

# Purchasing Card and Travel Card Processing Guidelines

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## Purchasing Card Processing

Purchasing Card (PCard) transactions must be batched before COB on the 14<sup>th</sup> of the month. The completed report will be retrieved from WORKS and processed by DOA/OTS along with the Statement Billing File (SBF) on the 15<sup>th</sup> of each month. The invoices generated from the SBF file will be posted in LaGov with a due date of five days before the end of the month. The invoices may be viewed via FBL1N for vendor 310002566 FIA Card Services. The expenses posted from the WORKS transactions may be viewed via ZF11423 Accounting Research Summary Report. When there are expense transactions with invalid cost values they will post to the agency's default clearing cost center ending in CCCCCC. To view only the transactions that posted to the default fund/cost center, enter Funds Center \*CCCCC in the selection criteria screen, or set the filter equal to this value in the report output.

### ZF11423 Selection Criteria

#### Accounting Document Header Criteria

|                |                                   |
|----------------|-----------------------------------|
| Entry Date:    | The 15 <sup>th</sup> of the month |
| Document Type: | PC                                |
| Fiscal Year:   | Applicable Fiscal Year            |
| Reference:     | TXN*                              |

#### Accounting Document Segment Criteria

|                |                           |
|----------------|---------------------------|
| Business Area: | Applicable Business Areas |
| G/L:           | 5000000 - 5999999         |

#### Select Output Display

Document Level Details

## Travel Card Processing

Travel Card (TCard) transactions must be batched before COB on the 17<sup>th</sup> of the month. The completed report will be retrieved from WORKS and processed by DOA/OTS along with the Statement Billing File (SBF) on the 18<sup>th</sup> of each month. The invoices generated from the SBF file will be posted in LaGov with a due date of five days before the end of the month. The invoices may be viewed via FBL1N for vendor 310002566 FIA Card Services. The expenses posted from the WORKS transactions may be viewed via ZF11423 Accounting Research Summary Report. When there are expense transactions with invalid cost values they will post the agency's default clearing cost center ending in CCCCCC. To view only the transactions that posted to the default fund/cost center, enter Funds Center \*CCCCC in the selection criteria screen, or set the filter equal to this value in the report output.

### ZF11423 Selection Criteria

#### Accounting Document Header Criteria

|                |                                   |
|----------------|-----------------------------------|
| Entry Date:    | The 18 <sup>th</sup> of the month |
| Document Type: | Z4                                |
| Fiscal Year:   | Applicable Fiscal Year            |
| Reference:     | TXN*                              |

#### Accounting Document Segment Criteria

|                |                           |
|----------------|---------------------------|
| Business Area: | Applicable Business Areas |
| G/L:           | 5000000 - 5999999         |

#### Select Output Display

Document Level Details