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HOW TO AVOID P-CARD BATCH ERRORS IN STARS 1

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Some agencies find P-Card batches that error because the effective date of the transactions are post in the wrong month. Agencies have asked, “How does P-Card determine the effective date?”

The effective date in P-Card is determined by the transaction date, which becomes the document date.

Is there anything an agency can do to minimize the number of errors in STARS?

The easiest way to avoid this type of error is to make sure your agency is doing the Posted Pending process at the end of each month.

The Posted Pending process will **post** all transactions in the correct month, even if they are **pending** approval. Otherwise, transactions may post in the wrong month, and a STARS Edit Mode 3 error batch is generated. (All transactions that are sent to STARS from P-Card are processed in a batch indicated by an asterisk *, sometimes called a “splat” batch.) The fiscal person for the agency must then change the Batch Effective Date of the erred batch in the STARS S054 screen.

Posted Pending process

When the agency’s P-Card administrator executes the Posted Pending process, P-Card will search for all transactions that have not been finally "Approved". P-Card then 'flags' those transactions as "Posted/Pending". Posted Pending transactions will be sent to STARS at the end of the day (5:00PM MST).

When run, P-Card will generate a **TC 228** or **TC 235** to post the expenditure to STARS and establish a liability in the **GL 2105 P-Card Liability** account in the correct month. P-Card batches do not affect cash. Cash is only affected when you pay the bank and when P-Card makes its automatic adjustment transactions.

Any transactions that do not have a STARS Vendor Number and Suffix at the time Posted Pending is run will be assigned POSTPEND0 00 as the vendor number. This will allow Posted Pending transactions to process in STARS without error. When these transactions are finally approved in P-Card, P-Card will automatically make the correct adjustments in STARS so that the transactions post with the proper fiscal coding. The adjustment transactions will repost with the actual STARS Vendor Numbers entered on the transactions.