

PCard Nightly Batch Processing

IRIS Advanced Reference

PCard Charges loaded into PRCUU

PCard charges are loaded into IRIS during the day through a batch process triggered by manual steps taken by the Division of Finance (DOF), PCard Team. Each file loaded includes all transactions for a specific Pcard transaction post date.

GAX/EFT to pay US Bank

The same night the PCard charges are loaded IRIS generates GAX documents through a second batch process generating an EFT payment to USBank. One GAX document is created for each PCard managing account or CTS account that had charges loaded that day.

The GAX documents have one accounting line posting to the State of Alaska (SOA) default accounting template XP0000. This accounting template has the following coding:

Fund 1004, Dept 02, Unit 4050, Appr Unit: 999999999; BSA 2042 – PCard EDI Clearing

CH9 to clear the charges from the SOA Default Coding

The same night the PCard charges are loaded IRIS also generates CH9 documents through a third batch process. One CH9 document is created for each PCard managing account or CTS account that had charges loaded that day.

CH9 documents are PCard AJE transactions that reverse the postings to the SOA default coding used on the GAX/EFT and charges the agency's coding commonly referred to as "PCard suspense coding" at the appropriation type level. The coding is set up on a default accounting template **starting with XP, XC, or XZ, which has an Appropriation Unit that ends in CRD and Object 3019**).

In July and August, the BFY/FY and APD will default for the CH9 Accounting/Posting Line 2 based on the transaction date of the PCard charge.

- *If the charges related to the CH9 document have a transaction date 6/30 or prior, the BFY/FY will default to the prior year.*
- *If the charges related have a transaction date of 7/1 or after, the BFY/FY will default to the current year.*

From September through June, the BFY/FY will default to the current year – regardless of transaction date - and the appropriation APD will default based upon validation of the document.

Reconcile PCard charges through **PRCUU** & Create **PRCC**

The next day, the charges are available in IRIS for agencies to reconcile within the PRCUU. End users enter the appropriate accounting elements responsible for incurring the costs and mark the transactions for reconciliation. Once charges are reconciled the PRCC document is created.

*The PRCC should have **at least** two Accounting Lines:*

- **Accounting/Posting Lines related to specific charges** – posts the PCard transaction amount to the accounting elements that are responsible for incurring the costs. These are the accounting elements that came from:
 - the order document (TAPO, PO, etc) referenced on PRCUU/PRCC.
 - expense accounting template associated with the Managing account and/or
 - elements manually entered into the PRCUU record or on the PRCC document.

- **Accounting Line/Posting Line “100”** – this line is associated with Vendor Line 100 and Commodity Line 100. It is referred to as accounting line 100 even though the actual line number is 1.
Accounting Line 100 **defaults:**
 - with the suspense accounting template **which starts with XP, XC, or XZ, has an Appropriation Unit that ends in CRD and Object 3019** and the specific fund and unit defaulted on the template.
 - These are the accounting elements associated with the managing account connected with the PCard charge and are commonly referred to as “PCard suspense coding”

Accounting/Posting Line 100 offsets the postings on the associated CH9 documents.

In July and August, the BFY/FY and APD will default for the Accounting/Posting line 100 based on the transaction date of the PCard charge.

- *If the charges have a transaction date 6/30 or prior, the BFY/FY will default to the prior year and the APD field will default to 13 (July) or 14 (August) based on the month the PRCC was created.*
- *If the charges have a transaction date of 7/1 or after, the BFY/FY will default to the current year and the APD field will auto-populate to 1 (July) or 2 (August) upon validation of the document.*

From September through June, the Accounting/Posting Line 100 will default to the current year BFY/FY – regardless of Transaction Date - and the appropriation APD will default based upon validation of the document.

Since the Accounting/Posting Line 100 reverses the postings that are processed on the CH9 documents the default accounting template on accounting line 100 should never be changed or deleted, the elements referenced on accounting line 100 should never be changed or deleted, and accounting line 100 should never be deleted.