

Fiscal Year-End Instructions For P-Card Program User Agencies

The instructions include solutions for payment of the purchases in two distinct fashions. They are designed to allow agencies either to pay for as many items as possible out of current year funding and appropriations or to wait and pay all of the open items as Y vouchers.

The P-Card Program billing cycle for June 16, 2009 - July 15, 2009 crosses fiscal years. Agencies participating in the P-Card Program will have two options in processing the June/July 2009 payment.

1. Agencies can elect to do nothing before the June 30, 2009 fiscal year-end. When the June/July 2009 billing invoice is parked, agencies will have to reduce the invoice by the amounts attributed to FY09 (June 16-June 30 2009) activity and process a separate FB60 Direct Invoice as a Y-Voucher. Agencies must follow Y-Voucher instructions when processing this payment. The remaining portion of the June/July 2009 billing invoice attributed to FY10 (July 1- July 15 2009) activity should be posted and FY10 appropriation and funding will be used.
2. Agencies can elect to pay for the June FY09 half of the billing cycle from FY09 appropriation and funding. On or about June 30, Agencies can go to the US BANK website at: <https://access.usbank.com/> and download agency spending activity for the month of June 2009. Based upon the transaction postings, agencies can process an FB60 Direct Invoice to US BANK for the FY09 (June 16 - June 30 2009) activity. The payment would be paid from FY09 appropriation and use FY09 funding. On or after July 15, when the June/July 2009 billing invoice is posted, agencies will have to reduce the invoice by the amount previously paid for FY09 and by any remaining unpaid FY09 transactions. A separate FB60 Direct Invoice must be processed as a Y-Voucher for the remaining unpaid FY09 transactions. The remaining portion of the June/July 2009 billing invoice attributed to FY10 (July 1- July 15 2009) should be posted as regular FY10 activity.

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The FB60 Direct Invoice must be processed using vendor number 100099611 U.S. Bank CPS and the Partner Bank field for your agency MUST be completed as shown.

Enter Vendor Invoice: Company Code ARK

The screenshot shows the SAP 'Enter Vendor Invoice' interface. The 'Part.bank' field is set to '0080'. A pop-up window displays a list of bank keys with the following columns: BnKT, Ct..., Bank Key, Bank Account, and R. The highlighted row is:

BnKT	Ct...	Bank Key	Bank Account	R
0034	US	091000022	4246044555602642	
0080	US	091000022	4246044555600604	
0209	US	091000022	4246044555608482	
0211	US	091000022	4246044555607872	
0295	US	091000022	4246044555608474	
0314	US	091000022	4246044555602634	

Use the drop-down menu to select your agency's specific bank transaction code.

If the FB60 Direct Invoice is to be processed as a Y-Voucher, you must enter a Y as the first character in the Reference field as shown:

Enter Vendor Invoice: Company Code ARK

The screenshot shows the 'Reference' field in the 'Basic data' tab set to 'Y-Voucher'. Other visible fields include Vendor (100099611), Invoice date (05/31/2005), Posting Date (05/31/2005), Document type (KR Vendor invoice), and Amount (100.00).

You may want to pick up the warrant instead of mailing it so you can write the agency managing account number on the face of the check. This will ensure your agency will receive proper credit for payment of the check. Otherwise US Bank may credit another Arkansas account with your agency's payment. **If you mail the warrant, use the address on the US Bank statement (AASIS vendor 100113150) and not the one for vendor 100099611 in AASIS.**

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P-Card Monthly Billing Parked Document:

To process the June/July 2009 billing invoice from US Bank, it must first be reduced to reflect only the July 2009 portion of the payments. To reduce the US Bank invoice for amounts already paid for the FY09 items needing to be paid separately as a Y-Voucher, you must “Zero out” the line items to be excluded and adjust the vendor line amount total accordingly.

Post Document: Display Overview

	Display Currency	Park document	Acct model		Fast Data Entry		Taxes
Document Date	05/27/2005	Type	ZY	Company Code	ARK		
Posting Date	05/27/2005	Period	11	Currency	USD		
Document Number	INTERNAL	Fiscal Year	2005	Translation dte	05/27/2005		
Reference	0080041520050002						
Doc.Header Text	PROCUREMENT CARD			Trading Part.BA			
Items in document currency							
	PK	BusA	Acct		USD	Amount	Tax amnt
001	31	0080	0100099611	U.S. BANK CPS		17,402.94-	**
002	40	0080	5090003000	Special Purpose Sup		59.48	P0
003	40	0080	5090003000	Special Purpose Sup		1,102.89	U1
004	40	0080	5090018000	Subscriptions Pubs		260.80	U1
005	40	0080	5090018000	Subscriptions Pubs		65.15	U1

Double click on the line to be excluded.

Post Document: Correct G/L account item

	More data	Acct model		Fast Data Entry		Taxes
G/L Account	5090003000 Special Purpose Supplies					
Company Code	ARK	State of Arkansas				
Item 3 / Debit entry / 40						
Amount						USD
Tax code	U1					
Jurisdct. Code	0411903201					
Cost Center	140001	Business Area	0080			
Fund	SD60000	Order				

Zero out the amount field. Hit enter.

Amount is zero - line item will be deleted

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Enter through the caution message.

Return to the  Overview screen and repeat the process for each line to be excluded.

Once all the appropriate lines are excluded, the user will have to adjust the vendor payable line C amount to equal the expense line D amount.

PK	BusA	Acct	USD	Amount	Tax amnt
001	31	0080 0100099611	U.S. BANK CPS	17,402.94-	**
011	40	0080 5090026000	DP Supps	212.83	P0
012	40	0080 5090006000	Office Supplies	118.81	P0
013	40	0080 5090026000	DP Supps	139.73	P0
			Other line items	14,854.31	
D	16,300.05	C	17,402.94	1,102.89- *	92 Line items

Remember to keep track of the items deleted that need to be paid using the Y-Voucher process.