

## FY17 YEAR-END PCARD PROCESSING

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### REMAINING FISCAL YEAR 2017 PCARD DOWNLOAD DATES:

MONTH	INVOICE DATE	CHARGE POST DATE	DOWNLOAD DATE	VOUCHERS DUE
MAY17	5/19/17	4/21-5/20/17	5/23/17	6/20/17
MID_JUN17	6/9/17	5/21-6/9/17	6/13/17	6/30/17
JUN17	6/20/16	6/10-6/20/17	6/22/17	6/30/17
END_JUN17	6/30/17	6/21-6/30/17	7/5/17	7/14/17

\*Note: Additional P-Card downloads in June provide departments with updated budget balances to aid in the year-end budget balancing process.

### Prepaid Expenses

Any charge that appears on a FY17 P-Card voucher, but whose benefit will not be received until July 1, 2017 or later is a prepaid expense. These charges must be recognized as an expense in the new fiscal year.

Examples may include:

- Airline tickets purchased for travel that will occur on or after July 1, 2017
- Prepaid registration fees/hotel accommodations for conferences occurring on or after July 1, 2017
- Subscriptions or membership fees for the new fiscal year
- Prepaid maintenance fees or software licenses for the new fiscal year.

Process: Note "prepaid expense" in the "Instruction to AP" field, identify line # and amount of charge(s), and insert Susan Pavis as an approver at the end of workflow prior to submitting the voucher.

### Accruals

If you process a payment after June 30<sup>th</sup> for activity that occurred prior to June 30<sup>th</sup>, email Susan Pavis at [spavis@wesleyan.edu](mailto:spavis@wesleyan.edu) by 10am, July 14<sup>th</sup> and follow Accrual process outlined in Year-End Memo.

\*Note: Although the final June download occurs in July, these transactions represent activity hitting your P-Card account between 6/21-6/30/2017 and will post to your FY17 budgets. No accrual is necessary for these charges. If charges pertain to FY18 activity, refer to the prepaid expense process outlined above.

### Finalizing P-Card Vouchers in WFS

All FY2017 P-Card vouchers are due by July 14, 2017. Please plan accordingly.

- Review the status of your P-Card vouchers in WFS and submit any pending or denied vouchers.
- Review your approval inbox and act on all P-Card vouchers
- Clear up all missing receipts and outstanding reconciliation issues with appropriate approvers.

### SmartKeys/Accounts

Prior to submitting your P-Card voucher,

- a.) Carefully review SmartKeys and accounts and reallocate if necessary
- b.) Resolve all budget check warnings and re-budget check your voucher.

Verifying your SmartKeys and accounts prior to submitting will minimize the need for year-end journal voucher processing.

***Additional Processing Tips***

- Assign proxy in WFS if you will be away from campus in June/July to ensure vouchers do not get stuck
- Journal vouchers related to P-Card vouchers should be submitted and approved by June 30th
- All deposit reimbursements must be delivered and approved by the cashier's office by due dates outlined in the Finance Year-End Memo.

Email [pcard@wesleyan.edu](mailto:pcard@wesleyan.edu) with any questions regarding year-end P-Card processing or contact Tami Sabo at x2958.