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

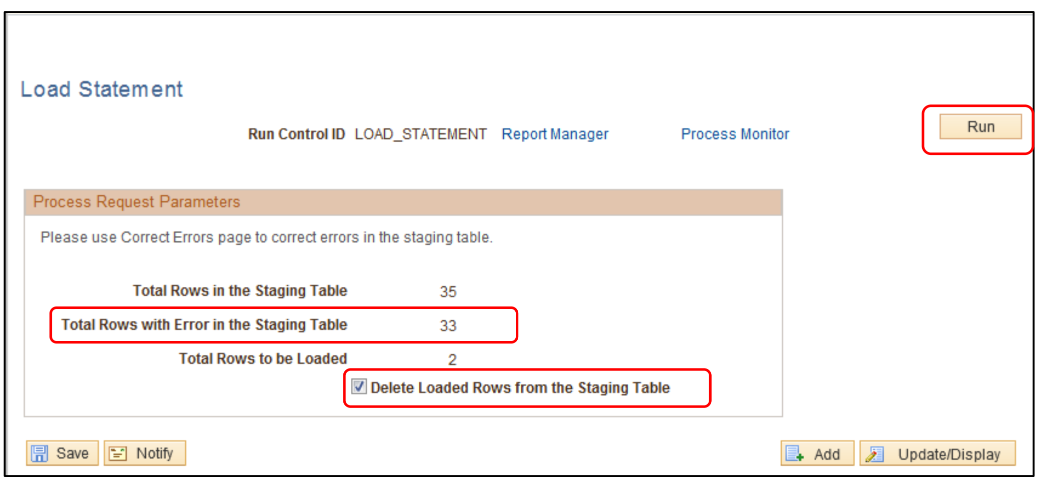
This Job Aid is designed to help you with PeopleSoft Purchasing. The Load Statement Batch Process job aid is used to instruct you how to run the load statement batch process after statement load errors have been corrected. This should only be done in an urgent situation, such as when corrections need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

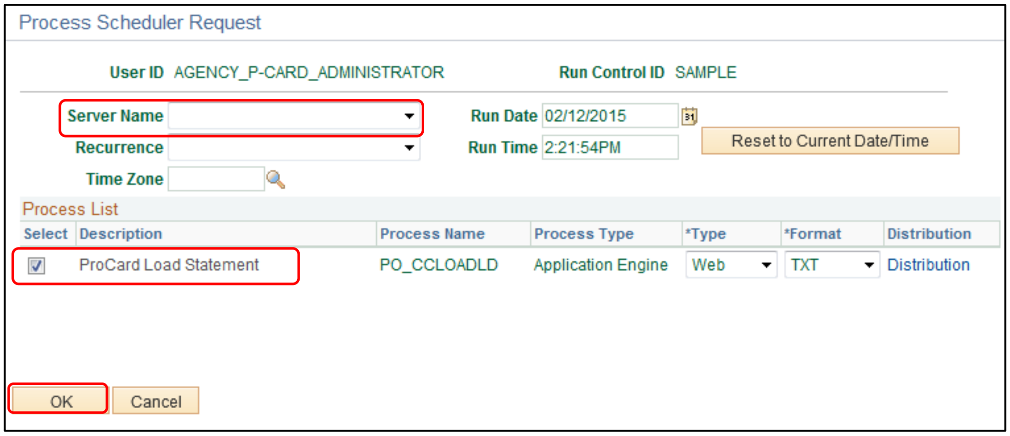
TOPIC 1: RUN THE LOAD STATEMENT PROCESS

<u>Run the Load Statement Process Procedure Steps</u>

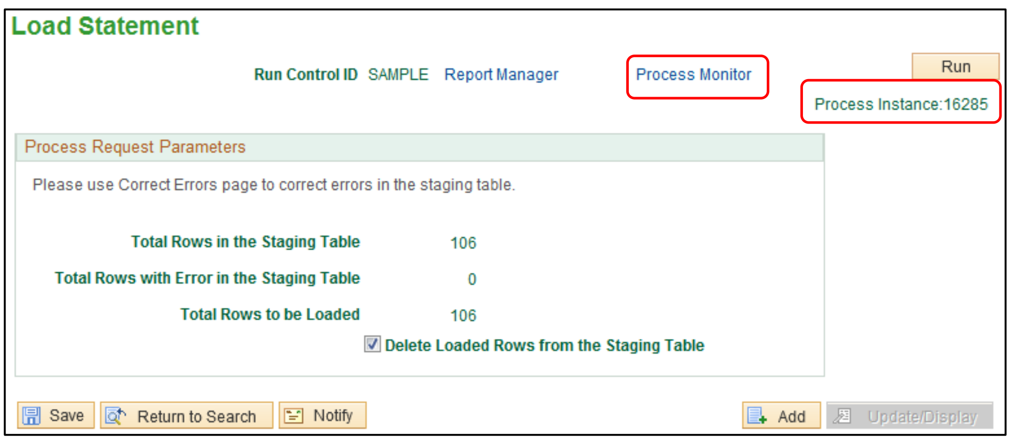
Scenario: A State P-Card Maintainer found that there are bank statement load errors on the staging table. The State P-Card Maintainer will look up the card number in the US Bank system and identify which agency cardholder the card belongs to. The State P-Card Maintainer will contact the respective Agency 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.	On the **Load Statement** page, there are two tabs: **Find an Existing Value** and **Add a New Value**. • On the **Find an Existing Value** tab, enter an existing **Run Control ID**. Click **Search**. • On the **Add a New Value** tab, enter a new **Run Control ID.** Click **Add.** **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.
3.	In the **Process Request Parameters** box on the **Load Statement** page, review the following: • Total Rows in the Staging Table • Total Rows with Error in the Staging Table • Total Rows to be Loaded  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 profiles in order to correct these staging errors.

<table>
<tr><td>4.</td><td>Click Run to open the Process Scheduler Request window.</td></tr>
<tr><td>5.</td><td>When the Process Scheduler Request window is open, ensure the ProCard Load Statement process is selected.



Click OK to return to the Load Statement page. The system will automatically select the appropriate server to run the process.</td></tr>
<tr><td>6.</td><td>On the Load Statement page, note the Process Instance Process number. Then click Process Monitor to check the process status.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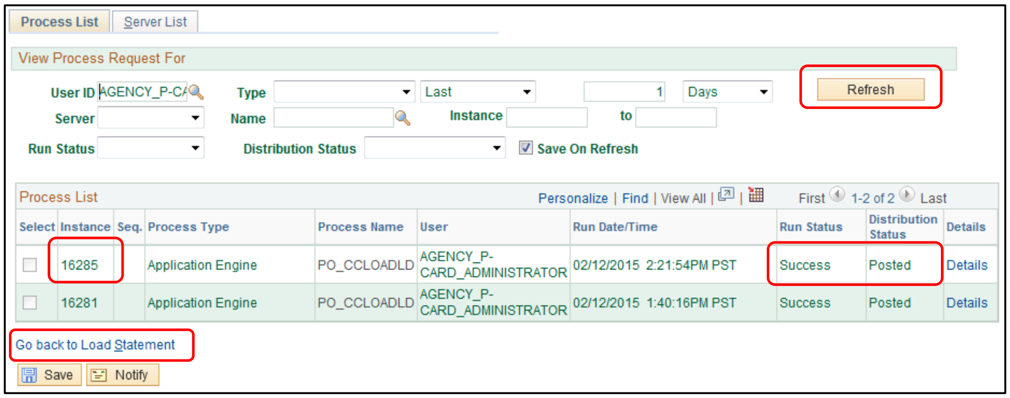
On the **Process List** tab, find the **Instance** number. Click **Refresh** to refresh the status of the Load Statement process.



The process is complete when the **Run Status** displays **Success** and the **Distribution Status** displays as **Posted.**

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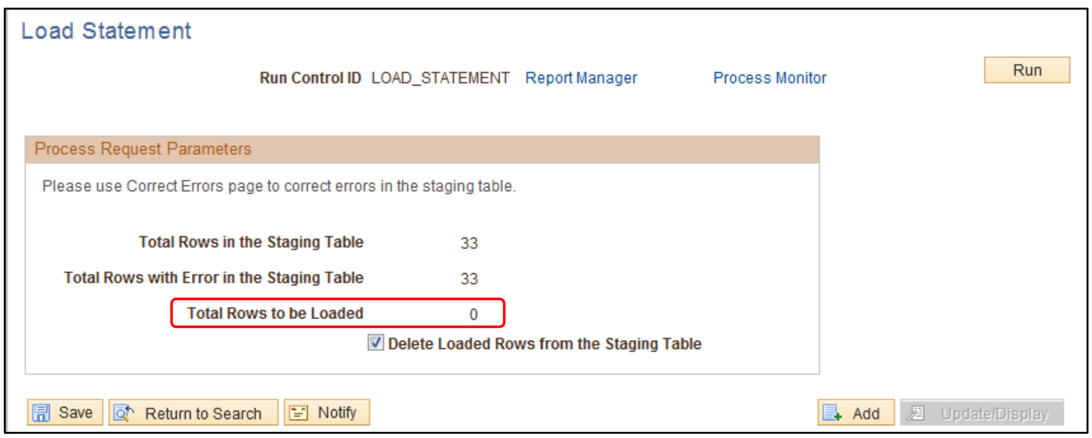
Click **Go back to Load Statement** to confirm that the **Total Rows to be Loaded** displays 0, confirming that the transaction lines were loaded successfully.



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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.

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