

Procurement Card (P-Card) & Non-Employee Travel Card (NET Card) Lifecycle Guide

Description

This guide provides information on paying and reconciling procurement cards (P-Cards) and non-employee travel cards (NET cards) in the Statewide Financial System (SFS). The concept and process is the same for both P-Cards and NET Cards. The only exceptions are the clearing account value and the vendor ID used when entering the voucher – each card uses a different account value. (Please see Job Aid JAA-AP205-009). The P-Card/NET Card lifecycle consists of two phases:

1. **Payment Phase using a Prepaid Voucher** – Involves paying the P-Card (or NET Card) statement in the AP Module.
 - A “Prepaid voucher” is used by on-line agencies to pay P-Card or Net Card credit card statements.
 - The vendor must be a P-Card (Supplier ID 1000009372) or NET Card (Supplier ID 1000058617) vendor.

When paying a P-Card (or NET Card) statement, agencies must use the designated Clearing Account String that was supplied to SFS by their agency Job Aid JAA-AP205-009.

NOTE: It is critical that AP Processors use the specific chartfield values, which were submitted to the SFS by their agency, for P-Card/NET Card clearing purposes, as the SFS uses these chartfield values when offsetting the entries during the reconciliation phase mentioned below.

2. **Reconciliation Phase** –. Reconciliation of transactions will be done in the Purchasing Module.
 - A reconciliation voucher is a voucher staged and built by the SFS as a result of the reconciliation of P-Card and NET Card transactions. .
 - Transactions will be picked up for the Load Voucher Stage process if transactions in an Approved Status, have a Valid Budget Status and Valid Chartfield Status.
 - The Voucher Style selected in the SFS for the reconciliation is the “Regular” voucher with the Voucher Source of “Procurement Card.”
 - When a fully approved reconciliation voucher is posted (via Voucher Post process as part of nightly batch), the clearing account appropriation will be credited for the total amount of the voucher. The actual expenditures incurred are charged against the chartfield used on the reconciliation voucher.
 - The reconciliation voucher **does not** result in a payment as long as the prepaid balance is greater than the reconciliation voucher.
 - **Never** use the P-Card, NET Card or clearing account string for the following transaction types as the prepaid balance is only tracked in the SFS via prepaid and reconciliation vouchers:
 - Adjustment voucher (credit memos or Refund of Appropriations (ROAs));
 - Regular voucher with a Voucher Source other than the Procurement Card;
 - Journal vouchers; or
 - General Ledger journals.

Payment Phase

Steps	Action	Role(s)	Training Course	Job Aid	Process Result(s) / Notes
Step 1	Pay Citibank P-Card (or NET Card) Statement	NYF_AGY_AP Processor	Accounts Payable 205 (Topic: Entering Prepaid Vouchers)	JAA-AP205-009	<ul style="list-style-type: none"> • Citibank bill is paid and posted creating a Prepaid Balance. <p>NOTE:</p> <ul style="list-style-type: none"> • Voucher Style for paying a P-Card (or NET Card) statement is "Prepaid." • The balance is increased when a prepaid voucher payable to the credit card vendor is posted. • The entire sum on the P-Card (or NET Card) statement is paid at once and contains only a single Invoice line and a single Distribution line on the prepaid voucher. • Agency designated P-Card (or NET Card) ChartField values must be used on this voucher.

Reconciliation Phase

Steps	Action	Role(s)	Training Course	Job Aid	Process Result(s) / Notes
Step 1	Citibank Files		N/A Batch Process		Files are loaded automatically into SFS Tuesday through Saturday AM. Credit Cards must exist in SFS or transactions will load to the error table.
Step 2	Reconcile P-Card (or NET Card) Transactions	NYF_AGY_PO_CC_CARDHOLDER NYF_AGY_PO_CC_RECONCILER	Procurement Cards 215 (Topic: Reconciling a procurement card transaction)	JAA-PC215-007 Reconciling a Procurement Card Transaction JAA-PC215-008 Reconciling a NET Card Transaction	<ul style="list-style-type: none"> Agency's Credit Card Administrator (CCA) will need to assign the correct Proxy Role to cardholder's credit card. (P-Card Cardholder/Reconciler or P-Card Reconciler) P-Card (or NET Card) transactions are reconciled to a Verified Status. Budget Validation will only budget check transactions that are in a status of Verified or Approved.
Step 3	Approve P-Card (or NET Card) Reconciliation	NYF_AGY_PO_CC_APPROVER	Procurement Cards 215 (Topic: Approving a Procurement Card transaction)	JAA-PC215-006 Approving a Procurement Card Transaction	<ul style="list-style-type: none"> CCA will need to assign Proxy Role P-Card Approver to credit card P-Card (or NET Card) transactions are reconciled to an Approved Status. <p>NOTE:</p> <ul style="list-style-type: none"> P-Card Approver may change chartfield values on P-Card transactions, if necessary. <p>Approvers should verify that Budget and chartfield status is Valid. Transactions can be approved and fail budget validation.</p>

Step 4	Load P-Card (or NET Card) Voucher Stage process	Batch Process			<ul style="list-style-type: none"> • Process is run as part of Nightly Batch Monday, Tuesday and Wednesday.
Step 5	Nightly Voucher Build Process	Batch Process			<ul style="list-style-type: none"> • P-Card (or NET Card) reconciliation vouchers are built. <p>NOTE:</p> <ul style="list-style-type: none"> • Voucher Style for a reconciliation voucher is “Regular” and Voucher Source is “Procurement Cards.” • Process is run as part of Nightly Batch Monday, Tuesday and Wednesday.
Step 6	Search for a P-Card (or NET Card) Voucher and submit into approval workflow	NYF_AGY_AP Processor	Accounts Payable 210 (Topic: Viewing Vouchers Built by SFS)	JAA-AP210-006: Viewing Vouchers Built by SFS	<ul style="list-style-type: none"> • P-Card (or NET Card) voucher is submitted into workflow. <p>NOTE:</p> <ul style="list-style-type: none"> • No changes should be made to reconciliation vouchers except updates to chartfield values, if necessary. • Do NOT update/remove vendor withholding information that defaults from the vendor profile to a P-Card (or NET Card) payment/reconciliation voucher.

Step 7	Agency Approval	<p>Various approval level roles that may be assigned to an approver:</p> <p>NYF_AGY_AP_AD HOC_APPRVR</p> <p>NYF_AGY_AP_AP PRVR1</p> <p>NYF_AGY_AP_AP PRVR2</p> <p>NYF_AGY_AP_AP PRVR3</p> <p>NYF_AGY_AP_AP PRVR_ALL</p>	Accounts Payable 210 (Topic: Approving vouchers using workflow)	<p>JAA-AP210-:007 Approving/Denying Vouchers in Workflow</p> <p>JAA-AP210-008 Adding An Ad-hoc Approver or Reviewer</p>	<ul style="list-style-type: none"> Voucher is approved by agency. <p>NOTE:</p> <ul style="list-style-type: none"> Never reject/delete P-Card (or NET Card) reconciliation vouchers.
Step 8	OSC Approval	OSC Bureau of State Expenditures (BSE) Audit Roles	N/A	N/A	<ul style="list-style-type: none"> Voucher is approved by the OSC BSE.
Step 9	Voucher Post	Batch Process			<ul style="list-style-type: none"> Process restores appropriations to clearing account chartfields. Prepaid balance is decreased when a reconciliation voucher is posted. The reconciliation voucher is a regular voucher with a voucher source of Procurement Card.
Step 10	P-Card (or NET Card) Cash Reallocation Process	Batch Process			<ul style="list-style-type: none"> Process restores cash to the fund used on clearing account chartfield string submitted by the agency to the SFS for P-Card clearing transactions.

IMPORTANT – Please note the following for a successful reconciliation:

- Prepaid vouchers should **never** be used for paying bills other than P-Cards and NET Cards.
- Sufficient prepaid balance by Business Unit and Vendor **must exist** or agency will receive an error message that there is not sufficient prepaid balance to submit Reconciliation Voucher into workflow.
- If a reconciliation voucher is paid this will result in excess payments. (This should be resolved in the next billing period as the payment should be deducted from the credit card vendor's bill.)
- **Do not** update/remove vendor withholding information that defaults from the vendor profile to a P-Card/NET Card payment/reconciliation voucher.
- **Do not** process Refund of Appropriation transactions related to Citibank. Request a credit against the next statement.
- **Do not** enter Journal Vouchers (AP) or Journals (GL) to reclassify expenses related to payments for P-Cards/NET cards.
- When cards are setup for users in SFS, the BU assigned to the card must be entered as the BU that is paying the Citibank bill. This will ensure that the funds will be restored to the paying BU's clearing account when reconciliation is complete.
- Reconcilers should ensure that the PO BU used on P-Card/NET card transactions is always the same as the card BU.
- CCA's should never delete cards from SFS. This prevents access to reconcile any outstanding transactions.

Reference Materials:

- OSC Guide to Financial Operations, XII.6.Q Paying and Reconciling State Credit Card Charges
- Reports
 - **NYAP3768 Prepaid Voucher Report:** Main Menu>Reporting Tools > SFS OBIEE Reports > Account Payables > Payment Analysis - Lists all of the existing Prepaid Vouchers that have unreconciled balances.
 - **NYPO3593 Unreconciled P-Card/NET Card Statements:** Main Menu > Reporting Tools > SFS OBIEE Reports > Purchasing(PO) > Card- Summary by statement date for each cardholder of unreconciled transactions. (Job Aid JAA-CCA205-007)
 - **PO_PCARD_AGING_RPT:** Main Menu > Reporting Tools > Query > Query Viewer > PO_PCARD_AGING_RPT- Detail of unreconciled P-Card or Net Card transactions for each cardholder
 - **PCard Account Summary Report:** Main Menu > Purchasing > Procurement Cards > Reports > Account Summary- Purchase Summary can be run by Issuer, Merchant or Employee. Displays P-Card purchase information about each cardholder assigned to the CCA who ran the report.
 - **Cardholder Information Report:** Main Menu > Purchasing > Procurement Cards > Reports > Cardholder Information - Provides basic information about cards each cardholder assigned to the CCA who ran the report. Job Aid JAA-CCA205-006.
 - **Corporate Card Information: Main Menu > Reporting Tools > Query > Query Viewer > EXC2550-** Provides card information for each cardholder within a single GL business unit. Job Aid JAA-CCA205-008.
 - **APY2100 Open Prepayments:** Lists unapplied prepaid vouchers.
 - **APY2101 Prepayment Settlements:** Lists regular voucher payment schedules that have been fully applied.