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P-CARD USER MANUAL

P-CARD REBATES

INTRODUCTION

Some agencies receive a check from the Department of Administration's Division of Purchasing for a P-Card rebate.

DIVISION OF FINANCIAL MANAGEMENT INSTRUCTIONS

The Division of Financial Management has released a memorandum which gives the following instructions for proper fiscal coding of this rebate:

The rebate amount should be deposited using the transaction code (TC) 105 Vendor Refund and expenditure subject code 5999 Other Miscellaneous Expenditures to the appropriate funding sources for your agency that were used for P-Card purchases in the calendar year.

For example, if your agency used monies from the General Fund for 50% of its Pcard purchases in the calendar year, then 50% of the rebate should be applied to the General Fund funding source.

Please contact your DFM Analyst if you have any further questions on this process. Please contact the Division of Purchasing if you have questions concerning the rebates themselves.

In addition, the generic P-Card Vendor number "PCARD0000" (suffix "PC") should be used.

CORRECTING STARS ERRORS

If you get an F79 GP Rec Not Found or F46 PJ Record Not Found error when entering the TC 105, create a transaction using a TC 27B and then enter a zero amount. Enter the rest of the transaction using the same information as used on the TC 105. Enter a date that is earlier than the TC 105 effective date. Release both and they should both process. This will put a record on the Project and Grant files so that the TC 105 can process.