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# P-CARD USER MANUAL

## FISCAL CODING

### INTRODUCTION

Once transactions are downloaded into P-Card, fiscal codes are automatically filled in. P-Card transactions will be populated with “default” fiscal coding, which is based on the merchant codes received from the bank. If needed, verifiers or approvers can change the default coding, or split transactions into multiple rows to apply different STARS codes or funding sources on the individual rows.

One fiscal code example is the Vendor number. Since the P-Card is used at POS transactions or Internet transactions, the vendor number is automatically on the transactions. P-Card allows P-Card users to enter a “STARS Vendor” number, but it is not required. If one is not entered, the P-Card Generic Vendor Number PCARD000PC is added to the transaction when uploaded to STARS. Enter a STARS vendor number and suffix only if you want to use it in reports, or if you do not want the P-Card generic vendor on transactions in STARS.

### FISCAL CODING

1. Column headers describe the fiscal code fields, and you can use the scroll bar below the grid to view all of the fields. The transactions will be populated with “default” fiscal coding that is based on the merchant codes received from the bank. You can change the default fiscal coding if necessary.

Figure 1 - Transaction grid

Split	Ve	Pe	TranDate	Amount	Vendor	VendorID	Sfx	INDEX*	PCA	BFY	Sub*	Dtl	1099	STARS Vend*	Sfx	Cl	Grant*	Ph	Pro
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/10/2016	395.00	UNC CH FPG INT			4413		2016	5070						ED1431	02	ED

2. Do not use special characters or symbols, such as &, ', “, <, and \, in the **Description** field.
3. A fiscal code manually entered into a field marked with an asterisk will be validated. Enter the **PCA** or **Index** and press TAB or click in another fiscal code field, any other related fiscal codes, such as the Budget Unit and Fund, will be

entered automatically as long as the PCA or Index have been set up in STARS to do this.

4. If a code is invalid, an error message will be displayed and it will be highlighted so you can correct it or click **Undo Changes**. If the vendor is not 1099 reportable, you do not need to enter a STARS vendor number. P-Card will send a default vendor number of PCARD000 PC to STARS.
5. To change a **Project, Grant, PCA, or Index**:

#### **If changing a PCA/Index**

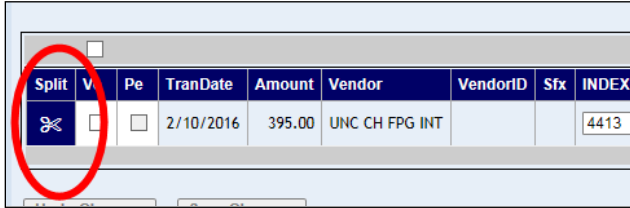
- Do not change the Grant and Project. Click **Save** so that the application will look up Grant and Project information. If you change the PCA and also delete whatever is in the Grant and Project fields, the application assumes you do not want a Grant and Project on the transaction.
- If the default Grant or Project is *blank*, it will not be replaced with the Grant or Project that the PCA/Index looks up.
- If the default Grant or Project is 999999 or any other Grant or Project number, it will be replaced with the Grant or Project that the PCA/Index looks up.

#### **If changing the Project**

- Changing the Project will not update the Grant field.
- If you enter a Project that looks up a Grant which does not match the “default” Grant that is in the grid, then an error message will be displayed.
- If you enter a Project that looks up a Grant number 999999 or a blank, it will not change the Grant field.
- An end-dated **Project** can be entered to intentionally make the transmittal error when it is uploaded to STARS. Then you can correct it with a valid Project code in STARS.
- If paying an encumbrance, use the reference document of the encumbrance in the **Encumb** field. The transaction will post into STARS with a TC 235 (P-Card Expenditure Prev Enc).
- If the **CI** (capitalization indicator) field has an **F**, the P-Card transaction will create a record in the FAS Hold file that will require that you enter asset information to the record to add the asset in FAS. If you do not want a record to be created in the FAS Hold File, delete the F in this field. If you want to add an asset to FAS, leave the F in this field or enter an F if the field is blank.

- To distribute or split a transaction into multiple rows in order to distribute the costs to different fiscal codes, click the **Split** icon. (The printed transmittal's S column will indicate if transactions have been split.) See the "Splitting Transactions" document for details.

Figure 2 - Split icon



- When finished with the fiscal coding you can verify or approve the transactions and then submit and print the transmittal or reprint the transmittal if you are an approver.

## SEARCH FOR A FISCAL CODE

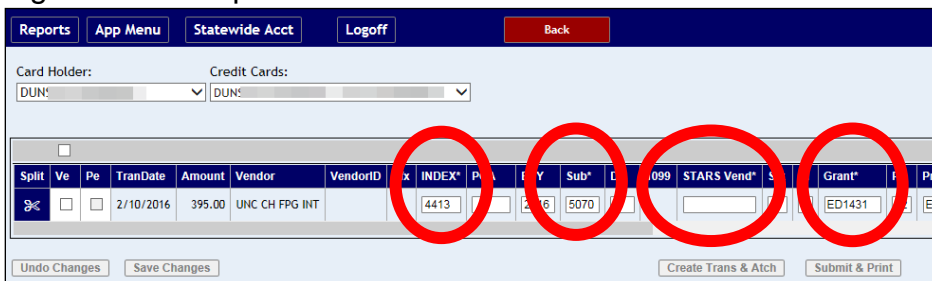
Verifiers and Approvers can "look up" or search for any fiscal code that has an asterisk in the column header, e.g., **PCA\***, **Grant\***, **Sub\***, etc. Place the cursor in such a field marked with an asterisk and press F3. Once a fiscal code is selected from this look up, it will be automatically entered and any other related fiscal codes will be entered as well.

- Place the cursor in a field marked with an asterisk and press F3
- In the look up dialog box, enter any combination of search criteria (Name, Description, Type, PCA or Index, etc.) You can enter just the first few numbers or letters or use the wildcard (%).
- Click **Find**.
- Click the fiscal code or click **Select** next to a code (e.g. vendor number) and that code will be automatically entered. Select a **PCA** or **Index** and any other related fiscal codes, such as the Budget Unit and Fund, will be entered automatically as long as the PCA or Index have been set up in STARS to do this

For example, to look up a PCA:

- Click in the **PCA** field and press F3.

Figure 1 - Lookup fields



- Click **Select** next to a PCA number it will be automatically populated in the template grid.