

PROCUREMENT SERVICE CENTER  
Procurement Card Year-End Instructions  
FY End 2009

Helpline: 303.315.2846

[FinProHelp@cu.edu](mailto:FinProHelp@cu.edu)

<http://www.cusys.edu/psc/purchasing/procurementcard/>

**ALL Procurement Card transactions with a transaction date of June 30, 2009 or before, MUST BE REALLOCATED by 3:00 p.m. on Tuesday, July 7th. This means ALL transactions, including those you have put in a hold or dispute status and those waiting for credits.**

- ◆ **Cardholders should request vendors to date transactions made in June with a June date** and send through the transaction as quickly as possible. Transactions dated by vendors after June 30, 2009 will go into fiscal year 2010, even though the purchase may have actually been made in June.
- ◆ **Daily e-mail reminders** to reallocate June or earlier dated transactions will begin on June 15th, and continue through July 7th.
- ◆ The **ACARD system will allow reallocation** of both June or earlier dated transactions as well as July dated transactions during the July 1, 2009 through July 7, 2009 timeframe. Reallocated transactions with a July date will feed to Finance System on July 8, 2009, and will appear in the fiscal year 2010.
- ◆ **Changes in previous reallocations** may be made on June or earlier dated transactions through July 7th. Changes in previous reallocations may be made on July or later dated transactions through FY 2010.
- ◆ If a June 30, 2009, or earlier dated transaction is **not reallocated by July 7, 2009, at 3:00 pm, the transaction will feed to Finance System and charge the cardholder's default** speed type and 553200 account code on July 8, 2009 into FY 2010. These unallocated June or earlier transactions will remain open in the ACARD system and must be reallocated even after the July 7, 2009 date.
- ◆ **Procurement Card transactions dated June 30, 2009, or earlier, and that are not downloaded by the bank** to the ACARD system by July 7, 2009, will appear in fiscal year 2010.
- ◆ **June and July Procurement Card statements** will be available to print on the regular monthly schedule. June Procurement Card statements will contain transactions posted to the bank from May 25, 2009 through June 24, 2009. The July Procurement Card statement will contain transactions posted to the bank from June 25, 2009 through July 24, 2009.
- ◆ Contact the FinPro Help Desk at 303.315.2846 immediately if you discover **transactions that have mistakenly been reallocated to your department's speed type by another department**. You will need to have the Reference # (PCxxxxxx, EZxxxxxx, ACxxxxx, DCxxxxx) from your Finance System report, which is the ACARD transaction number. Procurement Card Administration will let you know who to contact to correct the error and whether to instruct him/her to go back into the ACARD system to change/correct the reallocation or do a journal entry, whichever is appropriate at the time and for the situation.
- ◆ For the timeframe July 1, 2009, through July 7, 2009, all transactions, regardless of transaction date, **will be checked by the ACARD system at the time of reallocation against the July Finance System active speedtype/fopps/account code tables**. This may result in June 30, 2009 or earlier dated transactions not being allowed to be reallocated to a speedtype/fopps/account code that was inactivated as of June 30, 2009. If you believe the transaction should be recorded to the inactive FOPPS, then you must contact your campus Controller's office to discuss the item.

Note: Year End procedures will be developed for the departments using the new Expense System during the year-end process.