JD Edwards World

Purchase Card Management Guide

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Preface

Welcome to the JD Edwards World Purchase Cards Guide.

Audience

This document is intended for implementers and end users of JD Edwards World Purchase Cards.

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Related Documents

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Conventions

The following text conventions are used in this document:

Convention	Meaning
boldface	Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.
italic	Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.
`monospace`	Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.

1

Overview to Purchase Card Management System

This chapter contains these topics:

- Section 1.1, "About the Purchase Card Management System,"
- Section 1.2, "Integrations to Other JD Edwards World Systems,"
- Section 1.3, "Process Decisions to Make First."

1.1 About the 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 JD Edwards World Purchase Card Management system (01P) to simplify the purchase and payment of goods and services their employees transact.

Benefits to your business of using the Purchase Card Management system include:

- A reduction in paper handling of purchase orders and invoices and the associated costs and inefficiencies.
- Increased spending controls including the cardholders' daily, monthly, and yearly credit limit and cardholders' transaction limit.
- Improved relationship with suppliers because there are no issues with late payments.
- Audit trail including time and date of transactions.
- Cardholder profiles for identifying unauthorized merchant purchases.
- Reduction in staff out-of-pocket expenses.

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 institutions.
- 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:

1. Set up and control updates to merchants and cardholder information.
2. Receive purchase card transmissions from your financial institution.
3. Process the purchase card transmissions to the PCard system.
4. Verify and update G/L account allocation for PCard transactions.
5. Review and approve transactions for JD Edwards financial processes.
6. Create and post journal entries to record purchase card expenses in the general ledger.
7. Receive statements transmitted from your financial institution.
8. Process statements to the PCard system.
9. Reconcile statements to the purchase card transactions.
10. Create and post vouchers to pay the financial institution.
11. Run reports and review merchant activity online.
12. 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.

1.2 Integrations to Other JD Edwards World Systems

The PCard system integrates with other JD Edwards World systems including:

General Ledger

You generate journal entries from PCard transactions to record the expenses associated with each purchase.

Accounts Payable

You can generate vouchers directly from the PCard system to pay your PCard provider (bank or financial institution) based on the statement they provide to you.

Procurement

You can process non-stock purchase orders from the PCard system by specifying a blanket purchase order number in the Merchant Information or by entering it on the PCard transaction. You must generate vouchers using Voucher Logging to match the purchase order.

Inventory

You can add inventory from the PCard transaction to the Inventory system by specifying an item number on the PCard transaction.

Fixed Assets

You can specify the fixed asset ID for the PCard transaction. When you process journal entries, the system updates the Asset ID on resulting F0911 records, which you can then post to Fixed Assets.

1099 Processing

If the transactions you generate are reportable 1099 expenses and you track merchants you can process 1099s using either the A/P Ledger Method or G/L Method.

See the *JD Edwards World 1099 Year-End Processing Guide* for additional information.

Approvals Management

You can use Approvals Management to set up additional approval requirements for the PCard system.

See Overview to Approvals Management in the *JD Edwards World Technical Tools Guide* for additional information about using this process.

1.3 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 your merchant (supplier) purchases. If you activate the track merchants constant, you can run reports and monitor merchant activity online, which might help you negotiate a better discount on your employee purchases. Additionally, you can easily process 1099s, if necessary, for reportable expenses to the IRS.

When you track merchants, the system updates the address book number of the merchant to the corresponding field in the journal entry that you generate as part of the PCard process. If you generate vouchers and you track merchants, the system uses the merchant's address book number as the supplier number on the voucher; otherwise, it uses the bank's address book number as both the supplier and payee.

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 this feature might be useful for tracking foreign purchase amounts.

Processing and Reconciling Statements

The main purpose of processing statements is so that you can reconcile them to purchase card transactions. The reconciliation process ensures that you pay only for purchases that are billed to you and processed by you, and that the statement accurately 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.

2

Setting Up the Purchase Card Management System

This chapter contains these topics:

2.1 Understanding System Setup for Purchase Card Management

Before you use the JD Edwards World Purchase Card Management system, you need to define certain information that the system uses during processing. You define this information to customize the system for your business needs.

This table describes the setup information for the JD Edwards World Purchase Card Management system:

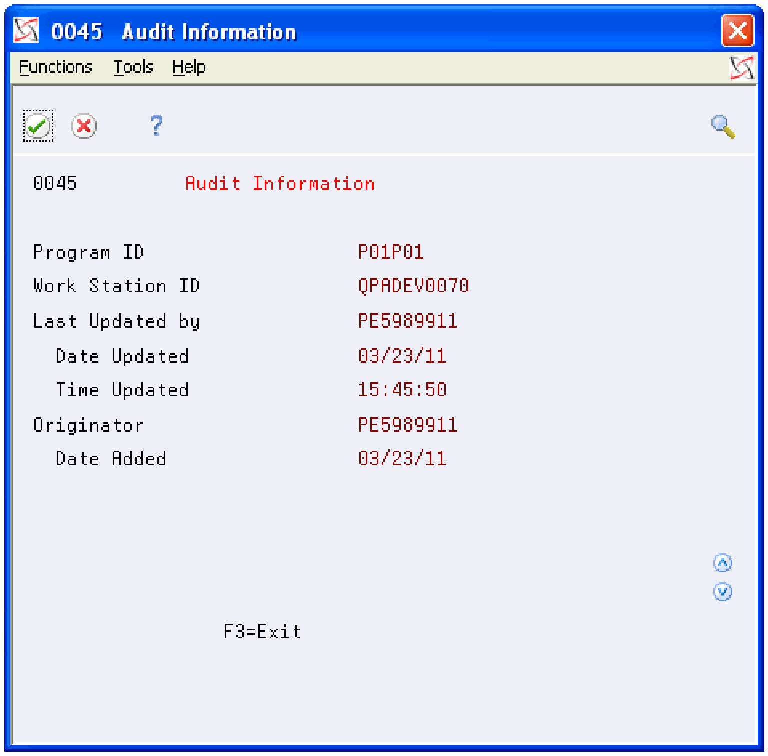
Setup Feature	Description
Constants	Establish system basics, such as: ■ Whether to track merchants. ■ Where to store the address book number of the employee (cardholder). ■ Whether to use additional PCard security. ■ Whether to display currency fields.

Setup Feature	Description
User defined codes (UDCs)	Define customized codes according to your business needs for: ■ Credit card types ■ Card usage ■ Deactivation codes ■ Reason codes ■ Employee profiles
Merchant category codes	Set up or import the unique four-digit code by credit card type that describes the merchant (supplier).
Profiles	Assign the allowed or restricted merchant category codes (MCCs) to each type of employee profile, which you can subsequently assign to the employee credit card record.
Bank information	Set up each bank or financial institution from which you receive purchase card transactions and statements.
Employee purchase card information	Set up each employee to whom you issue a purchase card. Assign the employee to a profile for allowed or restricted MCCs. Establish daily, monthly, and annual spending limits, and track other card information.
Merchant information	Set up or import information about merchants with whom you conduct business.
Automatic Accounting Instructions (AAIs)	Set up AAIs to provide a default expense account for the purchase card transmission and offset account for the corresponding journal entries.
Additional employee purchase card information.	Determine what additional information you want to track, and set up the fields and corresponding UDC tables and values using the Employee Cards-User Reserved program.

2.2 Understanding the Audit Window

Many of the setup programs for the PCard system provide a program exit (function key) or option 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.

Figure 2–1 Audit Information screen



2.3 Setting Up Purchase Card Constants

Constants provide a basic framework for how your JD Edwards Purchase Card Management system works, based on your business needs. Generally, one person sets up all constants. JD Edwards World recommends that you do not change constants after they are set up because this might produce undesirable results. It is also recommended that you ensure that only authorized personnel can access and change purchase card management constants.

The system stores the purchase card management constants in the Purchase Card Constants file (F01P00).

2.3.1 Programs Used to Set Up Purchase Card Constants

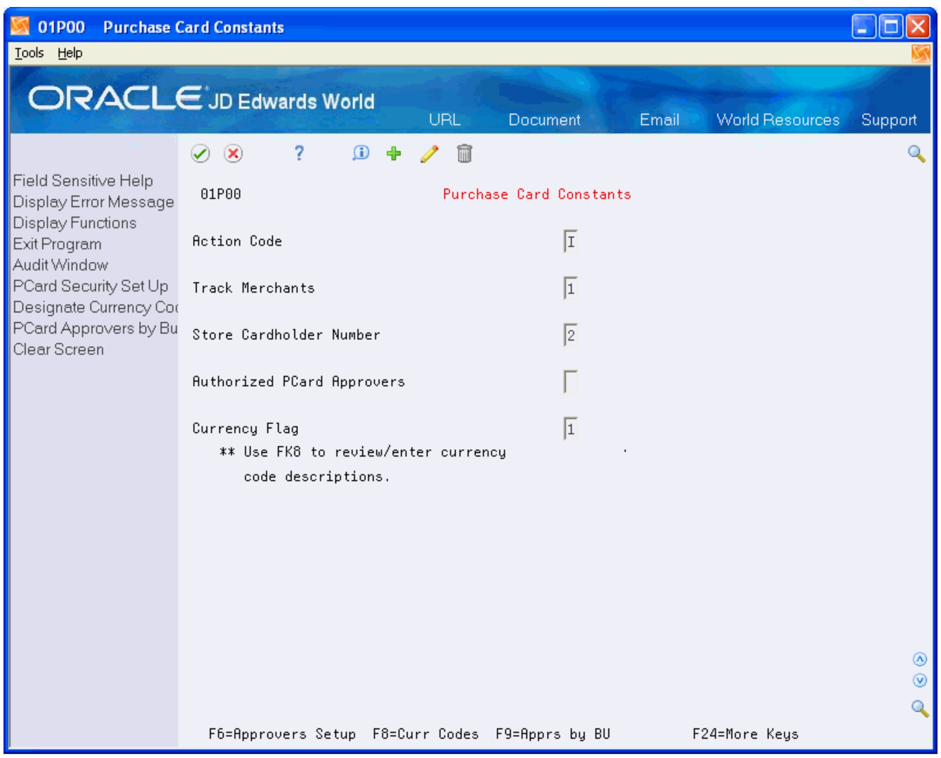
Program Name	Program ID	Navigation	Usage
Purchase Card Constants	P01P00	From Purchase Card Processing (G01P), enter 29 From Purchase Card Set-Up (G01P41), choose Purchase Card Constants	Set up the system constants for Purchase Card Management.
Parent/Child Relationships	P0150	From Purchase Card Constants, choose Approvers Setup (F6)	Set up approvers for cardholder transactions.

Program Name	Program ID	Navigation	Usage
Approvers by Business Unit	P01P25	From Purchase Card Constants, choose PCard Approvers by Business Unit (F9)	Set up approvers by business unit to automatically create the cardholder approver record in P0150 when new cardholders are added.

To set up purchase card constants

1. Access the Purchase Card Constants program (P01P00).

Figure 2–2 Purchase Card Constants screen



Track Merchants

Enter 1 to activate merchant tracking.

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, the system automatically updates the merchant's address book number to the journal entry that you create during PCard processing. Additionally, if you generate vouchers from the PCard system, although the system always assigns the bank as the payee on the voucher, you have the option to update the merchant as the supplier so that you can view all purchases for the supplier regardless of originating system.

Store Cardholder Number

Use this field to indicate where you want to store the address book number of the employee (cardholder) in the Transaction Distribution File (F01P111). Valid values are:

- Blank: Subledger

  The system uses the Subledger field (SBL) and supplies A as the subledger type (SBLT).

- 1: Enhanced Subledger 1

  The system uses the Enhanced Subledger 1 field (ABR1) and supplies A as the subledger type (ABT1).

- 2: Enhanced Subledger 2

  The system uses the Enhanced Subledger 2 field (ABR2) and supplies A as the subledger type (ABT2).

When you generate journal entries for the PCard transactions, the system updates the corresponding fields in the Account Ledger file (F0911).

Authorized PCard Approvers

Enter 1 to activate the authorized PCard approvers feature.

You can set up authorized approvers 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. You access this program by choosing PCard Security Setup (F6).

Because cardholders are the owners of their information, they are the *parent* in the relationship and the approver is the child. To set up the 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.

Additionally, to eliminate the necessity of setting up an approver for each new cardholder, you can set up Approvers by Business Unit (F9) and establish an approver for one or more business units. When Approvers by Business Unit is set up, the system automatically creates the cardholder/approver relationship record in F0150 when you add a new cardholder using Employee/Card Revisions (P01P01). You can set up multiple approvers for a single business unit, if desired. The system creates the cardholder/approver record for each approver you set up for the business unit. To set up an approver for all business units, enter *ALL in the Business Unit field.

If you do not activate authorized PCard approvers, 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 authorized PCard approvers, but 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.

Currency Flag

Enter 1 to display the currency fields in the PCard system.

You should display the currency fields if your employees make purchases in a currency other than the one in which your company conducts business, even 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.

The currency fields in the PCard system are informational; you use them only to record the amount of the purchase in the proper currency and only if your bank transmits this information. The system does not calculate domestic amounts or perform any currency validation, except for the currency code that you use.

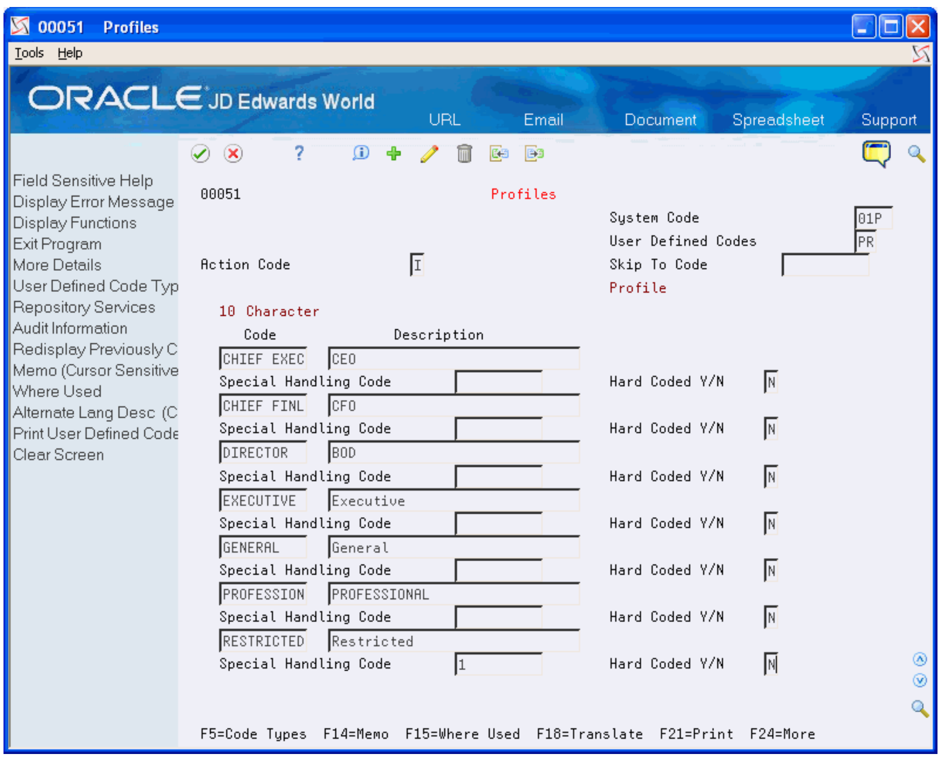
Even if you operate in a multicurrency environment, the system does not generate foreign transactions in the General Accounting or Accounts Payable systems.

2.4 Setting Up UDCs for Purchase Card Management

Many programs in the JD Edwards World Purchase Card Management system use UDCs to process information. Some of the UDCs are shipped with predefined data. You can change or delete the predefined data if it is not hard-coded, and can add UDCs to suit your business needs. Additionally, some UDCs utilize the Special Handling Code field (SPHD), which is located in the detail area of the screen. The value you enter in the SPHD field depends on the UDC table.

This is an example of the UDC table for Profiles that displays the Special Handling Code:

Figure 2–3 Profiles screen



Because the following UDCs are required in one or more applications, if you choose not to use a UDC, you must set up blank value for each UDC table; otherwise, the system returns an error for an invalid value.

Credit Card Types (00/CA)

You set up credit card type codes to represent the type of purchase card issued, such as American Express, VISA, Mastercard, or a specific merchant credit card.

Profiles (01P/PR)

You set up profiles to establish allowed or restricted groups of MCCs according to some criteria. For example, you might categorize employees in your company or government entity by credit card privileges and allow executives to purchase from a broader pool of MCCs than you your administrative staff, or you might establish profiles for employee travel versus the purchase of employee supplies.

When you set up profiles, you use the Special Handling Code field (SPHD) 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 are going to assign the allowed MCC codes to the profile, leave the Special Handling Code field blank.
- If you are going to assign the restricted MCC codes to the profile, enter 1 in the Special Handling Code field.

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

Card Usage (00/CU)
You set up card usage codes to designate whether a card is used for a specific purpose, such as travel, the procurement of office supplies, and so forth.

Deactivation Code (00/DA)
You set up deactivation codes to provide a reason, if applicable, for deactivating the purchase card.

PCard Reason Code (01P/RC)
You set up PCard reason codes to assign to transactions that you do not approve. Optionally, you can assign a reason code to transactions for approval purposes.

Employee/Cardholder Category Codes (01P/01 through 01P/10)
You set up category codes that you can assign to the employee (cardholder) for reporting purposes.

2.5 Setting Up Merchant Category Codes (MCCs)

Although MCCs are not required to process purchase card transactions, they are one of the core components of the PCard system. MCCs are standard four-digit numbers that the credit card industry uses to classify businesses by the type of goods or services that they provide. You use MCCs not only to categorize your merchant, but also when you set up profiles for allowed or restricted merchants. Your bank might be able to provide you with a list of the codes they use or you can locate them on the Internet.

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.

You can set up MCCs manually or use the interactive import process to upload them. The system stores the MCCs in the Merchant Category (Commodity) Codes file (F01P21).

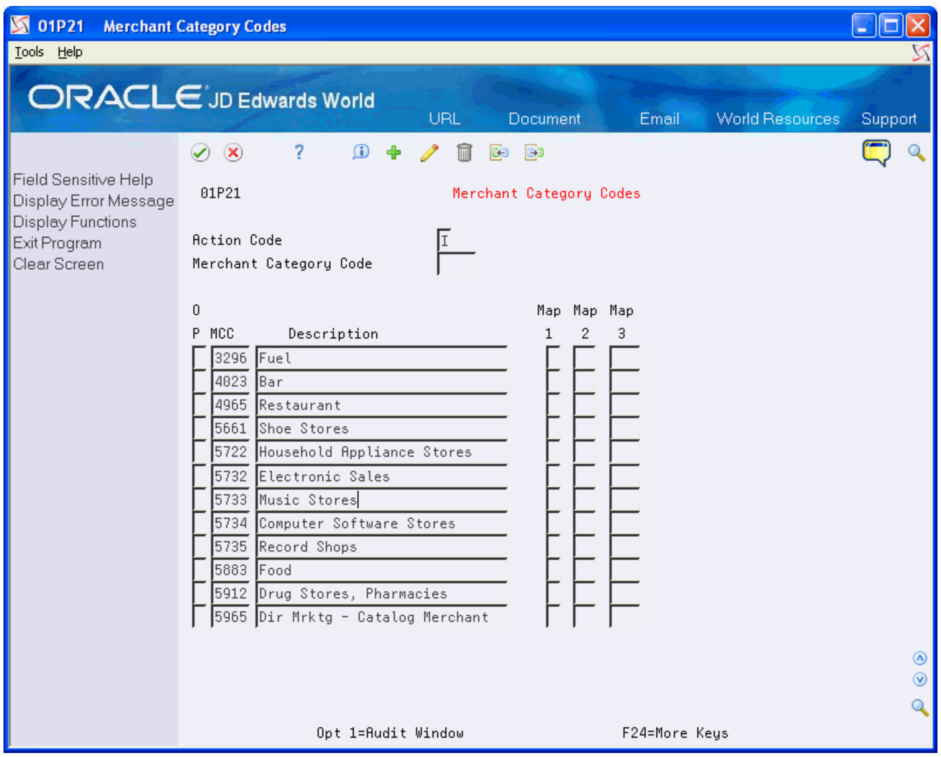
2.5.1 Program Used to Set Up Merchant Category Codes

Program Name	Program ID	Navigation	Usage
Merchant Category Codes	P01P21	From Purchase Card Processing (G01P), enter 29 From Purchase Card Set-Up (G01P41), choose Merchant Category Codes	Assign a code that describes the merchant's business.

To set up merchant category codes

1. Access the Merchant Category Codes program (P01P21).

Figure 2–4 Merchant Category Codes screen



MCC

Enter the merchant category code each type of credit card that you process. Some examples include: 0742-Veterinarian Services, 1520-General Contractor, 5411-Grocery Stores, etc.

Description

Enter the description of the MCC code.

Map 1, Map 2, Map 3

A one-, two-, and three- character code field that you can use to create a relationship among MCC codes for reporting purposes.

2.5.2 Importing Merchant Category Codes

Instead of adding merchant category codes manually, you can import them from an Excel spreadsheet directly to the Merchant Category Codes screen (P01P21).

See Appendix A, "Importing Merchant Category Codes" for information about this process.

2.6 Setting Up Profiles

If you choose to use profiles, you must assign the list of allowed or excluded MCC values to it using the Profile - MCC Revisions program (P01P20). Using profiles enables you to monitor the use of restricted merchants, as well as track how often certain merchants are used by employee cardholders.

When you process purchase card transactions for MCCs that are excluded from the profile the system prints the offending MCC value followed by the message, *405H Merchant Cat Cd/Profile Mismatch WARNING*, on the report. The warning does not prevent the transaction from processing, but it does provide an alert in the event that you do not want to approve the transaction later in the process.

The Special Handling Code (SPHD) in the Profiles UDC table (01P/PR) determines whether the MCCs you add to the profile are for allowed or restricted values:

- Blank = Allowed

  Only the MCCs established for this profile are allowed for the cardholder; all MCCs that are not set up are excluded.

- 1 = Excluded

  The MCC values for this profile are exclusions; all MCCs that are not set up are allowed.

You also use the Profile - MCC Revisions program to make changes to profiles after you complete your system setup. To remove an MCC code from a profile, clear the value from the MCC field.

Each MCC that you set up is an individual record in the Purchase Card Profiles file (F01P20).

If you do not want to use profiles, set up a blank value in the Profiles UDC table (01P/PR).

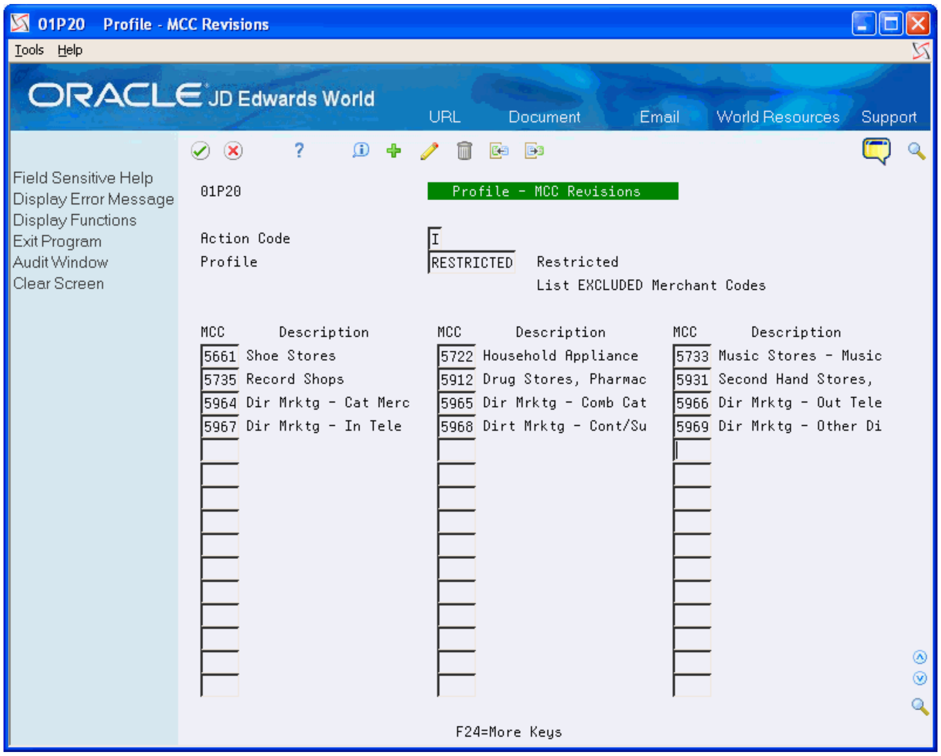
2.6.1 Program Used to Set Up Profiles

Program Name	Program ID	Navigation	Usage
Profile - MCC Revisions	P01P20	From Purchase Card Processing (G01P), enter 29 From Purchase Card Set-Up (G01P41), choose Profile -MCC Revisions	Assign MCCs to profiles.

To set up profiles

1. Access the Profile -MCC Revisions program (P01P20).

Figure 2–5 Profile-MCC Revisions screen



Profile
Enter the value from the Profiles UDC table (01P/PR).

MCC
Enter the allowed or restricted MCC code for the profile.

If you press F1 on the MCC field, the system displays the Merchant Category Codes screen (P01P21) from which you can select and return multiple MCC values using Option 4.

2.7 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 credit card type, you must enter data in the Bank Number and Card Type fields. For example, your bank might issue both VISA and MasterCard to individuals in your organization.

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

Prerequisites

- Set up address book records or locate existing address book numbers for the banks that issue credit cards to your employees.
- If you process vouchers, the bank is the payee and the system always assigns the address book number of the bank as the alternate payee on the voucher.

– If you track merchants, the system uses the address book number of the merchant as the supplier number.

– If you do not track merchants, the system uses the address book number of the bank as the supplier number.

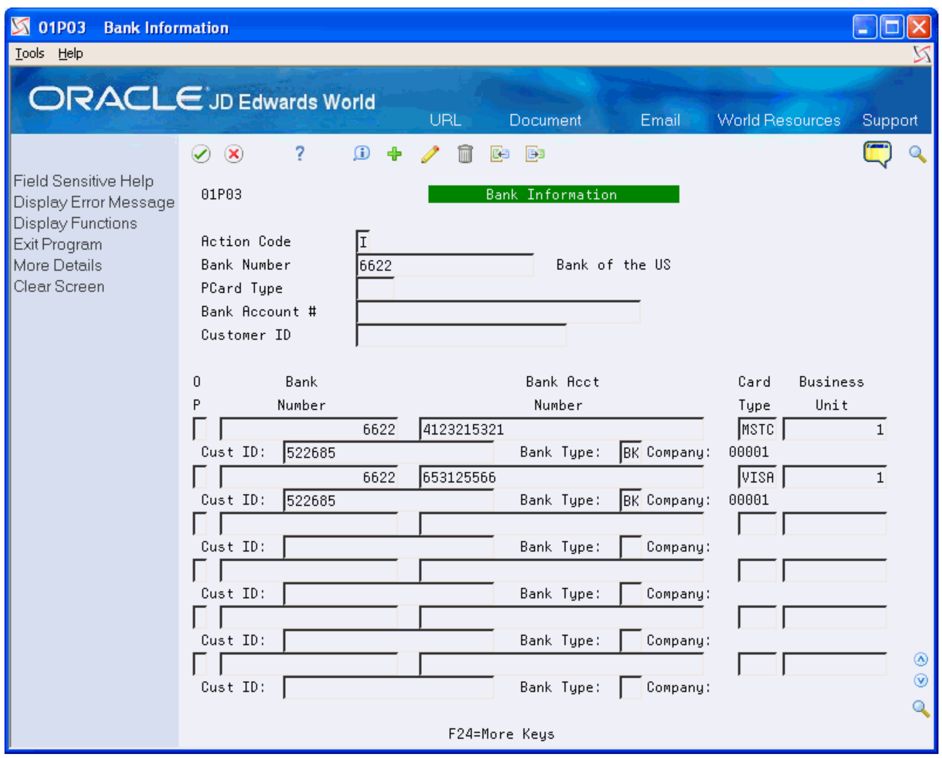
2.7.1 Program Used to Set Up Bank Information

Program Name	Program ID	Navigation	Usage
Bank Information	P01P03	From Purchase Card Processing (G01P), choose Master Information Entry. On Master Information Entry (G01P14), choose Bank Information.	Add and revise credit card provider information.

To set up bank information

1. Access the Bank Information program (P01P03).

Figure 2–6 Bank Information screen



Bank Number

Enter the address book number of the bank. The system validates the entry against the Address Book Master file (F0101).

Bank Account Number

Enter the account number at the bank or financial institution.

Business Unit
If you want to assign special security to the bank information record, enter the secured business unit. If you leave this field blank, the system retrieves the value of the Responsible Business Unit field (MCU) from the bank's address book record (F0101).

Customer ID
Enter the number that the bank uses to identify your company for informational purposes, if desired.

Bank Type
Enter a code from the Bank Types UDC table (00/BT) to identify the type of bank account. The default bank type for suppliers is V. If you use a value other than V, you must enter 2 in the Special Handling Code field of the UDC code to indicate an A/P bank type; otherwise, the system returns an error when you generate vouchers.

2.8 Setting Up Employee Purchase Card Information

You must set up information about each credit card that a bank issues to your employees. You can do this manually using the Employee Purchase Card Information program (P01P01) or you can use the batch import process.

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

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.

Prerequisites

- Set up an Address Book Master record (F0101) for each employee to whom you issue a purchase card.

2.8.1 Program Used to Set Up Employee Card Information

Program Name	Program ID	Navigation	Usage
Employee/Card Revisions	P01P01	From Purchase Card Processing (G01P), choose Master Information Entry. On Master Information Entry (G01P14), choose Employee/Card Revisions.	Add and revise employee credit card information.

2.8.2 Setting Processing Options for Employee/Card Revisions (P01P01)

Processing options enable you to specify the default processing for programs and reports.

Expiration Date Alert

1. Number of Days to Display Alert

Enter the number of days prior to the card expiration date that you want the system to use to display the message, Expired!, on the Employee Card Revisions screen (P01P01).

Z-File Processing

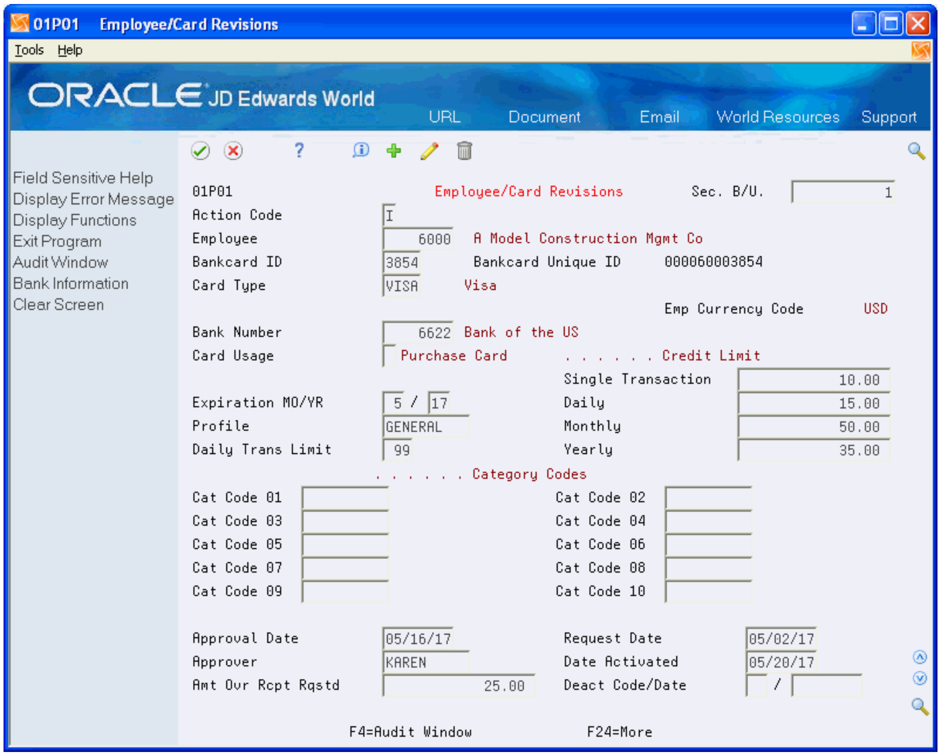
2. Character to Indicate Blank Value

If you use the batch import (Z) process to update employee card information, you can use this processing option to specify a special character to indicate that you want to clear a field. The system clears the value from any field that has the character you specify in this processing option on the spreadsheet when you process the changes using Purchase Card Revisions (P01P01Z). 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.

To set up employee purchase card information

1. Access the Employee/Card Revisions program (P01P01).

Figure 2–7 Employee/Card Revisions screen



Employee

Enter the address book number of the employee.

Sec. B/U

The security business unit serves a dual purpose:

- It establishes security for the PCard system; only users authorized to the business unit can review employee credit card information and purchases.
- It is used to locate the company to retrieve the appropriate AAI when you generate journal entries and vouchers and might be used as part of the expense or offset account, if the business unit on the AAI is blank.

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

Enter the last four digits of the purchase (credit) card number or leave this field blank to enter a preassigned credit card.

Card Type

Enter a value from the Credit Cards Type UDC table (00/CA) to identify the type of credit card, such as VISA, Mastercard, American Express, and so forth.

Employee Currency Code

The system displays this field only if you have the Currency Flag activated in the Purchase Card Constants program.

The system assigns the currency code that is assigned to the company to which the security business unit belongs. For example, if the security business unit is 1, which belongs to company 00001, and the currency code assigned to company 00001 is USD, the system assigns USD to this field.

Bank Number
Enter the address book number of the bank.

Card Usage
Enter a value from the Card Usage UDC table (00/CU) to specify the type of credit card, if desired.

Expiration MO/YR
Enter the month and year that the credit card expires. If you do not provide the expiration date of the credit card, the system prints that the card as expired on transaction reports.

Profile
Enter the profile that contains the list of allowed or restricted MCC codes from the Profile UDC table (01P/PR), if desired.

Daily Transaction Limit
Enter the number of transactions the cardholder is allowed to make in a single day, if desired.

Single Transaction, Daily, Monthly, Yearly
Enter the amount limits for processing single, daily, monthly, and yearly transactions. If you leave any field blank, the system uses the Data Dictionary default value. The system issues a warning if you exceed the established limit when you process PCard transactions.

Category Codes 01 through 10
Enter the reporting values from the desired Category Codes UDC table (01P/01 through 01P/10).

Approval Date
Enter the date on which the credit card is approved for processing. This field is informational only.

Request Date
Enter the date on which the credit card is requested from the bank. This field is informational only.

Approver and Approver Date
Enter the name or identifier of the person who approved the credit card and the date on which it was approved. These fields are informational only.

Date Activated
Enter the date on which the credit card is active for use. This field is for informational purposes only and does not stop transactions from processing.

Amount Over Receipt Requested
Enter the minimum amount for which a receipt is required. The system updates the Receipt Status field (CDSR) to 1 in the Transaction File, which displays on the PCard Transaction/Information screen (P01P11) when the purchase amount exceeds the amount specified.

Deactivation Code/Date
Enter a value from the Deactivation Code UDC table (00/DA), if desired, to specify the reason for deactivating the credit card, as well as the deactivation date. These fields are information only and do not prevent the card from being used or from processing transactions.

2.8.3 Importing 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). You can also use this process to upload changes to the Employee Card Information file.

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 F01P01.

For details about using the batch import process to upload employee credit card information and changes to the Employee Card Information file, see Appendix B, "Using the Batch Import Process to Upload Information for the PCard System."

2.9 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 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 must set up an address book record for each merchant that you want to track. If you do not want to track all merchants you can set up and use a one-time-payment (OTP) supplier address book number; however, the system does not use this as the payee or supplier when you generate vouchers, instead, it uses the address book number of the bank for both.

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 merchant information in the Merchant Information file (F01P02).

Prerequisites

- If you track merchants, set up an address book record for each merchant that you want to track.

2.9.1 Program Used to Set Up Merchant Information

Program Name	Program ID	Navigation	Usage
Merchant Information	P01P02	From Purchase Card Processing (G01P), choose Master Information Entry. On Master Information Entry (G01P14), choose Merchant Information.	Add and revise information about each merchant.

2.9.2 Setting Processing Options for Merchant Information (P01P02)

Processing options enable you to specify the default processing for programs and reports.

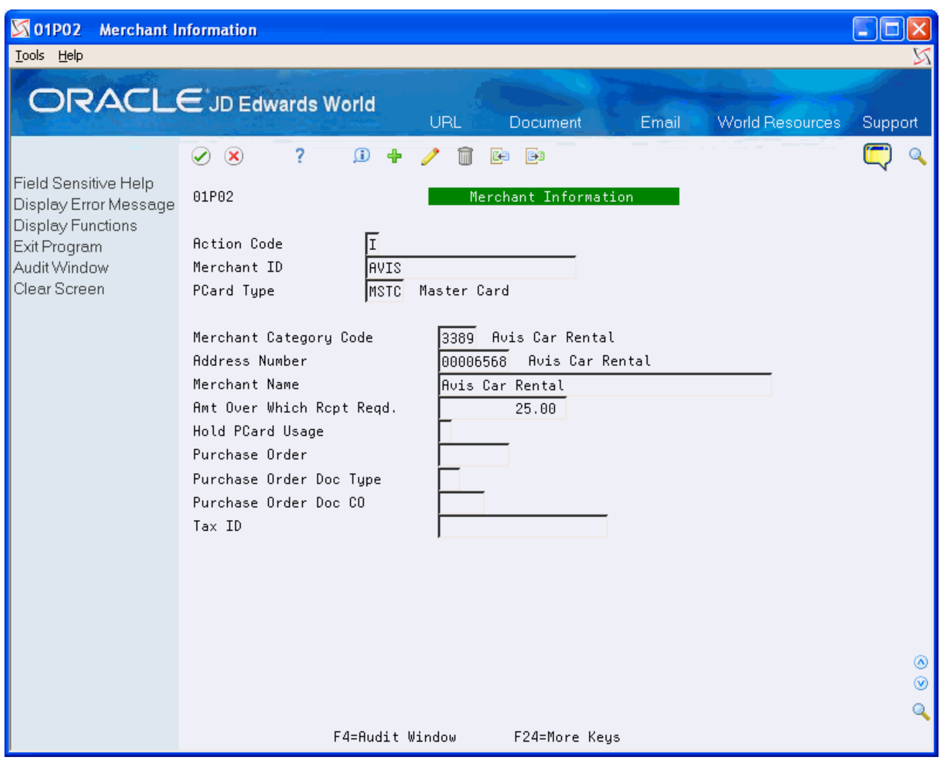
Require Address Book

1. Enter 1 to require the address book number of the merchant. This processing option is valid only when merchant tracking is not activated in the Purchase Card Constants (P01P00).

To set up merchant information

1. Access the Merchant Information program (P01P02).

Figure 2–8 Merchant Information screen



Merchant

Enter the merchant ID provided to you by the bank to enable PCard processing.

PCard Type
Enter a value from the Credit Card Type UDC table (00/CA) to identify the purchase card.

Address Book Number
Enter the address book number of the merchant or bank, if you track merchants or have the processing option set to require the merchant address book number.

Merchant Name
Enter the name of the merchant, if desired.

Amt Over Which Rcpt Required
Enter the minimum amount for which a receipt is required. The system updates the Receipt Status field (CDSR) to 1 in the Transaction File, which displays on the PCard Transaction/Information screen (P01P11) when the purchase amount exceeds the amount specified.

Hold PCard Usage
Enter 1 to identify the merchant as someone with whom you no longer conduct business. 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, Purchase Order Doc Type, Purchase Order Doc Company
Use these fields to specify the blanket purchase order number to use for purchases from this merchant. The system assigns this information to the corresponding fields of the journal entry that you generate during the PCard process.

Tax ID
Enter the tax identification number of the merchant, if desired.

Note: The system uses the tax ID from the address book record (F0101) for 1099 processing.

2.9.3 Importing 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). You can also use this process to upload changes to the Merchant Information file.

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 and changes to the Merchant Information file, see Appendix B, "Using the Batch Import Process to Upload Information for the PCard System."

2.10 Setting Up Automatic Accounting Instructions (AAIs)

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

- CC
  You use the CC AAI to establish a default expense distribution account by MCC and company.
- CCP
  You use the CCP AAI for two purposes: to establish an offset account for the journal entries generated by the Create Journal Entry program (P01P520) and to establish the distribution account for vouchers generated by the Create A/P Vouchers program (P01P510).

2.10.1 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 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. CCxxxx + Employee Company
2. CCxxxx + Company 00000
3. CC + Employee Company
4. CC + Company 00000

2.10.2 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 and as the 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) and employee company (COE) from the PCard transaction (F01P11).

Depending on processing option settings for Create Journal Entries and Create Vouchers programs, the system uses different criteria to retrieve the CCP AAI. See 6.1.2 , "Setting Processing Options for Create Journal Entries (P01P520)" and 8.1.3 , "Setting Processing Options for Create Vouchers (P01P510)" for the hierarchy the system uses to retrieve the appropriate CCP AAI and account number to use.

2.11 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 can set up multiple types of additional information to track in the User Reserved Types UDC table (0/T1). For example, you might set up the following:

- BNK - Bank
- INS - Insurance Benefits
- PRO - Profile

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

2.11.1 Program Used to Set Up Additional Employee Information

Program Name	Program ID	Navigation	Usage
Employee Cards - User Reserved	P01P55	From Purchase Card Processing (G01P), choose Master Information Entry. On Master Information Entry (G01P14), choose Employee Cards - User Reserved.	Add and revise user-defined information about employee credit card holders.

2.11.2 Setting Processing Options for Employee Cards - User Reserved (P01P55)

Processing options enable you to specify the default processing for programs and reports.

Key Field Control

Use the processing options under this heading to specify the value for the user defined Type field, as well as whether to allow changes to it.

1. Default Value

Enter the value from the User Reserved Type Code UDC table (00/T1) to use as the default value in the Type field (TYUR) when you select the program from the menu.

2. Field Protection

This processing works in conjunction with the previous processing option to prohibit changes to the default value for the Type field.

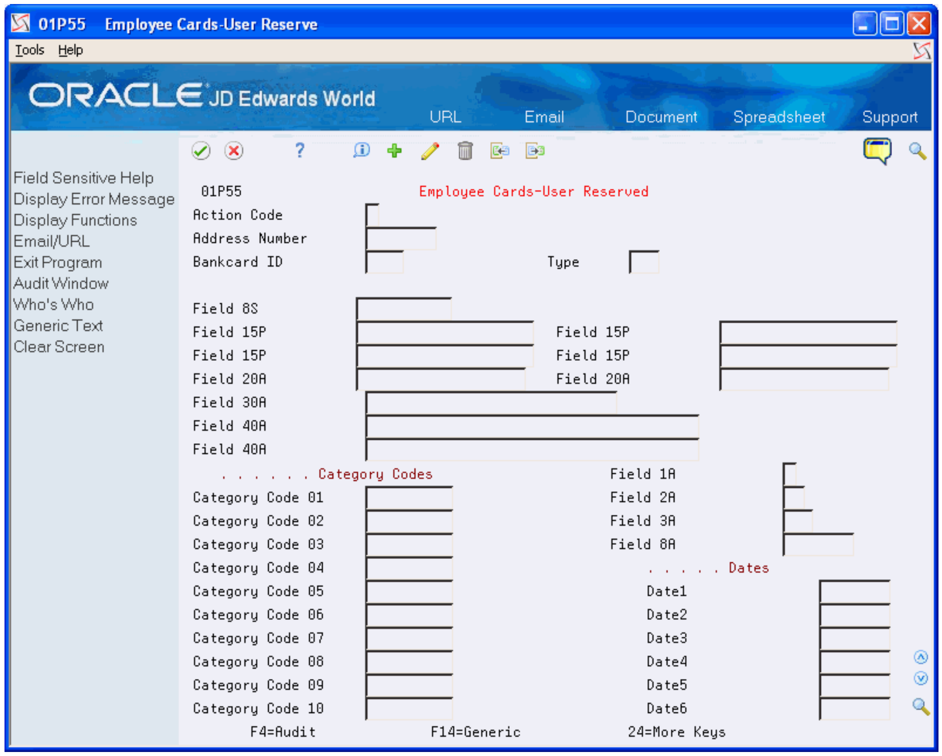
- Blank - Do not protect the Type field from changes.
- 1 - Protect the Type field from changes.

  If you do not specify a value in the first processing option and you set this processing option to 1, the system uses blank as the default Type value.

To set up Employee Card User Reserved Information

1. Access the Employee Cards - User Reserved program (P01P55).

Figure 2–9 Employee Cards - User Reserved screen



Each field on the Employee-User Reserved screen is identified by its type, length, attributes as described in the following table:

Type	Type Description	Field Length	Attributes
Field	You can associate rules for each field that you defined using the Data Dictionary.	The number of characters you can store in the field.	A - Alphanumeric S - Signed numeric (no decimals) P - Packed numeric (including decimals)
Category Code	You define the category codes values based on each Type that you set up in UDC 00/T1.	Up to 10 characters in length.	Alphanumeric
Date	Enter a date in the format defined by your system or user profile.	Six characters.	Date

3

Understanding the Process Mode (Summary versus Detail) for Processing Transactions and Statements

This chapter contains these topics:

- Section 3.1, "About the Process Mode (Summary versus Detail),"
- Section 3.2, "Setting the Process Mode for Processing Purchase Card Transactions,"
- Section 3.3, "Setting the Process Mode for Processing Purchase Card Statements."

3.1 About the Process Mode (Summary versus Detail)

When you process purchase card transactions and statements, each program has a Summary or Detail Level Processing processing option that determines how the system generates records in their respective corresponding files:

Process Daily Transactions (P01P560)

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

Receive Statement Transaction (P01P561)

- F01P12 (Statement Header File)
- 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.

3.2 Setting the Process Mode for 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 Summary or Detail Level Processing processing option determines the type and number of records the system generates in F01P11:

- Enter 1 to generate 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)
- Leave blank to generate one detail record in the Transaction File (F01P11) for each F01P111 record

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

3.2.1 Examples of Purchase Card Summary and Detail Processing

The following scenarios provide information that might help you determine how to set the Summary or Detail Level Processing processing option 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).

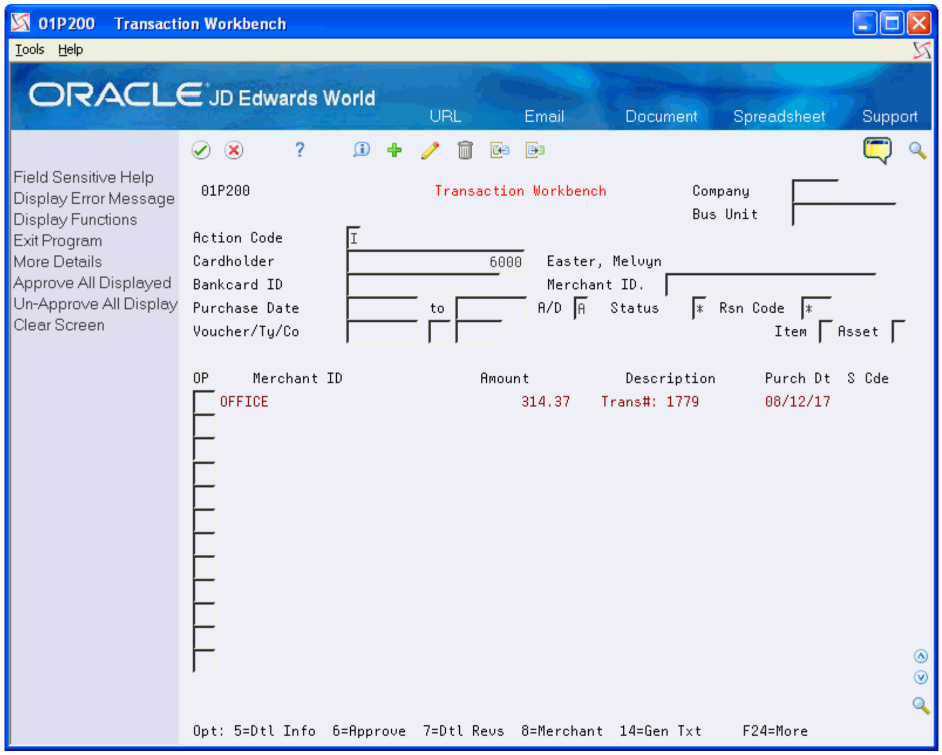
- If you run the program in summary mode, the program uses the transaction number of the receipt as the Explanation. If the credit card is all purpose, such as VISA, and you process statements, then having the transaction number of the receipt might be more useful than having a description of the transaction.
- If you run the program in detail mode, the system uses the item description as the Explanation. 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.

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).

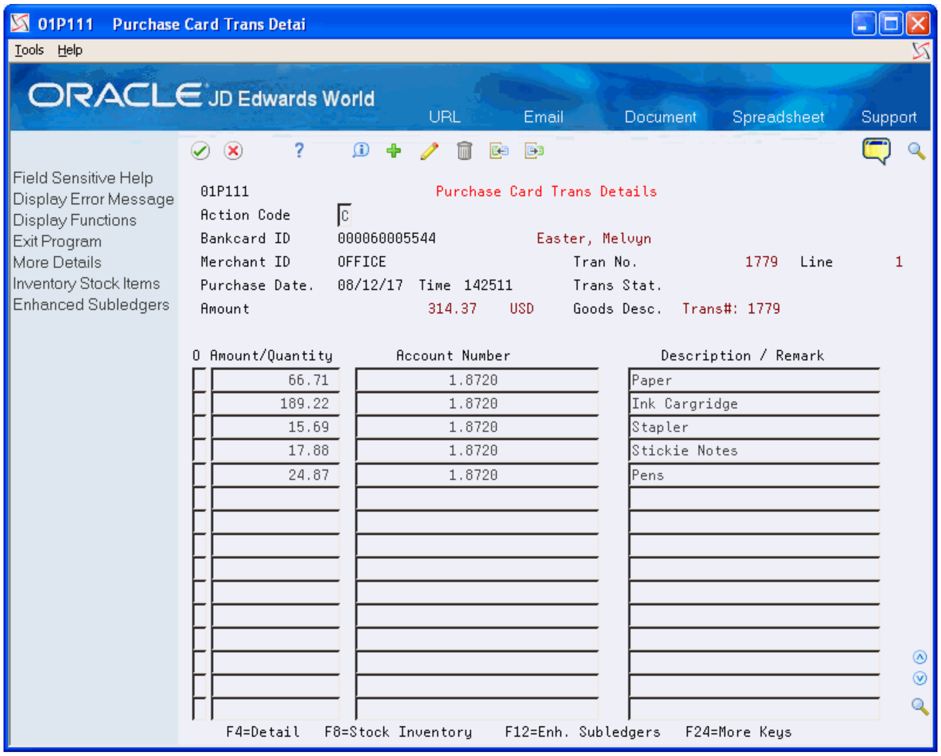
This example represents a receipt for multiple items that were processed in summary mode:

Figure 3–1 Transaction Workbench screen



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:

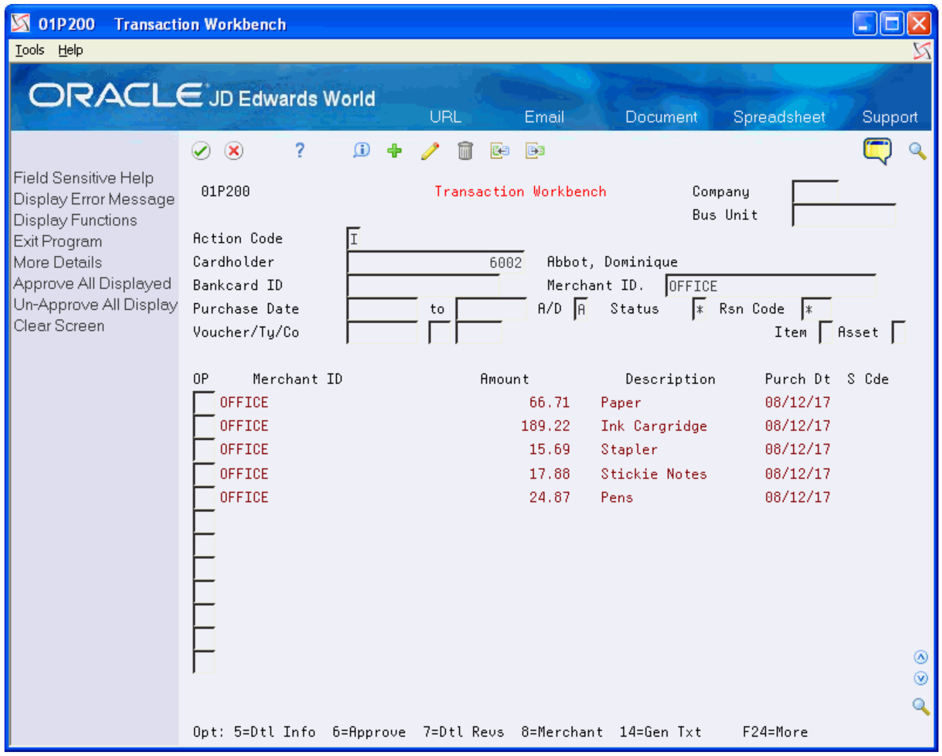
Figure 3–2 Purchase Card Transaction Details (Amount Distributed) screen



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.

Figure 3–3 Transaction Workbench screen



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, but 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).

3.3 Setting the Process Mode for Processing Purchase Card Statements

The Receive Statement Transaction program (P01P561) that you use to process statement information has the same processing option for Summary 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 Summary or Detail Level Processing processing option determines the type and number of records the system generates in the Statement File Detail (F01P121):

- Enter 1 to generate 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.

- Leave 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).

3.3.1 Coordinating the Transaction and Statement Process Modes for Automatic Reconciliation

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 using the Statement Reconciliation program (P01P500), 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)

If you receive only the receipt total on the statement, rather than the amount for each receipt item, the system generates one record for each receipt in F01P121 regardless of how you set the processing option. However, to reconcile the statement automatically, you must also process PCard transactions in summary mode: one F0P11 record for each receipt total. Otherwise, the values of the transaction key fields in the F01P11 record are not the same as those in the F01P121 record, and the system cannot reconcile the receipt.

If you receive receipt details from the bank and you process the PCard transactions in detail mode (one F01P11 transaction for every F01P111 transaction), you cannot reconcile the statement automatically unless you also receive the receipt details for the statement.

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

PCard Transactions	Processing Option	Bank Statements	Processing Option	
Process Daily Transactions (P01P560)	**Summary or Detail Level Processing**	**Receive Statement Trans (P01P561)**	**Summary 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

If the manner in which you process transactions and statements does not allow you to reconcile statements automatically, you can reconcile them manually.

4

Processing Purchase Card Bank Transmissions

This chapter contains these topics:

- Section 4.1, "Uploading the Bank Transmission,"
- Section 4.2, "Processing Bank Transmissions for PCard Transactions,"
- Section 4.3, "Revising Unprocessed Bank Transmissions."

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 revise them, if necessary, have them approved by your manager, and then create journal entries to record the expense to the general ledger.

Prerequisites

Review Chapter 3, "Understanding the Process Mode (Summary versus Detail) for Processing Transactions and Statements."

4.1 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 C, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions" for information about mapping the fields.
- See Appendix B, "Using the Batch Import Process to Upload Information for the PCard System" 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 E, "Field Specifications for Manually Adding a Purchase Card Transaction or Statement."

4.2 Processing Bank Transmissions for PCard 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 the following 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.

4.2.1 Program Used to Process Bank Transmissions for PCard Transactions

Program Name	Program ID	Navigation	Usage
Process Daily Transactions	P01P560	From Purchase Card Processing (G01P), choose Transmission Processing. From Transaction Processing (G01P13), choose Process Daily Transactions.	Process transactions from the bank to the purchase card files, F01P11 and F01P111.

4.2.2 Setting Processing Options for Process Daily Transactions (P01P560)

Processing options enable you to specify the default processing for programs and reports.

Proof or Final Mode

1. Specify whether to run the program in proof or final mode:

- Blank - Proof Mode
  The program validates the transactions and generates 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, and then rerun P01P560.
- 1 - 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).

Summary or Detail Level Processing

2. The setting of this processing option in both the Process Daily Transactions (P01P560) and Receive Statement Transaction (P01P561) programs affects whether you can automatically reconcile statements.

Review Chapter 3, "Understanding the Process Mode (Summary versus Detail) for Processing Transactions and Statements" for detailed information about setting this processing option.

Report Processing

3. Use this processing option to specify whether to print warning messages, in addition to error messages, on the Process Daily/Weekly/Mnthly Transactions report (R01P56E) that the system generates:

- Blank - Print warning messages.
- 1 - Do not print warning messages.

Error File

4. Use this processing option to specify whether to write error messages to the F00BLOG file.

- Blank - Do not write error messages to the Error Log Table (F00BLOG).
- 1 - Write error messages to the Error Log Table (F00BLOG).

Writing error messages 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 Section 9.8, "Printing the Transmission Log Reports" for more information.

Automatic Purge

5. Use this processing option to specify whether to purge successfully processed records from the Purchase Card - Bank Transmissions file (F01PBKZ). Valid values are:

- Blank - Do not purge successfully processed transactions from F01PBKZ.
- 1 - Purge successfully processed transactions from F01PBKZ.

4.2.3 Setting Data Selection for Process Daily Transactions (P01P560)

The data selection for this DREAM Writer includes the following mandatory values that you should not change:

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

You can add additional selection criteria as desired.

4.2.4 Setting Data Sequence for Process Daily Transactions (P01P560)

The data sequence for this DREAM Writer includes the following mandatory values that you should not change:

- User ID 001
- Batch Number 002
- Transaction Number 003
- Line Number 004
- EDI - Transmission Date 005

4.3 Revising Unprocessed Bank Transmissions

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 Section E.1, "Adding a Purchase Card Transaction Manually" for detailed information.
- You cannot delete transactions using P01PBK; you must purge transactions from F01PBKZ. See Chapter 10, "Purging Purchase Card Data."

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

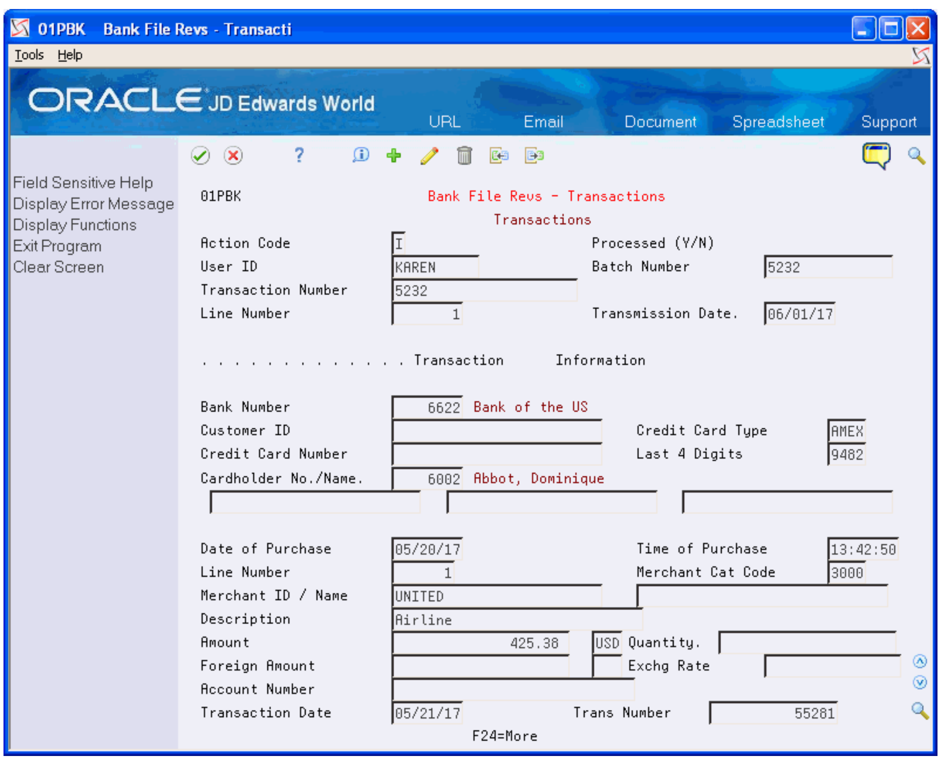
4.3.1 Program Used to Revise Unprocessed Bank Transmissions

Program Name	Program ID	Navigation	Usage
Bank File Revs - Transactions.	P01PBKZ	From Purchase Card Processing (G01P), enter 27. From Purchase Card Advanced/Technical Menu (G01P31), choose Bank File Revs - Transactions.	Revise unsuccessfully processed bank transmission records.

To revise unprocessed bank transmission records

1. Access the Bank File -Revs Transactions program.

Figure 4–1 Bank File - Revs Transactions screen



2. Use the information from the Process Daily/Wkly/Mnthly Transactions report (R01P56E) to complete the fields in the header portion of the screen to locate the transaction within the F01PBKZ file. Each field is a unique key; therefore, you must complete all five fields to display the record that you want to revise.

You can revise any of the fields in the Transaction Information section. For a list of the field descriptions, see Appendix E, "Field Specifications for Manually Adding a Purchase Card Transaction or Statement."

5

Working with Unprocessed Purchase Cards Transactions

This chapter contains these topics:

- Section 5.1, "Overview to Transaction Workbench (P01P200),"
- Section 5.2, "Working with G/L Account Distribution Information,"
- Section 5.3, "Approving, Unapproving, and Rejecting Transactions."

After you upload purchase card transactions from your bank, you use the Transaction Workbench (P01P200) to review and revise them, if necessary, prior to having a manager approve or reject them. Depending on how often you receive transactions from the bank, you might review transactions daily, weekly, or monthly. After the transactions are approved you can create journal entries to record the expense. Once you generate a journal entry or voucher for a PCard transaction, the system considers it processed.

5.1 Overview to Transaction Workbench (P01P200)

Three programs comprise the Transaction Workbench:

- P01P200 (Transaction Workbench).

  Use this program to display PCard transactions by cardholder, bankcard ID, merchant ID, or purchase date, and to approve transactions that have been reviewed.

- P01P11 (PCard Transaction/Information).

  Use this program to update the receipt status, as well as to enter purchase order document information.

- P01P111 (Purchase Card Trans Details).

  Use this program to review and revise G/L account distribution. 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.

  This program also provides an exit (F12) to the PCard Transactions Enh Subls (P1601P1) program that you can use to enter enhanced subledger information, if desired.

Additionally, you can process purchase orders from the PCard system. For detailed information about these processes, see:

- Appendix F, "How to Redistribute Purchase Card Logged Vouchers with Purchase Order Matching" for information on processing non-stock purchase orders from the PCard system.
- Appendix G, "How to Adjust Inventory for Stock Items" for information on updating inventory for stock items purchased using the purchase card.

5.1.1 Programs Used to Review and Revise Purchase Card Transactions

Program Name	Program ID	Navigation	Usage
Transaction Workbench	P01P200	From Purchase Card Processing (G01P), choose Transaction Processing. From Transaction Processing (G01P11), choose Transaction Workbench	Display purchase card transactions by cardholder, bankcard ID, merchant ID and purchase dates.
Additional Selections	P01P200W	From Transaction Workbench, choose Additional Selections Window (F8).	Display purchase card transactions by asset or item number.
PCard Transaction/Info.	P01P11	From Transaction Workbench, use Option 5 (Transaction Information Revisions).	Review and revise transaction details including Status, Reason Code, Receipt Status, and Purchase Order information.
Purchase Card Trans Details	P01P111	From Transaction Workbench, use Option 7 (Transaction Detail Revisions).	Review and revise G/L account distribution for the PCard transaction. Add asset or item information.
PCard Transaction - Enh. Subls.	P1601P1	From Purchase Card Trans Details, choose Enhanced Subledgers (F12).	Enter enhanced subledger information.

5.1.2 Setting Processing Options for Transaction Workbench (P01P200)

Processing options enable you to specify the default processing for programs and reports.

Pre-Loaded Data

1. Enter the default values that you want the system to display into the corresponding fields:

Company
Business Unit
Cardholder
Card ID
Merchant ID
Status ('*' = All)
Status Reason Code ('*' = All)

Item Flag (* = All)
Asset Flag (* = All)

DREAM Writer Versions

Enter the version of the DREAM Writer to call when you choose one of the following program exits. The system uses version ZJDE0001 if you leave the processing option blank.

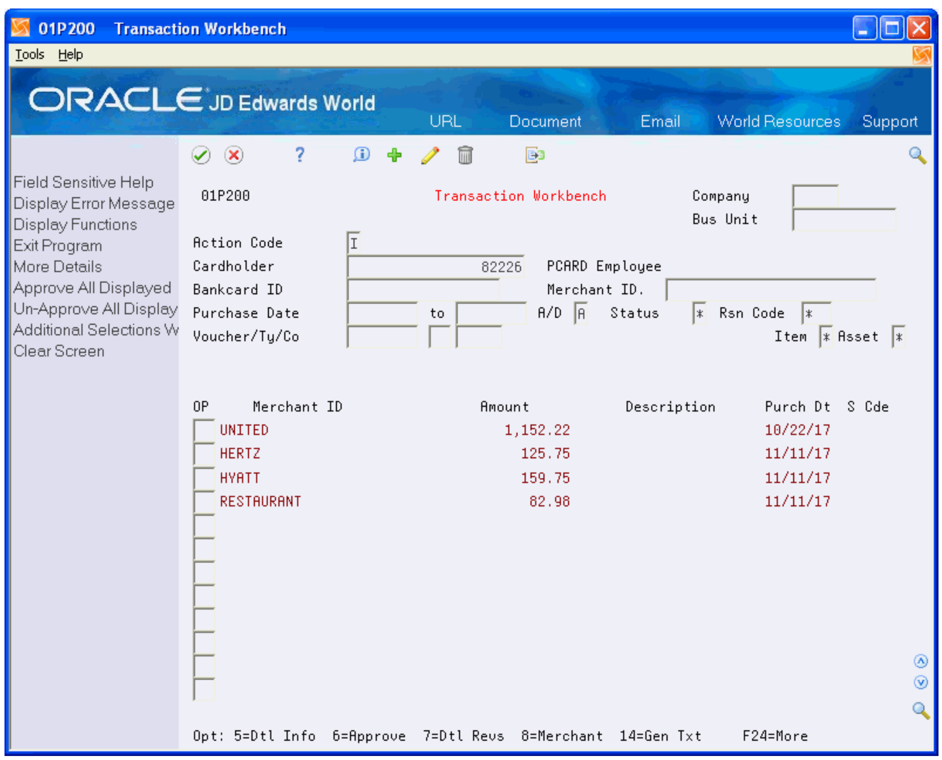
2. Supplier Ledger Inquiry
3. Voucher Entry
4. Journal Entry
5. Purchase Order Entry
6. Merchant Information
7. Stock Inventory Items

To display purchase card transactions

1. Access the Transaction Workbench (P01P200).

   Alternatively, access the Additional Selections window (P01P200W) to display transactions by Asset Number or Item Number.

Figure 5–1 Transaction Workbench screen



Company

Enter the Employee Company to limit the number of transactions the system displays. The system uses the business unit from the Employee Card Information record (F01P01) to derive the employee company to assign to the PCard transaction.

Business Unit
Enter the business unit to limit the number of transactions the system displays. The system uses the business unit assigned to the Employee Card Information record (F01P01) to display the PCard transactions.

Cardholder
Enter the address book number of the employee.

Bankcard ID
Enter the combination of the employee's address book number and last four digits of the purchase card to further limit the transactions that display.

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.

Merchant ID
Enter the merchant ID to limit the transactions that display. Press F1 to display the PCard Merchant ID Selection program (P01P02W).

Purchase Dates
Enter the purchase date range to limit the number of transactions that display.

A/D (Ascending/Descending)
By default, the system displays transactions in ascending order by purchase date (oldest first). To display transactions in descending order by purchase date (most recent first), change the value to D.

Status
Enter the status of the transaction to limit the transactions that display. Enter * to display all transactions regardless of status.

- Blank - Display only transactions that have not been reviewed.
- 1 - Display only approved transactions.
- 2 - Display only unapproved transactions.

Reason Code
A value from UDC 01P/RC that indicates the reason for approving or not approving a transaction. Enter * to display transactions regardless of the reason code.

Voucher/Type/Company
Enter the document number, document type and document company of the voucher for which you want to display corresponding purchase card transactions.

Item Flag
Enter 1 to display only those purchase orders to which an inventory item has been assigned.

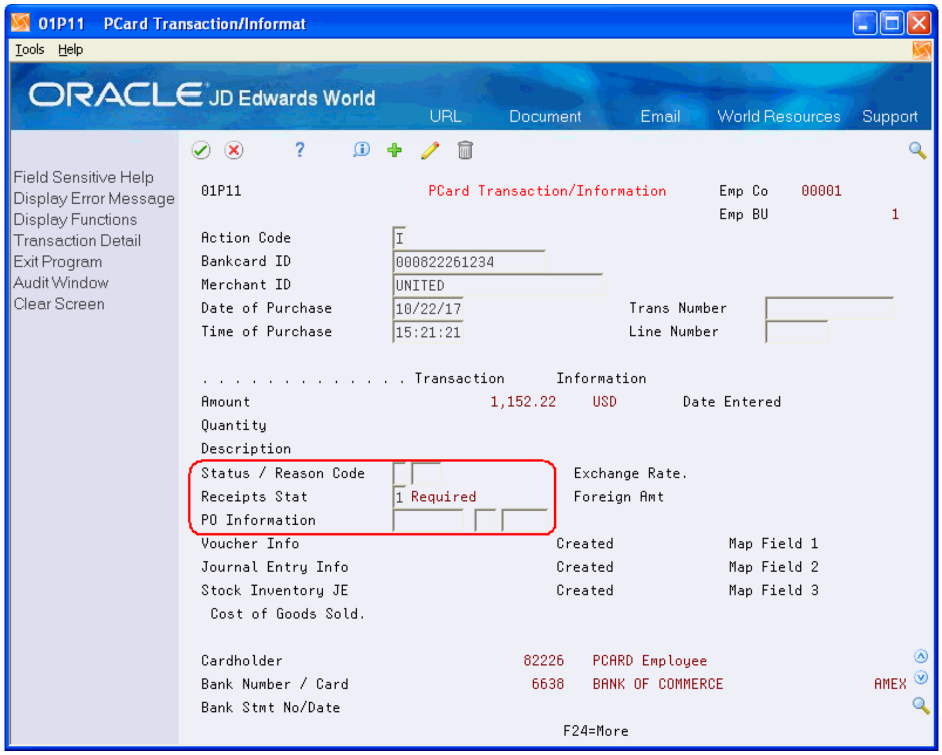
Asset Flag
Enter 1 to display only those purchase orders to which an asset ID has been assigned.

To revise transaction details

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

1. Access the PCard Transaction/Information program (P01P11).

Figure 5–2 PCard Transaction /Information screen



Status

The status of the transaction:

- Blank - The transaction has not been reviewed.
- 1 - The transaction is approved and ready for journal entry and voucher processing.
- 2 - The transaction is reviewed, but not approved for journal entry and voucher processing. A problem or issue exists that needs to be resolved first.

Reason Code

A code from UDC table 01P/RC (Status Reason Code) that indicates the reason for approving or not approving a transaction.

Receipts Status

A code that indicates whether the receipt is required or has been received:

- Blank - A receipt is not required.
- 1 - A receipt is required.
- 2 - The receipt has been received.

Purchase Order (PO) Information

The document number, document type and document company of the blanket purchase order that you want to generate.

5.2 Working with G/L Account Distribution Information

You must specify the expense account to use to record the purchase before you can change the status to approved and generate journal entries or vouchers for it. 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 the Purchase Card Trans Detail screen (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. The system displays both the Amount Calculated and Amount Remaining fields if the amount distributed does not equal the amount of the receipt.

When you allocate expenses you can also assign merchant category codes (MCCs) for tracking purposes, as well as 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.

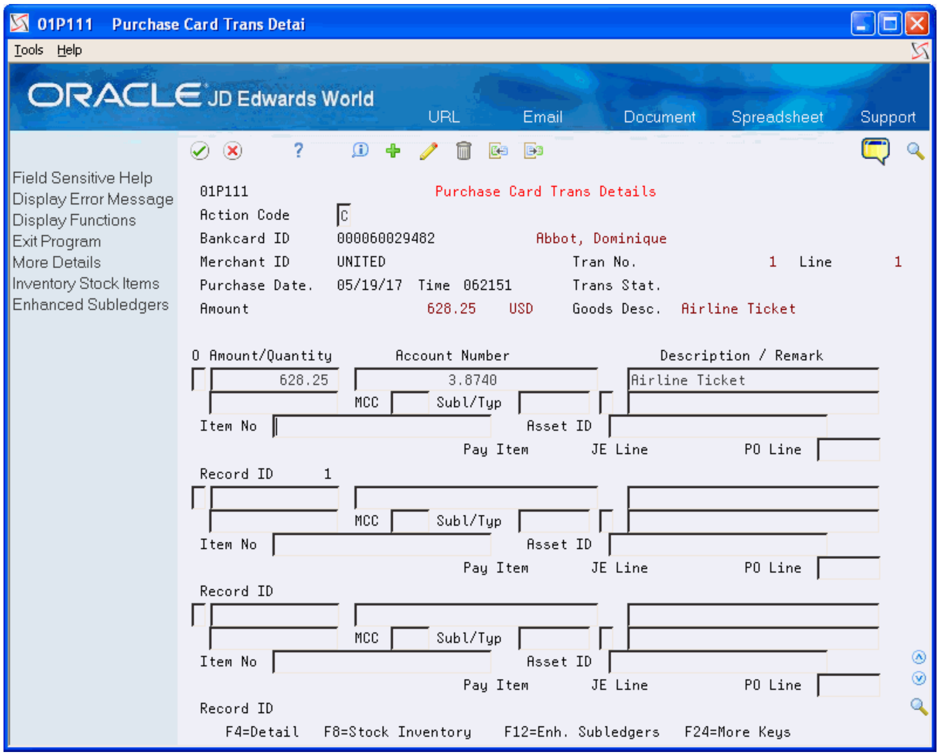
You can only revise the account information on purchase card transactions that have *not* been approved. After you create journal entries or vouchers for a transaction, you cannot revise any fields except the Reason Code (CDRC) and Receipts Status (CDSR) fields on P01P11.

The system stores G/L account distribution information in the Transaction File (F01P11).

To revise G/L account distribution information

1. Access the Purchase Card Trans Detail program (P01P111).

Figure 5–3 Purchase Card Transaction Details screen



Amount

Enter the amount to distribute to the account that you enter in the corresponding field.

Account Number

Enter the number of the account to which you want to allocate the amount.

Description

Enter the description that you want to appear in the Explanation 2 field of the journal entry that the system creates.

MCC

Enter the MCC if desired.

Subledger/Type

Enter the subledger and corresponding subledger type, if desired. To access enhanced subledger, press F12

Remark

Enter the description that you want to appear as the payment remark on the voucher, if you generate vouchers.

Item Number

Enter the number of the item that corresponds to the purchase order. If the item is for a stock inventory item, choose Stock Inventory (F8) to update inventory for the item. The transaction must be approved first.

Asset ID

Enter the asset ID to update for the corresponding expense.

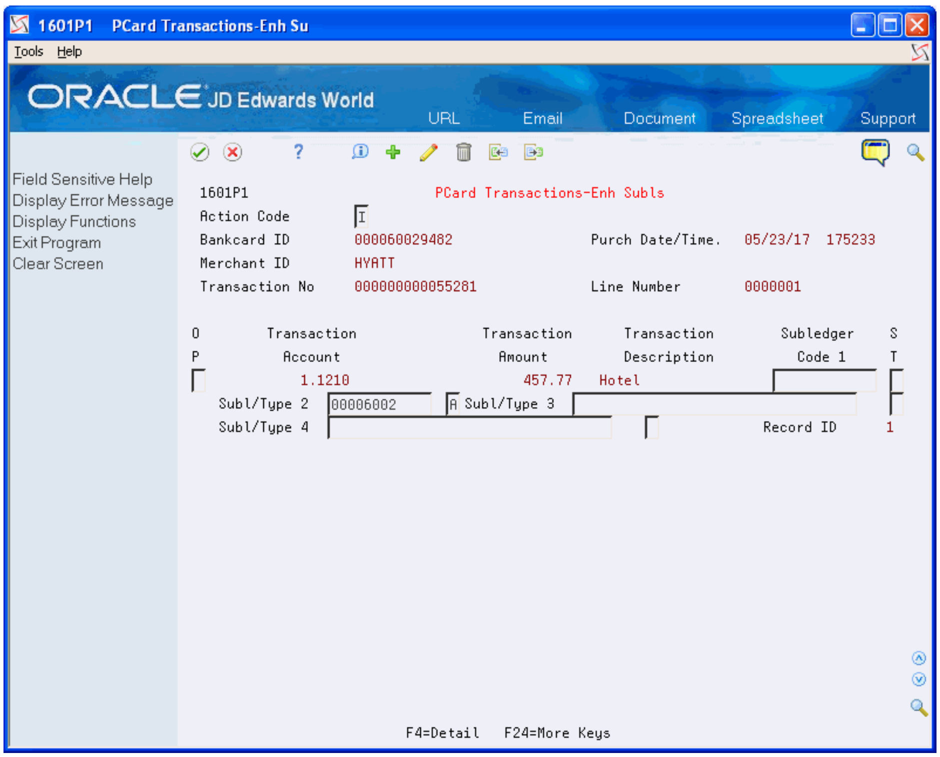
Ref 1 and Ref 2
Enter up to eight alpha-numeric characters for tracking and reference purposes specific to your business requirements.

The system updates the values that you enter to corresponding fields in the Account Ledger file (F0911) when you generate the journal entry for the purchase card transaction.

To revise enhanced subledger information

1. Access the PCard Transaction - Enh. Subls. program (P1601P).

Figure 5–4 PCard Transaction - Enhanced Subledger screen



Subledger Code 1 / Subledger Type 1 through Subledger Code 4 / Subledger Type 4
You can use any of the subledger fields and their corresponding type to associate the purchase card G/L account distribution to a particular subledger. In the PCard system, the subledger is most often the address book number of the cardholder (employee) and the subledger type is A.

Depending on the value of the Store Cardholder field in the Purchase Card Constants (P01P00), the system might store the address book number of the employee in either the Subledger Type 1 (ABR1) or Subledger Type 2 (ABR2) fields. Otherwise, the system stores it Subledger field (SBL) that displays on the Purchase Card Trans Details screen (P01P111).

5.3 Approving, Unapproving, and Rejecting Transactions

Before you can generate journal entries or vouchers for purchase card transactions, they must be approved. You can approve one or more transactions using the Transaction Workbench. If you approve a transaction in error, you can also unapprove it, as long as you have not generated journal entries or vouchers for it. The system updates the Status field (CDSP) to 1 when you approve transactions. Once you generate journal entries or vouchers, you cannot change the approval status or make any revisions except to the Reason Code (CDSR) and Receipts Status (CDSR) on P01P11.

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, use Option 6 (Approve) 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, use Option 11 (Unapprove) and press Enter.

5.3.1 Rejecting Transactions

You cannot reject transactions directly from the Transaction Workbench; you must enter 2 in the Status field in the PCard Transaction/Information program (P01P11) to prevent a transaction from being processed. See Section 5.1, "Overview to Transaction Workbench (P01P200)."

6

Creating Journal Entries from the Purchase Card Management System

This chapter contains the topic:

- Section 6.1, "Understanding Create Journal Entries (P01P520)."

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).

6.1 Understanding Create Journal Entries (P01P520)

When you run the Create Journal Entries program, the system generates journal entries in the Account Ledger file (F0911) for the PCard expense accounts that it retrieves from the F01P111 file (Transaction Distribution File) according to the data selection that you use. 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
- 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.

The program creates journal entries in the domestic currency to the AA ledger only.

After you generate a batch of journal entries, you must approve the batch and post it to update the Account Balances file (F0902).

6.1.1 Program Used to Create Journal Entries from the PCard System

Program Name	Program Number	Navigation	Usage
Create Journal Entries	P01P520	From Purchase Card Processing (G01P), choose Transaction Processing. From Transaction Processing (G01P11), choose Create Journal Entries	Generate journal entry transactions for purchase card expenses.

6.1.2 Setting Processing Options for Create Journal Entries (P01P520)

Processing options enable you to specify the default processing for programs and reports.

Proof or Final Mode

1. Specify whether to run the program in proof or final mode:

- Blank - 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. I
- 1 - Final Mode
  The program does the following to create the journal entry 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) if you generate vouchers.
  - Generates a batch header record in the Batch Control Records file (F0011) and assigns it batch type G.
  - Updates the following fields in the F0911 file:
    - 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 the F01P11 file 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).

Automatic Post

2. Use this processing option to specify whether to submit the post program (P09800) after successfully creating journal entries.

- Blank - Do not submit the post program.
- 1 - Submit version ZJDE0001 of the post program.

Transaction Processing

Use the processing options under this heading to specify how to generate journal entries and the G/L date to assign:

3. Summarizing Transactions and Assigning the G/L Date

- Blank - Purchase Date

  The system creates one journal entry for each unique purchase date and assigns the purchase date as the G/L date.
- 1 - Summarized Purchase Date to Period End Date

  The system creates one journal entry for the entire purchase date period and assigns the last day of the fiscal period as the G/L Date on the voucher.
- 2 - Statement Date

  The system creates one journal entry for each unique statement date and assigns the statement date as the G/L date. If the system cannot locate a statement date, it uses the purchase date.
- 3 - Summarized Statement Date to Period End

  The system creates one journal entry for the entire purchase period and assigns the statement date as the G/L date. If the system cannot locate a statement date, it uses the purchase date.

> **Note:** If you use either of the Statement Date options (2 or 3), you must set the Data Sequence as follows:
>
> - Employee Company
> - Currency Code
> - Statement Date
> - Date of Purchase
> - Unique Key ID
>
> The program provides a unique DREAM Writer version for Statement Date processing (ZJDE0003).

4. Offsetting Entries

Use this processing option to specify how to generate the offset (balancing) entries for the journal entry expense:

- Blank - One offset entry for each journal entry the system generates.

  The system uses the following hierarchy to locate the CCP AAI to use:

  – CCP + Currency + Employee Company

  – CCP + Currency + Company 00000

  – CCP + Employee Company

  – CCP + Company 00000

  The system uses the employee company from the F01P11 record to locate the CCP AAI to use. If you do not specify a business unit on the CCP AAI, the system uses the employee business unit from the F01P11 record and concatenates it to the object/subsidiary to derive the offset account to use.

- 1 - One offset entry for each company and business unit combination based on the account used for the journal entry expense.

  The system uses the following hierarchy to locate the CCP AAI to use:

  – CCP + Currency + Expense Distribution Company

  – CCP + Currency + Company 00000

  – CCP + Expense Distribution Company

  – CCP + Company 00000

  The system derives the expense distribution company based on the business unit of the expense account from the F01P111 record and uses that to locate the CCP AAI to use. If the business unit is blank on the CCP AAI, the system uses the business unit from the expense distribution account and concatenates it to the object/subsidiary account specified in the AAI to derive the offset account.

Default Values

5. Enter the document type to assign to the journal entry. If you leave this processing option blank, the system assigns JE.

Report Processing

Use the processing options under this heading to specify the information to print on the error report (R01P520).

6. Warning Message

Use this processing option to specify whether to print warning messages, in addition to error messages, on the report (R01P520) the system generates:

- Blank - Print the warning messages.
- 1 - Do not print warning messages.

7. Successfully Processed Notification

Use this processing option to specify whether to print additional account information and text when the system successfully generates the journal entry:

- Blank- Print additional account information and text when the system successfully generates the journal entry.
- 1 - Do not print additional account information and text when the system successfully generates the journal entry

DW Version for Journal Entry Processor

8. Use this processing option to specify the version of the Journal Entry Functional Server (XT0911Z1) that you want the system to use to provide default processing. If you leave this processing option blank, the system uses version ZJDE0001.

6.1.3 Setting Data Selection for Create Journal Entries (P01P520)

The data selection for this DREAM Writer includes the following mandatory values that you should not change:

- Create Journal Entry Date EQ *ZEROS
- Transaction Status EQ 1

You can add additional data selection as desired.

6.1.4 Setting Data Sequence for Create Journal Entries (P01P520)

Depending on the processing option setting for the date to assign as the G/L date, the data sequence for the DREAM Writer version varies:

Purchase Date as G/L Date

If you set the processing option to use the purchase date, the data sequence for the DREAM Writer version is as follows:

- Employee Company 001
- Currency Code 002
- Date of Purchase 003
- Unique Key ID (Internal) 004

Statement Date as G/L Date

If you set the processing option to use the statement date, the data sequence for the DREAM Writer version is as follows:

- Employee Company 001

- Currency Code 002
- Statement Date 003
- Date of Purchase 004
- Unique Key ID (Internal) 005

7

Processing Purchase Card Statements

This chapter contains these topics:

- Section 7.1, "Uploading the Bank Transmission for PCard Statements,"
- Section 7.2, "Processing Purchase Card Statements,"
- Section 7.3, "Reconciling Statements to Purchase Card Transactions."

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.

Prerequisites

Review Chapter 3, "Understanding the Process Mode (Summary versus Detail) for Processing Transactions and Statements."

7.1 Uploading the Bank Transmission for PCard Statements

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 B, "Using the Batch Import Process to Upload Information for the PCard System" for information about using the batch import process.

See Appendix D, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements" for information about mapping the fields into the F01PBKZ file.

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 E, "Field Specifications for Manually Adding a Purchase Card Transaction or Statement" for detailed steps.

7.1.1 What You Should Know about Processing Non-Cardholder Statement Transactions

If a statement includes transactions for fees or services that are not specific to any one cardholder, you might need to set up the bank or credit card company as an employee cardholder so that you can process these transactions on the statement from the F01PBKZ file. To easily identify the bank as the cardholder, assign 0000 or 9999 as the a Bankcard ID.

7.2 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 the PCard 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.

7.2.1 Program Used to Process Purchase Card Statements

Program Name	Program Number	Navigation	Usage
Receive Statement Transaction	P01P561	From Purchase Card Processing (G01P), choose Transmission Processing. From Transmission Processing (G01P13), choose Receive Statement Transaction	Process statements from the bank to the purchase card statement files, F01P12 and F01P121.

7.2.2 Setting Processing Options for Receive Statement Transaction (P01P561)

Processing options enable you to specify the default processing for programs and reports.

Proof or Final Mode

1. Use this processing option to specify whether to run the program in proof or final mode:

- Blank - 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.
- 1 - 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).

Summary or Detail Level Processing

2. The setting of this processing option in both the Process Daily Transactions (P01P560) and Receive Statement Transaction (P01P561) programs affects whether you can automatically reconcile statements. Review Chapter 3, "Understanding the Process Mode (Summary versus Detail) for Processing Transactions and Statements" for detailed information about setting this processing option.

Report Processing

3. Use this processing option to specify whether to print warning messages, in addition to error messages, on the PCard Bank Statement Transmission report (R01P56E) that the system generates:

- Blank - Print warning messages.
- 1 - Do not print warning messages.

Error File

4. Use this processing option to specify whether to write error messages to the F00BLOG file.

- Blank - Do not write error messages to the Error Log Table (F00BLOG).
- 1 - Write error messages to the Error Log Table (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 Section 9.8, "Printing the Transmission Log Reports" for more information.

Automatic Purge

Use this processing option to specify whether to purge successfully processed records from the Purchase Card - Bank Transmissions file (F01PBKZ). Valid values are:

- Blank - Do not purge successfully processed transactions from F01PBKZ.
- 1 - Purge successfully processed transactions from F01PBKZ.

7.2.3 Setting Data Selection for Receive Statement Transaction (P01P561)

The data selection for this DREAM Writer includes the following mandatory values that you should not change:

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

You can add additional selection criteria as desired.

7.2.4 Setting Data Sequence for Receive Statement Transaction (P01P561)

The data sequence for this DREAM Writer includes the following mandatory values that you should not change:

- User ID 001
- Batch Number 002
- Transaction Number 003
- Line Number 004

- EDI - Transmission Date 005

7.3 Reconciling Statements to Purchase Card Transactions

After you successfully process purchase card statements, you can reconcile them to 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.

Regardless of the method you use, the system updates the following when you reconcile PCard transactions:

- 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 assigns the system date (the date on which the transaction was reconciled).
- Statement Date (FKD3) in the A/P Ledger file (F0411) if a voucher has been generated for the PCard transaction.

  Otherwise, the system updates this field when you generate vouchers.

7.3.1 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 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 on the PCard Stmt/Trans Recon Report (R01P500).

7.3.1.1 Program Used to Automatically Reconcile Statements

Program Name	Program Number	Navigation	Usage
Statement Reconciliation	P01P500	From Purchase Card Processing (G01P), choose Transaction Processing. From Transaction Processing (G01P11), choose Statement Reconciliation.	Automatically reconcile PCard transactions to PCard statements.

7.3.1.2 Setting Processing Options for Statement Reconciliation (P01P500)

The Statement Reconciliation program does not have processing options.

7.3.1.3 Setting Data Selection for Statement Reconciliation (P01P500)

The data selection for this DREAM Writer includes the following mandatory values that you should not change:

- Processed Date EQ *ZEROs.

You can add additional data selection as desired.

7.3.1.4 Setting Data Sequence for Statement Reconciliation (P01P500)

The data sequence for this DREAM Writer includes the following mandatory values that you should not change:

- Bank Statement Number 001
- Statement Date 002
- Purchase Date 003
- Purchase Time 004

7.3.2 Reviewing and Manually Reconciling Statement Information

After you run the automatic Statement Reconciliation program, use Statement Inquiry to review the statement transactions that were not automatically reconciled and manually reconcile them. You might need to manually reconcile statements when:

- 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 requires manual reconciliation.

You use the Statement Inquiry program (P01P201) to review and manually reconcile the transactions from 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.

Adding Statement Transactions to the PCard Files

If the statement includes charges that are not related to a specific cardholder, such as fees for processing, you can use the Transaction Creation program (P01P120) to add these records to the PCard transaction files (F01P11 and F01P111) so that you can complete the statement reconciliation process, as well as generate the voucher for the amount required to pay the financial institution.

When you add a miscellaneous expense using Transaction Creation, the system automatically generates the records in the F01P11 and F01P111 files and updates them as reconciled. You must still approve these transactions and generate journal entries for them prior to generating vouchers.

7.3.2.1 Programs Used to Review and Manually Reconcile Statements

Program Name	Program Number	Navigation	Usage
Statement Inquiry	P01P201	From Purchase Card Processing (G01P), choose Transaction Processing. From Transaction Processing (G01P11), choose Statement Inquiry.	Review transactions from the Statement File Detail file (F01P121).
Manual Reconciliation	P01P205	From Statement Inquiry, use Option 1 (Manual Reconciliation).	Display transactions from the PCard Transaction File (P01P11).

Program Name	Program Number	Navigation	Usage
Manual Reconciliation	P01P205	From Manual Reconciliation, use Option 4 (Select for Reconciliation).	Reconcile an individual transaction.
		From Manual Reconciliation, choose Select All (F6).	The system updates the Option field to 4 for all transactions displayed so that you can reconcile all of them.
Transaction Creation	P01P120	From Manual Reconciliation, choose Create/Reconcile New Transaction (F10)	Add a transaction that is on the statement to the PCard transaction files (F01P11 and F01P111) for reconciliation purposes, as well as for voucher processing.

7.3.2.2 Setting Processing Options for Statement Inquiry (P01P201)

Processing options enable you to specify the default processing for programs and reports.

Pre-Loaded Data

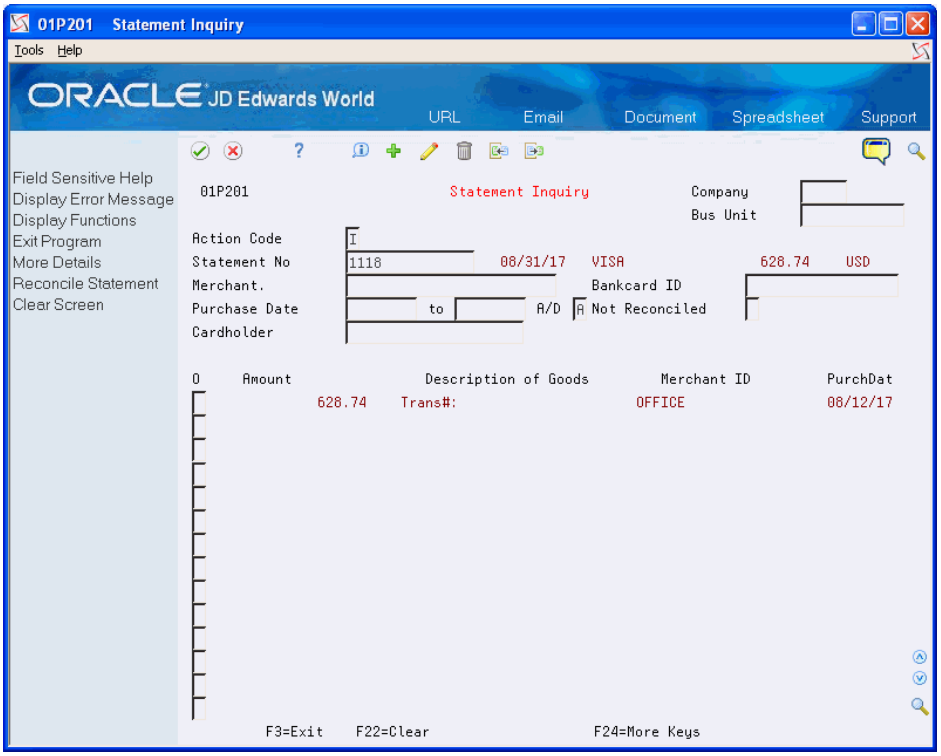
1. Use this processing option to specify the values that you want to appear in the corresponding fields on the Statement Inquiry screen when you access the program:

Company
Business Unit
Cardholder
Card ID
Merchant ID
Reconciled (* = All)

To review unreconciled statement transactions

1. Access the Statement Inquiry program (P01P201).

Figure 7–1 Statement Inquiry screen



Statement Number
Enter the statement number that you want to reconcile.

Company
Enter the Employee Company to limit the number of transactions the system displays. The system uses the business unit from the Employee Card Information record (F01P01) to derive the employee company to assign.

Business Unit
Enter the business unit to limit the number of transactions the system displays. The system uses the business unit assigned to the Employee Card Information record (F01P01) to display the PCard transactions.

Merchant
Enter the merchant ID to limit the transactions that display. Press F1 to display the PCard Merchant ID Selection program (P01P02W).

Bankcard ID
Enter the bankcard ID, which is the combination of the employee's address book number and last four digits of the purchase card, to further limit the transactions that display.

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.

Purchase Dates
Enter the range of purchase dates to limit the transactions that display.

A/D (Ascending/Descending)
By default, the system displays transactions in ascending order by purchase date (oldest first). To display transactions in descending order by purchase date (most recent first), change the value to D.

Not Reconciled
Enter 1 to display only the transactions that have not been reconciled. Leave blank to display both reconciled and not reconciled transactions.

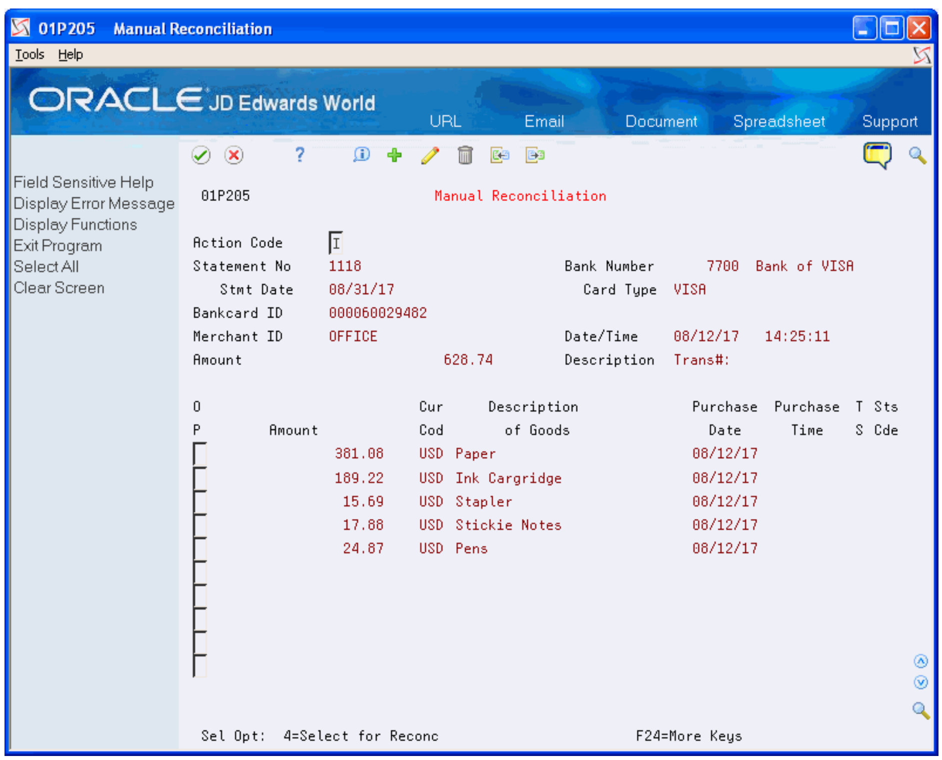
Cardholder
Enter the address book number of the employee to limit the number of transactions that display.

To manually reconcile statement transactions

1. Access the Manual Reconciliation program (P01P205).

> **Note:** The system displays all unreconciled transactions from F01P11 that have the same Bankcard Unique ID (CCUK) and Merchant ID (MID#) as the statement record, but do not necessarily the same statement number.

Figure 7–2 Manual Reconciliation screen



2. 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.

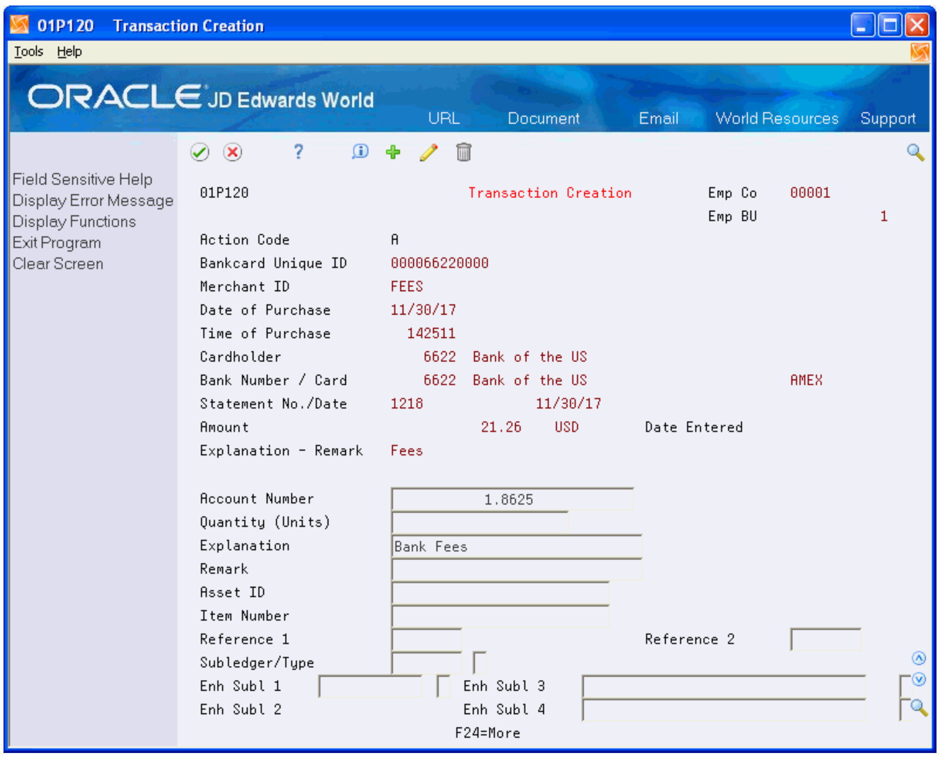
If the purchase card amounts match the statement transaction amount, then the system returns to the Statement Inquiry screen for you to continue to the next item; otherwise, it issues an error.

3. 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.

To add a PCard Transaction from Manual Reconciliation

1. Access the Transaction Creation program (P01P120).

Figure 7–3 Transaction Creation screen



Account Number
Enter the G/L account to which you want the miscellaneous expense recorded. The system uses this account when you generate a journal entry for the transaction.

Explanation
Enter a description of the account or the journal entry.

8 Creating Vouchers from the Purchase Card Management System

This chapter contains these topics:

- Section 8.1, "Understanding Create A/P Vouchers (P01P510),"
- Section 8.2, "Reviewing Voucher and Related PCard Journal Entries."

Although generating vouchers form the PCard system is an optional task, it streamlines your process to pay the bank and it provides an audit trail back to the purchase card transactions.

8.1 Understanding Create A/P Vouchers (P01P510)

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 you should not generate vouchers until the statement is reconciled. Using data selection, you can specify to generate vouchers only for PCard transactions that have a statement number. This ensures that you do not generate vouchers for transactions that are not due.

Processing vouchers from the PCard system provides offset accounting entries to correspond with those the system generates when you create journal entries:

- When you create journal entries, the system debits an expense account for the purchased item and credits a suspense distribution account that the system retrieves using the CCP automatic accounting instructions (AAIs).
- When you create vouchers, the system retrieves the same account from the CCP AAIs to use as the suspense distribution 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 journal entries that the system writes when you create journal entries and vouchers from the PCard system:

	Journal Entry Creation			Voucher Creation	
Account	**Explanation**	**Amount**	**Account**	**Explanation**	**Amount**
1.8330	Meal	52.68	1.4115	Suspense Acct	437.08
1.8650	Computer Supplies	266.14			

	Journal Entry Creation			Voucher Creation	
Account	**Explanation**	**Amount**	**Account**	**Explanation**	**Amount**
1.8120	Postage	118.26			
1.4115	Suspense Acct	437.08-			

Depending on whether you track merchants, the system assigns the payee differently:

- If you track merchants, the system uses the merchant as the supplier and the bank as the alternate payee when you generate vouchers, unless you use a one-time-payment (OTP) supplier, in which case the system uses the bank as both.
- 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. If you process statements, the system updates the Statement Date field (RPFKD3) on the voucher regardless of whether you generate the statements prior to or after you generate vouchers.

8.1.1 Programs Used to Create Vouchers from the PCard System

Program Name	Program Number	Navigation	Usage
A/P Functional Server	XT0411Z1	From DREAM Writer (G81), choose Versions List. On Versions List enter XT0411Z1 in the Form field.	To specify default processing for voucher creation.
Create A/P Vouchers	P01P510	From Purchase Card Processing (G01P), choose Transaction Processing. From Transaction Processing (G01P11), choose Create A/P Vouchers	Generate vouchers to pay the bank for purchase card expenses.

8.1.2 Setting Processing Options for A/P Functional Server (XT0411Z1)

The following processing option directly affects Purchase Card processing. Verify the setting of this processing option and all other processing options for the version of XT0411Z1 that you specify in the processing option of the Create Vouchers program.

Default Processing

3a. Document Type

Specify the document type to assign to vouchers that the system generates from the PCard system. JD Edwards World recommends that you assign a unique document type to vouchers generated from the PCard so that you can exclude them from Merchant Activity using the Allowed Doc Types Categories program (P0060).

8.1.3 Setting Processing Options for Create Vouchers (P01P510)

Processing options enable you to specify the default processing for programs and reports.

Proof or Final Mode

1. Specify whether to run the program in proof or final mode:

- Blank - 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.
- 1 - 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 on the A/P Ledger record (F0411) to indicate that the voucher originated from the Purchase Card Management system.

Automatic Post

2. Use this processing option to specify whether to submit the post program (P09800) after successfully creating vouchers.

- Blank - Do not submit the post program.
- 1 - Submit version ZJDE0003 of the post program.

Voucher Creation

3. Use this processing option to specify the type of voucher to create. You must coordinate the setting of this processing option with the setting of the processing option for Create Journal Entries (P01P520) that specifies whether to create an offsetting entry by company and business unit; otherwise, the offset accounts will not balance to zero when you post the corresponding vouchers.

- Blank - Standard Voucher

  Use this processing option setting if you specify to generate one offset entry in the Create Journal Entries program. The system uses the following hierarchy to locate the CCP AAI to use to retrieve the G/L distribution account to assign to the voucher:

  - CCP + Currency + Employee Company
  - CCP + Currency + Company 00000
  - CCP + Employee Company

  - CCP + Company 00000

  The system uses the employee company from the F01P11 record to locate the CCP AAI to use. If you do not specify a business unit on the CCP AAI, the system uses the employee business unit from the F01P11 record and concatenates it to the object/subsidiary to derive the offset account to use.

- 1 - Logged Voucher

  Use this processing option setting when you assign purchase order information to the PCard transaction for 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 F, "How to Redistribute Purchase Card Logged Vouchers with Purchase Order Matching" for further details.

- 2 - Multicompany Single Supplier

  Use this processing option setting if you specify to generate multiple offset entries in the Create Journal Entries program. The system uses the following hierarchy to locate the CCP AAI to use:

  - CCP + Currency + Expense Distribution Company
  - CCP + Currency + Company 00000
  - CCP + Expense Distribution Company
  - CCP + Company 00000

  The system derives the expense distribution company based on the business unit of the expense account from the F01P111 record and uses that to locate the CCP AAI to use. If the business unit is blank on the CCP AAI, the system uses the business unit from the expense distribution account and concatenates it to the object/subsidiary account specified in the AAI to derive the offset account.

Transaction Processing

Use the processing options under this heading to specify how to generate vouchers:

4. Summary or Detail

Specify whether to generate vouchers based on the receipt (summary) or the receipt pay item (detail):

- Blank - Summary

  The system generates voucher one pay item for each receipt from the F01P11 file.

- 1 - Detail

  The system generates a separate pay item for each receipt detail record from the F01P111 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, the system summarizes the receipt details from F01P111 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.

5. Summarizing Transactions and Assigning the G/L Date

When you generate vouchers, the system uses the following criteria to determine when to create 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.
- Merchant ID (if tracking merchants)
  If you track merchants, then the system generates a separate voucher for each merchant ID.
- Bank Number (if not tracking merchants)
  If you do not track merchants, the system generates a separate voucher for each unique bank number.
- Purchase Date or Statement Date
  Use this processing option to specify whether to use the purchase date or statement date as the criteria for generating a separate voucher.
- 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.

In addition to specifying the date criteria (purchase or statement), you also use this processing option to specify whether to summarize vouchers by fiscal period and the date to use as the G/L date of the voucher. Valid values are:

- Blank - Summarize by Purchase Date

  The system creates a separate voucher for each unique purchase date and assigns the purchase date as the G/L date.

- 1 - Summarize Purchase Dates by Fiscal Period and Assign Last Day as G/L Date

  The system creates a summarized voucher for all purchase dates within the same fiscal period and assigns the last day of the fiscal period as the G/L date.

- 2 - Summarize by Statement Date

  The system creates a separate voucher for each unique statement date and assigns the statement date as the G/L date.

- 3 - Summarize Statement Dates by Fiscal Period and Assign Last Day as G/L Date

The system uses the statement date to determine the fiscal period and creates a summarized voucher for all purchase dates within that fiscal period and assigns the last day of the fiscal period as the G/L date.

Note:

If you use either of the Statement Date options (2 or 3), you must use the data sequence from either ZJDE0006 (if you track merchants) or ZJDE0007 (if you do not track merchants). Copy one of those versions for generating vouchers by statement date.

Bypass Tax Defaults

6. Use this processing option to specify whether to process the default tax information set up for the supplier that would normally be included on the voucher.

- Blank - Use the standard tax defaults.

  The system includes tax information on the voucher if it is set up in the Supplier Master and is not bypassed according to the setting of the corresponding processing option in the in the Accounts Payable Functional Server (XT0411Z1)

- 1 - Do not use the standard tax defaults.

  The system does not include tax information on the voucher regardless of the tax information set up for the supplier or the tax functionality specified by Accounts Payable Functional Server (XT0411Z1).

Remark or Description

7. Use this processing option to specify how to assign the wording to the Payment Remark field (RMK) on the voucher. This processing option works in conjunction with the Transaction Processing processing option that you use to specify how to create the voucher pay items.

- Blank or 1 - Summary Mode

  The system uses the Description (EXR) from the F01P11 record to assign to the Payment Remark field.

- Blank - Detail Mode
  The system uses the Description (EXR) from the F01P111 record to assign to the Payment Remark field.

- 1 - Detail Mode

  The system uses the Remark field (RMK) from the F01P111 record to assign to the Payment Remark field.

Vendor Invoice Number

8. Use this processing option to specify whether to assign an invoice number (VINV) to the voucher that the system generates. The system generates the invoice number by retrieving the value of the employee's Card Type (CARD) from the Employee Card Information file (F01P01) and concatenating it to the value of Unique Key ID (UKID) from the PCard Transaction File (F01P11).

- Blank - Generate and assign the voucher invoice number.

  You should use this processing option setting only if the Duplicate Invoice Number Edit field (DUIN) is set to Y or N.

- 1 - Do not generate and assign the voucher invoice number.

Report Processing

Use the processing options under this heading to specify the information to print on the error report (R01P520).

9. Warning Message

Use this processing option to specify whether to print warning messages, in addition to error messages, on the report (R01P520) the system generates:

- Blank - Print the warning messages.
- 1 - Do not print warning messages.

10. Successfully Processed Notification

Use this processing option to specify whether to print additional account information and text when the system successfully generates the journal entry:

- Blank- Print additional account information and text when the system successfully generates the journal entry.
- 1 - Do not print additional account information and text when the system successfully generates the journal entry

DW Version for A/P Voucher Processor

11. Use this processing option to specify the version of the Accounts Payable Functional Server (XT0411Z1) that you want the system to use to provide default processing.

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.

If you leave this processing option blank, the system uses version ZJDE0001.

DW Version for Journal Entry Processor

12. Use this processing option to specify the version of the Journal Entry Functional Server (XT0911Z1) that you want the system to use to provide default processing. If you leave this processing option blank, the system uses version ZJDE0001.

8.1.4 Setting Data Selection for Create A/P Vouchers (P01P510)

The data selection for this DREAM Writer includes the following mandatory values that you should not change:

- Create Voucher Date EQ *ZEROS
- Transaction Status EQ 1

You can add additional data selection as desired:

- To generate vouchers only for transactions that have been reconciled, add the following data selection: Statement Number NE *BLANK.
- To generate vouchers only for transactions for which you have generated journal entries, add the following data selection: Create Journal Entry Date NE *ZERO.

8.1.5 Setting Data Sequence for Create A/P Vouchers (P01P510)

Depending on the processing option setting that you use to assign the G/L date and whether you track merchants, the data sequence for the DREAM Writer version varies.

Review each ZJDE000x DEMO version and copy the version that corresponds to your business process to ensure that you use the correct data sequence.

8.2 Reviewing Voucher and Related PCard Journal Entries

After you generate vouchers, you can review them using Supplier Ledger Inquiry (P042003). Additionally, you can view the corresponding journal entries generated for the expense portion of the PCard transaction using Option 10 (PCard Voucher to Journal Entry Window).

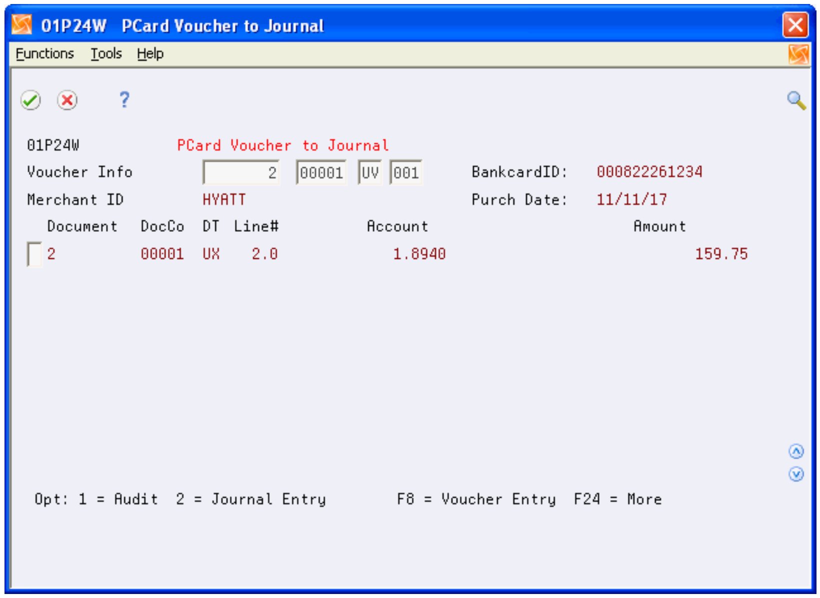
8.2.1 Programs Used to Review Vouchers and Related PCard Journal Entries

Program Name	Program Number	Navigation	Usage
Supplier Ledger Inquiry	P042003	From Accounts Payable (G04), choose Supplier and Voucher Entry. From Supplier and Voucher Entry, choose Supplier Ledger Inquiry.	Inquire on the bank or financial institution that process the purchase card transactions.
Additional Selections	P042003W	From Supplier Ledger Inquiry, press F6.	Enter P in the Voucher Type field to display only vouchers generated from the PCard system.
PCard Voucher to Journal	P01P24W	From Supplier Ledger Inquiry, use Option 10 (PCard Voucher to Journal Entry Window)	Display the journal entries that comprise the expense portion of the corresponding voucher.
Journal Entries	P09101	From PCard Voucher to Journal, choose Option 2 (Journal Entry).	Display all journal entries associated with the voucher.

To review PCard journal entries related to the voucher

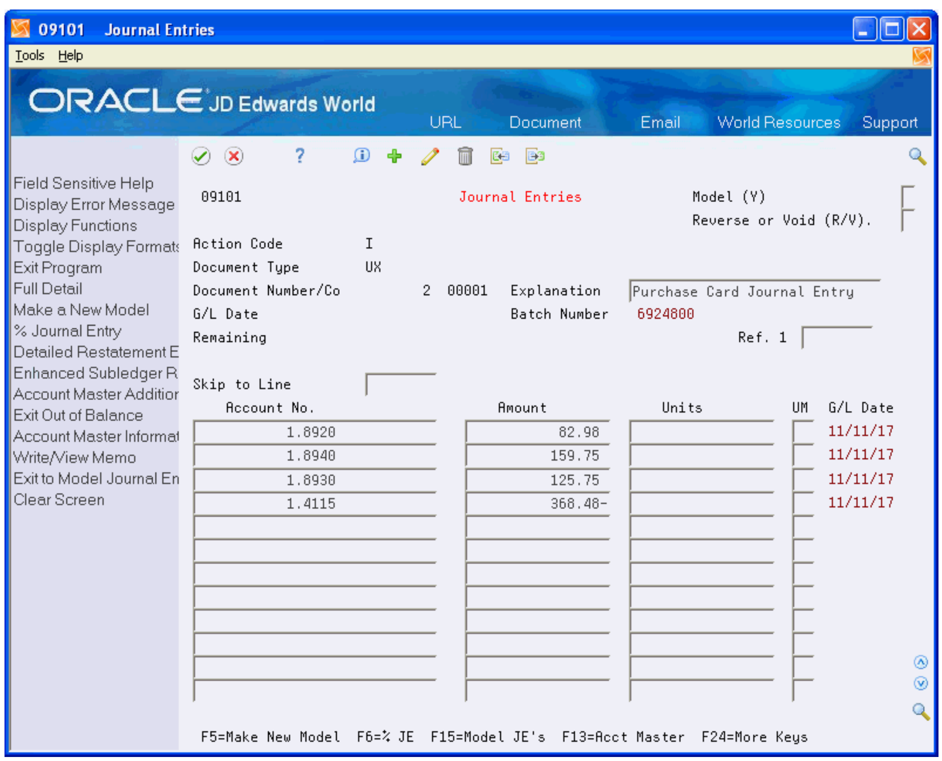
1. Access the PCard Voucher to Journal window (P01P24W).

Figure 8–1 PCard Voucher to Journal



2. Use Option 2 (Journal Entry) to review all journal entry line items for the document.

Figure 8–2 Journal Entries screen



9 Working with Purchase Card Reports and Inquiries

This chapter contains these topics:

- Section 9.1, "Printing the Transaction Report (P01P400),"
- Section 9.2, "Printing the Transaction Activity Report (P01P404),"
- Section 9.3, "Reviewing Merchant Activity (P01P220),"
- Section 9.4, "Reviewing Merchant Activity Summary (P01P225),"
- Section 9.5, "Printing the Employee Card Information Report (P01P401),"
- Section 9.6, "Printing the Merchant Information Report (P01P402),"
- Section 9.7, "Printing the Bank Information Report (P01P403),"
- Section 9.8, "Printing the Transmission Log Reports."

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.

9.1 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). Using this report, you can review transactions to determine which require employee payment, which might involve fraud, or which are ready to purge. You can provide this report to managers as well as bankcard providers.

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.

9.1.1 Program Used to Print the Transaction Report

Program Name	Program Number	Navigation	Usage
Print Transaction Report	P01P400	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Transaction Report.	Print a report of transactions from the PCard files (F01P11 and F01P111).

9.1.2 Setting Processing Options for the Transaction Report (P01P400)

Processing options enable you to specify the default processing for programs and reports.

Print Options

1. Use this processing option to specify whether to print information the Transaction File (F01P11) or the Transaction Distribution File (F01P111).

- Blank - Retrieve and print information from the header file (F01P11).
- 1 - Retrieve and print information from the detail file (F01P111).

Header Format Options

2. Use this processing option to specify whether to include generic text on the report. This processing option is valid only if the Print Options processing option is set to blank (header format).

- Blank - Do not print generic text.
- 1 - Print generic text.

Detail Format Options

Use the processing options under this heading to specify the information from the F01P111 file to print on the report. These processing options are valid only if the Print Options processing option is set to 1 (detail format).

3. Asset ID or Item Number

- Blank - Do not print the asset ID or item number.
- 1 - Print the asset ID or item number.

4. Remark or Explanation

- Blank - Print the Explanation (EXR), which is also known as the Cost of Goods Description.
- 1 - Print the Remark (RMK).

5. Enhanced Subledger Fields

- Blank - Do not print the enhanced subledger fields.
- 1 - Print the enhanced subledger fields.

9.1.3 Setting Data Selection and Data Sequencing for the Transaction Report (P01P400)

This DREAM Writer does not have any mandatory data selection or data sequencing.

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

9.2 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.

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.

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).

9.2.1 Program Used to Print the Transaction Activity Report

Program Name	Program Number	Navigation	Usage
Print Transaction Report	P01P404	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Transaction Activity Report.	Print a report of transactions by employee.

9.2.2 Setting Processing Options for the Transaction Activity Report (P01P404)

Processing options enable you to specify the default processing for programs and reports.

Year Beginning

1. Use this processing option to specify the month that begins your fiscal year. For example, if your fiscal year begins July 1, enter 7. If you leave this processing option blank, the system uses January as the beginning month.

Report Output

Use the processing options under this heading to specify the information to print on the report.

2. Information to Exclude Based on Selection - Enter 1 next to the corresponding fields that you do **not** want to print on the report:

- Transaction Level Information
- Daily Summary
- Monthly Summary
- Yearly Summary

3. Information to Exclude based on Credit and Transaction Limits

- Blank - Print all transactions.
- 1 - Print only those transactions that exceed the transaction or credit limits established for the cardholder.

9.2.3 Setting Data Selection for the Transaction Activity Report (P01P404)

The data selection for this DREAM Writer includes the following mandatory values that you should not change:

- BankcardUnique ID   NE *BLANKS

If you choose Details (F4), you can see which of the two files in the join (F01P01 and F01P11) the system uses to retrieve information based on the data selection. For example, this DREAM Writer has two selections for Bankcard Unique ID, one from the F01P11 file (THCCUK), which the system uses to exclude transactions that are missing a value, such as those for preassigned cards, and one from F01P01 (ECCCUK) that includes all values.

9.2.4 Setting Data Sequencing for the Transaction Activity Report (P01P404)

The data sequence for this DREAM Writer includes the following mandatory values that you should not change:

- Bankcard Unique ID   001
- Date of Purchase   002

9.3 Reviewing Merchant Activity (P01P220)

The Merchant Activity program (P01P220) provides information that helps you see your overall purchasing position with a merchant. The Merchant Activity program uses the address book number (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, you can use the PCard Flag field (CFF1) to limit the display to only those transactions generated from the Purchase Card Management System, if desired.

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).

Specifying Document Types to Include or Exclude

The Merchant Activity program utilizes one of two UDC tables that allow you to specify the document types to include or exclude from display on the screen so that you do not overstate amounts:

- Use UDC table 01P/DI (Merchant Act Doc Types Include) to specify the documents to include.
- Use UDC table 01P/DX (Merchant Act Doc Types Exclude) to specify the documents to exclude.

You specify which UDC table to use in the Document Type Selection processing option.

For example, you do not want to include document types such as AE, PK, PN, PT or P1 that affect meaningful totals. Additionally, if you generate vouchers from the PCard system, you should assign them a unique document type so you can exclude them as well. JD Edwards World recommends that you display only journal entry document types and document types for vouchers that are generated outside of the PCard system. This ensures that you capture merchant activity correctly.

9.3.1 Programs Used to Review Merchant Activity

Program Name	Program Number	Navigation	Usage
Merchant Act Include Doc Types	P00005A	From Purchase Card Set-Up (G01P41), choose Merchant Act Include Doc Types.	Set up the document types to include on Merchant Activity.
Merchant Act Exclude Doc Types	P00005A	From Purchase Card Set-Up (G01P41), choose Merchant Act Exclude Doc Types.	Set up the document types to exclude from Merchant Activity.
Merchant Activity	P01P220	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Merchant Activity.	Review Account Ledger transactions (F0911) for the merchant.
Additional Selections	P01P220W	From Merchant Activity choose Additional Selections (F6).	To provide additional selection criteria to display the desired transactions.

9.3.2 Setting Processing Options for Merchant Activity (P01P220)

Processing options enable you to specify the default processing for programs and reports.

Pre-Loaded Data Selections

1. Use this processing option to specify the default values that you want the system to populate into the corresponding header fields, which the system uses as selection criteria when you access the program.

- Merchant Number
- Account
- From Date/Period
- Thru Date/Period

- PCard Flag (* = All)
- Subledger (* = All)
- Subledger Type
- Ascending/Descending
- Sequence
- Business Unit

Document Type Selection

2. Use this processing option to limit the document types that the program displays and includes in the totals. Valid values are:

- Blank - Display all document types.
- 1 - Display only those document types set up in UDC table 01P/DI (Merchant Act Doc Types Include).
- 2 - Display all document types *except* those set up in UDC table 01P/DX (Merchant Act Doc Types Exclude).

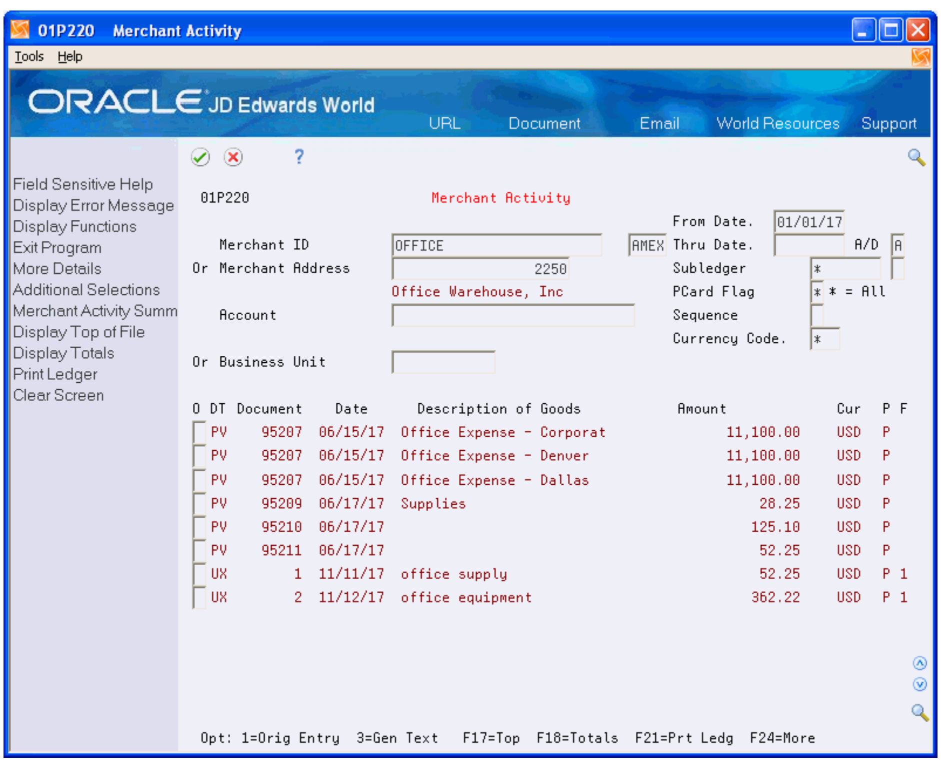
DREAM Writer Versions

3. Enter the version of the Merchant Activity Summary to use when you choose Merchant Activity Summary (F12). If you leave this processing option blank, the system uses version ZJDE0001.

To review merchant activity

1. Access Merchant Activity (P01P220).

Figure 9–1 Merchant Activity screen



Merchant ID or Merchant Address
Enter the merchant ID or the merchant's address book number to limit the display to a specific merchant. If you enter the Merchant ID, the system also displays the Credit Card Type in the unlabeled field adjacent to the Merchant ID. You can override this value, if desired.

From Date and Thru Date
Enter the G/L date range to limit the transactions that display.

AD
Enter A or D to display the transactions in (A)scending (oldest to newest) or (D)escending (newest to oldest) order.

Account or Business Unit
Enter the G/L account number or the business unit to limit the transactions that display.

Subledger and Subledger Type (not labeled)
Enter the subledger and subledger type to limit the transactions that display.

PCard Flag
Use this field to limit the transactions that display to the originating system:

- Blank- Display only those transactions not generated from the Purchase Card Management system.
- 1 - Display only those transactions generated from the PCard system.
- * - Display all transactions.

Note:

The system updates the CFF1 (PCard Flag) to 1 only on journal entries that are directly related to expenses (not offsets) from the PCard Transaction Distribution File (F01P111).

Sequence
Enter the code that corresponds to the sequence you want to use to display transactions:

- Blank - G/L Date
- 1 - Account Number and G/L Date
- 2 - Document Number and Document Type

Currency Code
Enter a currency code to limit the transactions that display. Enter * to display transactions for all currency codes.

Abbreviated Display Columns

The following fields appear abbreviated on the Merchant Activity screen:

P (Post)
The system displays P (the posted code for F0911 records) in this field.

F (Flag)
The system displays 1 in this PCard Flag to indicate that transactions originated from the PCard system.

9.4 Reviewing Merchant Activity Summary (P01P225)

To view more than one year of merchant activity, use Merchant Activity Summary (P01P225). This program summarizes merchant activity from the Account Ledger file (F0911) and displays the amounts by period or by quarter for the last three years. You can review records by company or use company 00000 to display activity for all companies. Additionally, you can view activity by merchant and cardholder, as well as for a specific account.

If you activate currency, the program displays a Currency Code field that you can use to display amounts in a different currency. A processing option allows you to specify whether to retrieve the historical exchange rate, based on the G/L date, or to use the exchange rate in effect for today. The system retrieves the exchange rate from the Currency Exchange Rates file (F0015), recalculates the amounts for the currency specified, and redisplays the totals in that currency.

Like the Merchant Activity program (P01P220), Merchant Activity Summary provides a processing option for you to specify the document types to include or exclude from the totals. Specify the same value in this processing option that you use in Merchant Activity; otherwise, the totals will not be the same.

Additionally, Merchant Activity Summary is export-enabled so that you can easily download the results to an Excel spreadsheet, if desired.

9.4.1 Programs Used to Review Merchant Activity Summary

Program Name	Program Number	Navigation	Usage
Merchant Act Include Doc Types	P00005A	From Purchase Card Set-Up (G01P41), choose Merchant Act Include Doc Types.	Set up the document types to include on Merchant Activity Summary.
Merchant Act Exclude Doc Types	P00005A	From Purchase Card Set-Up (G01P41), choose Merchant Act Exclude Doc Types.	Set up the document types to exclude from Merchant Activity Summary.
Merchant Activity Summary	P01P225	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Merchant Activity Summary.	Review summarized information for the merchant from the Account Ledger file (F0911) for three years.

9.4.2 Setting Processing Options for Merchant Activity Summary (P01P225)

Processing options enable you to specify the default processing for programs and reports.

Pre-Loaded Data Selections

1. Use this processing option to specify the default values that you want the system to populate into the corresponding header fields, which the system uses as selection criteria when you access the program.

- Merchant Number
- Merchant ID
- Year
- Company
- PCard Flag (* = All)
- Object Account
- Subsidiary Account
- Cardholder Address
- Currency
- Business Unit

Document Type Selection

2. Use this processing option to limit the document types that the program displays and includes in the totals. Valid values are:

- Blank - Display all document types.
- 1 - Display only those document types set up in UDC table 01P/DI (Merchant Act Doc Types Include).
- 2 - Display all document types *except* those set up in UDC table 01P/DX (Merchant Act Doc Types Exclude).

Currency Exchange Rate

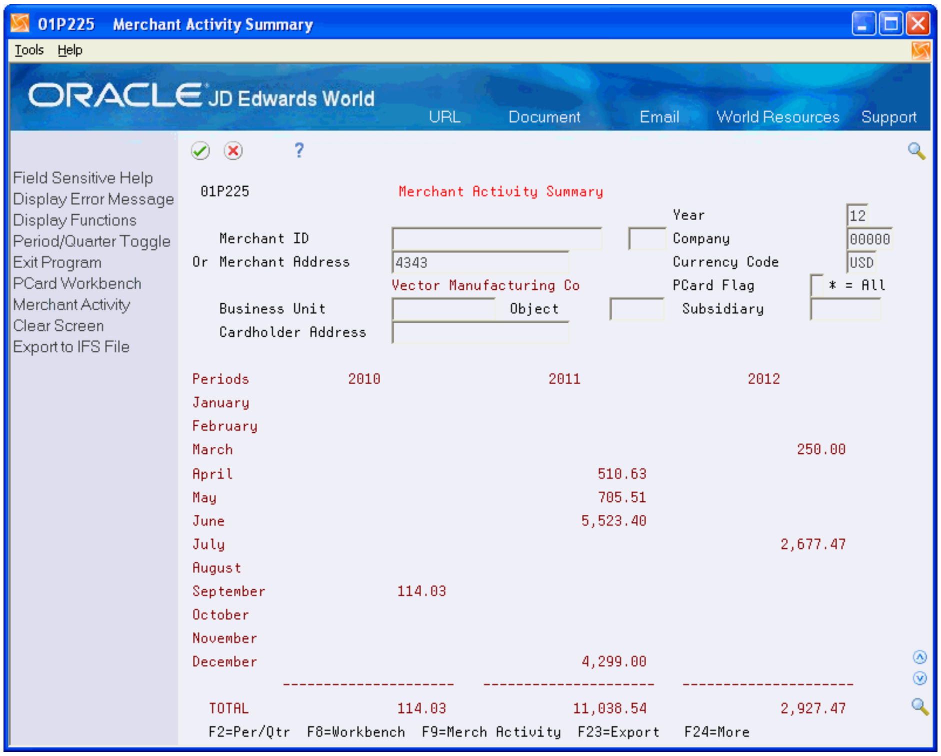
3. Use this processing to specify whether to use the exchange rate in effect today or to retrieve the historical currency exchange rate based on the G/L date of the transaction. Valid values are:

- Blank - Use the exchange rate in effect today.
- 1 - Use the historical exchange rate.

To review merchant activity summary

1. Access Merchant Activity Summary(P01P225).

Figure 9–2 Merchant Activity Summary screen



Merchant ID or Merchant Address

Enter the merchant ID or the merchant's address book number to limit the display to a specific merchant. If you enter the Merchant ID, the system also displays the Credit Card Type in the unlabeled field adjacent to the Merchant ID. You can override this value, if desired.

Year

Enter the year for which you want to view transactions. The system displays data from the prior two years, as well as the year specified. If yo u leave this field blank, the system uses the fiscal year for today's date.

Currency Code

Enter the currency code in which you want summarized amounts to display. The system calculates amounts based on the exchange rate that it retrieves from the Currency Exchange Rates file (F0015). The Currency Exchange Rate processing option determines which exchange rate the system uses: the historical rate or the exchange rate in effect today.

PCard Flag

Use this field to limit the transactions that display to the originating system:

- Blank- Display only those transactions not generated from the Purchase Card Management system.
- 1 - Display only those transactions generated from the PCard system.
- * - Display all transactions.

Note:

The system updates the CFF1 (PCard Flag) to 1 only on journal entries that are directly related to expenses (not offsets) from the PCard Transaction Distribution File (F01P111).

Business Unit / Object / Subsidiary
Enter the business unit, object, subsidiary or any combination of the three fields to limit the transactions that display by account.

Cardholder Address
Enter the address book number of the cardholder to limit the transactions that display.

9.5 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 code (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).

9.5.1 Program Used to Print the Employee Card Information Report

Program Name	Program Number	Navigation	Usage
Employee Card Information	P01P401	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Employee Card Information.	Monitor employee card information including card expiration dates, and expense amount limits.

9.5.2 Setting Processing Options for Employee Card Information (P01P401)

Processing options enable you to specify the default processing for programs and reports.

Report Content
Use the processing options under this heading to specify the information to print on the report.

1. Credit Limit

- Blank - Do not print the credit limit.
- 1 - Print the credit limit.

2. Category Codes

- Blank - Do not print category code values.
- Print category codes values.

3. Card Approval Information

- Blank - Do not print the card approval and corresponding date information.
- 1 - Print the card approval and corresponding date information.

4. Duplicate Credit Card Information

- Blank - Do not print an * on the report to indicate duplicate records (same Credit Card Type/Bank ID combination).
- 1 - Print an * next to each record that has the same Credit Card Type/Bank ID combination to indicate a duplicate record.

Note:

To use this processing option you must use the Data Sequence from the ZJDE0001 version: Address Number (001) and Bankcard ID (2).

Expiration Notice

5. Enter the number of days prior to the card expiration date that you want to use to print a corresponding notification (**) on the report. For example, if you enter 30, the system prints ** next to the expiration date for those employees whose purchase cards will expire within 30 days.

9.5.3 Setting Data Selection and Data Sequencing for Employee Card Information (P01P401)

This DREAM Writer does not have any mandatory data selection or data sequencing.

9.6 Printing the Merchant Information Report (P01P402)

If you track merchants, you can print the Merchant Information Report (P01P402) to review information from the corresponding Merchant Information file (F01P02). Different from the online Merchant Activity program, this report does not include the transactions generated to the Account Ledger file (F0911).

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.

9.6.1 Program Used to Print the Merchant Information Report

Program Name	Program Number	Navigation	Usage
Merchant Information Report	P01P402	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Merchant Information Report.	Review information from the Merchant Information file (P01P02).

9.6.2 Setting Processing Options for Merchant Information Report (P01P402)

Processing options enable you to specify the default processing for programs and reports.

Report Content

1. Use this processing option to specify whether to print the purchase order information.

- Blank - Do not print purchase order information.
- 1 - Print purchase order information.

9.6.3 Setting Data Selection and Data Sequencing for the Merchant Information Report (P01P402)

This DREAM Writer does not have any mandatory data selection or data sequencing.

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

9.7 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).

9.7.1 Program Used to Print the Bank Information Report

Program Name	Program Number	Navigation	Usage
Bank Information Report	P01P402	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Bank Information Report.	Review information from the Bank File (P01P03).

9.7.2 Setting Processing Options for the Bank Information Report (P01P03)

The program does not provide processing options.

9.7.3 Setting Data Selection and Data Sequencing for Bank Information Report (P01P03)

This DREAM Writer does not have any mandatory data selection or data sequencing.

9.8 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) that you can subsequently print using the Error/Log Report (P00ZERR). Because F00BLOG is used by many programs within JD Edwards World, the system provides different versions of the P00ZERR program to limit the errors that print to the specific program that generates them. For the Purchase Card Management system, you can run:

- Transaction Log (P00ZERR ZJDE0003) to print errors returned as a result of running Process Daily Transactions (P01P560).
- Statement Log (P00ZERR ZJDE0004) to print errors returned as a result of running Receive Statement Transaction (P01P561).
- Purchase Card Z-File Log (P00ZERR ZJDE0008) to print errors returned as a result of running Purchase Card Revisions (P01P01Z) and Merchant Revisions (P01P02Z).

Unless you use Data Selection, P00ZERR prints all error messages for transactions generated by the corresponding program. The system prints the error message only once, and then updates the Process Flag field (EDSP) in F00BLOG to Y.

9.8.1 Program Used to Print the Error/Log Report

Program Name	Program Number	Navigation	Usage
Error/Log Report	P00ZERR	From Purchase Card Processing (G01P), choose Reports and Inquiries. From Purchase Card Inquiries/Reports (G01P12), choose Error/Log Report. Alternatively, you can access this program from the Purchase Card Z File Processes menu (G01P01Z).	Review the error log the system generates when you process PCard transactions and statements.

9.8.2 Setting Processing Options for Error/Log Report (P00ZERR)

The program does not provide processing options; you must use the proper DEMO version to print the log for the corresponding file.

9.8.3 Setting Data Selection for Error/Log Report (P00ZERR)

The data selection for this DREAM Writer includes Process Name. With the exception of version ZJDE0001, for which the Process Name is equal to *ALL, the Process Name is unique for each version that of P00ZERR that you run.

9.8.4 Setting Data Sequencing for the Error/Log Report (P00ZERR)

The data sequence for this DREAM Writer includes the following mandatory values that you should not change:

- Batch Number 001
- Transaction Number 002

10

Purging Purchase Card Data

This chapter contains these topics:

- Section 10.1, "Purging Purchase Card Bank Transmissions,"
- Section 10.2, "Purging Purchase Card Transaction Files (F01P11 and F01P111),"
- Section 10.3, "Purging Purchase Card Statement Files (F01P12 and F01P121)."

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

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 the Purge Transactions program (P00PURGE) independently.

Additionally, you can run the Purge Transactions (P01P800) and Purge Statements (P01P801) programs to delete records from the PCard transaction (P01P11 and P01P111) and PCard statement (P01P12 and P01P121) files, respectively.

10.1 Purging Purchase Card Bank Transmissions

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). Each version of P00PURGE has a different based on file, so it is imperative you choose the version that uses F01PBKZ as the Based On File in the Additional Parameters.

The P00PURGE program purges all records from F01PBKZ that have Y in the Processed (Y/N) field (EDSP).

10.1.1 Program Used to Purge PCard Transmissions

Program Name	Program Number	Navigation	Usage
Purge Transactions	P00PURGE,version ZJDE0049	From Purchase Card Processing (G01P), choose Transmission Processing. From Transmission Processing (G01P13), choose Purge Transactions.	Purge processed transactions from the Purchase Card – Bank Transmissions file (F01PBKZ).

10.1.2 Setting Processing Options for Purge Transactions (P00PURGE)

Processing options enable you to specify the default processing for programs and reports.

Save Purged Records

1. Use this processing option to specify whether to save purged records to a new file the program creates in a special purge library.

- Blank - Do not save the purged records.
- 1 - Save the purged records.

  The system generates a new physical file (for example F01PBKZ) in a new library that it creates using JDE + current date. For example, if you purge the Purchase Card – Bank Transmissions file (F01PBKZ) on 12/31/15 (MMDDYY date format), the system creates the new F01PBKZ file in the JDE123115 library. Additionally, if you purge the same file more than once on the same day, the system adds the new records to the file and does not replace the existing records.

Reorganize File

Use this processing option to specify whether to reorganize the purged file (F01PBKZ):

- Blank - Do not reorganize the purged file.
- 1 - Reorganize the purged file.

  The system compresses the remaining data and space that was previously allocated to the purged data. If you do not reorganize the purged file, you will not save any space.

> **Note:**
>
> The system can reorganize the file only if it is exclusively allocated to the job. In other words, no one can be using the file.

10.1.3 Setting Data Selection for Purge Transactions (P00PURGE, Version ZJDE0049)

The data selection includes the following hard-coded values that you should not change:

- Processed (Y/N) EQ Y

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.

10.2 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 included in a journal entry. The F01P11 record has a value in the Create Journal Entry Date field (CRTJ).

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.

Using additional data selection you can also limit the transactions to purge based on

10.2.1 Program Used to Purge PCard Transactions

Program Name	Program Number	Navigation	Usage
Purge Transactions	P01P800	From Purchase Card Processing (G01P), choose Purge Transactions.	Purge processed transactions from the PCard transactions files (F01P11 and F01P111).

10.2.2 Setting Processing Options for Purge Transactions (P01P800)

Processing options enable you to specify the default processing for programs and reports.

Purchase Date Comparison

1. Use this processing option to specify the date that you want to the system to use to compare to the purchase date on the P01P11 transaction to determine whether to purge it. The system purges all transactions with a purchase a date that is prior to the date entered in this processing option.

Leave this processing option blank to disregard the purchase date as one of the purge criteria.

Purge Files

2. Use this processing option to specify whether to write purged transactions to the corresponding purge file:

- Blank - Write transactions from both the F01P11 and F01P111 files to the corresponding purge files, F01P11P and F01P111P.
- 1 - Write only the purged transactions from the Transaction File (F01P11) to the corresponding purge file (F01P11P).
- 2 - Do not write any purged data to the corresponding purge files.

10.2.3 Setting Data Selection for Purge Transactions (P01P800)

Data selection includes the following hard-coded values that you should not change:

- Create Journal Entry Date NE *ZEROS

Data selection includes the following optional values. Please review and modify to meet your business requirements:

- Create Voucher Date NE *ZEROS
- Statement Date NE *ZEROS

10.2.4 Setting Data Sequencing for Purge Transactions (P01P800)

This program does not have any mandatory data sequencing.

10.3 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 when the value in the in the Number of Items to be Reconciled field (RECI) in F01P12 is 0.

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

10.3.1 Program Used to Purge PCard Statement

Program Name	Program Number	Navigation	Usage
Purge Statements	P01P801	From Purchase Card Processing (G01P), choose Purge Statements.	Purge processed transactions from the PCard statement files (F01P12 and F01P121).

10.3.2 Setting Processing Options for Purge Statements

Processing options enable you to specify the default processing for programs and reports.

Statement Date Comparison

Use this processing option so specify a date that you want to the system to use to compare to the statement date on the P01P12 transaction to determine whether to purge it. The system purges all transactions with a statement date that is prior to the date entered in this processing option.

Purge Files

2. Use this 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:

- Blank - Write transactions from both the F01P12 and F01P121 files to the corresponding purge files, F01P12P and F01P121P.
- 1 - Write only the purged transactions from the Statement File Header (F01P12) to the corresponding purge file (F01P12P).
- 2 - Do not write any purged data to the corresponding purge files.

10.3.3 Setting Data Sequencing for Purge Statements (P01P801)

This DREAM Writer has no data selection or data sequencing.

A

Importing Merchant Category Codes

This appendix contains these topics:

- Appendix A.1, "Creating the Template for Merchant Category Codes,"
- Appendix A.2, "Updating the Merchant Category Codes Template (Spreadsheet),"
- Appendix A.3, "Importing the Merchant Category Codes."

You can use the interactive import process to upload merchant category codes directly into the Merchant Category Codes program (P01P21). To do this, you create a template (spreadsheet) that you save as a .csv or .xml file, update it with the MCCs that you want to import, and then use the interactive import process to upload the MCCs from the spreadsheet to the Merchant Category (Commodity) Codes file (F01P21).

Your bank should be able to provide you with the MCCs that they use, but you can also locate them, by credit card, on the Internet.

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.

Prerequisites

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 Work with Import/Export in the *JD Edwards World Technical Tools Guide*.

A.1 Creating the Template for Merchant Category Codes

You create a template that you save as an Excel spreadsheet as a the .csv or .xml file 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 or .xml.
4. If you want to create the spreadsheet as an .xml file, enter Y in the Excel XML Y/N field; otherwise, leave it blank to use create the spreadsheet as a .csv file.

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.

6. Press Enter.

   Because you use this program to create the spreadsheet as well as to import the data from the spreadsheet, the system returns an error on the File Name field when you first create the template.

7. Press F9 to create the template.

8. 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.

A.2 Updating the Merchant Category Codes Template (Spreadsheet)

The template that you save has a row with data item names that identify the columns. The order of columns on the spreadsheet is not important and you do not have to complete all of the columns; only those required for the process.

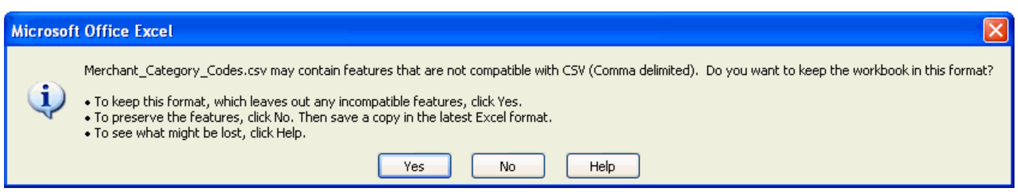
1. Open the template that you created from the IFS directory and complete the following columns. You might be able to cut/paste this information from a spreadsheet that you download from the Internet.

   - 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:

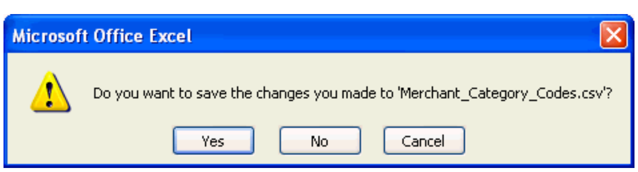
Figure A–1 Microsoft Excel Message on Save screen



4. Click Yes.

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

Figure A–2 Microsoft Excel Message on Exit screen



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 other format. If you choose to save it in an .xls or other format, you must save it in the CSV format before you import it.

A.3 Importing the Merchant Category Codes

When you have saved your spreadsheet as a .csv or .xml file, 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
   - Excel XML Y/N
   - IFS Path

     Alternatively, you can press F4 to browse the IFS folders and select a file and path.
   - Field ID Row Number
   - Start Data Row Number
   - End Data Row Number
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.

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

   The system validates and adds the import records.

B

Using the Batch Import Process to Upload Information for the PCard System

This appendix contains these topics:

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.

In the PCard system, you can use the batch import process to upload information into the following files instead of entering it manually:

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

  Although you can use the batch import process to upload transactions to F01PBKZ, you typically use it for testing purposes only.

To use the batch import process you download a template (spreadsheet) that corresponds to the file you want to update and save it as a .csv or .xml file. The template contains the field headers, field names, and descriptions to identify the columns that you complete. For employee card and merchant information, you provide the spreadsheet to the bank for them to update it. Once you receive the updated spreadsheet, you the import process to upload the appropriate Z file (F01P01Z for employee card information and F01P02Z for merchants). After you successfully upload information to the Z file, you run the corresponding batch import program (Purchase Card Revisions - P01P01Z or Merchant Revisions - P01P02Z) to process the records to the PCard files (F01P01 and F01P02, respectively). Additionally, you can use the import process to update changes to existing records in F01P01 or F01P02.

To import 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 that provides the address book information that you need to include on the spreadsheet.

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 Work with Import/Export in the *JD Edwards World Technical Tools Guide*.

B.1 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 or .xml 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-Template Create (P00CRTCSV).
2. On Batch Import-Template Create, 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 or .xml (for example, ccinfo.csv or merchant.xml).
5. If you want to save the spreadsheet as an .xml file enter Y in the Excel XML Y/N field; otherwise, leave this field blank to save the spreadsheet as a .csv file.
6. Enter the IFS path in the corresponding field or press F4 (Search IFS Path) to select the IFS path from the list that appears.
7. Press Enter.
8. Press F6 (Create Template).

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

B.2 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. Instead of 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 fields of the template you create.

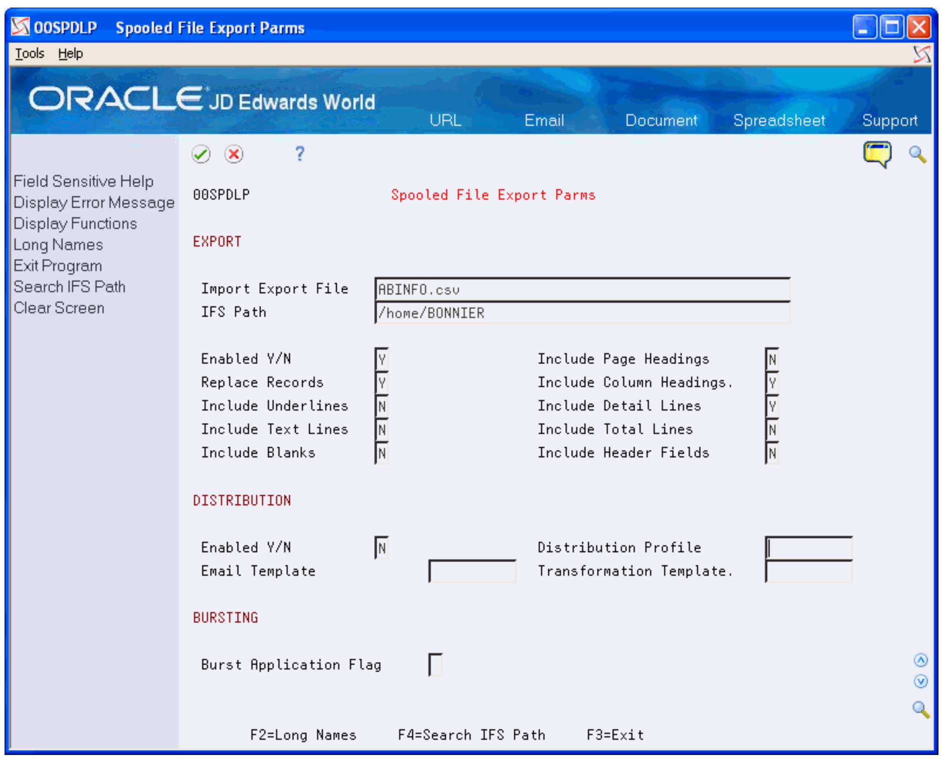
B.2.1 Before You Begin

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:

Figure B–1 Spooled File Export Parameters screen



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.

B.3 Updating the Z-File Template (Spreadsheet)

This task is specific to completing the spreadsheets to process information to the Employee Purchase Card Z File (F01P01Z) and PCard Merchant Z File (P01P02Z). The information for completing the template for the Purchase Card Bank Transmissions file (F01PBKZ) is located in: *Appendix C - Field Specifications for the Purchase Card - Bank Transmissions File (F01PBKZ).*

1. Access the template that you created for the import process (for example, ccinfo.csv or merchantinfo.xml), 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.
2. Complete the following fields for each address book record that you copied. You can use the same value for ZZEDUS, ZZEDBT, and ZZEDTC; however, the value for Transaction Number (EDTN) must be unique.
   - ZZEDUS - Enter a user ID
   - ZZEDBT - Enter a batch number
   - ZZEDTN - Enter a unique transaction number
   - ZZEDTC - Enter A
3. If you are importing employee card 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.
4. If you are importing 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.

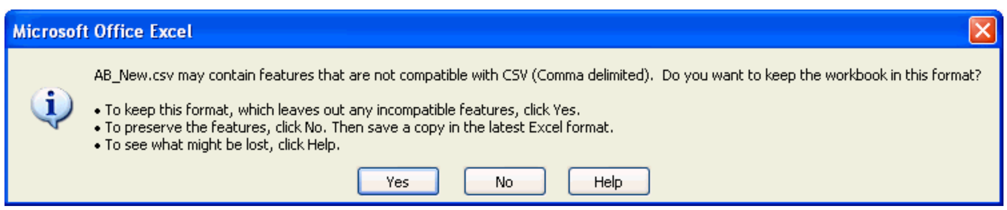
   This is an example of how you might update the spreadsheet for Merchant Information:

Figure B–2 Merchant Information Spreadsheet

User	Batch	Transact	T	S	Merchant	Card	MCC	Address	Alpha	Receipt Required
ID	Number	Numb	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	

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

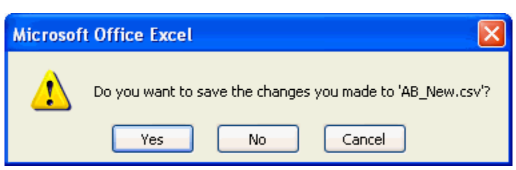
Figure B–3 Microsoft Excel Message on Save screen



6. Click Yes.

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

Figure B–4 Microsoft Excel Message on Exit screen



7. 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.

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.

B.4 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-CSV or Excel XML program (P00BUL) to generate the records in the F01P02Z file.

1. From menu G00PCIE (Import/Export), choose Batch Import-CSV or Excel XML (P00BUL).
2. On Batch Import-CSV or Excel XML, complete the following fields:
   - Action Code - Enter A.
   - Batch Import File - Enter F01P01Z, F01P02Z, or F01PBKZ.
   - Import Name - Enter a name to assign to the format.
   - Import Export File - Enter the name of the template (spreadsheet) that you updated (for example, ccinfo.csv or merchant.csv).
   - Excel XML (Y/N)
   - IFS Path
3. Press Enter.
4. Reinquire on the Batch Import File and Import Name.
5. Press F6 (Continue).

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

B.5 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).

B.6 Uploading Changes to Employee Credit Card and Merchant Information Files

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.

C

Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions

This appendix contains these topics:

- Appendix C.1, "Required Fields for Processing PCard Transactions,"
- Appendix C.2, "Optional Fields,"
- Appendix C.3, "Multicurrency Fields."

You use the Purchase Card - Bank Transmission file (F01PBKZ) to process both purchase card transactions and bank statements. Processing purchase card transactions successfully from the bank depends largely on your ability to provide the proper field mapping information to them. Whether you use the batch import process or create a custom program to upload transactions to the Purchase Card - Bank Transmissions file (F01PBKZ), you must understand which fields are required and the values to use.

See Also:

- Appendix B, "Using the Batch Import Process to Upload Information for the PCard System" for information on using the batch import process to upload transactions to F01PBKZ,
- Appendix D, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements" for information on the required fields for processing statements.

C.1 Required Fields for Processing PCard Transactions

This table lists the fields that must be populated to process PCard transactions.

Field	Description	Field Length	Field Type	Field Values/Description
BTEDUS	User ID	10	Alpha	The system uses these three fields (EDUS, EDBT and EDTN) to uniquely identify a purchase card transaction.
BTEDBT	Batch Number	15	Alpha	
BTEDTN	Transaction Number	22	Alpha	Populate EDTN with the same value that the bank uses to populate the transaction number field (TANM). Typically, this is the number found on the receipt that identifies it to the merchant. Although you can leave EDUS and EDBT blank, JD Edwards World recommends using them for audit information. For example, EDUS might be the person who processes the transaction and EDBT might be the date on which the transaction was received from the bank.
BTEDLN	Line Number	7	Numeric	A number that identifies multiple items for the same purchase card transaction (receipt). Populate EDLN with the same value that the bank uses to provide an audit trail.
BTEDTR	Transaction Type	1	Alpha	Enter 1 to process purchase card transaction 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	Enter the transmission date in either the Julian date format or the format defined by your user profile, for example, MMDDYY or YYMMDD. The system stores the date in the Julian date format and converts the date for you if you use MMDDYY or YYMMDD. 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 (Bankcard ID) is blank, the system updates it with the last four digits of the value from 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 returns an error.
BTPODT	Date of Purchase	6	Numeric	The purchase date of the item. Enter this date in either the Julian date format or the format defined by your user profile, such as MMDDYY or YYMMDD. The system stores the date in the Julian date format and converts it for you if you use the MMDDYY or YYMMDD format.
BTPOTI	Time of Purchase	6	Numeric	The time at which the item was purchased.
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.
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 retrieves the value from the employee's address book record (F0101).

Field	Description	Field Length	Field Type	Field Values/Description
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 Bankcard Unique ID (CCUK) in the Employee Card Information file (F01P01). The system uses the combination of BTAN8 and BTCC4# to update the Bankcard Unique ID field (THCCUK) in F01P11 record. If the bank does not provide you with the address number, the system can retrieve it based on the employee's last name, which must be populated in the Surname (BTSRNM) field in this file. The system uses the Surname in conjunction with the Credit Card Type (BTCARD) and Bankcard ID (BTCC4#) to locate the value of AN8 and to update this field.
BTAA	Amount	15	Numeric	The amount of the transaction.
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)
BTEXR	Explanation - Remark	30	Alpha	The description of the item or service.
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. Typically, you assign the same value to this field as you do to the EDLN field.

C.2 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.
BTTANM	Transaction Number	15	Numeric	A unique number to identify the transaction in the F01PBKZ file. If you leave this field blank, the system does not populate it.
BTDEJ	Date Entered	6	Numeric	The date on which the transaction was updated to the F01PBKZ file. If you leave this field blank, the system does not populate it.

C.3 Multicurrency Fields

If multicurrency is activated in your General Accounting Constants (F0010), you should also activate the Currency Flag field (CRFG) in your Purchase Card Constants. When you activate currency, the system displays the Employee Currency Code field (CRCD) on Employee/Card Revisions (P01P01) and automatically updates it based on the business unit assigned to the employee.

Additionally, if currency is activated, you must populate Currency Code field (BTCRCD) in the F01PBKZ file with the domestic currency code. This value should be the currency of the employee's company, which is based on the value of the business unit in the Employee Card Information file (F01P01). For example, if the business unit assigned to Mary Smith is 115, which belongs to company 115, and the currency code assigned to company 115 is CAD, then the value of BTCRCD must be CAD.

Caution: If multicurrency is *not* activated in F0010, but you want to use multicurrency in the PCard system, you can activate the Currency Flag field in the Purchase Card Constants (P01P00) to display the currency fields.

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)

The system does not generate foreign transactions when you run Create A/P Vouchers (P01P510) or Create Journal Entries (P01P520); therefore, the fields are informational 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).
BTCRR	Exchange Rate	15	Numeric	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.

D

Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Statements

This appendix contains these topics:

- Appendix D.1, "Required Fields for Processing PCard Statements,"
- Appendix D.2, "Optional Fields,"
- Appendix D.3, "Multicurrency Fields."

You use the Purchase Card - Bank Transmission file (F01PBKZ) to process both purchase card transactions and bank statements. Depending on whether your bank provides the statement number and closing (statement) date on the transmission that it sends to process PCard transactions, you can use the same file, after making minor modifications, to process the statement information.

Otherwise, you must provide the required information described in this appendix to process statement information.

D.1 Required Fields for Processing PCard Statements

This table lists the fields that must be populated to process PCard statements. Fields represented in **bold** indicate a change from the value required to process PCard transactions.

Field	Description	Field Length	Field Type	Field Values/Description
BTEDUS	User ID	10	Alpha	The system uses these three fields (EDUS, EDBT and EDTN) to uniquely identify a purchase card transaction.
BTEDBT	Batch Number	15	Alpha	
BTEDTN	Transaction Number	22	Alpha	Populate EDTN with the same value that the bank uses to populate the transaction number field (TANM). Typically, this is the number found on the receipt that identifies it to the merchant. Although you can leave EDUS and EDBT blank, JD Edwards World recommends using them for audit information. For example, EDUS might be the person who processes the transaction and EDBT might be the date on which the transaction was received from the bank.

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). Populate EDLN with the same value that the bank uses to provide an audit trail.
BTEDTR	**Transaction Type**	**1**	**Alpha**	**Enter 2 to process purchase card transaction 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	Enter the transmission date in either the Julian date format or the format defined by your user profile, for example, MMDDYY or YYMMDD. The system stores the date in the Julian date format and converts the date for you if you use MMDDYY or YYMMDD. 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.
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 (Bankcard ID) is blank, the system updates it with the last four digits of the value from 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 returns an error.

Field	Description	Field Length	Field Type	Field Values/Description
BTPODT	Date of Purchase	6	Numeric	The purchase date of the item. Enter this date in either the Julian date format or the format defined by your user profile, such as MMDDYY or YYMMDD. The system stores the date in the Julian date format and converts it for you if you use the MMDDYY or YYMMDD format.
BTPOTI	Time of Purchase	6	Numeric	The time at which the item was purchased.
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.
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 retrieves 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 Bankcard Unique ID (CCUK) in the Employee Card Information file (F01P01). The system uses the combination of BTAN8 and BTCC4# to update the Bankcard Unique ID field (THCCUK) in F01P11 record. If the bank does not provide you with the address number, the system can retrieve it based on the employee's last name, which must be populated in the Surname (BTSRNM) field in this file. The system uses the Surname in conjunction with the Credit Card Type (BTCARD) and Bankcard ID (BTCC4#) to locate the value of AN8 and to update this field.
BTAA	Amount	15	Numeric	The amount of the transaction.

Field	Description	Field Length	Field Type	Field Values/Description
BTANI	**Account Number**	29	**Alpha**	**This field is not required for statement processing; therefore, the system ignores any value in this field.**
BTSTBA	**Statement Number**	**15**	**Alpha**	**The number the bank assigns to the statement that it generates for purchase card transactions.**
BTSTMD	**Statement Date**	**6**	**Numeric**	**The closing date of the statement. Enter this date in either the Julian date format or the format defined by your user profile, such as MMDDYY or YYMMDD.** **The system stores the date in the Julian date format and converts it for you if you use the MMDDYY or YYMMDD format.**
BTEXR	Explanation - Remark	30	Alpha	The description of the item or service.
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. Typically, you assign the same value to this field as you do to the EDLN field.

D.2 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.
BTTANM	Transaction Number	15	Numeric	A unique number to identify the transaction in the F01PBKZ file. If you leave this field blank, the system does not populate it.
BTDEJ	Date Entered	6	Numeric	The date on which the transaction was updated to the F01PBKZ file. If you leave this field blank, the system does not populate it.

D.3 Multicurrency Fields

If multicurrency is activated in your General Accounting Constants (F0010), you should also activate the Currency Flag field (CRFG) in your Purchase Card Constants. When you activate currency, the system displays the Employee Currency Code field

(CRCD) on Employee/Card Revisions (P01P01) and automatically updates it based on the business unit assigned to the employee.

Additionally, if currency is activated, you must populate Currency Code field (BTCRCD) in the F01PBKZ file with the domestic currency code. This value should be the currency of the employee's company, which is based on the value of the business unit in the Employee Card Information file (F01P01). For example, if the business unit assigned to Mary Smith is 115, which belongs to company 115, and the currency code assigned to company 115 is CAD, then the value of BTCRCD must be CAD.

Caution: If multicurrency is *not* activated in F0010, but you want to use multicurrency in the PCard system, you can activate the Currency Flag field in the Purchase Card Constants (P01P00) to display the currency fields.

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)

The system does not generate foreign transactions when you run Create A/P Vouchers (P01P510) or Create Journal Entries (P01P520); therefore, the fields are informational 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).
BTCRR	Exchange Rate	15	Numeric	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.

E

Field Specifications for Manually Adding a Purchase Card Transaction or Statement

This appendix contains these topics:

- Section E.1, "Adding a Purchase Card Transaction Manually,"
- Section E.2, "Adding a Statement Manually."

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 Information for the PCard System."

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.

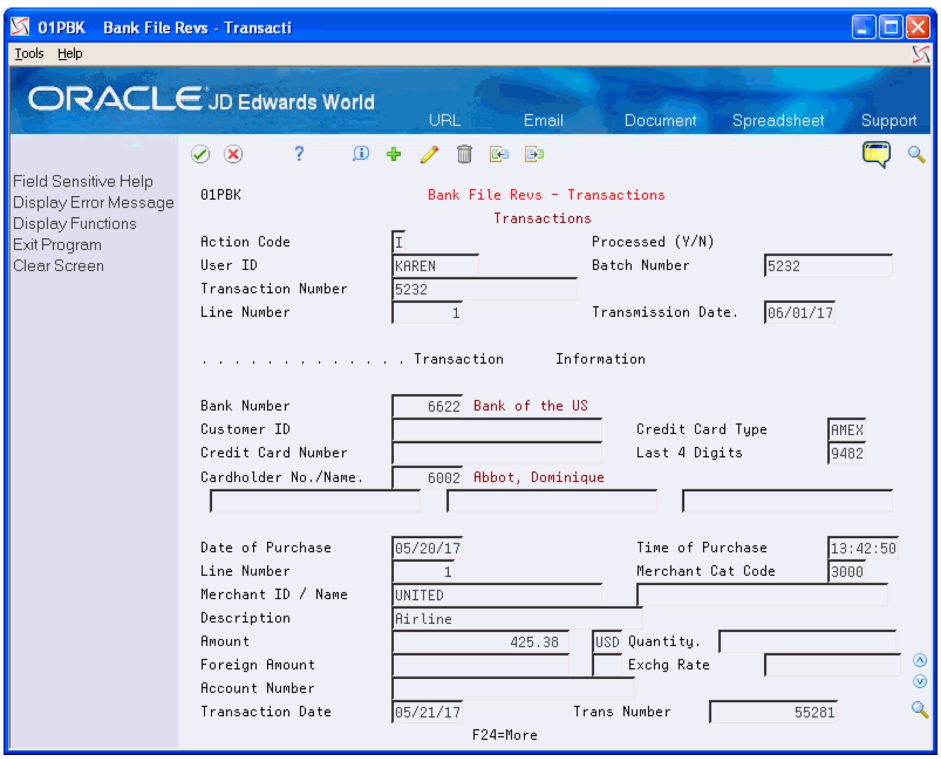
E.1 Adding a Purchase Card Transaction Manually

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.

E.1.1 Program Used to Add a PCard Transaction Manually

Program Name	Program ID	Navigation	Usage
Bank File Revs - Transactions	P01PBKZ, ZJDE0001	From Purchase Card Processing (G01P), enter 27. From Purchase Card Advanced/Technical Menu (G01P31), choose Bank File Revs - Transactions.	Add a purchase card transaction manually for testing purposes.

Figure E–1 Bank File Revisions -Transactions screen



Refer to Appendix C, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions" for detailed information about completing the fields on this screen.

After you enter the purchase card transactions, you process it using the Purchase Card Transaction Transmission Processing program (P01P560). See Section 4.2, "Processing Bank Transmissions for PCard Transactions."

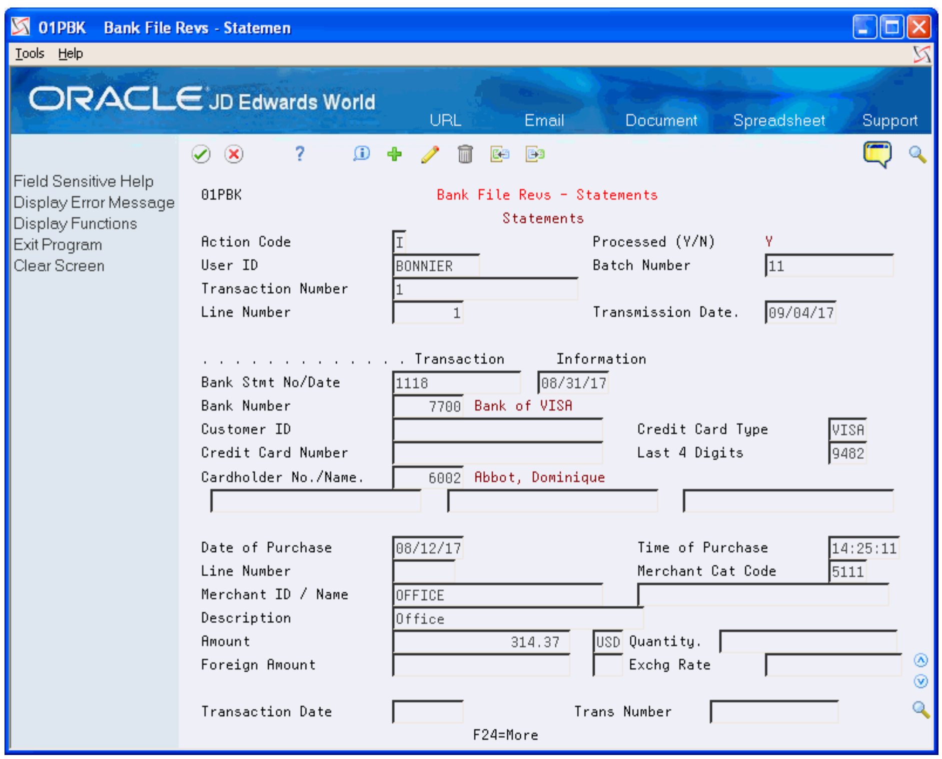
E.2 Adding a Statement Manually

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.

E.2.1 Program Used to Add a PCard Statement Manually

Program Name	Program ID	Navigation	Usage
Bank File Revs - Transactions	P01PBKZ, ZJDE0001	From Purchase Card Processing (G01P), enter 27. From Purchase Card Advanced/Technical Menu (G01P31), choose Bank File Revs Statements.	Add a purchase card statement manually for testing purposes.

Figure E–2 Bank File Revisions - Statements screen



Refer to Appendix C, "Field Specifications for the Bank Transmissions File (F01PBKZ) for Processing PCard Transactions" for detailed information about completing the fields on this screen.

After you enter the statement, you process it using the Purchase Card Statement Transmission Processing program (P01P561). See Section 7.2, "Processing Purchase Card Statements."

F

How to Redistribute Purchase Card Logged Vouchers with Purchase Order Matching

This appendix contains these topics:

- Appendix F.1, "Purchase Order Processing,"
- Appendix F.2, "Purchase Card Management Processing."

This appendix 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:

F.1 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. If you use the two-way match process, the purchase order requires no further processing.

   If you use the three-way match process, use the Enter Receipts by PO or Enter Receipts by Item program (P4312) to enter the purchase order receipt.

Processing Stock Items

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

- Inventory
- Received Not Vouchered (RNV)

Processing Nonstock Items

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

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

F.2 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.

F.2.1 What You Should Know About

Topic	Description
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 World Accounts Payable Guide*.

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.

F.2.2 What You Should Know About

Topic	Description
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 on the voucher and the estimated amount of the purchase order can be closed or left open.

G

How to Adjust Inventory for Stock Items

This appendix contains the topic:

- Section G.1, "Adjusting Inventory for Stock Items."

G.1 Adjusting Inventory for Stock Items

If the purchase card transaction is for a stock inventory item, you can directly update inventory items in the Inventory Management system (41) for purchases processed through the PCard system (01P). This feature allows you to update (adjust) your inventory stock as purchases are approved and processed, instead of having to coordinate this activity separately.

Updating Inventory Items from the Purchase Card Management system includes the following tasks:

- Setting up the system
- Understanding Inventory Adjustments for PCard transactions
- Processing PCard transactions for Inventory Items
- Processing an Inventory Adjustment Among Multiple Branch/Plants

G.1.1 Setting Up the System

Before you adjust inventory for PCard purchases, you should review the processing options for the version of the Inventory Adjustment program (P4114) that you want to use, specify that version in the DREAM Writer Versions processing option for Transaction Workbench (P01P200), and review the Distribution Manufacturing Automatic Accounting Instructions.

Understanding the Summary Mode Processing Option for Inventory Adjustments (P4114)

Because the PCard system requires inventory adjustments to be processed in detail, the program ignores the setting of this processing option and always processes the inventory adjustment in detail.

Setting the DREAM Writer Version Processing Option of Transaction Workbench (P01P200)

After you set up the version that you want to use for inventory adjustments, you must enter it in the DREAM Writer Versions processing option (Stock Inventory Items) for the Transaction Workbench program (P01P200). If you do not specify a version, the system uses version ZJDE0001.

Setting up Distribution/Manufacturing Automatic Accounting Instructions (DM AAIs)

The system retrieves the accounts to process inventory adjustments from the 4122 and 4124 DM AAI tables:

- The system uses accounts in the 4122 table to record the adjustment to the inventory account.

  The account that the system retrieves from this AAI is synonymous to the account that the system uses to record the PCard expense, which you can review from Purchase Card Transaction Details (P01P111).

- The system uses accounts in the 4124 table to record the offset to the inventory account.

  The account that the system retrieves from this AAI is synonymous to the *offset* account that the system retrieves from the AAI item CCP. If you set up a CCP AAI using this same account, when you generate the voucher, the net effect is zero for this account. Otherwise, you must manually reconcile these offset accounts.

See Also:

- Setting Up Automatic Accounting Instructions in the *JD Edwards World Inventory Management Guide* for additional information.

G.1.2 Understanding Inventory Adjustments for PCard Transactions

You use the Purchase Card Transaction Detail program (P01P111) to assign the inventory item number to the PCard transaction. The system validates the item number you enter against the Item Master file (F4101) to ensure that it is for a stock item. If the item number is for a non-stock item, the system does not display the Inventory Adjustments program when you use the function to access it.

Because the PCard receipt might include items that are not stock, the system allows you process both stock and non-stock purchases.

Processing for Multiple Branch/Plants

If your inventory item purchase applies to multiple branch/plants, you must segregate those transactions within the Purchase Card Transaction Detail program (P01P111) prior to accessing the Inventory Adjustment program. When you access Inventory Adjustments, the system automatically transfers the detail from the PCard system and does not allow revisions. For example, you have an inventory purchase of 40 units at $200, but 40% of the units are for branch S10 and 60% are for branch LT5. On the Purchase Card Transaction Detail, you must separate the units and amounts into two separate detail lines, such as 16 units at $80 and 24 units at $120. This allows you to enter the appropriate branch/plant for that portion of the inventory purchase.

Understanding Accounting

The following table includes the T-accounts that the system writes when you process inventory adjustments and vouchers. As previously mentioned, the system generates the journal entry for the inventory adjustment as soon as you add it and does not generate a journal entry from the PCard system; however, if you generate vouchers from the PCard system you can set up the CCP AAI to relieve the account used as an offset account from the inventory system.

Figure G–1 T-Accounts from Processing Inventory Adjustments and Vouchers

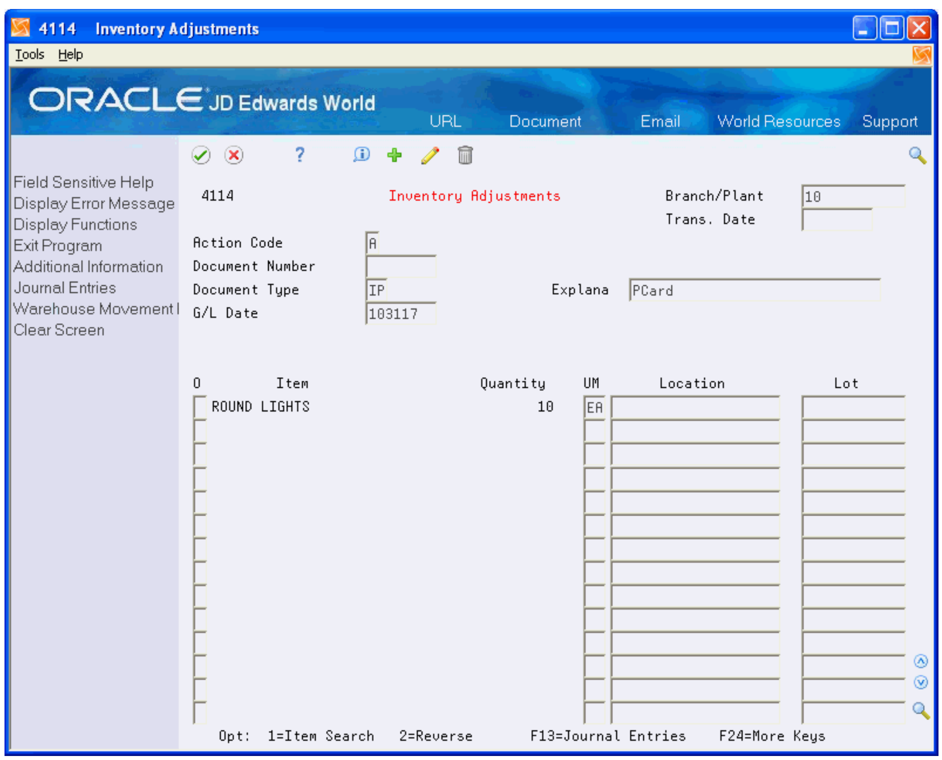
JE FROM INVENTORY ADJUSTMENT			VOUCHER		
Account Number/Name	**DMAAI**	**Amount**	**Account Number/Name**	**AAI**	**Amount**
10.1411 Inventory Balance	4122	100	10.6130 Inventory Offset (COGS)	CCP	100-
10.6130 Inventory Offset (COGS)	4124	100-	10.4110 Trade Payables	PC	100

When you enter the inventory adjustment, the system creates a journal entry for both the debit and credit amounts to balance to zero. When the system generates the voucher, it generates a journal entry for the expense. When you post the voucher, the system generates the offsetting entry.

G.1.2.1 Entering the Inventory Adjustment

Access the Inventory Adjustments program (P4114). The PCard transaction must be approved to access this program.

Figure G–2 Inventory Adjustments screen



On Inventory Adjustments, complete the following fields and click Enter:

- G/L Date
- Branch Plant
- Explanation

Note:

Depending on the processing option settings of P4114, the program might require you to complete additional fields. Refer to the Adjust Inventory chapter in the JD Edwards World Inventory Management guide for additional information.

When you create an inventory adjustment, the system creates a journal entry (batch type N) in the Account Ledger file (F0911) and updates the Address Number field (AN8) with either the address book number of the merchant (if you track merchants) or the address book number of the bank. The program also updates the Purchase Card Flag field (CFF1) to 1.

You must post this transaction from the Inventory system.

The system creates the journal entry for the adjustment to the proper accounts and displays the JE document information in the detail area of the PCard transaction:

Figure G–3 Journal Entry screen

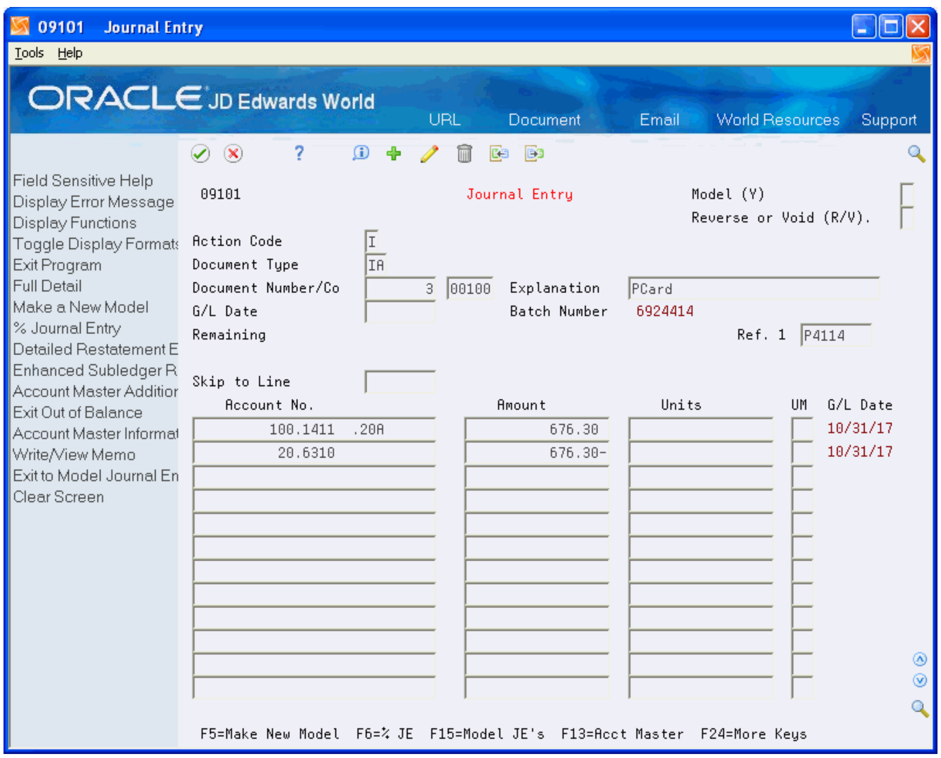
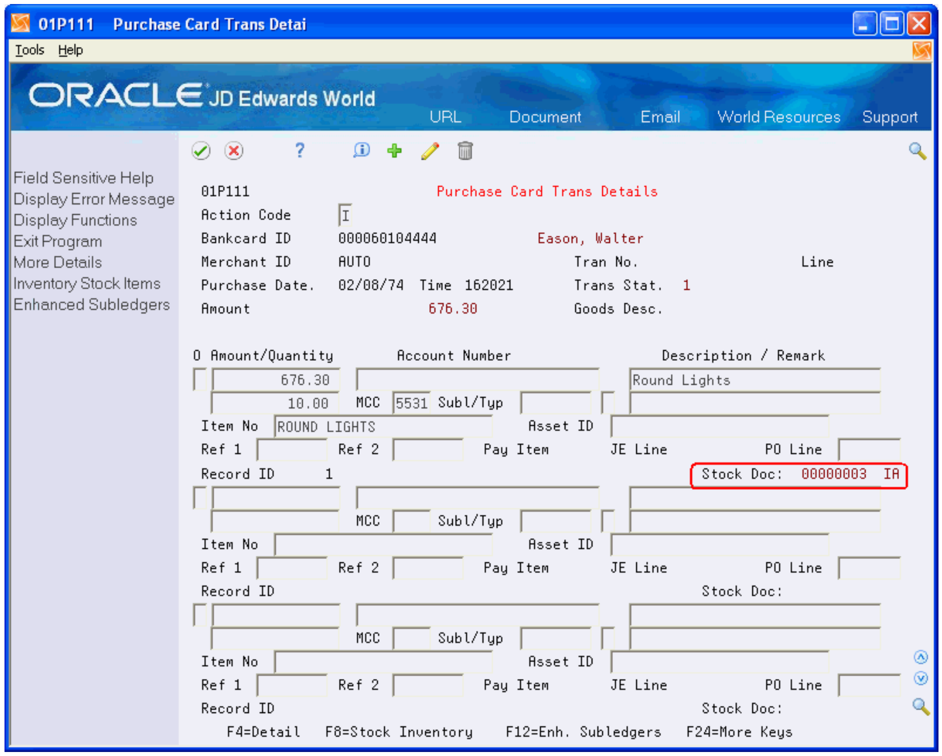


Figure G–4 Purchase Card Transaction Details screen



The system also:

- Creates a record in the Item Ledger file (F4111) for each adjustment.
- Creates a record in the Stock Inventory Items file (F01P41) to record the journal entry document information for the adjustment. The system uses the Unique Key ID (UKID) from the record in the Transaction Distribution File (F01P111) to create a relationship between the two records.
- Updates the Create Journal Entry Date field (CRTJ) in the Transaction File (F01P11).

  The system does not update this field until all lines of detail have been processed by either the Inventory Adjustment (P4114) or the Create Journal Entries (P01P520) programs. For example, you have a PCard transaction that has multiple detail lines that are mixed with inventory items and non-inventory items. If you first run the Create JE program to record the non-inventory expenses to the GL, the system does not update CRTJ because there are still unprocessed journal entry detail lines. When those stock items are processed through P4114, the system updates CRTJ on all PCard transactions.

Note: The system requires that CRTJ be populated to purge PCard transactions.

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