CORPORATE PURCHASING CARD (CPC) PROGRAM
POSTING AND PAYMENT DISTRIBUTION PROCESS

DAILY PROCESS

1. The bank posts CPC charges and credits into the database on a daily basis. Each State Agency can access and maintain the database via the card vendor's system.

2. Each State Agency Purchasing Card Program Administrator (PCPA) will update the on-line database and monitor the program to ensure compliance with established policy and procedures. Ad hoc reports are generated as necessary.

MONTHLY PROCESS

1. The bank transmits CPC bill/data file(s) to the General Accounting Division (GAD) via an electronic remote communications facility which includes **ALL** charges/credits for **ALL** State Agencies for the CPC program as of the 25th day of each month unless the 25th day falls on a Saturday, Sunday, or Total System holiday (specifically: New Year's Day, Thanksgiving Day and Christmas Day) in which case the cutoff will occur at midnight the **next business day**. Header/Trailer record information will include the number of transactions and total dollar value of transactions contained in the file. The data file is received in a Statement Bill EBCDIC format for mainframe FMIS R*STARS processing. A hard copy bill detailing the USbank payment request will be mailed to GAD on the same day as the electronic file transfer.

2. GAD runs special Edit program(s) using the Statement Billing File format to accumulate the total number of transactions and total dollar value of data file for comparison to USbank summary totals. If totals agree, the program verifies the accuracy of accounting code data identified as part of each CPC transaction contained within the file. If the summarized transactions fail the R*STARS edits on Account Codes or funds availability, the DEFAULT PCA will be used. A report reflecting activity, errors, and/or corrections together with an output file with corrected data will be created.

3. GAD reviews results of special edit program outputs and, if results are correct, proceeds to post the total monthly bill to FMIS/R*STARS system through the GAD on-line computer terminal as follows (Posted to GAD's Statewide Corporate Purchasing Card Clearing Account):

    R*STARS Transaction Code = 242

    Debit expense G/L Account # 3500 $XXX,XXX.XX

    Credit Cash G/L Account # 0065 $XXX,XXX.XX

CORPORATE PURCHASING CREDIT CARD PROGRAM (CPC)

DAILY/MONTHLY USBANK BILL PAYMENT AND DISTRIBUTION PROCESS

MONTHLY PROCESS (Continued)

4. GAD authorizes posting of Agency data file created as part of initial edit/update special programs to be input to FMIS/R*STARS system as follows:

> R*STARS Transaction Code = 412   (GAD Credit Entry to Statewide Corporate Purchasing Card Clearing Account)
>
> Debit Cash G/L Account # 0062 $XXX,XXX.XX
>
> > Credit Expense G/L Account # 3500 $XXX,XXX.XX
>
>
> R*STARS Transaction Code = 413 (Agency Debit Entry)
>
> Debit expense G/L Account # 3500 $XXX,XXX.XX
>
> > Credit Cash G/L Account # 0062 $XXX,XXX.XX
>
>
> Note: This clears the GAD account and redistributes the charges to the proper agencies. This requires the establishment of default assignments for PCA, Comptroller's Object codes, and Agency Object codes. **This process should be completed by the 2nd work day of the month following receipt of the bill so that charges and credits will be reflected in the same month as incurred by the Agency. The effective date of the transaction process should be the 25th day of the month in which the charges were incurred.**

5. GAD reviews FMIS/R*STARS system processing to assure accurate distribution of charges/ credits to Agencies.

6. GAD issues payment to the bank to assure total payment of monthly bill for ALL State Agencies by the 15th day after the bill statement date.

CORPORATE PURCHASING CREDIT CARD PROGRAM (CPC)

CPC ACCOUNT CODE NUMBER ASSIGNMENT

Each CPC cardholder transaction (charges/credits) will be associated with a unique Account Code Number (23 digit alphanumeric) in the following format:

FIELD NAME	# Digits	Format	Comments
FAC Code	3	XXX	Financial Agency Code
PCA (Agency)	5	XXXXX	State Agency assigned code
Object Code Flag	1	X	"C" = Comptroller Object "A" = Agency Object
Comptroller/Agency Object Code	4	XXXX	Comptroller or Agency Object Code related to Object Code Flag
Special Agency Use Code	7	XXXXXXX	Special GAD approved Agency Code T in the left hand field for Travel Accounts **Zero filled if not used**
DEFAULT PCA	3	XXX	DEFAULT PCA code

The PCA (Agency) code is the identifier assigned and established by each State Agency. The Object Code Flag is used to identify whether the Object Code field is Comptroller or Agency related. The Special Agency Use Code is only available to specific Agencies approved by GAD. The DEFAULT PCA code is a DEFAULT code assigned by the Agency following instructions in Exhibit F to be used in the event that a CPC transaction is rejected during the edit/update process of distributing the charges/credits to each State Agency.

CORPORATE PURCHASING CREDIT CARD PROGRAM (CPC)

FMIS/R*STARS Required data fields for each CPC record:

FIELD NAME	# Digits	Format	Comments
Effective Date	8	YYYYMMDD	CPC Transaction Date
Trans-Code	3	XXX	R*STARS Code # 413
FAC	3	XXX	Financial Agency Code
Index	5	XXXXX	
Appropriation #	5	XXXXX	
Fund #	4	XXXX	
PCA	5	XXXXX	Program Cost Account
Comptroller Obj. Code	4	XXXX	Blank if Agency Obj. Code used
Agency Object Code	4	XXXX	Blank if Comp. Obj. Code used
Invoice Number	14	12(X)	"CPC"-MMMYYYY(Month/FY)
Invoice Description	30	30(X)	Original ACCOUNT CODE NUMBER
Trans-Amount	13	9(11)V99	Total transaction amount (dollars/cents)

Note: FAC and PCA looks up the Index, Appropriation #, and Fund # during the R*STARS edit/update process. If the State Agency assigned PCA code is in error, the DEFAULT PCA code will be used and the original Account Code Number Assignment data will be moved to the Invoice Description field. If the Comptroller or Agency Object code is incorrect, a DEFAULT code of 0999 will be used.

CORPORATE PURCHASING CREDIT CARD PROGRAM (CPC)

Recommended format for the DEFAULT Program Cost Account (PCA) code used with CPC Program.

Account # Digit Position　　=　　1　2　3　4　5

P C　X　X　X

"PC" will be generated by the GAD program for each DEFAULT PCA. Only three (3) characters will be entered by the cardholder. NOTE: Separate DEFAULT PCA's and Agency PCA's are recommended for each Purchasing Card Program Administrator. Digits 3,4,5 use R*STARS Batch Agency Identifier.

The DEFAULT PCA code will be set up for All Agencies with CPC and will be used as DEFAULT PCA code for distribution of charges/credits in the event that an error is discovered during the edit/update process. Also, DEFAULT Comptroller Object Codes and Agency Object Codes will be established so that distribution can be made to State Agencies during the GAD monthly bill payment and charge/credit distribution and posting process.

Each CPC charge/credit will include the unique Account Code Number (23 digit A/N) assigned to each cardholder card. The DEFAULT PCA field will contain the appropriate Batch Agency Identifier for the Agency using the card. When the charges/credits received from USbank at month end are processed through the FMIS R*STARS system and an **error condition occurs** requiring the use of the DEFAULT PCA, the first two (2) positions of the PCA code will be appended to reflect the designation of "PC".

SPECIAL NOTE: The DEFAULT PCA is used only in the event of error conditions encountered during FMIS R*STARS processing.