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# P-CARD USER MANUAL

## WHAT IS SUBOBJECT 9999?

### INTRODUCTION

When a transaction comes into the P-Card application from MasterCard, the MasterCard Merchant Category Code (MCC) will automatically populate the subobject code based on a “crosswalk” table which tries to match the MCC with a subobject code that is in STARS.

If a match cannot be found, the P-Card subobject field may be populated with 9999. For example, a match may not be found if the vendor is new and not completely set up in STARS with a valid subobject.

Figure 1 - 9999 subobject

The screenshot shows the P-Card application interface. At the top, there are navigation buttons: Reports, App Menu, Statewide Acct, Logoff, and Back. Below these, there are input fields for 'Enter Transmittal:' (18744: KEITH) and 'Select Transmittal:' (18744: KEITH). There is also a 'Sort' section with radio buttons for 'TM#' (selected) and 'Name'. Below this is a table with the following columns: Split, Lev, Lev, Pe, TranDate, Amount, Vendor, VendorID, Sfx, PCA\*, INDEX, BFY, Sub\*, Dtl, 1099, STARS Vend\*, Sfx, CI, Grant\*. The table contains one row with the following values: Split (checkbox checked), Lev (checkbox checked), Lev (checkbox unchecked), Pe (checkbox unchecked), TranDate (2/3/2016), Amount (77.00), Vendor (MOUNTAIN HOME INN), VendorID, Sfx, PCA\* (23013), INDEX, BFY (2016), Sub\* (9999), Dtl, 1099, STARS Vend\*, Sfx, CI, Grant\* (23013). At the bottom of the form, there are buttons for 'Undo Changes', 'Save Changes', and 'Reprint Transmittal'.

The ‘9999’ is an invalid subobject in STARS; therefore, the transaction will error in STARS.

### CHANGING THE SUBOBJECT 9999

Approver or verifiers should change this in P-Card to a subobject that is valid for that vendor and transaction to avoid the STARS transaction errors. Simply place the cursor in the field and delete or type over the ‘9999’.

In addition, your P-Card administrator should work with SCO to make sure their STARS tables are up to date in order to avoid this issue in the future.

## USING THE SUBOBJECT LOOK UP

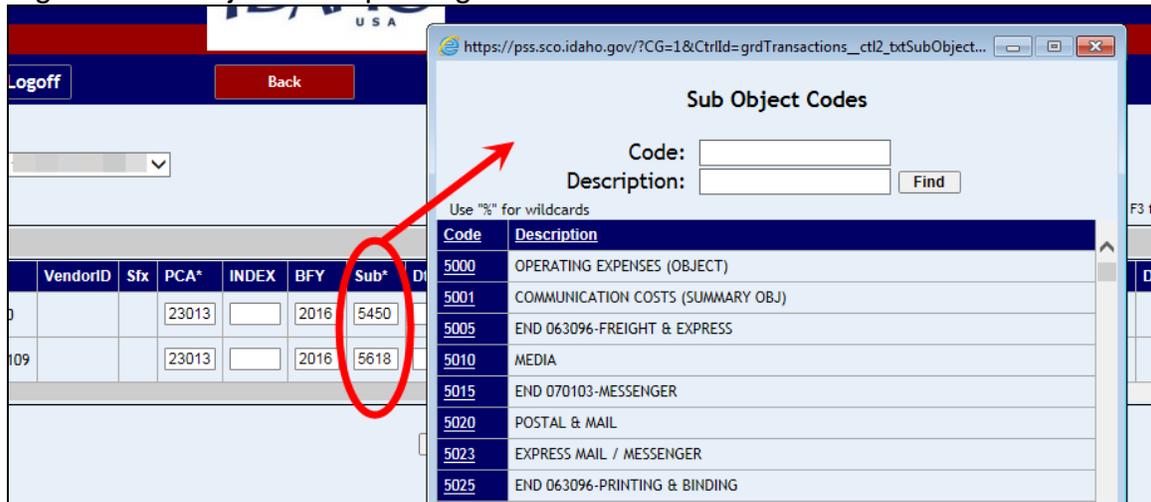
P-Card can perform a look up on the subobject code to help you locate a suitable subobject. Place the cursor in the subobject field and press F3.

A **Sub Object Codes** lookup dialog box will be displayed.

You can search (“look up”)for subobject codes by any of the following methods:

- Enter part or all of the subobject code in the **Code** field and click **Find**.
- Enter part or all of the subobject description in the **Description** field and press **Find**.
- Browse through the list. Subobject codes are displayed in numerical order.

Figure 2 - Subobject look up dialog box



Click the subobject code you want to use. The transaction grid will be automatically populated with the subobject and any related data elements from STARS tables.