

P-CARD ACTIVITY SCHEDULE FOR FY09

April 25, 2008

BILLING CYCLE END DATE	WORKS PAYMENT MANAGER POST DATE CUT-OFF	WORKS PAYMENT MANAGER COMPLETION OF CH & M SIGN-OFF	PCARD JRNL PREP & INITIAL POST	BUDGET CHECK DEADLINE	PCARD JRNL CLOSE IN P/S
06/27/08	06/27/08	07/08/08	07/09/08	07/10/08	07/11/08
07/25/08	07/25/08	08/06/08	08/07/08	08/11/08	08/12/08
08/27/08	08/27/08	09/05/08	09/08/08	09/09/08	09/12/08
09/26/08	09/26/08	10/07/08	10/08/08	10/10/08	10/12/08
10/27/08	10/27/08	11/05/08	11/06/08	11/08/08	11/10/08
11/27/08	11/27/08	12/08/07	12/09/08	12/10/08	12/12/08
12/26/08	12/26/08	01/06/09	01/07/09	01/08/09	01/12/09
01/27/09	01/27/09	02/05/09	02/06/09	02/09/09	02/10/09
02/27/09	02/27/09	03/10/09	03/11/09	03/12/09	03/13/09
03/27/09	03/27/09	04/07/09	04/08/09	04/09/09	04/13/09
04/27/09	04/27/09	05/06/09	05/07/09	05/08/09	05/12/09
05/27/09	05/27/09	06/05/09	06/05/09	06/09/09	06/11/09

Please remember that "post" date and "transaction" date are not the same.

BILLING CYCLE END DATE

This date represents the Bank of America p-card cycle deadline – all transactions that process thru the bank will appear on Bank of America statements or electronic memo statements for this end-date.

WORKS PAYMENT MANAGER POST DATE CUT-OFF

WORKS PAYMENT MANAGER will reflect all transactions that were processed through Bank of America by this date. **The Billing Cycle End Date and WORKS PAYMENT MANAGER Post Date Cut-off are ALWAYS the same.**

WORKS PAYMENT MANAGER COMPLETION OF CH & M SIGN-OFF

This date represents the deadline (by close of business) that all cardholders (CH) and managers (M) review, allocate and sign-off p-card transactions in WORKS PAYMENT MANAGER.

PCARD JRNL PREP & INITIAL POST

This date represents the day the download is prepared for the first edit and budget check of a p-card journal in PeopleSoft. All transactions that pass budget check will immediately post to the general ledger (Budget Transaction Detail in P/S) BCE transactions will remain in the error journal until all transactions are corrected and can pass.

BUDGET CHECK DEADLINE

This date represents the deadline (by close of business) when all budget checking errors must be corrected.

PCARD JRNL CLOSE IN P/S

This date represents the deadline when you can expect all p-card transactions for the previous period to post to the budget transaction detail in PeopleSoft.

Please be aware that the deadlines for the p-card reconciliation process are **extremely** important. Failure to meet the deadlines places the p-card program in non-compliance. **Reconciliation deadlines will be addressed as compliance issues with regard to the p-card program.**

Any questions concerning the P-Card Activity Schedule for FY09 should be addressed to the P-Card Program Manager, Lillian Samundsen, (706) 721-9441 or lsamundsen@mcg.edu