

## 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 17, 2008 - July 15, 2008 crosses fiscal years. Agencies participating in the P-Card Program will have two options in processing the June/July 2008 payment.

1. Agencies can elect to do nothing before the June 30, 2008 fiscal year-end. When the June/July 2008 billing invoice is parked, agencies will have to reduce the invoice by the amounts attributed to FY08 (June 17-June 30 2008) 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 2008 billing invoice attributed to FY09 (July 1- July 15 2008) activity should be posted and FY09 appropriation and funding will be used.
2. Agencies can elect to pay for the June FY08 half of the billing cycle from FY08 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 2008. Based upon the transaction postings, agencies can process an FB60 Direct Invoice to US BANK for the FY08 (June 17 - June 30 2008) activity. The payment would be paid from FY08 appropriation and use FY08 funding. On or after July 15, when the June/July 2008 billing invoice is posted, agencies will have to reduce the invoice by the amount previously paid for FY08 and by any remaining unpaid FY08 transactions. A separate FB60 Direct Invoice must be processed as a Y-Voucher for the remaining unpaid FY08 transactions. The remaining portion of the June/July 2008 billing invoice attributed to FY09 (July 1- July 15 2008) should be posted as regular FY09 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 'Enter Vendor Invoice' window for Company Code ARK. The 'Part.bank' field is set to '0080'. A pop-up window displays a list of bank transaction codes. The highlighted entry is:

BankT	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 'Enter Vendor Invoice' window for Company Code ARK. The 'Reference' field is set to 'Y-Voucher'. The vendor information on the right shows 'U.S. BANK CPS'.

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 2008 billing invoice from US Bank, it must first be reduced to reflect only the July 2008 portion of the payments. To reduce the US Bank invoice for amounts already paid for the FY08 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								
Jurisdiction 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.**