

# State of Wisconsin Department of Administration

# Load Statement Batch Process Job Aid

Version 1.0



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### PURPOSE AND DESCRIPTION

#### **Purpose**

This document explains the key topics involved in running the Load Statement batch process to load staged P-Card transactions to the Reconcile Statement page to be reconciled. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activities.

#### **Description**

This Job Aid is designed to help you with PeopleSoft Purchasing. The Load Statement Batch Process job aid is used to instruct you how to run the load statement batch process after statement load errors have been corrected. This should only be done in an urgent situation, such as when corrections need to be loaded the last day of a billing cycle. Otherwise, the Load Statement is run during a nightly batch process.

Note: Only the State P-Card Maintainer has access to the Load Statement page.



## TOPIC 1: RUN THE LOAD STATEMENT PROCESS

#### Run the Load Statement Process Procedure Steps

**Scenario**: A State P-Card Maintainer found that there are bank statement load errors on the staging table. The State P-Card Maintainer will look up the card number in the US Bank system and identify which agency cardholder the card belongs to. The State P-Card Maintainer will contact the respective Agency P-Card Administrator to enter the cardholder profile in PeopleSoft. After the Agency P-Card Administrator adds the cardholder profile, he may request the State P-Card Maintainer to run the Load Statement Process to get the transactions loaded to the Reconcile Statement page to be reconciled. Run the Load Statement Process.

Step	Action
1.	Navigation: Main Menu > Purchasing > Procurement Cards > Process Statement > Load Statement
2.	<ul> <li>On the Load Statement page, there are two tabs: Find an Existing Value and Add a New Value.</li> <li>On the Find an Existing Value tab, enter an existing Run Control ID. Click Search.</li> <li>On the Add a New Value tab, enter a new Run Control ID. Click Add.</li> <li>Note: Once a Run Control has been defined, the same Run Control ID can be used to run the process. A new Run Control ID does not need to be created each time the process is run.</li> </ul>
3.	In the Process Request Parameters box on the Load Statement page, review the following: <ul> <li>Total Rows in the Staging Table</li> <li>Total Rows with Error in the Staging Table</li> </ul> <li>Total Rows to be Loaded Load Statement   Run Control ID LOAD_STATEMENT   Report Manager Process Monitor   Please use Correct Errors page to correct errors in the staging Table Total Rows with Error in the Staging Table   Total Rows with Error in the Staging Table 35   Total Rows with Error in the Staging Table 33   Total Rows to be Loaded 2   Check the Delete Loaded Rows from the Staging Table box to delete statement line records from the staging table that were successfully loaded to the Reconcile Statement tables. Note: the Total Rows with Error in the Staging Table shows the number of lines with errors. If there are errors, they will not be loaded to the Reconcile Statement until the missing cardholder profile is entered, preventing transactions sent in the bank file from being able to be reconciled. The State P-Card Maintainer will contact the respective Agency P-Card Administrator to set up the appropriate cardholder profile is onder or profiles in order to correct these staging errors.</li>



4.	Click <b>Run</b> to open the <b>Process Scheduler Request</b> window.
	When the <b>Process Scheduler Request</b> window is open, ensure the <b>ProCard Load Statement</b> process is selected.
	Process Scheduler Request
	User ID AGENCY_P-CARD_ADMINISTRATOR Run Control ID SAMPLE
	Server Name   Run Date 02/12/2015
	Recurrence   Run Time 2:21:54PM  Reset to Current Date/Time
5	Process List
5.	Select Description Process Name Process Type *Type *Format Distribution
	ProCard Load Statement PO_CCLOADLD Application Engine Web  TXT  Distribution
	OK Cancel
	Click <b>OK</b> to return to the <b>Load Statement</b> page. The system will automatically select the appropriate
	server to run the process.
	On the Load Statement page, note the Process Instance Process number. Then click Process Monitor to check the process status.
	Run Control ID SAMPLE Report Manager Process Monitor Process Instance:16285
	Process Request Parameters
6.	Please use Correct Errors page to correct errors in the staging table.
	Total Powe in the Staning Table 106
	Total Rows with Error in the Staging Table 0
	Total Rows to be Loaded 106
	☑ Delete Loaded Rows from the Staging Table
	Return to Search Notify Add 2 Update/Display



	On the <b>Process List</b> tab, find the <b>Instance</b> number. Click <b>Refresh</b> to refresh the status of the Load Statement process.
	Process List Server List
	View Process Request For
	User ID AGENCY_P-C/Q Type   Last   I Days   Refresh
	Server Vame Instance to
	Run Status 🔹 Vistribution Status V 🖉 Save On Refresh
7.	Process List Personalize   Find   View All   🖾   🔠 First 🕥 1-2 of 2 🕑 Last
	Select Instance Seq. Process Type Process Name User Run Date/Time Run Status Data
	Interview         Interview <t< th=""></t<>
	Internation Legine         PO_CCLOADLD         AGENCY_P- CARD_ADMINISTRATOR         02/12/2015         1:40:16PM PST         Success         Posted         Details
	Go back to Load <u>S</u> tatement
	Save E Notify
	The process is complete when the <b>Run Status</b> displays <b>Success</b> and the <b>Distribution Status</b> displays as
	Posted.
	Click Go back to Load Statement to confirm that the Total Rows to be Loaded displays 0, confirming that
	the transaction lines were loaded successfully.
	Load Statement
	Run Control ID LOAD_STATEMENT Report Manager Process Monitor
	Process Boquest Parameters
8.	Place use Correct Errors page to correct errors in the staging table
0.	Fieldse use Conect Enrois page to conect enrois in the staging table.
	Total Rows in the Staging Table 33
	Total Rows with Error in the Staging Table 33
	Total Rows to be Loaded 0
	✓ Delete Loaded Rows from the Staging Table
	🔚 Save 🔯 Return to Search 🔄 Notify
9.	when the statement lines have been loaded successfully, the status of the transaction line(s) is set to
	Staged and the lines are ready to be reconciled on the Reconcile Statement page.