be used to call Employee Purchase Card Info (P01P01). If left blank, ZJDE0001 will be used.	
ERROR REPORTING:	
2. Enter '1' to skip printing the error report. If left blanks, the report will print. 3. Enter the version to be used to call the error report program (P41ZERR). If left blank, XJDE0001 will be used.	

Employee/Card Revisions (P01P01)

Processing Option	Processing Options Requiring Further Description
EXPIRATION DATE ALERT: 1. Enter the number of days to be used as a tolerance amount to alert you to expiring cards. An alert will be displayed next to the Expiration Month/Year if it falls within the tolerance days from the system date, or if the Expiration Month/Year has passed.	For example, if the system date is 6/15/12, the expiration date is 7/12 and you enter a 60 in the processing option, the system does the following to determine when to display the alert: ▪ Calculates the number of days from the system date to the end of the month for the expiration date. In this example, 46 (15 + 31). ▪ Compares the result to the tolerance specified. In this example, 46 is less than 60 so the system displays the alert.

Processing Option	Processing Options Requiring Further Description
2. Enter the character you will use to indicate you want the field cleared. If a value is entered, fields left blank will not be updated. If no value is entered, the entire record, all fields, will be processed and blank fields will be cleared.	You use this processing option only if you use the interactive import process to upload changes to the employee record, which include clearing the value from a field. The import process uses a spreadsheet. If you want to clear the value of the field, you must enter the same character on the spreadsheet that you specify in this processing option. Otherwise, the system does not read the cleared field as a change.

3 Appendices

Appendix A: Importing Merchant Category Codes

You can create a template for the Merchant Category Codes screen (P01P21) that you can save as an Excel spreadsheet, which you can then use to download merchant category codes from the Internet. Then, you can use the interactive import process to upload the merchant category codes from the spreadsheet to the Merchant Category (Commodity) Codes file (F01P21).

Interactive Import is available in subfile programs, such as Journal Entry (P09101), and programs that display one record at a time. The subfile programs can import the entire subfile automatically and you do not need to page through the entire subfile.

Import files must be .csv files and the files must have an Import template row containing data item names that identify the columns. The order of columns in an Import file is not important. Depending on the application program you are importing data to, not all columns require data.

The interactive subfile programs can display a maximum of 9,999 records at one time. If your import generates more than 9,999 records, the program will import to the subfile limit and then pause. You can then process the records in the subfile and run the import again, until you process all records.

Using the interactive import process to upload merchant category codes involves the following tasks:

- Creating the template for merchant category codes
- Updating the merchant category codes template
- Importing the merchant category codes

Before You Begin

To use the interactive import process, you must set up an Integrated File System (IFS) directory and map it to your PC. For information about setting up the system for import and export, see the JD Edwards World A9.2 Import/Export guide.

Creating the Template for Merchant Category Codes

You create a template that you save as an Excel spreadsheet directly from the Merchant Category Codes program (P01P21).

1. From menu G01P41 (Purchase Card Set-Up), choose Merchant Category Codes (P01P21).

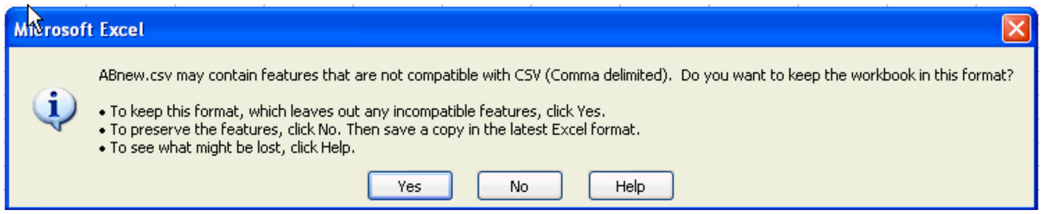
2. On Merchant Category Codes, enter F in the Action Code and press Enter to display the Interactive Import Parameters.
3. In the File Name field, enter the name that you want to assign to the template that the system creates followed by .csv (for example, merchantcatcodes.csv).
4. Enter the IFS path in the corresponding field or press F4 (Search IFS Path) to select the IFS path from the list that appears.

   Alternatively, you can set up a default IFS path to use in the User Display Pref Revisions screen (P00923).
5. From menu G94 (Security Officer), choose User Information (P0092).
6. On User Information, press F6 (User Display Preferences).
7. On User Display Pref Revisions, inquire on your user ID and press F6 (Import/Export Preferences).
8. On Import/Export Preferences, leave the Separator Character field blank to use the default value, complete the IFS Path field, and then press Enter.
9. Accept the default values for the Row Number fields, and press F9 (Create Template).
10. Press F3 to exit the program from the menu.

    The system stores the template on your PC in the directory that is mapped to your IFS directory.

Updating the Merchant Category Codes Template (Spreadsheet)

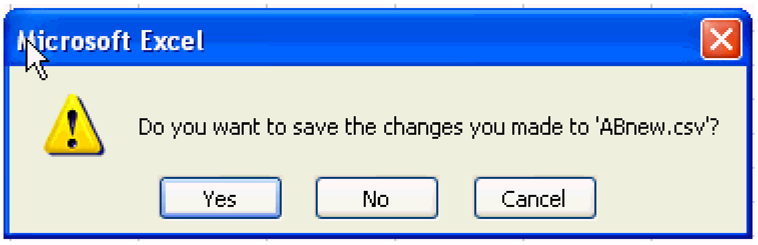
1. Open the template that you created from the IFS directory and complete the following columns. You might be able to cut/paste this information from a spreadsheet that you download from the Internet.
   - SFMCCC – Enter the merchant category code.
   - SFDL01 – Enter the description for the merchant category codes.
2. If you want to add mapping information to create a relationship among the merchant category codes, complete the SFMAP1, SFMAP2, and SFMAP3 fields.
3. After you update the spreadsheet, you must save it. When you click Save, the system displays this message:



ABnew.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

4. Click Yes.
5. When you exit the spreadsheet, you may receive the following message, depending on your Excel File settings:



Do you want to save the changes you made to 'ABnew.csv'?

6. Click No.

   The .csv format does not retain cell formatting; therefore, if you choose Yes, the system prompts you to save the spreadsheet in an .xls or another format. If you choose to save it in the .xls or alternate format, you must save it in the .csv format before you import it.

Importing the Merchant Category Codes

When you have saved your spreadsheet in a .csv format, you can import it interactively to the Merchant Category Codes program (P01P21):

1. From menu G01P41 (Purchase Card Set-Up), choose Merchant Category Codes (P01P21).
2. On Merchant Category Codes, enter F in the Action Code and press Enter to display the Interactive Import Parameters.
3. Complete the following fields based on your spreadsheet:
   - File Name
   - IFS Path
   - Field ID Row Number
   - Start Data Row Number
   - End Data Row Number

   Alternatively, you can press F4 to browse the IFS folders and select a file and path.
4. Press Enter to save parameters and then press F6 (Continue).

   The system enters the data in the appropriate fields from the spreadsheet.

   Note: The import might not load all of the data from the spreadsheet. If the system detects a change in header information, it returns a message stating “Group of records imported (JDE0517).” Add the first group of records and then run the import again. The import begins from the point in the spreadsheet where the import ceased. A similar situation occurs if you try to import more than 9,998 records at one time.

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5. Enter A in the Action Code and press Enter.

   The system validates and adds the import records.

Appendix B: Using the Batch Import Process to Upload Purchase Card Information

You can use the batch import process to upload information into any of the following purchase card files instead of entering it manually:

- Employee Card Information (F01P01)
- Merchant Information (F01P02)
- Purchase Card Bank Transmissions (F01PBKZ)*

*For information about adding transactions into F01PBKZ manually, see Appendix D - Field Specifications for Manually Adding a Purchase Card Transaction or Statement.

The batch import process enables you to import data from a .csv file directly into a JD Edwards World database file. To preserve system integrity, the system controls which files it allows for batch import. These files are usually Z files or EDI files; a file that you process to validate the information in a batch mode before updating other files in the database.

To use the batch import process you download a template (Excel spreadsheet) that corresponds to the file you want to update. The template contains the field headers, field names, and descriptions to identify the columns that you complete.

To upload employee credit card information, you must provide the address book number and alpha name of the employee. Similarly, if you track merchants, you must provide the address book number and alpha name of the merchant. You can use the batch export process to create a spreadsheet containing the address book information that you need to include on the spreadsheet that you can send to bank for the import process.

Based on the information that you provide, the bank can update the information on the spreadsheet, such as the employee credit card number and merchant ID. Then, you can import the updated spreadsheet to the respective Z-file (F01P01Z for employees and F01P02Z for merchants) and run the batch corresponding program (Purchase Card Revisions – P01P01Z or Merchant Revisions – P01P02Z) to process the records to the PCard files (F01P01 and F01P02).

Using the batch import process to upload information involves the following tasks:

- Creating the template
- Exporting address book information (required for merchants only if tracking)
- Updating the template (spreadsheet)
- Uploading the Z-file

- Processing transactions to the PCard file

Additionally, you can process changes to F01P01 or F01P02 using the import process.

Before You Begin

To use the batch import process, you must set up an IFS (Integrated File System) directory and map it to your PC; otherwise, you must create a custom program to update the desired Z files directly.

For information about setting up the system for import and export, see the JD Edwards World A9.2 Import/Export guide.

Creating the Template for the Z File

To use the batch import process, you must populate an Excel spreadsheet and save it as a .csv file. You can download the templates to use, as well as review the availability of templates, by doing the following:

1. From menu G00PCIE (Import/Export), choose Batch Import Templates (P00CRTCSV).
2. On Batch Import Templates, press F1 (Field Sensitive Help) in the Batch Import File field.

   The system displays all templates available. Enter F01P in the Skip To Code field to display the PCard templates that are available.
3. Use Option 4 to select the appropriate template for the process:
   - Employee Purchase Card Z File (F01P01Z)
   - PCard Merchant Z File (F01P02Z)
   - Purchase Card – Bank Transmissions (F01PBKZ)
4. In the Import Export File field, enter the name that you want to assign to the template that the system creates followed by .csv (for example, ccinfo.csv or merchant.csv).
5. Enter the IFS path in the corresponding field or press F4 (Search IFS Path) to select the IFS path from the list that appears.

Alternatively, you can set up a default IFS path to use in the User Display Pref Revisions screen (P00923):

1. From menu G94 (Security Officer), choose User Information (P0092).
2. On User Information, press F6 (User Display Preferences).
3. On User Display Pref Revisions, inquire on your user ID and press F6 (Import/Export Preferences).
4. On Import/Export Preferences, leave the Separator Character field blank to use the default value, complete the IFS Path field, and then press Enter.
5. Press Enter.
6. Press F6 (Create Template).

The system stores the template on your PC in the directory that is mapped to your IFS directory.

Exporting Address Book Information

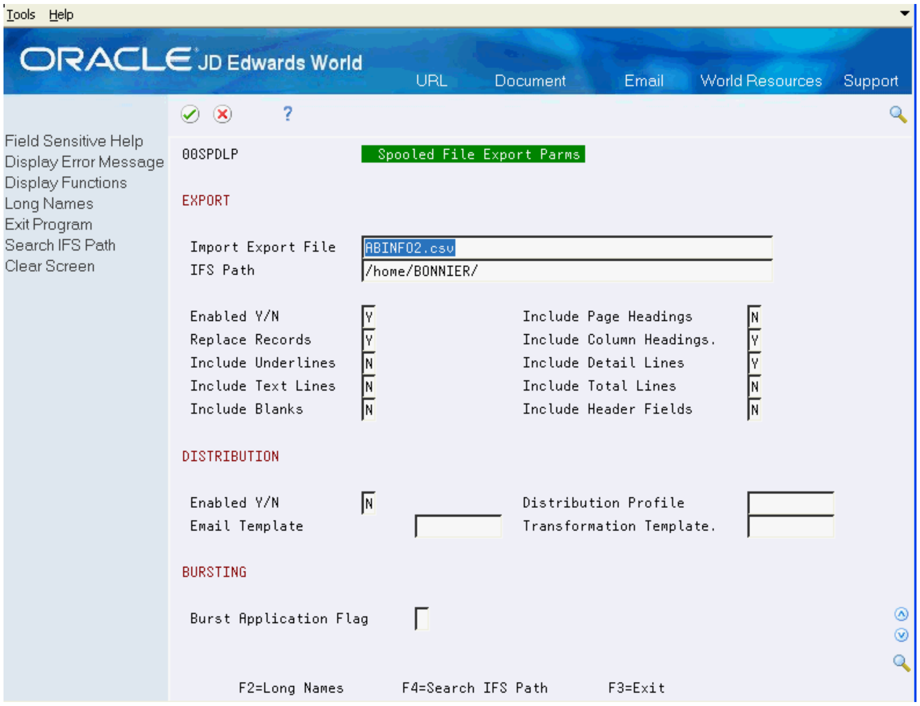
The template (spreadsheet) that you use for importing the data into F01P01Z and F01P02Z includes the fields for address book number. Rather than manually populating these fields, you can export the Reports by Address report (P01301) using the One Line per Address format, and then copy and paste the address book number and alpha name into the template you create.

Before You Begin

Use a category code, search type, or a value in some other field to identify the employee and supplier (merchant) address book records that you want to export.

To export the Address Book Report

1. From menu G0121 (Periodic Processes), choose Reports by Address (P01301).
2. Review the runtime message and press F6 (Execute).
3. On the Reports by Address version list, copy the XJDE0001 version.
4. After you copy the version, use Option 2 (Change Version) to change it and select Additional Parameters from the DREAM Writer Menu window.
5. On Additional Parameters, press F6 (Batch Export Parameters).
6. On Spooled File Export Parms, complete the fields according to the print screen using your import/export file name and IFS path:



00SPDLP Spooled File Export Parms

EXPORT

Import Export File ABINF02.csv
IFS Path /home/BONNIER/

Enabled Y/N Y
Replace Records Y
Include Underlines N
Include Text Lines N
Include Blanks N
Include Page Headings N
Include Column Headings. Y
Include Detail Lines Y
Include Total Lines N
Include Header Fields N

DISTRIBUTION

Enabled Y/N N
Email Template
Distribution Profile
Transformation Template.

BURSTING

Burst Application Flag

F2=Long Names F4=Search IFS Path F3=Exit

7. Press Enter and then press F3 twice to return to the Reports by Address versions list screen.
8. Use Option 2 to review the Processing Options and Data Selection.
9. On Processing Options Revisions, verify that the processing option (Select the format that you wish to print) is set to 2.
10. On Data Selection, set up the criteria to print a report of the suppliers (merchants) that you use.

Run the report to export the data to the spreadsheet.

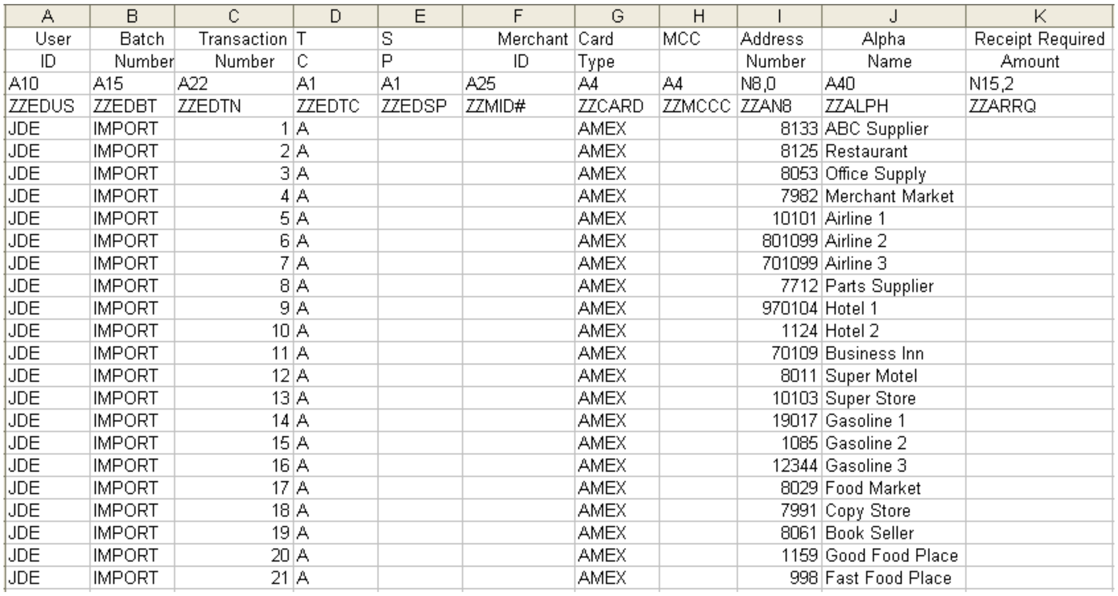
Updating the Z-File Template (Spreadsheet)

Access the template that you created for the import process (for example, ccinfo.csv or merchantinfo.csv), and cut and paste the values for the Address Book Number and Alpha Name from the address book report spreadsheet to the template if you are tracking merchants.

1. Complete the following fields and enter the same value in each field for each address book record that you copied:
   - ZZEDUS – Enter a user name
   - ZZEDBT – Enter a batch number
   - ZZEDTN – Enter a transaction number
   - ZZEDTC – Enter A
2. For employee information, complete the following required fields:
   - ZZBUE – Enter the employee's business unit. If you leave this field blank, the system uses the value from the Responsible Business Unit field (MCU) from the employee's address book record (F0101).
   - ZZAN8 – Enter the address book number of the employee.
   - ZZCARD – Enter the credit card type, such as AMEX or VISA. The credit card type you specify must exist in UDC 00/CA (Credit Card Type).
   - ZZBANK – Enter the address book number of the bank.
3. For merchant information, complete the following required fields:
   - ZZCARD – Enter the credit card type, such as AMEX or VISA. The credit card type you specify must exist in UDC 00/CA (Credit Card Type).
   - ZZAN8 – If you track merchants, enter the address book number of the merchant.
   - ZZALPH – Enter the alpha name of the merchant.
   - ZZMID# - Enter the bank's merchant ID. You can coordinate with the bank to update the Merchant ID by sending them the spreadsheet. They can update the merchant ID based on the name or any other information you can provide to them to identify the merchant.

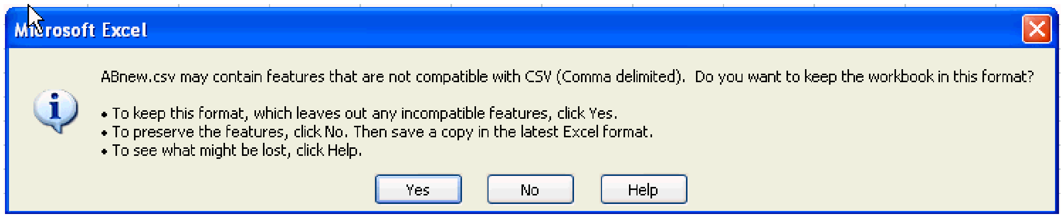
   All other fields are optional or are provided by your bank. You can delete columns from the spreadsheet if you are not using them. You can reorder the columns any way you want, but the first row of data must be on line 5.

This is an example of how you might update the spreadsheet for Merchant Information:



A	B	C	D	E	F	G	H	I	J	K
User	Batch	Transaction	T	S	Merchant	Card	MCC	Address	Alpha	Receipt Required
ID	Number	Number	C	P	ID	Type		Number	Name	Amount
A10	A15	A22	A1	A1	A25	A4	A4	N8,0	A40	N15,2
ZZEDUS	ZZEDBT	ZZEDTN	ZZEDTC	ZZEDSP	ZZMID#	ZZCARD	ZZMCCC	ZZAN8	ZZALPH	ZZARRQ
JDE	IMPORT	1	A			AMEX		8133	ABC Supplier	
JDE	IMPORT	2	A			AMEX		8125	Restaurant	
JDE	IMPORT	3	A			AMEX		8053	Office Supply	
JDE	IMPORT	4	A			AMEX		7982	Merchant Market	
JDE	IMPORT	5	A			AMEX		10101	Airline 1	
JDE	IMPORT	6	A			AMEX		801099	Airline 2	
JDE	IMPORT	7	A			AMEX		701099	Airline 3	
JDE	IMPORT	8	A			AMEX		7712	Parts Supplier	
JDE	IMPORT	9	A			AMEX		970104	Hotel 1	
JDE	IMPORT	10	A			AMEX		1124	Hotel 2	
JDE	IMPORT	11	A			AMEX		70109	Business Inn	
JDE	IMPORT	12	A			AMEX		8011	Super Motel	
JDE	IMPORT	13	A			AMEX		10103	Super Store	
JDE	IMPORT	14	A			AMEX		19017	Gasoline 1	
JDE	IMPORT	15	A			AMEX		1085	Gasoline 2	
JDE	IMPORT	16	A			AMEX		12344	Gasoline 3	
JDE	IMPORT	17	A			AMEX		8029	Food Market	
JDE	IMPORT	18	A			AMEX		7991	Copy Store	
JDE	IMPORT	19	A			AMEX		8061	Book Seller	
JDE	IMPORT	20	A			AMEX		1159	Good Food Place	
JDE	IMPORT	21	A			AMEX		998	Fast Food Place	

4. After you update the spreadsheet, you must save it. When you click Save, the system displays this message:

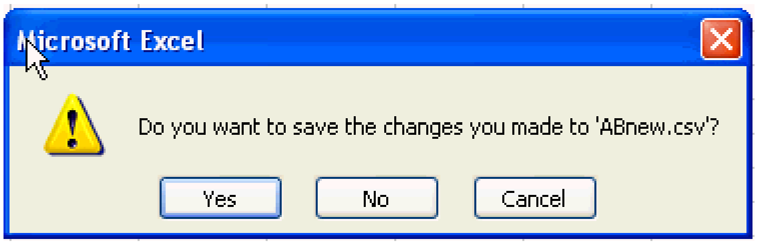


ABnew.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

5. Click Yes.

When you exit the spreadsheet, you may receive the following message, depending on your Excel File settings:



Do you want to save the changes you made to 'ABnew.csv'?

6. Click No.

The .csv format does not retain cell formatting; therefore, if you choose Yes, the system prompts you to save the spreadsheet in an .xls or alternate format. If you choose to save it in the .xls or alternate format, you must save it in the .csv format before uploading the Z file.

After you complete the spreadsheet, you can send it to your bank to update:

- The credit card information for each employee.
- The merchant ID and merchant category code fields for each supplier.

Uploading the Z-File

When you receive the spreadsheet from the bank or if you are ready to upload the completed information, you run the Batch Import from CSV File program (P00BUL) to generate the records in the F01P02Z file.

1. From menu G00PCIE (Import/Export), choose Batch Import from CSV File (P00BUL).
2. On Batch Import from CSV File, complete the following fields:
    - Batch Import File **-** Enter F01P01Z, F01P02Z, or F01PBKZ
    - Import Export File **-** Enter the name of the template (spreadsheet) that you updated (for example, ccinfo.csv or merchant.csv).
    - IFS Path
    - Field ID Row Number = 4
    - Start Data Row Number = 5
    - End Data Row Number = 9999
3. Press Enter.
4. Press F6 (Continue).

   The system uploads the information from the spreadsheet to the Z-File.

Processing Transactions to the PCard File

After you upload the information from the spreadsheet to Z-File, you must process the information to the Employee Card Information (F01P01) or the Merchant Information (F01P02) file using the corresponding program:

- Purchase Card Revisions (P01P01Z)
- Merchant Revisions (P01P02Z)

> **Note:** After you upload F01PBKZ, you are ready to process PCard transactions and statements; you do not need to run an additional program.

The programs do not provide a proof mode; however, if the system encounters errors, it does not process the transaction.

Review the processing options for each program.

From menu G01P01Z (Purchase Card Z File Processes), choose Purchase Card Revisions (P01P01Z) or Merchant Revisions (P01P02Z).

Uploading Changes to Merchant or Employee Credit Card Information

Instead of manually changing merchant or employee credit card information, you can use the batch import process to upload changes. The only difference between adding new records and changing existing records is that you use the value C, instead of A, in the Transaction Action field (EDTC) on the spreadsheet (template).

If you decide to process updates to the Employee Card Information file (F01P01), the Employee/Card Revisions program (P01P01) includes the processing option for Z-File Processing that you use to specify a special character to indicate that you want to clear a field. For example, suppose you use category code 01 to track the employee's job and the employee moves to another position that no longer requires use of a credit card. If you attempt to clear a value using the Z-file, the system does not distinguish that you are changing the value of the field. You assign a special character to the fields that you want to clear on the F01P01Z spreadsheet and then enter that character in the processing option for Z-File Processing. The system locates all fields with the special character that you specify in the processing option and clears the value in the field.

Appendix C: Field Specifications for the Purchase Card - Bank Transmissions File (F01PBKZ)

The first step in the purchase card process is to receive the purchase card transactions from your bank and upload them into the Purchase Card - Bank Transmissions file (F01PBKZ). You can do this by creating a custom program or by running the batch import process.

Regardless of which process you use, you must map the information you receive into the proper fields of the F01PBKZ file.

Using the Batch Import Process to Upload Purchase Card Transactions

Depending on the type of purchase card you use, you might be able to map the information directly to an Excel spreadsheet that you can use to upload to the F01PBKZ file for processing.

Appendix D provides detailed steps for running the batch import process. You select the F01PBKZ template, and you must understand the field requirements for it.

Field Specifications for P01PBKZ

You use the Purchase Card - Bank Transmission file (F01PBKZ) to process both purchase card transactions and bank statements. The following tables describe the required, optional, and multicurrency fields as well as the fields you can leave blank.

Required Fields

Field	Description	Field Length	Field Type	Field Values/Description
BTEDUS	User ID	10	Alpha	These three fields (EDUS, EDBT and EDTN) identify a purchase card transaction from the bank.
BTEDBT	Batch Number	15	Alpha	
BTEDTN	Transaction Number	22	Alpha	

Field	Description	Field Length	Field Type	Field Values/Description
BTEDLN	Line Number	7	Numeric	A number that identifies multiple items for the same purchase card transaction (receipt).
BTEDTR	Transaction Type	1	Alpha	Enter 1 for purchase card transaction data or 2 for statement data.
BTEDTC	Transaction Action	1	Alpha	Enter A.
BTEDSP	Processed (Y/N)	1	Alpha	Leave this field blank (for N). The system updates this field to Y when it successfully processes the transaction.
BTEDDT	EDI – Transmission Date	6	Date	The transmission date, in Julian date format. If this field is blank, the system updates it with the system date when you process the transaction.
BTBANK	Bank Number	8	Numeric	The address book number of the bank. The system validates this value against the Bank File (F01P03).
BTCARD	Credit Card Type	4	Alpha	The type of credit card. For example, MasterCard, Visa, American Express and so forth. The value must be set up in the UDC table 00/CA (Credit Card Types). If the Credit Card Type is blank, the system uses the last four digits of the BTCRCI field (Credit Card Account Number) to locate a credit card type in the Employee Card Information file (F01P01) to retrieve the value of the BTCARD field.

Field	Description	Field Length	Field Type	Field Values/Description
BTCRCI	Credit Card Account Number	25	Alpha	The credit card number. For security purposes, the system replaces all but the last four digits of the credit card number with x's after processing this record. If the BTCC4# field (Bank Card ID) is blank, the system updates the last four digits of the value in this field. If this field is blank, the last four digits of the credit card number must exist in the BTCC4# field; otherwise, the system displays an error and does not process the transaction.
BTCC4#	Bank Card ID	4	Alpha	The last four digits of the credit card number. If this field is blank, the system updates the value from the BTCRCI field (Credit Card Account Number). If the BTCRCI field is blank, the system displays an error.
BTPODT	Date of Purchase	6	Numeric	The purchase date of the item in the format defined by your user profile, for example, MMDDYY or YYMMDD.
BTPOTI	Time of Purchase	6	Numeric	The purchase time of the item.
BTMID#	Merchant ID	25	Alpha	The merchant ID assigned by the bank, which the system validates against the Merchant Information file (F01P02). The value must be entered in uppercase alpha characters. If the Track Merchants field is set to 1 in the Purchase Card Constants (P01P00), the system uses the value in this field and the value in the BTCARD (Credit Card Type) field to locate the merchant from the Merchant Information file (F01P03). If the merchant does not exist, the system returns error 377N (Merchant ID / Card Combination Invalid) and does not process the record.

Field	Description	Field Length	Field Type	Field Values/Description
BTMCCC	Merchant Category / Code	4	Alpha	The merchant's category code. The system validates this value with the value in the Merchant Category (Commodity) Codes File (F01P21), as well as the Merchant Category Codes (MCCs) values you allow or restrict in the cardholder's profile in the Purchase Card Profiles table (F01P20). If this field is blank and blank is not a valid value in the F01P21 file, the system displays an error and does not process the transaction.
BTALPH	Alpha Name	40	Alpha	Leave this field blank. The system updates the value from the employee's address book record (F0101).
BTAN8	Address Number	8	Numeric	The address book number of the employee. The system validates this value against the Address Book Master file (F0101) and uses it to locate the Bank Card Unique ID in the Employee Card Information file (F01P01) or to validate the Bank Card Unique ID in this file.
BTAA	Amount	15	Numeric	The amount of the transaction.

Field	Description	Field Length	Field Type	Field Values/Description
BTANI	Account Number	29	Alpha	The expense account number for the purchase card transaction (receipt). If this field is blank, the system retrieves the account number from AAI item CC. If the AAI does not locate an account or if you have the AAI set up with all blanks, the system processes the transaction without an account and you must enter the G/L account number manually. If you have an invalid account set up in the AAI, the system returns an error when you process the transaction. You can set up the CC AAI by MCC, as well as by company. The system uses the value of the business unit in the employee profile to determine the company. The system uses the following hierarchy to determine the AAI to use: ▪ CCxxxx (company-specific), where xxxx is the MCC and company is the value of the business unit in the employee profile. ▪ CCxxxx (company 00000) ▪ CC (company-specific) ▪ CC (company 00000)
BTSTBA	Statement Number	15	Alpha	If 2 is in the Transaction Type field (EDTR), which indicates a statement transaction, enter the statement number in this field; otherwise, leave this field blank.
BTSTMD	Statement Date	6	Numeric	If 2 is in the EDTR field, which indicates a statement transaction, enter the statement date in this field; otherwise, leave this field blank.
BTEXR	Explanation – Remark	30	Alpha	The description of the item or service.
BTTANM	Transaction Number	15	Numeric	A unique number to identify the transaction in the file.

Field	Description	Field Length	Field Type	Field Values/Description
BTRCK9	Line Number	7	Numeric	A unique number to identify the receipt line item of a transaction when there are multiple purchases for a single receipt.

Optional Fields

Field	Description	Field Length	Field Type	Field Values/Description
BTCID#	Customer ID	25	Alpha	A user-defined value that identifies the customer to the bank. The system does not validate this value.
BTGNNM	Given Name	25	Alpha	The first name of the employee (cardholder).
BTMDNM	Middle Name	25	Alpha	The middle name of the employee (cardholder).
BTSRNM	Surname	25	Alpha	The last name of the employee (cardholder).
BTU	Units	15	Numeric	The number of units of the purchase. If there is a value in this field, the system creates entries in the AU ledger in the Account Balance table (F0902) for the expense account it uses.
BTDEJ	Date Entered	6	Numeric	The date the transaction enters the table If this field is blank, the system updates the date on which it processes the transaction into the Transaction File (F01P11).

Multicurrency Fields

If multicurrency is activated in your General Accounting Constants (F0010), you must enter the domestic currency code in the BTCRCD (From Currency Code) field. This value should be the currency of the employee’s company, which the system derives based on the value of the business unit from the employee’s profile. For example, if the business unit assigned to Mary Smith is 115, which is part of company 115, and the currency code assigned to company 115 is CAD, then the value of BTCRCD must be CAD.

If your employees make purchases in a country with a different currency than the cardholder's domestic currency and you want to track the purchases in the foreign currency, complete the following fields:

- BTAA1 (Foreign Amount)
- BTCRDC (To Currency Code)
- BTCRR (Exchange Rate)

Caution: If multicurrency is not activated in F0010, you must activate the Currency Flag field in the Purchase Card Constants (P01P00) to display the currency fields.

The system does not generate foreign transactions when you run Create A/P Vouchers (P01P510) or Create Journal Entries (P01P520); therefore, the currency fields are optional and for informational purposes only.

Field	Description	Field Length	Field Type	Field Values/Description
BTAA	Amount	15	Numeric	The amount of the transaction in the currency in use by the bank that issues the credit card
BTCRCD	From Currency Code	3	Alpha	A code that represents the currency of the BTAA (Amount field) If this field is blank, the system updates the value from the CRCD field (Emp. Currency Code) in the Employee Card Information table (F01P01).
BTAA1	Foreign Amount	15	Numeric	Optional. The amount of the transaction in the currency in which the purchase was made
BTCRDC	To Currency Code	3	Alpha	Optional. A code that represents the currency of the BTAA1 field (Foreign Amount)
BTCRR	Exchange Rate	15	Numeric	Optional. The exchange rate used at the time of purchase. Some banks include a fee with the actual amount, so the exchange rate may not match the conversion between the BTAA1 and the BTAA amount fields.

Appendix D: Field Specifications for Manually Adding a Purchase Card Transaction or Statement

For testing purposes, you might want to add a purchase card transaction or statement manually into the Purchase Card - Bank Transmissions file (F01PBKZ). The system provides two versions of P01PBK that you and each is set up as a separate menu option:

- Bank File Revs – Transactions (XJDE0001)
- Bank File Revs – Statements (XJDE0002)

Adding a transaction manually might help you create the program for uploading transactions into F01PBKZ, troubleshoot mapping issues, and better understand how the system updates records when they are successfully processed.

The Purchase Card - Bank Transmissions file (F01PBKZ) has two types of fields: the Batch Control fields and the Transaction fields. You must distinguish between these types of fields because some fields, such as Transaction Number, appear as both a Batch Control field and a Transaction field.

You must provide values in the Batch Control fields to temporarily differentiate and identify the transactions in the batch file because permanent identification has not yet been established. The system uses the unique combination of the Batch Control User ID, User Batch Number, and the Transaction Number to identify and control the transactions while they exist in the Purchase Card - Bank Transmissions file. The system considers any records with the same combination of values in these three fields to be one transaction. The system uses the Line Number to differentiate multiple items on one receipt. You are not restricted as to what values you enter in these control fields or what meaning you associate with them. The only required field is the Transaction Number. The system writes only the Transaction fields to the production data files; the system does not use the Batch Control fields after a record is processed.

In lieu of adding records manually, you can use the batch import process to upload transactions from an Excel spreadsheet (template) that you can download. For information about using this alternative process, see *Appendix B: Using the Batch Import Process to Upload Purchase Card Information*.

The system provides two versions of P01PBK, which are differentiated by the setting of the Bank Transmission Data Entry processing option. Be sure to select the version that corresponds to the type of information (purchase card transaction or statement) that you want to enter.

Adding records manually to the Purchase Card - Bank Transmissions file (F01PBKZ) involves the following tasks:

- Adding a purchase card transaction manually
- Adding a statement manually

Adding a Purchase Card Transaction Manually

To manually enter a purchase card transaction for testing purposes, use the Bank File Revs - Transactions program (P01PBK ZJDE0001), which has the Bank Transmission Data Entry processing option set to 1.

After you enter the purchase card transactions, you process it using the Purchase Card Transaction Transmission Processing program (P01P560). See *Processing Purchase Card Transactions*.

From Purchase Card Processing (G01P), enter **27**
From Purchase Card Advanced/Technical (G01P31), choose **Bank File Revs – Transaction**

On Bank File Revs - Transaction, complete the following fields and click Add.

- User ID
- Batch Number
- Transaction Number

  The value in this field identifies a purchase card receipt. Each transaction number indicates a new receipt.

- Line Number

  If you have more than one purchase on the receipt that you want to track separately, increment the line number.

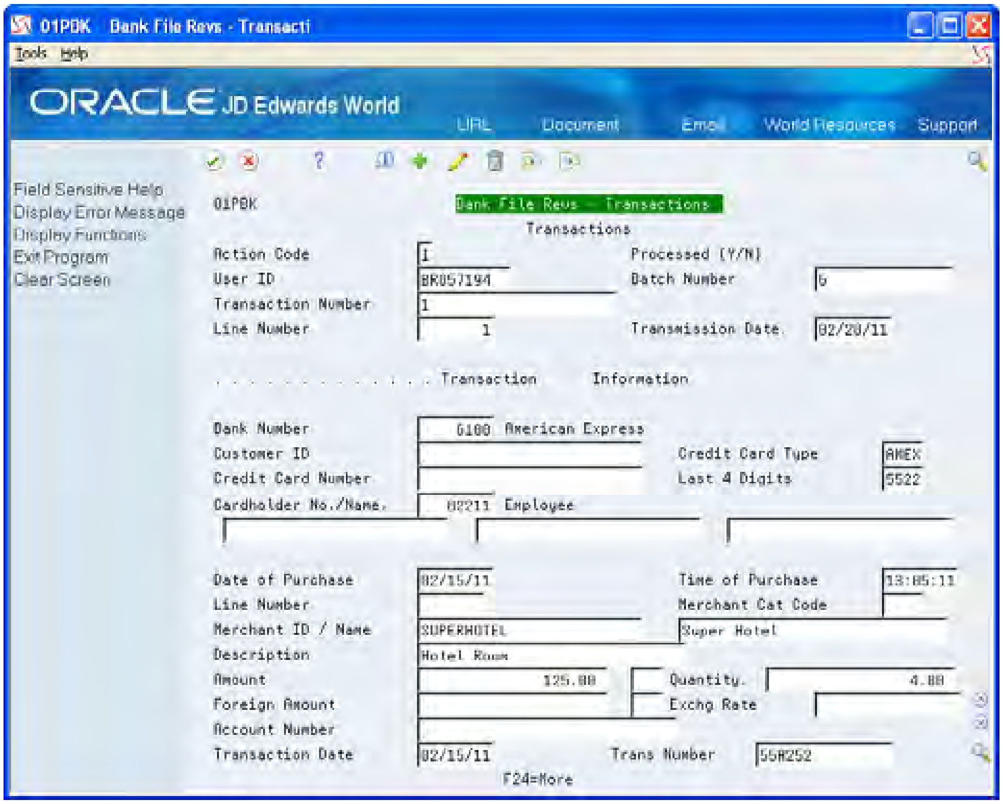
- Transmission Date
- Bank Number
- Credit Card Type
- Last 4 Digits
- Cardholder No. / Name
- Date of Purchase
- Time of Purchase
- Line Number

  Enter the same value in this field that you enter in the Line Number field in the screen header.

- Merchant Cat Code
- Merchant ID / Name
- Description
- Amount
- Currency Code
- Quantity
- Foreign Amount

- Exchange Rate
- Account Number
- Transaction Date
- Transaction Number

> **Note:** About the Currency Code, Exchange Rate, and Foreign Amount Fields: The system does not generate foreign transactions. The information you provide in these fields is informational only.


01PBK Bank File Revs - Transacti
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Clear Screen

01PBK Bank File Revs - Transactions

Transactions

Action Code 1

User ID BR057194

Transaction Number 1

Line Number 1

Processed (Y/N)

Batch Number 6

Transmission Date 02/28/11

. . . . Transaction Information

Bank Number 6100 American Express

Customer ID

Credit Card Number

Cardholder No./Name. 02211 Employee

Credit Card Type AMEX

Last 4 Digits 5522

Date of Purchase 02/15/11

Line Number

Merchant ID / Name SUPERHOTEL Super Hotel

Description Hotel Room

Amount 125.00

Foreign Amount

Account Number

Transaction Date 02/15/11

Time of Purchase 13:05:11

Merchant Cat Code

Quantity. 4.00

Exchg Rate

Trans Number 55A252

F24=More

Refer to *Appendix C: Field Specifications for Purchase Card Bank Transmission File (F01PBKZ)* for detailed information about completing the fields on this screen.

Adding a Statement Manually

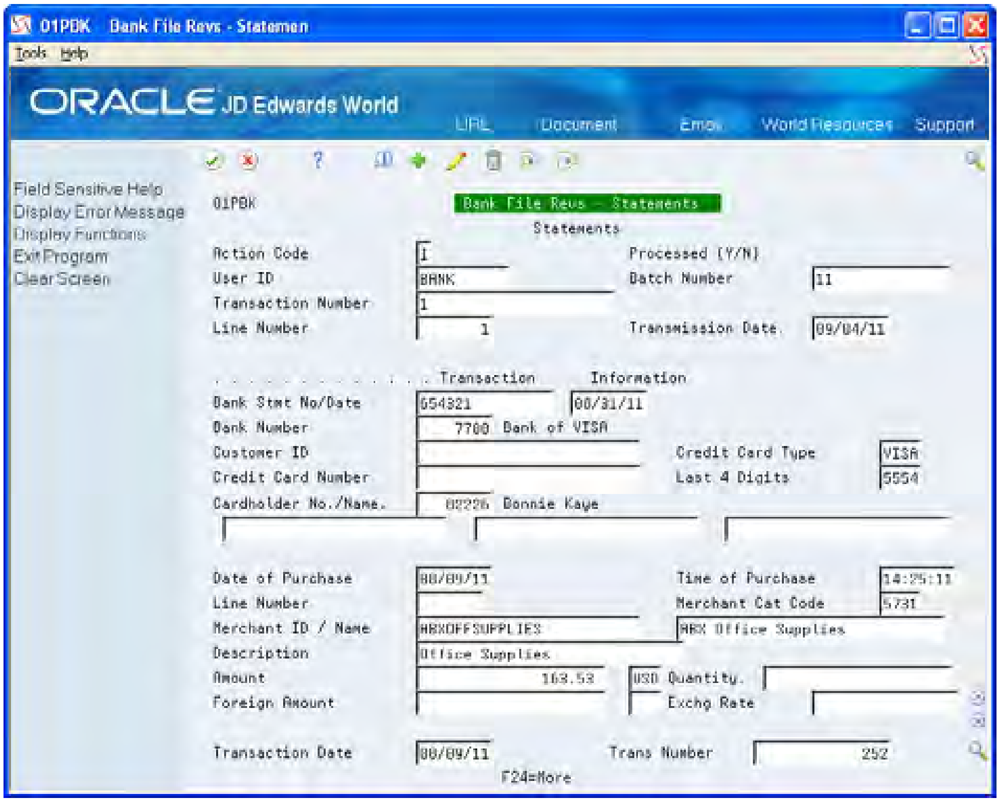
To manually enter a statement for testing purposes, use the Bank File Revs - Statement program (P01PBK ZJDE0002), which has the Bank Transmission Data Entry processing option set to 2.

After you enter the statement, you process it using the Purchase Card Statement Transmission Processing program (P01P561). See *Processing Purchase Card Statements*.

From Purchase Card Processing (G01P), enter **27**
From Purchase Card Advanced/Technical (G01P31), choose **Bank File Revs – Statements**

On Bank File Revs - Statements, complete the following fields and click Add:

- User ID
- Transaction Number
- Batch Number
- Line Number
- Transmission Date
- Bank Statement No / Date
- Bank Number
- Credit Card Type
- Last 4 Digits
- Cardholder No. / Name
- Date of Purchase
- Time of Purchase
- Merchant ID / Name
- Merchant Cat Code
- Description
- Amount
- Quantity
- Foreign Amount
- Exchange Rate
- Transaction Date


01PBK Bank File Revs - Statemen
Tools Help
ORACLE JD Edwards World
URL
Document
Email
World Resources
Support
Field Sensitive Help
Display Error Message
Display Functions
Exit Program
Clear Screen

01PBK Bank File Revs - Statements

Statements

Action Code: I
User ID: BANK
Transaction Number: 1
Line Number: 1
Processed (Y/N):
Batch Number: 11
Transmission Date: 09/04/11

. . . . Transaction Information

Bank Stmt No/Date: 654321 08/31/11
Bank Number: 7700 Bank of VISA
Customer ID:
Credit Card Number:
Credit Card Type: VISA
Last 4 Digits: 5554
Cardholder No./Name.: 82226 Donnie Kaye

Date of Purchase: 08/09/11
Line Number:
Time of Purchase: 14:25:11
Merchant Cat Code: 5731
Merchant ID / Name: ABXOFFSUPPLIES ABX Office Supplies
Description: Office Supplies
Amount: 163.53 USD
Quantity.:
Foreign Amount:
Exchg Rate:

Transaction Date: 08/09/11
Trans Number: 252

F24=More

Refer to *Appendix C: Field Specifications for Purchase Card Bank Transmission File (F01PBKZ)* for detailed information about completing the fields on this screen.

Processing Options

See Bank File Revs - Statements (P01PBK).

Appendix E: How to Redistribute Purchase Card Logged Vouchers with Purchase Order Matching

This document outlines the process to assign a purchase order number to a purchase card transaction, generate the logged voucher in the Purchase Card Management system (01P), and then redistribute it during the purchase order voucher match process:

Purchase Order Processing

Complete the following steps to process a purchase order:

1. Enter a purchase order.

   The system does not create any journal entries.

   Example: Create a purchase order for estimated hotel expenses of 1000.00 USD.

2. Use the Enter Receipts by PO or Enter Receipts by Item program (P4312) to enter the purchase order receipt using three-way match:

Stock

If the purchase order is for a stock item, the system generates entries in the following accounts:

- Inventory
- Received Not Vouchered (RNV)

Nonstock

If the purchase order is for a nonstock item, the system generates entries in the following accounts:

- G/L Expense
- Received Not Vouchered (RNV)

Note: If you use the two-way match process, the purchase order requires no further processing.

Purchase Card Management Processing

The following actions are the minimum requirements in the Purchase Card Management system for assigning purchase order information to purchase card transactions and for creating the logged voucher:

- Make purchases using a purchase card.

  Example: Charge 880.00 USD for hotel expenses at a convention.
- Receive the transmission from the bank, upload the data to the Purchase Card – Bank Transmissions file (F01PBKZ), and process it through the Process Daily Transactions (P01P560) program.
- Review and update the purchase card transactions using the Purchase Card Workbench program (P01P200):
  - Use Option 5 (Detail Information) to assign purchase order document information to the corresponding transactions.
  - Use Option 7 to verify or update the GL account for the detail entries.
  - Use Option 1 (Approve) to approve the transactions for further processing.
- Run the Logged Voucher-Merchant Tracking version of the Create A/P Vouchers program (P01P510):
  - Verify that the processing option for Voucher Logging is set to 1.
  - Verify that the data selection includes: Purchase Order Number (THPO) NE *BLANKS.
- Post the logged voucher G/L batch.

What You Should Know About

Using the AA item PP	The system uses automatic accounting instruction (AAI) item PP (Suspense Expense Account) for the G/L distribution expense Account in the logged voucher.
Running the create A/P vouchers program	You do not run the Create Journal Entries program (P01P520) for logged vouchers; when you run the Create A/P Vouchers program, the system updates the voucher information fields (THDOC, THDCT, and THKCO) in the purchase card transaction with information from the logged voucher, and it updates the journal entry field, Create Journal Entries Date (CRTJ), with the system date. The system retrieves the actual G/L expense accounts from the purchase order when you redistribute the logged voucher.
Creating a journal entries	The system creates a journal entry to the following accounts when you post the logged voucher: ▪ A/P Trade (Offset) Account ▪ G/L Suspense Expense Account from the AAI item PP

Alternatively, instead of using the A/P trade account that is defined by AAI item PC, you can set the Voucher Suspense field (DPRC) to 1 in the Company Numbers and Names program (P00105) and use the A/P suspense trade account associated with the PQ AAI item. The system uses the A/P suspense trade account until the voucher is redistributed. When you redistribute and post the voucher to the actual expenses, the system reverses the entries to both the G/L suspense and A/P trade suspense accounts and uses the actual expense and the A/P trade account associated with the PC AAI item, as shown in this example:

Enter Logged Voucher for 1000.00

Debit	Credit
Account from PP	AAI Account from PQ AAI

Redistribute Logged Voucher

Debit	Credit
Actual Expenses	Account from PP AAI
Account from PQ AAI	Account from PC AAI

For further details about voucher logging processes, see *Work with Logged Voucher* in the *JD Edwards A9.1 Accounts Payable* Online Documentation.

Voucher Logging JE Redistribution

Complete the following steps to redistribute a logged voucher:

1. From menu G04111 (Other Voucher Entry Methods), choose Voucher JE Redistribution (P042002).
2. On Voucher JE Redistribution, press Enter to display the vouchers to redistribute.
3. Enter 4 (Redistribute Purchase Order) in the OP (option) field next to the desired vouchers to redistribute them using the Match Open Purchase Order program (P4314).

   When you choose this option, the system matches the voucher amount to the actual expense amount in the purchase order.

What You Should Know About

Creating journal entries

The system creates the following journal entries when the logged voucher is posted after it is redistributed:

- G/L Expense Account

Two-way match: the system uses the G/L expense account from the purchase order.

Three-way match: the system uses the RNV account that corresponds to the processed purchase order.

- Voucher Suspense Expense Account

Estimating the amount on purchase order

Depending on the business practices of the company, the difference between the amount in the voucher and the estimated amount of the purchase order can be closed or left open.

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