1.0 SCOPE:

1.1 This procedure describes the process in which the accounts payable department imports purchasing card charges into BusinessPlus.

2.0 RESPONSIBILITY:

2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

3.1 Senior Accountant

_____   _____
Signature   Date

4.0 DEFINITIONS:

4.1 SA – Senior Accountant

4.2 AT – Account Technician

4.3 PCard – Purchasing card

4.4 AC – Account Clerk

4.5 CPA – ControlPayAdvanced purchasing card software

4.6 BP – BusinessPlus, Accounting software

4.7 CDD – Click drag and drill software

4.8 winscp – File transfer software

5.0 PROCEDURE:

5.1 All procedures performed by SA may also be performed by AT.

5.2 SA copies the output file from Commerce Bank to desktop.

5.3 SA opens output file in Excel and saves the file as PCARD.xls.

    5.3.1 Excel file may be sorted by Vendor name, Cardholder and Transaction number to aid in subsequent steps.

5.4 SA reviews account numbers and adds/corrects omissions/errors.

5.5 SA runs CDD report – AP1004 PCard upload from bank.

    5.5.1 Output file is "APBATCH".

5.6 SA reviews CDD report APBATCH for vendor identification number.

    5.6.1 Transactions without a vendor id number are corrected.

        5.6.1.1 SA adds merchant identification (MID) information to existing vendors in BP.

5.6.1.2 SA adds vendor and merchant identification information to non existing vendors in BP.

5.6.1.2.1 Added vendors are annotated as "For Pcard Use Only" in BP.

5.6.1.3 International service fees and fraudulent charges/credits are coded to Commerce Bank.

5.7 SA repeats steps 5.3 – 5.5 until report is complete.

5.8 SA sorts PCARD.xls and reviews vendor name and MID associations.

5.8.1 SA corrects vendor id number in APBATCH file for any MID numbers associated with more than one vendor.

5.9 SA transfers file to BP via winscp.

5.9.1 Delete old APBATCH file from ifasdev/admin/data.

5.9.2 Copy APBATCH from hard drive to ifasdev/admin/data.

5.9.3 Rename file to delete file extension (.txt).

5.10 SA converts APBATCH file to an APBATCH.

5.11 SA reviews APBATCH

5.11.1 Vendor name in invoice section matches vendor name in detail record section.

5.11.2 Account codes with RC 777 exist only on the invoice record for Commerce Bank.

5.11.3 Errors are corrected.

5.12 Batch is turned over to AC for processing.

5.12.1 Set proof is run and errors are corrected.

5.12.2 Error free batch is distributed.

6.0 ASSOCIATED DOCUMENTS:

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
N/A				

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
01/01/11	A	Initial Release

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