

# PRCUU- PCard Charges Load & Removal Process

IRIS Advanced Reference

## Introduction

USBank sends the State of Alaska a file of PCard charges, for each bank posting date. We receive this file after USBank compiles addenda information (i.e., ticket numbers, car rental numbers, names) on a four-day delay. This means charges are loaded into the IRIS PRCUU table four to five days AFTER the posting date of charges. Each day the Division of Finance receives the file, the charges are loaded through a nightly batch process allowing them to be seen in PRCUU the next day. Additionally, existing charges in PRCUU that are referenced on a FINAL PRCC document are removed from the table through the nightly batch process.

**Monday** – PRCUU will show new charges with a postdate from the previous Monday, which were loaded last Friday.

- New charges with a postdate from the previous Tuesday, Wednesday and Thursday are loaded allowing these charges to be seen in PRCUU on Tuesday.
- Existing charges referenced on FINAL PRCC's will be removed from PRCUU during the nightly batch cycle and placed on the PRCUT page.

**Tuesday** - PRCUU will show new charges with a postdate from the previous Tuesday, Wednesday, and Thursday, which were loaded Monday.

- New charges with a postdate from the previous Friday are loaded allowing these charges to be seen in PRCUU on Wednesday.
- Existing charges referenced on FINAL PRCC's will be removed from PRCUU during the nightly batch cycle and placed on the PRCUT page.

**Wednesday** - PRCUU will show new charges with a postdate from the previous Friday, which were loaded Tuesday.

- No new charges are loaded so charges referenced on FINAL PRCC's are not removed.

**Thursday** – PRCUU will not show new charges because we didn't load yesterday, Wednesday.

- No new charges are loaded so charges referenced on FINAL PRCC's are not removed.

**Friday** - PRCUU will not show new charges because we didn't load yesterday, Thursday.

- New charges with a postdate from the previous Monday are loaded allowing these charges to be seen in PRCUU on Monday.
- Existing charges referenced on FINAL PRCC's will be removed from PRCUU during the nightly batch cycle and placed on the PRCUT page.

**If the week has a holiday, all activity is delayed by one business day.**