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Some agencies routinely have P-Card batches that error because of the effective date. How does P-Card determine the effective date? Is there anything an agency can do when they approve the transmittal to change the effective date and 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 effective date in P-Card is determined by the transaction date (document date). The Posted Pending process will post all transactions in the correct month even if they are not approved. If you choose not to do the Posted Pending process, then all P-Card transactions must be manually approved and processed by the end of the month. Otherwise an Edit Mode 3 error batch is generated by STARS. (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](#) 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 account in the correct month (P-Card batches do not affect cash. Cash is only affected 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.