

## FY16 YEAR-END PCARD PROCESSING

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### REMAINING FISCAL YEAR 2016 PCARD DOWNLOAD DATES:

MONTH	INVOICE DATE	CHARGE POST DATE	DOWNLOAD DATE	VOUCHERS DUE
MAY16	5/20/16	4/21-5/20/16	5/24/16	6/20/16
MID_JUN16	6/8/16	5/21-6/8/16	6/10/16	6/30/16
JUN16	6/20/16	6/9-6/20/16	6/22/16	6/30/16
END_JUN16	6/30/16	6/21-6/30/16	7/6/16	7/13/16

\*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 FY16 PCard voucher, but whose benefit will not be received until July 1, 2016 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, 2016
- Prepaid registration fees/hotel accommodations for conferences occurring on or after July 1, 2016
- 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 P-Card Vouchers in WFS

All FY2016 PCard vouchers are due by July 13, 2016. 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 29<sup>th</sup> for cash and June 30<sup>th</sup> for checks.

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