

FY15 YEAR-END PCARD PROCESSING

REMAINING FISCAL YEAR 2015 PCARD DOWNLOAD DATES:

MONTH	INVOICE DATE	CHARGE POST DATE	DOWNLOAD DATE	VOUCHERS DUE
MAY15	5/20/15	4/21-5/20/15	5/22/15	6/19/15
MID_JUN15	6/5/15	5/21-6/5/15	6/09/15	6/30/15
JUN15	6/19/15	6/6-6/20/15	6/23/15	6/30/15
END_JUN15	6/30/15	6/21-6/30/15	7/2/15	7/10/15

*Note: Additional Pcard 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 FY15 PCard voucher, but whose benefit will not be received until July 1, 2015 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, 2015
- Prepaid registration fees/hotel accommodations for conferences occurring on or after July 1, 2015
- 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.

Finalizing PCard Vouchers in WFS

All FY2015 PCard vouchers are due by July 10, 2015. Please plan accordingly.

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

SmartKeys/Accounts

Prior to submitting your PCard 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 PCard vouchers should be submitted and approved by June 30th
- All deposit reimbursements must be delivered and approved by the cashier's office by 10am on June 29th for cash and June 30th for checks.

Email pcard@wesleyan.edu with any questions regarding year-end PCard processing or contact Tami Sabo at x2958.