

P-CARD USER MANUAL..... 1
FISCAL CODE FIELDS AND DESCRIPTIONS 1

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FISCAL CODE FIELDS AND DESCRIPTIONS

The fiscal code fields and elements on the transaction grid and the split transaction grid are described below:

Split	Lev	Lev	Pe	TranDate	Amount	Vendor	VendorID	Sfx	PCA*	INDEX	BFY	Sub*	Dtl	1099	STARS Vend*	Sfx	CI	Grant*	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2/3/2016	77.00	MOUNTAIN HOME INN			23013		2016	5376							23013

<u>Fiscal Code Field</u>	<u>Description</u>
Split icon 	Splits the transmittal into individual lines so they can be distributed between funding sources.
Approver Audit Trail icon 	Expand to display the approver names and dates of the approvals
Ve checkbox (see image above)	Verify. Select the checkbox to mark the transmittal as verified.
Pe checkbox (see image above)	Posted/Pending. Indicates transactions that your P-Card administrator has flagged as posted pended. The final approval will automatically create adjustments in STARS for these transactions.
TranDate	Transaction Date as recorded by VISA. The actual day of the purchase made by the cardholder. Field cannot be modified.

<u>Fiscal Code Field</u>	<u>Description</u>
Amount	Transaction Amount. The Transaction Amount cannot be modified. However, you can split the transaction into multiple transactions.
Vendor	The Merchant name as recorded in and downloaded from VISA. Field cannot be modified.
VendorID	The Vendor Federal ID number as recorded in and entered by VISA. (See STARS Vendor Number)
Sfx	Vendor suffix. A two-digit field that defaults to 00 with the Federal ID number recorded with VISA. The suffix field may be modified prior to posting to STARS.
PCA	Program Cost Account. The default PCA assigned by the agency's P-Card administrator at the time the card was issued. This field can be modified with a PCA defined within the PCA table by your administrator.
INDEX	Index Code. The default Index assigned by the agency's P-Card administrator at the time the card was issued. This field can be modified with a Index defined within the Index table by your administrator.
BFY	Budget Fiscal Year. By default the current fiscal year will be the BFY. If the transaction is related to a prior year encumbrance, change the BFY to the correct fiscal year. An Encumbrance Number and the Suffix must also be entered.
Sub	Expenditure Subobject The default Expenditure Subobject based on the Merchant Category Code (MCC). Can be changed. Subobject numbers are automatically matched to the transaction's MCC code provided by VISA. If no match is found, the Subobject field displays 9999 . Change this to a valid subobject for that vendor and transaction.
Dtl	Two-digit Expenditure Subobject Detail Code.

<u>Fiscal Code Field</u>	<u>Description</u>
STARS Vend	<p>STARS Vendor Number.</p> <p>The STARS Vendor Number is not required, but can be used for reports and keep track of the transactions. If one is not entered, the P-Card Generic Vendor Number PCARD000PC is added to the transaction when uploaded to STARS.</p> <p>Enter the STARS vendor number and suffix in P-Card to avoid having the generic vendor on transactions in STARS.</p>
Sfx	STARS Vendor Number Suffix. Required if a STARS Vendor Number is present.
CI	<p>Capitalization Indicator.</p> <p>Use this column to identify inventory or fixed assets purchased with Operating funds (expenditure subobjects in the 5000 range) or for work in progress Capital Outlay expenditures (expenditure subobjects in the 6000 range).</p> <p>Inventoriable assets purchased with a Capital Outlay expenditure subobject (6000 range) do not require this as they are handled automatically in STARS.</p> <p>Valid entries are:</p> <p>Blank - Default setting and most frequently used.</p> <p>F - Inventoriable asset purchased with an Operating subobject (5000 range).</p>
Grant	<p>Grant Code.</p> <p>Enter the Grant Code or, if the PCA/Index has a default Grant/Grant Phase, the Grant field will automatically fill.</p>
Ph	<p>Grant Phase Code.</p> <p>Enter the Grant Phase or, if the PCA/Index has a default Grant/Grant Phase, the Grant Phase field will automatically fill.</p>
Project	<p>Project Code.</p> <p>Enter the Project Code or, if the PCA/Index has a default Project/Project Phase, the Project field will automatically fill. NOTE: End-dated Project can be entered, so if used, the transmittal will error when uploaded to STARS and must be corrected in STARS.</p>

<u>Fiscal Code Field</u>	<u>Description</u>
Ph	Project Phase Code. Enter the Project Phase Code or, if the PCA/Index has a default Project/Project Phase, the Project Phase Code field will automatically fill.
Encumb	Encumbrance Number Enter the eight-character encumbrance number or reference document number if the spending authority for this transaction was previously encumbered.
Sfx	Encumbrance Number Suffix. Enter the two-character Encumbrance Number Suffix if an Encumbrance Number was entered.
Fund	Fund This field is automatically filled in based on the PCA or Index. The Fund will update if the PCA or Index is changed. Field cannot be modified.
Dtl	Fund Detail. This field is automatically filled in based on the default PCA or Index. Field cannot be modified but will update if the PCA or Index is changed.
Description	This is an optional field used to add descriptive information about the purchase. Do not use special characters or symbols, including &, ', “, <, and \. The first 34 characters entered in Description will be uploaded to STARS and become public information.
Prop#	FAS Property Number. Any transaction with a Capitalization Indicator will require a property number or else it will err in STARS. If you do not want the transaction to interface to FAS, change the subobject.
Sfx	FAS Property Number Suffix (or component number). Any transaction with a Capitalization Indicator will require a property number and suffix or else it will err in STARS. If you do not want the transaction to interface to FAS, change the subobject.
GAAP	GAAP Indicator. Click here for descriptions.

<u>Fiscal Code Field</u>	<u>Description</u>
MPC	Multi-Purpose Code. For agency use as needed. It is also used for MER (miscellaneous encumbrance requisitions) documentation.
Location	Each agency defines this field as needed to group certain transactions together.
Facility	Each agency defines this field as needed to group certain transactions together.
Task	Each agency defines this field as needed to group certain transactions together.