
STARS USER MANUAL.....	1
P-CARD TRANSACTIONS OR ADJUSTMENTS.....	1
INTRODUCTION	1
P-CARD ADJUSTMENTS	2
REFUNDS.....	2
SOLVING COMMON PROBLEMS	2
AGENCY POSTED A TC 27X TO THE WRONG VENDOR NUMBER SUFFIX AND WRONG SUBJECT	2
AGENCY POSTED A TC 27Y TO THE WRONG PCA AND SUBOBJECT.....	2
END OF THE MONTH PROCESS.....	3
P-CARD REPORTS.....	3

STARS USER MANUAL

P-CARD PAYMENTS OR ADJUSTMENTS

INTRODUCTION

The State of Idaho Purchasing Card (P-Card) is used by state agencies primarily for small purchases or travel. To obtain a P-Card, contact the Division of Purchasing at 208.332.1612. For more details see the [Department of Administration's FAQ Web page](#).

Most agencies use the Statewide Accounting System P-Card application (See the [P-Card manual and video tutorials](#) for more information). For those that do not, P-Card transactions must be entered in STARS. Some agencies may use an application administered by Bank of America, or may receive electronic files from the bank to help them process transactions.

Regardless of the outcome of your reconciliation, you must pay the full amount on your statement by the payment due date on the statement.

1. You must enter a batch header before you can enter any P-Card expenditure transactions in STARS. P-Card transactions are typically entered as a batch type 4 or 5. For transactions uploaded from P-Card, the STARS Effective Date is determined by the bank's posting date of P-Card transaction.
2. Payments to Bank of America must begin the **Invoice Description** (INV-DESC) with the agency's unique 16-digit account number. The remaining 14 characters in the **Invoice Description** can be descriptive information, but whatever is entered must be entered the same on every transaction line for that 28Z. The **Invoice Number** (INV-NO) field must be blank
3. Pay the full balance on the bank statement using TC 23P, the vendor number 941687665 PC for Bank of America, and expenditure subobject codes 5987 and/or 6987. Be sure to complete the required fields for the TC 23P.
4. The TC 23P issues an electronic funds payment (EFT) that will take two days to process. Therefore, process this batch at least two days before the due date on the statement.
5. To post non-1099 reportable subobjects, use the generic P-Card vendor number of PCARD000-PC.

P-CARD ADJUSTMENTS

Enter P-Card expenditure adjustments using Batch Type 4 or 5. Use the following transaction codes to adjust P-Card transactions.

1. Use a TC 27X to reverse a TC 23P expenditure, using the same bank vendor number and same subobjects as used with the TC 23P. The total of the TC 27X entries should offset the TC 23P posting for the month. Required fields for this TC are the same as for the TC 23P.
2. Use a TC 27Y to re-enter the expenditures from the 27X adjustment to the correct STARS vendor number(s) and the correct expenditure subobjects. This TC is a P-Card expenditure adjustment, but is a charge rather than a reversal. TC 27Y will offset a TC 27X, so, in that same batch, the TC 27X amounts must equal the TC 27Y amounts.

REFUNDS

If the vendor gives you a refund, you can enter this in STARS using a TC 105 for a current fiscal year's expenditure or a TC 106 for a prior year's expenditure.

SOLVING COMMON PROBLEMS

Below are a few examples of adjusting entries. Make these adjustments on a batch type 4 or 5.

AGENCY POSTED A TC 27X TO THE WRONG VENDOR NUMBER SUFFIX AND WRONG SUBOBJECT

To correct this problem:

1. Enter a TC 27Y to reverse the TC 27X posted to wrong vendor and subobject.
2. Enter a TC 27X with the correct vendor and subobject.
3. Use the same Document Number for adjustments so they show together on the vendor payment file with the original transaction.
 - TC 27X does not generate a warrant. No warrant number will show on this file.
 - Though TC 27X does not have a reversal, it minuses the amount.
 - The TC 27X posts to the Vendor Payment File for future reference and reporting.

AGENCY POSTED A TC 27Y TO THE WRONG PCA AND SUBOBJECT

To correct this problem:

1. Use a TC 27X to reverse the TC 27Y.
2. Enter a TC 27Y with the correct PCA and subobject.
3. Use the same Document Number for adjustments so they show together on the vendor payment file with the original transaction.
 - TC 27X and TC 27Y do not generate a warrant. No warrant number will show on this file.
 - Though TC 27X does not have a reversal, it minuses the amount.

- The TC 27X and TC 27Y post to the Vendor Payment File for future reference and tax and workers compensation reporting.

END OF THE MONTH PROCESS

Verify the following balances using the DAFR8180 report (Trial Balance by Fund / GL / TC):

- Verify that the TC 23P equals TC 27X under the bank vendor number (941347393-PC). This shows that you have processed all cardholder reports as well as cleared the information from the bank.
- Verify that the TC 27X equals TC 27Y. This shows that all posting entries are in balance.

You can also setup grant or project reporting to ensure all of the transactions for the bank net to zero.

P-CARD REPORTS

Since the P-Card transactions are on the same reports as the general expenditures and disbursements see the [Expenditures and Disbursements reports](#). Reports are also available in IBIS.