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P-CARD USER MANUAL

ADJUSTMENTS TO EXPENDITURES OR PAYMENTS

INTRODUCTION

You can adjust the P-Card Liability GL2105 expenditure before or after you have paid the bank, or you can adjust the STARS TC 28Z payment to the bank.

ADJUST A P-CARD EXPENDITURE

When P-Card transactions are approved, uploaded, and posted to STARS, an expenditure is posted to the **P-Card Liability GL2105**.

- A. If you have paid the bank (P-Card transactions have been approved and the P-Card Liability has been realized), and need to make an adjustment, enter an expenditure adjustment in STARS using **27A** and **27B** transaction codes. You use these to make fiscal coding changes, such as the Subobject, Fund or Grant, to the expenditure.
- B. If you have not paid the bank, but P-Card transactions have been approved and the **P-Card Liability GL2105** expenditure has been realized, enter a **TC 228R** in STARS to reverse the expenditure, and then enter a **TC 228** in STARS with correct fiscal coding. You can then enter a payment to the bank in STARS or Payment Services, using the same fiscal coding as the **TC 228** transaction.

ADJUST A P-CARD PAYMENT

If you have paid the bank using different (incorrect) fiscal coding than what has posted to the expenditure (P-Card Liability GL2105), use a **TC 28YR** to reverse the payment. Then enter as **TC 28Y** transaction with the correct fiscal coding. The TC 28Y will debit the P-Card Liability GL2105, credit Cash GL1003, and will not create a warrant or EFT.

BATCH ERRORS

Final approved transactions in P-Card are batched and uploaded to STARS (all P-card batches are indicated by an asterisk, aka “splat” batch). STARS validates the fiscal coding, so if any errors occur, an Edit Mode 3 batch is generated. The agency’s fiscal person must then make the corrections directly in STARS. Often this means changing the Batch Effective Date in the STARS S054 screen. However, the easiest way to avoid errors related to the Effective Date is to use the Posted Pending process at the end of each month. The Posted Pending process will post all transactions in the correct month even if they are not approved. When these transactions are finally approved in P-Card, P-Card will automatically make the correct adjustments in STARS so that the transactions post with the proper fiscal coding.